



# USAID | EGYPT

FROM THE AMERICAN PEOPLE

**Date Issued:** February 27, 2020

**SUBJECT:** **Amendment no. 1 - Notice of Funding Opportunity Number:**  
**72026320RFA00002**  
**Program Title: Inter-Community Girls Empowerment**  
**Catalog of Federal Domestic Assistance (CFDA) Number:**  
**98.001**

Dear Prospective Applicants:

The United States Government ("USG") represented by the U.S. Agency for International Development's Mission in Egypt (USAID/Egypt) hereby amends the above-referenced NOFO. The purpose of Amendment No.01 is to amend the NOFO as stated below and provide answers to questions received.

Attachment 1: Amendment number 1 to the NOFO

Attachment 2: Answers to Questions received.

Sincerely,

A handwritten signature in blue ink, appearing to read "Martin Fischer", with a long horizontal flourish extending to the right.

Martin Fischer  
Agreement Officer

## **Attachment No. 1**

The NOFO is hereby amended as set forth below:

### **SECTION A: PROGRAM DESCRIPTION**

**1. Section A.4, General Program Guidance, Conflict Sensitivity, page 8:** Delete the following sentence: “Conflict Sensitivity Implementation Strategy is required with annual work plan submission and the awardee is expected to conduct an initial baseline localized conflict analysis to inform programming and ensuring that the first critical step of conflict sensitivity is accounted for.” Replace this sentence with “**The awardee is expected to conduct an initial baseline localized conflict analysis to inform programming and ensuring that the first critical step of conflict sensitivity is accounted for.**”

### **SECTION B: FEDERAL AWARD INFORMATION**

**2. Section B.3 Substantial Involvement, page 17:** Delete the bullet that states: “Approval of all sub awards not included and approved in the original Cooperative Agreement.”

**3. Section B.3 Substantial Involvement, page 17:** Add the following bullet that states:

“Review and approval of the annual Monitoring and Evaluation Plan results, and the ability to pause or stop some or all parts of the Program Description until, or if, an agreement is reached on program improvements.”

### **SECTION D: APPLICATION AND SUBMISSION INFORMATION**

**4. Section D.5, TECHNICAL Application Format (page 22):** In the subsection entitled (c)Technical Approach and under “Annexes related to Technical Approach (does not count against the page limit)”, second paragraph, delete the following sentence “The MEL plan must present a results framework, including assumptions and key indicators.” Replace this sentence with “**The MEL plan must present a logic model, a theory of change, including assumptions and key indicators.**”

**5. Section D.5, TECHNICAL Application Format (page 24):** In subsection entitled “Institutional Capacity, delete the title “Annexes related to Institutional Capacity (does not count against the page limit)”, and replace it with “Annexes related to Institutional Capacity - **Annex 3** (does not count against the page limit)”.

**6. Section D.5, TECHNICAL Application Format (page 24):** In subsection entitled “Institutional Capacity and under “Annexes related to Institutional Capacity (does not count against the page limit)”, first paragraph, delete “2%” and replace it with “**20%**”.

**7. Section D.6, Business Cost Application Format:** Add section h), page 31, as follows:  
“h) Choice of Instrument:

Based on the results of market research that was conducted during the planning phase, it was determined that there are several local Egyptian organizations and international organizations that are working in the fields of inter-community development and girls empowerment.

The agency's programmatic needs would be best met by providing funds and/or in-kind support to one of these organizations to support its own project(s).

A cooperative agreement is selected instead of a grant because substantial involvement is expected between USAID and the recipient while carrying out the Inter-Community Girls Empowerment activity, particularly involvement in and approval of workplans.

This activity will seek application(s) for projects to support initiatives that support inter-community development and girls empowerment. USAID/Egypt will consider awards to local organization and/or consortia (of local and US organizations) to meet the needs identified in the program description. The proposed activity responds to the U.S. Government's policy priority to advance inter-community understanding in the Middle East and North Africa, as well as USAID/Egypt's desire to increase inclusive economic governance; combat gender-based violence; and improve the public participation of females.”

**SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION**

**8. Section F.3, Reporting Requirements, page 44:** Delete Subsection d., “Geographic Information Systems (GIS) in its entirety and replace it with the following:

“Geographic Data Reporting Requirements

Activity Location Data (coordinates): The Recipient shall submit Activity Location Data which indicates the geographic location or locations where the activity is implemented. Geographic disaggregation is required to the first administrative level at a minimum; in Egypt, this corresponds to the governorate level. Further geographic disaggregation is encouraged. The contractor is required to collect and provide spatial data and use Geographic Information System (GIS) for spatial data development and reporting. The contractor must provide electronic primary data sets in a machine-ready format in accordance with the following Geographic Data formatting standards.

Geographic Data Standards:

- Geographic Data must be submitted in industry-standard formats such as Shapefile (.shp) or at a minimum data must be provided in an MS Excel sheet with latitude and longitude locations in decimal degree format.
- Geographic Data must use the Geographic Coordinate System, World Geodetic System 1984 (GCS WGS 1984)”

[End of Amendment No. 01 to **72026320RFA00002**]

## **Attachment 2:**

### **Answers to Questions Received on the Intercommunity RFA**

#### **Section A:**

1. How is the Mission defining communities as per the RFA? Are these formal named communities with defined geographical boundaries or is the definition broader to include informal communities/groups of individuals with similar beliefs/practices?

Response: “Communities” is defined broader to include informal communities. Communities are groups of individuals sharing similar beliefs/practices or geographic boundaries, educational and religious institutions or receiving services through the same local government systems.

2. How is the target age range defined: youth would be 14-24 (or 25 as included in the footnotes); I am curious about this because the expected results note both the importance of continued education but also the development of micro-enterprises and increased economic empowerment.

Response: USAID/Egypt does not see any contradiction between continued education and youth empowerment through microenterprises/growing small businesses within the age group listed in the NOFO. Note: the age group listed in the NOFO is “under the age of 25 years” per the footnote on page 4.

3. How is Greater Cairo being defined? Can the project focus on Giza within Greater Cairo?

Response: “Greater Cairo” is defined as the area that encompasses the Ring Road to the north, south, east and west. This boundary extends west to Sheikh Zayed City and 6th of October City.

4. Is there expected involvement with National level government for engagement in activities or support?

Response: Applicants should propose appropriate types of partnerships and/or engagements at the local or national government levels or with groups to achieve the proposed objectives of the NOFO.

5. In “the cadre of Community Champions within and across communities” are to create “a shared community vision to promote cross-cultural understanding while mitigating issues that adversely impact young women and girls” without young women and girls’ full participation in the creation of that vision? (p. 12, para. 2, 3)

Response: It is expected that young women and girls would participate.

6. Is there expected involvement with National level government for engagement in activities or support?

Response: Applicants should propose appropriate types of partnerships, engagements at the local or national government levels or with groups to achieve the proposed objectives of the NOFO.

7. Targeting:

- Are applicants required to cover at least four of the governorates specified in 4.a *Geographic Focus*?
- If not, is it more desirable to cover more than two geographical areas?
- Will USAID consider activities in other geographical areas?

Response: Applicants are required to propose activities within the geographic scope/ governorates stated in the NOFO (page 7) . It is up to the applicant to propose activities in one or more geographical areas that they believe will best achieve the proposed objectives of the NOFO. USAID/Egypt will not consider activities in other geographical areas.

8. The Objectives in the NOFO refers to creating Community Champions in selected communities. Can USAID help to clarify what's meant by "one community", is there any expectation for the size of each community?

Response: Communities are groups of individuals sharing similar beliefs/practices or geographic boundaries, educational and religious institutions or receiving services through the same local government systems. There is no expectation for the size of each community.

9. Is **private sector engagement** a must to include in the proposal even if the project design depends only on relations with civil society and various government levels?

Response: The proposed activity should consider opportunities to engage with the private sector for sustainable development impact, where appropriate, in accordance with USAID's Private Sector Engagement Policy.

10. On page 10, it says" The Government of Egypt has implemented activities aimed at empowering women and girls and building inter community cooperation. Proposed activities under this award should consider how to leverage and complement these activities. Is there a list of those activities available as guidance to applicants?

Response: It is the expectation of USAID that applicants will research Government of Egypt (GOE) activities complimentary to their proposed programming approach.

11-We are writing with regard to the Inter-Community Activity call and read about the geographic focus that excludes a governorate such as Sohag and which incidentally is a fertile environment for achieving excellent results for this future project. My assumption is based on peace building projects implemented in this governorate, lessons learned and recommendations from other projects aimed at social empowerment of girls from different backgrounds, especially religious ones. The question is: Can Sohag Governorate, which is located in Upper Egypt, be added to the geographical scope of the proposal, or not?

Response: No. At this point, the NOFO does not envision activities in Sohag.

**Section D:**

12. Please confirm offerors may use their own summary and detail budget template provided it aligns with the budget format in SF-424A. [Their budget template is a little inconsistent with the budget narrative categories, and they provided it in word document, so I was want to make sure we can use our own since they didn't call it illustrative.]

Response: The SF-424A is required and the instructions are in Section D.6.b. In addition, Section D.6.d requires a variety of EXCEL spreadsheet budgets. The budget format, template and definitions as specified in Annex 1 to the NOFO are required. Page 27 provides information regarding budget categories to be used. Annex 1 provides the format and template that should be followed.

13. One page 24 it defines a major sub-awardee as one whose proposed cost exceeds 2% of the total cost. This seems fairly low (only about 60k). Please confirm if this is expected to be 2% or 20%?

Response: This is an error. The correct figure is 20% of the Applicant's total costs. **The NOFO is amended accordingly.**

14. The RFA states on page 24, "The Applicant shall provide reference information for up to five projects/activities itself and each major sub-awardee..." Can USAID please clarify if this means 5 total Past Performance Information (PPI) for both Prime and subs?

Response: This means up to 5 for the prime and up to 5 for each major sub-awardee. If there is one sub-awardee, then this means up to a total of ten projects/activities. The number can be less but it should not exceed ten in this example.

15. One page 8 of the RFA, USAID requires that applicants include a Conflict Sensitivity Implementation Strategy along with annual work plan submission. Can USAID please share a draft of the strategy since this has not been a requirement we have submitted in the past.

Response: **The NOFO has been amended to delete this requirement.** Applicants should ensure that conflict sensitive approaches are incorporated throughout activity design, implementation, and monitoring and evaluation. This should be reflected in the draft Work Plan and draft Monitoring and Evaluation plan. The RFA is amended accordingly.

16. Key personnel:

- Is there a preference for either an International or Egyptian CoP?
- Can USAID provide more information on the skills and experiences required of key personnel?

Response: There is no preference for nationality of CoP, so long as he/she has the requisite skill set to implement the technical approach and achieve sustainable results. Applicants are encouraged to identify key personnel who they believe have the requisite skill set to implement the technical approach and achieve sustainable results. As stated in the RFA key personnel must have demonstrated ability to establish and sustain professional relationships with local counterparts and stakeholders, and have excellent written and oral communication skills in English.

- Can an organization include someone as a key personnel if they have already committed to an FY19 USAID/Egypt proposal that hasn't been awarded yet?

Response: Yes.

- Would USAID consider removing the requirement of a Deputy Chief of Party as Key Personnel?

Response: No, applicants must propose a Deputy Chief of Party. However, applicants can provide the position description for that position that it determines to be appropriate.

17. The body of the proposal document refers to a “results framework” being included in the illustrative MEL plan (pg. 22). The guidance on reporting requirements calls for the MEL plan to include a “logical framework and narrative” (pg. 43). Can USAID please clarify the requirements for the MEL plan?

Response: At the application submission stage, only an Illustrative Monitoring, Evaluation and Learning Plan (MEL) is required. The illustrative MEL plan must present a logic model with a theory of change, including assumptions and key indicators. The RFA is amended accordingly.

18. Is there a **template for each of the following** that USAID prefers Applicants to follow:

- a. Sustainability Plan
- b. Draft Workplan
- c. Letter of Commitment/ Statement of Availability

Response: There are no templates for each of the above. However, there is adequate description of each in the RFA. For the sustainability plan, please refer to section F.3 of the RFA under Reporting requirements. For the draft workplan, please refer to section D.5 under Annexes. For the letter of commitment/statement of availability, it is a statement signed by the named staff stating their availability to work on the project.

19. On page 24: What is meant by the first paragraph under "Annexes related to Institutional Capacity"? Does it refer to past awards that a company/NGO got from USAID in the past three years? or general activities that were implemented by a company/NGO in the past three years that were similar to the one proposed in the NOFO. Kindly clarify.

Response: It authorizes applicants to provide an annex that does not count against the page limit that includes the information specified on page 24. It refers to projects/activities awarded in the last three years from any source that the applicant believes are similar to this opportunity.

20. On Page 36: It says "USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer. " Can the cost sharing of 2% (stated on page 18) include pre-award activities since we are already gearing up for the current cycle of Valuable Girl and will be implementing preparation activities Jan-June 2020 before the official start of cycle in July (the estimated time of using the grant to cover project cost). Also, is the same as ANNEX 3 on page 62?

Response: No. Cost share are resources the recipient contributes to the total cost of an agreement. Thus, pre-award activities by definition do not contribute towards the cost of this proposed agreement. Please refer to ADS 303.3.10 for information on cost share.

21. I understood from the NOFO that **Branding and Marking Plans** are to be submitted after the applicant has been awarded the grant. So, no need to submit it with the technical and business cost applications. Correct?

Response: The branding and marking plan will be requested from the apparently successful applicant prior to award as stated in the RFA and should not be submitted with the Technical and Cost application.

22. **Application submission:** Do we submit the Technical proposal in word and PDF in a separate email than the Business Cost proposal?

Response: Yes. As stated in section D.5 Technical Application Format, the Technical Application must be submitted in microsoft word and pdf format. As stated in section D.6 Business Cost Application Format, the business (Cost) Application must be submitted separately from the Technical Application.

23. Do we include **summary and detailed budget tables** (Annex 1 on pages 54-56) in the Business Cost proposal word document (along with budget narrative), or in a separate excel sheets?

Response: The summary and detailed budget tables should be in both separate excel sheets and part of the complete cost application in pdf format in accordance to section D.6 Business Cost Application Format.

24. Do we submit forms SF-424, SF-424-A, and SF424-B together with the Business Cost proposal in the same email or separately?

Response: The SF-424 forms should be submitted with the Business Cost application.

### **Section E:**

25. The RFA states on page 44, “The Recipient should apply geospatial methods using GIS technology to support USAID’s effort to incorporate geographic data and analysis into USAID’s overall development planning, design, and monitoring & evaluation. Geographic data collection, analysis, and submission methods should be included in ME&L and the work plan. When geographic data is acquired through data use or ownership agreements with the host-country government or other entity, the Recipient must ensure that the agreement makes it permissible for the geographic data to be submitted to, and used by, USAID and other U.S. Embassy agencies. USAID/Ethiopia does not expect that overly elaborate or costly methods of collecting GIS data is necessary and will work with the Recipient to ensure that this information is provided in the least burdensome and expensive effective manner.” Can USAID please confirm if this paragraph was inserted into the RFA in error since it references USAID Ethiopia? Additionally, can USAID please give us a plug figure for the GIS data collection?

Response: Reference to Ethiopia is an error. **The RFA is amended to replace the above language.**

26. Scoring and Impact:

- a. Can USAID provide the scoring breakdown of the three components (Technical Approach, Management, and Institutional Capacity)?

Response: There is no scoring breakdown beyond the information provided. Section E, Application Review Information, states that the following criteria will be evaluated in a descending order of importance: 1- Technical Approach 2- Management Approach and Staffing 3- Institutional Capacity.

- b. Can USAID confirm the ultimate goal of this program, whether economic empowerment or community engagement and empowerment?

Response: USAID sees economic empowerment and community engagement as mutually reinforcing aspects for both girls' empowerment and ultimately intercommunity cooperation.

27. What is **the use of ANNEX 2** on page 57? Do we copy and paste it as an annex in the technical proposal?

Response: These are the provisions that will be part of the Cooperative Agreement. You do not need to copy and paste in the technical application. You should read the full text in the referenced links:

<https://www.usaid.gov/ads/policy/300/303maa> and  
<https://www.usaid.gov/ads/policy/300/303mab>).