



USAID | BANGLADESH

FROM THE AMERICAN PEOPLE

AMENDMENT NO. 2

**Notice of Funding Opportunity (NOFO) Number: 72038819RFA00003
Local Works Bangladesh Activities**

Dear Prospective Applicants:

This is an amendment to the Notice of Funding Opportunity (NOFO) for the proposed activity titled: Local Works Bangladesh Activities

The purpose of this Amendment is to:

- I. Extend the Concept Paper Submission Deadline;
- II. Revise the Agency Point of Contact in Section D; and
- III. Provide Responses to the Questions during the Introductory Session/Pre-Award Conference.

BY: *Dion Glisan*
Dion Glisan
Agreement Officer
USAID/Bangladesh

DATE: *30 May 2019*

The NOFO is amended as follows:

- I. Concept Paper Submission Deadline and Closing Time in page 1 of the Notice of Funding Opportunity (NOFO) is hereby extended as follows:

**“Concept Paper Submission Deadline: NLT June 19, 2019
Closing Time: 4:00 p.m. Bangladesh Time”**

- II. Delete the content in “Section D.1 Agency Point of Contact” in its entirety and replace with the following content:

“Mr. Samiul Islam Khan
Acquisition and Assistance Specialist
USAID/Bangladesh
C/O American Embassy
Madani Avenue, Baridhara
Dhaka-1212, Bangladesh
sakhan@usaid.gov”

Delete the e-mail address and replace with sakhan@usaid.gov in the first sentence of second paragraph under Section D.4.

- III. Responses to the Questions discussed during the Introductory Session/Pre-Award Conference dated May 27, 2019:

Question 1: In addition to NGOs, can local government bodies also be considered as local actors?

USAID Response: USAID will not fund the Government of Bangladesh directly, but they are important partners. USAID’s aim is to strengthen existing structures, rather than create new structures within the government system. The local government partners will likely be important to help ensure sustainability.

Question 2: Since there will be 2-3 awards, where will each project work? Same place?

USAID Response: We would like the applicants to propose what they want an intervention to be and where to target (within the restrictions outlined in the Notice of Funding Opportunity). If the applicant thinks they should work in 3 different Upazilas then that’s what they should propose. Or, if working in 1 Upazila makes more sense, then do it that way. The applicants should focus on their core strengths and where they believe they have a comparative advantage. Focus on what the applicant thinks the community needs. During co-design phase, USAID will provide additional guidance to avoid overlapping and to ensure necessary adjustments.

Question 3: Please let us know more about alternatives to firewood.

USAID Response: USAID wants to know those ideas from applicants directly.

Question 4: Can we submit a concept paper from a consortium of NGOs? Consider that consortiums are unregistered with GOB.

USAID Response: Yes, but USAID anticipates making a single award to the Consortium, and the maximum amount of the award will still be US\$2,000,000. One organization will take the lead. USAID is proposing to use Fixed Amount Awards (FAA) for this activity. A FAA is a grant that has milestones established to complete the activities developed through the Concept Paper and Co-Design process. Usually a FAA is made to a single organization.

Question 5: Please clarify the co-design process.

USAID Response: USAID will evaluate the concept paper based on the merit review criteria outlined in Section E of this NOFO; and will identify complementary concept papers. USAID and the shortlisted NGOs will come together to co-design a full proposal based on the applicant's concept paper. USAID will not dictate the proposal, but will work in partnership with the applicant. It will be up to the applicant to propose interventions, and then USAID may provide additional context or information to ensure our objectives are met.

Question 6: Can one organization submit multiple concept notes?

USAID Response: Yes. However, USAID would prefer one strong concept paper, rather than multiple concept papers from the same applicant.

Question 7: Should the proposal identify specific sub-organizations that will handle specific components?

USAID Response: Yes. Additionally, applicants are encouraged to use a local university for the M&E component.

Question 8: If one organization is awarded, then they might want to involve more people than 3 key personnel mentioned in the application. Is this okay?

USAID Response: We ask for the CVs of three core staff because we want to ensure the qualifications of the activity leaders. We expect that there will be more than 3 people involved in implementation of the activity. We would like only three people from each shortlisted organization for the oral presentation.

Question 9: Can we have more time for concept paper submission, due to the Eid vacation?

USAID Response: Concept Paper Submission Deadline has been extended. The new deadline is June 19, 2019.

Question 10: As this project is for the host community, will you consider interventions for the Rohingya camps, including awareness raising in the camps?

USAID Response: Local Works is for the impacted communities; that is where we will put the resources. We, by our rules, have to give it to the local communities. There is already a tremendous amount of resources going into the camps, so we feel that the impacted communities receive this USAID assistance. Impacted communities includes communities that may be hosting Rohingya, and those that are not hosting Rohingya.

Question 11: Can applicants submit external consultants' CV/Resumes as Key Personnel?

USAID Response: If there is someone outside your organization that you want to hire, it's your choice. We as USAID will not give them a separate award.

Question 12: Do applicants need to list monthly activities in the concept paper?

USAID Response: The Concept Paper does not need to go into that detail. The Concept Paper should identify overall objectives and the approach the applicant is proposing, but if they are successful then we'll work with you to develop the additional detailed milestones during the co-design process. Cost estimate will be done against individual milestones. The milestones will be relatively iterative to make sure there is funding coming regularly.

Question 13: Is there any plan for USAID to make TPP or agreement with Bangladesh Forest Department?

USAID Response: If a TPP is required, it needs to be set up between the implementer and GOB. After we make an award we will help the implementing partner set up the TPP.

Question 14: TPP will take a lot of time. How it could be managed easily?

USAID Response: Yes. We will see what it requires at the appropriate time.

Question 15: Is there any standard ratio between program cost vs support cost? Is it fixed or flexible?

USAID Response: It is 80% and 20%. Program cost includes implementation cost, PD&L (research and analysis) and Purchase orders to buy items from eligible vendors or hire an eligible organization/consultant. Support cost includes administration & oversight (A&O) expenses, travel costs, including motor pool; and training and events related expenses. Please see the *Attachment 1* as reference.

Question 16: Plantations will be wood only or fruit/food as well?

USAID Response: It's up to your organization to look at the situation and determine what is the best type of activities to solve the problems facing these communities.

Question 17: How to submit the concept paper through email?

USAID Response: Send the document through email as an attachment. Do not send a zip file. Document must be word or pdf. You can communicate Samiul Islam Khan at sakhan@usaid.gov to confirm whether USAID has received it.

Question 18: How to check the validity of DUNS number?

USAID Response: USAID can check in the system if the DUNS number is valid. Applicants can check online at <http://www.sam.gov> to see if the DUNS number is valid. To request for DUNS number please visit at <http://fedgov.dnb.com/webform>.

Question 19: DUNS registration process is very difficult. How it could be resolved?

USAID Response: We can try to help with that, but that's not our system. It is a difficult system and sometimes it can take months. This is why we recommend organizations begin this process early.

Question 20: Does NGO need to be registered by NGO bureau?

USAID Response: NGO must be registered by the Government of Bangladesh, but not the NGO bureau only. Please see the Amendment 1 of this NOFO in www.grants.gov.

Question 21: Can private company apply?

USAID Response: If recognized under the Government of Bangladesh, then you should be able to participate. However, a private company cannot make profit under this.

Question 22: How will these activities be related to other activities, Protibesh, SUFAL, etc.?

USAID Response: You all have to make the decision on what you think is right and how you may work with other projects. With Local Works, USAID is trying to target smaller organizations that might be less involved in the very big projects.

Question 23: Can we have a one-week extension?

USAID Response: Please see the response to the question 9.

Question 24: Can organizations who did not come to the meeting today still apply?

USAID Response: Yes.

Question 25: If we need more clarification, what do we do?

USAID Response: USAID hopes that today's meeting clarified all outstanding questions. Now is your chance to ask. However, if you really do have more questions later, you can write to Samiul Islam Khan at sakhan@usaid.gov.

Question 26: Does the applicant need to have a DUNS number before submitting the application?

USAID Response: The applicant does not need to have a DUNS number before submitting the application, but does need it before USAID makes the award.

Question 27: Does the application need a detailed, month-by-month budget?

USAID Response: No, you will develop and submit a detailed budget at a later stage.

Question 28: Will USAID share the list of attendees?

USAID Response: Yes, you will find it as *Attachment 2* of this amendment.

[END OF AMENDMENT 2]

USAID/E3/Office of Local Sustainability/Local Works Program

Drafter: Jennifer Hansel

Local Works Program - Eligible and Ineligible Entities

Local Works program funds are to be used for awards of up to \$2 million each to eligible entities, defined as small, international or US organizations that have not received more than \$5 million in the last five years directly (as the prime) from USAID. Up to 20% of the global budget each fiscal year may be used for Local Works “program support.” Local Works strongly encourages awards with local eligible entities.

Program funds (80% of global budget each fiscal year) may be used for:

- Direct awards (acquisition or assistance) to eligible entities.
 - Within reason, eligible prime awardees may work with otherwise ineligible sub-awardees; however, the award must not be a pass-through and the eligible prime must be in control (setting priorities, retaining accountability, etc.). The purpose of a sub-award to an ineligible must be to achieve the objectives and interests of the eligible prime. When considering this option, please discuss with E3/LS well in advance.
- PD&L (research and analysis) by an eligible organization.
- Purchase orders to buy items from eligible vendors or hire an eligible organization/consultant
- Awards to US universities (\$5 million eligibility is at the department level)

Program *support* funds (up to 20% of the global budget each fiscal year) may be used for:

- Administration & Oversight (A&O) expenses;
- Travel costs, including motorpool;
- Training and events;
- Program Design and Learning (PD&L) conducted by an ineligible organization
- In rare cases, awards *may* be made to ineligible organizations. However, there must be highly compelling reason beyond the challenge of working with eligible entities.

Approaches used by Local Works programs to Facilitate Local Partnerships

Local Works missions receive five-year discretionary funds and use a variety of mechanisms. E3/LS supports missions to facilitate partnerships focused on local ownership through co-design workshops, systems mapping, donor exit strategies, and experimenting with existing funding mechanisms. Approaches that empower local partners to lead the development process is a Local Works global learning priority. E3/LS works with missions to explore options that meet their goals and context. Approaches used by Local Works missions include, but are not limited to:

Solicitation Approaches for Non-Traditional Local Partners

- **Pre-solicitation Bidders Conferences** for eligible entities to understand the capacity needed to absorb USAID funds. A competitive eligible entity can then develop the necessary skills prior to submitting an application/proposal. This can minimize the longer-term FM coaching that some missions have encountered.

- **Annual Program Statement:** USAID/Malawi, USAID/Vietnam
- **Annual Program Statement Addendum:** USAID/Macedonia
- **Broad Agency Announcement:** USAID/Malawi
- **Justification to Restrict Eligibility (JRE):** USAID/Macedonia
- **Local-only competitions:** USAID/Malawi, USAID/Serbia
- **Request for Information:** USAID/West Africa

Implementing Mechanisms that Reduce Barriers for Local Partners

- **Blanket Purchase Order:** USAID/Dominican Republic
- **Purchase Order:** USAID/Dominican Republic, USAID/Armenia, USAID/BiH and USAID/Malawi used purchase orders with local organizations, such as local vendors and for research and analyses (PD&L) with a local organization.
- **Fixed Amount Award (FAA):** E3/LS used FAAs for awards after a BAA co-creation; USAID/Malawi will do FAAs with BAA co-creation partners; USAID/Bangladesh, USAID/Honduras, and USAID/Vietnam.
- **IDIQ for only local organizations:** USAID/Serbia (three task orders)
- **Cooperative agreements:** USAID/Morocco (five cooperative agreements), USAID/Vietnam, USAID/Bosnia and Herzegovina, and USAID/Serbia.
 - Pre-award Surveys might be difficult for an eligible organization to pass. Using the 20%, an ineligible accounting firm, or using the 80%, an eligible accounting firm, could be hired to support the organization.

Approaches to Reduce Mission Management Burden

- **Inverse:** local organization receives a direct award and has a subaward with an international or local organization for capacity development services. This approach empowers the prime local organization.
- **Umbrella:** one direct award to an eligible organization with subawards to local organizations. It requires limited Mission resources and enables broad, but indirect, reach to local organizations
- **Tiered:** local prime provides technical assistance and manages subawards to local intermediary support organizations to build organizational capacity and manage subawards to local organizations.
- **Phased:** award with local prime stipulates different SOW for each phase. The intermediary prime local organization provides technical and capacity development to numerous local sub-awards. It is useful in environments with multiple organizations with weak capacity
- **Parallel:** one award is made to a local organization. Or an award can be made to an eligible prime that has subawards with local organizations. A separate award is developed to provide organizational capacity building to the local organization(s).
- **Transition:** the award changes from a non-local prime to a local prime over time.

Attachment 2 of Amendment 2 - NOFO 72038819RFA00003**List of Attendees – AEEA – May 27, 2019**

Introductory Session/Pre-Award Conference

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	Name of Attendees	Organization name	Contact Information
1	M. Mokhlesur Rahman	CNRS	mokhles_cnrs@yahoo.com
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4	Md. Bodrud-Doza	BRAC	bodrud.d@brac.net
5	Ibn Zaman	PHALS, Cox's Bazar	zaman.dhaka16@gmail.com
6	Md Shamim Azad Shuvo	AID-COMILLA	shamimazadshuvo@gmail.com
7	Md. Belayet Hossain Meah	Reliant Women Development Organization (RWDO)	inforwdosylhet@yahoo.com
8	Md. Abdur Rob Mollah	Nature Conservation Management (NACOM)	armolladu@hotmail.com
9	Abdullah Al Mohiuddin,	ANTAR Society for Development	antarsd@agni.com
10	Dr. Md. Mahbubul Alam	Population Services and Training Center (PSTC)	mahbubul.a@pstc-bgd.org
11	Kamal Kumar Saha	Dushtha Shasthya Kendra (DSK)	kksaha@dskbangladesh.org
12	Hasan Ahmed Chowdhury	FIVDB	hasanachowdhury@yahoo.com
13	Abdullah Al Noman	Shishu Protiva Bikash Kendro	nomangsc@gmail.com
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29	Samiul Islam Khan	USAID/Bangladesh	sakhan@usaid.gov
30	Muhammad Atiqur Rahman	USAID/Bangladesh	matiqrahman@usaid.gov