



USAID | DOMINICAN REPUBLIC

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Subject: Notice of Funding Opportunity (NOFO)
Number: 72051721RFA00003.

Program Title: Combating Wildlife Trafficking Program.

Federal Assistance Listing Number: 98.001- USAID Foreign Assistance Programs Overseas

Ladies/Gentlemen:

The United States Agency for International Development, Dominican Republic Mission (USAID/Dominican Republic), is seeking Applications for a Cooperative Agreement from qualified entities to implement the “*Combating Wildlife Trafficking*” program. Eligibility for this award is not restricted.

USAID intends to make an award to the applicant(s) who best meets the objectives of this funding opportunity based on the merit review criteria described in this NOFO subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements and selection process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

USAID may not award to an applicant unless the applicant has complied with all applicable Unique Entity Identifier (UEI) and System for Award Management (SAM) requirements detailed in Section D.VI (a). The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will

be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Javier Castano
Agreement Officer

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SECTION A: PROGRAM DESCRIPTION

I. OVERVIEW

Wildlife Trafficking is the fourth most lucrative transnational crime after the trafficking of drugs, humans, and arms.¹In addition, wildlife trafficking has been identified as one of the main threats to biodiversity in the Caribbean region, threatening resilience and sovereignty of small island states. Much of the demand stems from Asia. Exploitation of wildlife from the Caribbean and elsewhere not only undermines sustainable development but also increases risk of exposure to zoonotic pathogens by opening access to previously untouched landscapes and creating unregulated global wildlife trade networks. As international investment in the Caribbean and Latin America has grown, so have rates of illegal wildlife trade in the region. A program improving wildlife crime enforcement, including strengthening related legislation, is needed to increase law enforcement, security and justice sector capacity to counter transnational crime.²

Economic cooperation and trade between Caribbean countries and global markets in recent years has led to an influx of foreign businesses and migrant workers, increasing demand and creating new trafficking networks for wildlife such as jaguar skins and parts, crocodile, sharks, and sea turtles, among other species³. These networks seem to benefit from weak political will to enforce or implement existing laws and plans, often which are very strong. Lack of transparency, corruption, and competing priorities are contributing factors to these challenges and enable networks to exploit already struggling systems, thus undermining USAID investments in these areas. The role that domestic markets and local actors play in contributing to the illegal trade of wildlife as pets, meat, and traditional medicines can also not be overlooked.

USAID is a key partner in the U.S. government's Interagency Task Force on Combating Wildlife Trafficking and on conservation crime more broadly. The 2013 Executive Order on Combating Wildlife Trafficking and the Eliminate, Neutralize, and Disrupt Wildlife Trafficking Act of 2016 established combating wildlife trafficking as a U.S. government priority. With the 2017 Executive Order on Transnational Organized Crime, the USG added combating conservation crimes to the interagency effort, highlighting the links between transnational organized crime and illegal logging, illegal, unreported and unregulated (IUU) fishing, and illegal extraction and trade of gold, in addition to wildlife trafficking. USAID's efforts to combat wildlife trafficking also aid the broader agency framework for countering malign influence and safeguarding the development gains of partner countries.

II. BACKGROUND

The Caribbean region consists of 34 different political divisions, including independent countries and dependent territories, and is an important biodiversity hotspot with many endemic species. Unfortunately, the Caribbean faces a number of environmental threats,

¹ Association of Zoos and Aquarium. (2020). *Illegal Wildlife Trade*. Wildlife Trafficking Alliance. <https://wildlifetraffickingalliance.org/illegal-wildlife-trade/#:~:text=Wildlife%20trafficking%20is%20decimating%20many,of%20wildlife%20and%20wildlife%20products.&text=It%20is%20ranked%20as%20the,arms%20trade%2C%20and%20human%20trafficking.>

² TRAFFIC Org & USAID. (2020, January). *Wildlife Trafficking in the Caribbean*. USAID internal document.

including environmental crimes such as wildlife trade, the illegal exploitation of natural resources and illegal unreported and unregulated fishing (IUU fishing). The trade, illegal and legal exploitation of wildlife to global markets is mostly due to the wealth of biodiversity within the Caribbean region. Wildlife trafficking is a serious threat to biodiversity across the world and the Caribbean region. The World Economic Forum estimates that illegal wildlife trafficking is valued between \$7 billion and \$23 billion each year, making it the fourth most lucrative global crime after drugs, humans, and arms. Wildlife and wildlife products are trafficked from the wider Caribbean to high-demand markets around the globe where they are sold as food (e.g., conch meat, shark fins, sea cucumbers, sea turtle meat and eggs, and spiny lobster); jewelry (e.g., corals and tortoise shell); souvenirs (e.g., sea turtle shells, black coral, and starfish); pets (e.g., ornamental fish, iguanas, lizards, snakes, frogs, and parrots); and traditional medicines and tonics (e.g., sea turtle eggs, jaguar parts, and reptiles). Domestic demand markets, particularly in larger Caribbean countries, also contribute to illegal trade for wildlife as pets, meat, and traditional medicines. Wildlife trafficking has been identified as one of the main threats to wildlife in the region. These pressures on wildlife have direct impacts on the ecosystems, communities, and livelihoods that depend on them, including rural and indigenous peoples, and other communities living in poverty and whose wellbeing are closely tied to the use and conservation of biodiversity.

Overall there is a paucity of available information in many of the countries about various aspects of the illegal wildlife trade. This becomes more evident on a country-by-country basis. As a general trend, larger Caribbean countries tended to have more established information on illegal wildlife trade as compared to smaller Organization of Eastern Caribbean States (OECS) member countries and Barbados. Though trade was not fully determined in the smaller countries, these areas may unwittingly be used as transshipment points.

Illegal, unreported and unregulated fishing (IUU fishing) is also considered a major threat to fisheries resources in the Caribbean region, undermining regional efforts to conserve and manage fish stocks. IUU fishing also prevents governments of the Caribbean Countries from achieving their nationally and regionally agreed-upon fisheries management goals and objectives. IUU fishing leads to the loss of both short and long-term social and economic opportunities and to negative effects on food security and environmental protection. If IUU fishing is not dealt with, it can lead to the collapse of fisheries or seriously impair efforts to rebuild stocks that have already been depleted.

III. ALIGNMENT with CARIBBEAN 2020 and USAID BIODIVERSITY POLICY

The U.S. Department of State, in coordination with USAID, submitted a multi-year Caribbean strategy to Congress on June 19, 2017 that establishes a framework for enhancing the security and prosperity of the Caribbean region. Considered the "third border" of the United States, the Caribbean is a vital part of USG efforts to enhance regional security cooperation, advance democratic principles, and increase trade and investment in the Western Hemisphere.

A secure and stable Caribbean contributes to a safer and more prosperous United States by securing the U.S. border, protecting U.S. tourists, and increasing opportunities for U.S. businesses. The United States will continue to work with the Caribbean region to

support commitments in the multi-year strategy, strengthen investments, and maximize partnerships for more sustainable growth and development in the Western Hemisphere.

Included in this "Caribbean 2020" strategy is the declaration that USG strategies in the region will promote sustainable tourism through fostering healthy, well-managed, and productive marine and coastal ecosystems, which are vital for the Caribbean tourism industry. The objectives of this program are aligned with this new regional strategy.

IV. USAID BIODIVERSITY POLICY

USAID aims to shape a future in which both people and biodiversity thrive via improvements in economic prosperity, social equity and environmental stewardship. The Agency's first-ever Biodiversity Policy was published in 2015 and builds upon USAID's long history of conserving biodiversity for current and future generations, and reflects our recognition of the role that healthy natural systems play in achieving development goals.

The Biodiversity Policy represents our strengthened commitment to conserve biodiversity through: 1) Strategic actions to conserve the world's most important biodiversity, such as stamping out global wildlife trafficking; and 2) A focus on integrating biodiversity and other development sectors for improved outcomes. The Policy recognizes that biodiversity loss can be driven by unsustainable development, that there are trade-offs between biodiversity conservation and development goals that must be understood and managed, and that biodiversity conservation itself can be a critical tool for achieving sustainable development.

V. BIODIVERSITY and DEVELOPMENT INTERSECTIONS

The Caribbean Biodiversity Program (CBP) promotes the security, safety and economic interests of the USG as well as core American identity values through its biodiversity programming. It is important that our neighboring countries have strong economies and employment opportunities. By protecting and conserving marine and coastal resources and strengthening the management of marine protected areas, USAID is also promoting sustainable fishing practices. A thriving and sustainable fishing sector will allow for increased economic opportunities for coastal community members and reduce illegal immigration to the United States.

CBP has also contributed to increased maritime security in the Caribbean which leads to increased security along the coastlines of the United States. The Caribbean Sea is commonly used by traffickers of many illicit products which often end up in the U.S. CBP has worked to further strengthen the management of marine management areas, by developing marine spatial plans, hiring additional marine park wardens and procuring necessary equipment to increase enforcement capabilities. The increased management measures and the presence of marine park wardens with the necessary supplies (including boats and communications devices) deter the flow of narcotics and other illegal substances being transported into the United States.

Lastly, many U.S.-based companies have businesses which depend on the rich natural resources of the Caribbean region, including American-owned hotels, restaurants, cruises and tour operators. Many U.S. companies import seafood from the Caribbean, including

Caribbean spiny lobster and conch, which depend on healthy and resilient marine habitats.

VI. STATEMENT OF THE CHALLENGE

USAID aims to implement its first regional effort to combat wildlife trafficking as a means to reduce threats to biodiversity in the Caribbean region. The purpose of the Combating Wildlife Trafficking Activity (CWTA) is to reduce illegally traded wildlife from the wider-caribbean region. The activity will achieve this purpose by reducing the illegal collection and poaching of wildlife for international trade related to demand for pets or collections, food, medicines, jewelry and crafts. Hence, strengthening efforts to combat wildlife trafficking (CWT) is an important component of this Agreement, tying directly to the U.S. National Strategy for Combating Wildlife Trafficking (11 February 2014) and its associated implementation plan (11 February 2015).

The expected results of the CWTA are as illustrated in the diagram (See Attachment I):

1. Increased capacity for effective enforcement & prosecution concerning wildlife crimes.
2. International & interagency coordination & cooperation on illegal wildlife trade data sharing & enforcement strengthened.
3. Outreach and awareness created for behavior change concerning wildlife trade and poaching.

The Recipient is expected to leverage organizational existing networks, bringing in best practices, integration of the private sector and other funding sources, along with unique partnering opportunities across the region. The recipient will work to integrate inclusive development considerations, such as gender dynamics, the needs of vulnerable populations and how to best develop strategies and approaches to meet the diverse needs of target groups.

VII. PROJECT OVERVIEW

The CBP has identified general trends in species trade, associated supply chains, and consumer markets. Thus, the project will support existing partners and governmental agencies working on the issue of illegal wildlife trade in the Caribbean region and critically evaluate existing and emerging threats to target species and wider biodiversity concerns. The project will further focus on the drivers of illegal trade and linkages to broader economic activity in the region, including tourism and partnerships with the private sector (i.e. airlines, cruise ships, airports, hotels, maritime logistics companies, etc.), to address the demand of wildlife products.

The primary drivers of illegal killing and collecting of wildlife for international trade include the following: low risks to criminals and high profits from wildlife crime, private sector involvement enabling transport and use of illegal wildlife products, and increasing consumer demand (including demand for new products driven by recent immigration) for wildlife products and fish and seafood. Several indirect drivers contribute to these factors. For example, lack of coordination and collaboration among enforcement agencies and civil society, including the private sector, contributes to a lack of data to inform management decisions. These factors, in combination with a lack of resources, result in

insufficient capacity to develop and enforce measures to reduce environmental degradation; this leads to inadequate enforcement and prosecution of wildlife crime. Combined with the co-mingling of legally and illegally killed and collected wildlife, risks to wildlife criminals are low. In addition, there is a lack of specific laws and regulations to implement the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) which results in outdated national environmental regulatory frameworks and documents that inadequately regulate species transport. Finally, a lack of awareness, education and practices, as well as insufficient public champions, contributes to increasing consumer demand both domestically and abroad.

USAID recognizes the informational gaps related to CWT in the region such as understanding the consumer's motivation for wildlife products (ornamental, pet, food, medicine, etc.). Hence, the problem analysis mentioned here should be revised by potential partners during the application development process. During start-up and the inception phase, USAID and partners will agree to focus on specific elements of the wildlife trade (species, trade route, or geography), collect additional information to address any gaps and refine/revise strategic approaches. New information gathered will be cross-referenced to linkages to organized crime and other forms of illicit criminal activity, as well as to linkages with IUU.

The CBP expects the selected partner/s to work through the stakeholders identified through the systems mapping exercises (see Attachment II) provided in this document. Selected partner(s) are expected to refine or adapt the provided systems mapping in the activity start up phase in order to address the following strategic approaches. This may result in the identification of additional partners that can make significant contributions in addressing trafficking in wildlife.

VIII. STRATEGIC APPROACHES & THEORIES OF CHANGE

The CWTA objectives will be achieved through the implementation of all three of the three strategic approaches, namely 1) Social and Behavior Change Communication (SBCC), 2) Strengthening international & interagency coordination & cooperation in data sharing & enforcement, and 3) Building capacity for effective enforcement and prosecution. The CBP is flexible and open to validating the appropriateness/feasibility of the strategic approaches with a partner post-award.

The CBP will also consider potential partner feedback on the logic described below and expect to revise it to be more context-specific post-award no later than 2 months post award.

1) Social and Behavior Change Communication (SBCC)

The CBP has identified the lack of information and awareness in the region on wildlife trafficking and its detriment to the overall development and sustainability of countries in the Caribbean. The social and behavior change strategic approach contemplates the use of social marketing and other methodologies to raise awareness and change the behaviors of target audiences, especially consumer choices and reporting of illegal products and markets. It is expected that once the target audience receives the messages, and barriers to behavior change are removed or enabling factors for behavior change are put in place, the target

audience should begin to express the desired attitudes and talk with others about it (interpersonal communications), which will help with uptake of the message and further expression of desired attitudes by members of the target audience. When barriers are removed, attitudes are changed, and interpersonal communication occurs frequently, then the target audience should demonstrate the desired behavior, leading to fewer sales and reduced profits from wildlife crime. This should lead to reduced occurrences of wildlife crime and improvements in the status of protected and regulated species. Further, the target audience adopts the desired attitudes and communicates with others (beyond the target audience) about them, there should be a change in the social norms of the larger population, including improved perception of the value of wildlife, as well as awareness of, and concern for, the consequences of wildlife crime.

2) Strengthening International & Interagency coordination & cooperation in data sharing & enforcement

The CBP has identified the importance of fostering support for national and international systems and processes to improve coordination and cooperation among agencies, institutions and organizations to combat wildlife crime. The need to study coordination opportunities and gaps to identify coordination opportunities should be further explored, in addition to enabling conditions for data sharing and collaborative enforcement. Implementation of reformed data sharing processes should improve international and interagency data sharing, as well as international and interagency collaboration in enforcement. These results should lead to improved enforcement and prosecution of existing laws and agreements. As a result of improved enforcement and prosecution, the risks of negative consequences for wildlife criminals are expected to increase, which should reduce profits derived from wildlife crime. Reduced profits should also result directly from improved enforcement and prosecution. Increased risks and reduced profits should lead to reduced levels of wildlife crime and to improvements in the status of protected and regulated species. Additionally, trust and camaraderie across agencies can directly lead to informal data sharing that can then lead to improved enforcement and prosecution.

3) Build capacity for effective enforcement and prosecution.

Through training and awareness of customs officials, judges, and other enforcement officials it is expected that the desired competencies are acquired and maintained by targeted countries. When combined with adequate resources and the fulfillment of the enabling conditions, it is expected that this will lead countries in the region to carry out the desired compliance and enforcement actions. This should improve the enforcement and prosecution of existing laws and agreements, which should increase the risks to wildlife criminals, reducing their profits and overall levels of wildlife crime. To achieve the results in the theory of change, strategic approaches to support national and sub-national policy and legislative reforms may be needed to enable adequate institutional support for staff and the creation of the conditions for institutionalization of competencies, and to improve enforcement and prosecution of existing laws and agreements.

IX. ACTIVITY INDICATORS AND PERFORMANCE MEASURES

The main objective of the CWTA is to conserve illegally traded wildlife from the wider-caribbean region. Achieving this objective will require reducing illegal killing or collection for international trade, which will contribute to the reduction of threats to marine-coastal biodiversity in priority areas using an integrated, ecosystem-based approach. The successful applicant will establish appropriate targets to be achieved within the life of the activity. In order to achieve the top line result, it is expected that CWTA will make progress in the following three areas:

- Demand reduction through behavior change;
- International Cooperation on CWT issues enhanced
- Enforcement related to CWT strengthened.

Interested, eligible organizations are encouraged to propose innovative activities and suitable indicators to meet the activity objectives described. Activity outcomes will contribute to advancing USAID's Biodiversity Policy. USAID and its partners view biodiversity as a critically important foundation for human welfare, intricately connected to other development sectors and fundamental to meeting USAID's development goals. The goal of the Biodiversity Policy is to advance biodiversity conservation as an essential component of human development.

Under the Policy, all activities receiving biodiversity funds must meet these criteria:

1. The program must have an explicit biodiversity objective and stated Theory of Change (TOC).
2. Activities must be based on an analysis of drivers and threats to biodiversity loss and the corresponding Theory of Change.
3. Site-based programs must have the intent to positively impact biodiversity in biologically significant areas.
4. Activities must monitor all indicators, including relevant standard USG Foreign Assistance Framework indicators (see below), associated with the stated Theory of Change for biodiversity conservation.

The activity also will contribute to the LAC Regional Programs which recognizes the importance of both Global Climate Change (GCC) and biodiversity conservation in LAC Missions' work and notes, "Biodiversity loss and natural resource degradation also threaten to undermine progress towards sustained economic prosperity and democratic stability." Biodiversity work falls under Development Goal 4: "Transition to climate-resilient, low-emission, sustainable economic growth accelerated." Further, the activity will contribute to the strategies of USAID Missions and/or Operating Units in countries in which it is active.

Results to be achieved must be measured by relevant standard USG Foreign Assistance Framework indicators such as the following:

- **EG 10.2-4:** Number of people receiving USG-supported training in natural resource management and/or biodiversity conservation.
- **EG.10.2-5:** Number of laws, policies, or regulations that address biodiversity conservation and/or other environmental themes officially proposed, adopted or implemented as a result of USG assistance

- **EG.10.2-6:** Number of people that apply improved conservation law enforcement practices as a result of USG assistance.

The following are examples of custom indicators:

- Number of partners working together through national and international level operational wildlife crime coordination mechanisms. OR Increased national, regional, and international law enforcement collaboration and cooperation on combating wildlife trafficking.
- Change in the percentage of people with positive behavior change concerning wildlife trade and poaching.

The selected applicant will be required to provide a comprehensive Monitoring, Evaluation and Learning Plan (MELP) due 90 days after the award has been granted, including proposed indicators, and baselines as relevant, and end-of-activity targets. In addition to the standard Framework indicators listed above, applicants are required to propose additional custom indicators to demonstrate cross-cutting impacts on economic growth and governance. All people-level data must be sex disaggregated. All data must also be disaggregated by location (country-level) to facilitate communication with local governments. All data must meet USAID's data quality standards.

The successful applicant or offeror must have an approved Activity MELP in place before major implementation actions begin. Key components of an Activity MELP include:

- The activity's monitoring approach, including relevant performance indicators of activity outputs and outcomes;
- As appropriate, the activity's approach for establishing effective procedures for collecting and responding to feedback from beneficiaries.
- Any proposed internal and external evaluations; including any relevant preliminary evaluation questions;
- The activity's learning approach that will include processes and actions designed to: (1) identify and fill knowledge gaps through research, knowledge sharing, and outside technical assistance and training; (2) facilitate application of learning from assessments, evaluations and periodic monitoring and reflection processes; and (3) build sustained knowledge capture and sharing, across activities, partners, and sectors, and with key stakeholders from the USAID Mission and/or Operating Units, partner country government, and other donor funded activities through networking and collaboration;
- Learning actions, including pause and reflect exercises, exchanges with other project activities, field visits, and knowledge capture at activity closeout and life of activity summary report. Learning actions are expected to engage and be useful not only to USAID, but to involve and inform activity beneficiaries and should be explicitly planned to inform activity decision points;
- Estimated resources for these monitoring, evaluation, and learning actions that are a part of the implementing partner's budget;
- Roles and responsibilities for all proposed monitoring, evaluation, and learning actions.
- The MELP should be revised as needed over the life of the activity in response to changes in context, learning, updates to the theory of change, and so forth.

X. GENDER AND SOCIAL INCLUSION

The main findings of the Caribbean Development Program gender and social inclusion analysis found the most vulnerable populations within coastal communities to be women of all ages; indigenous peoples, rural women; the poorest households; fisherfolk, especially women fishers; women farmers; squatters; migrants (especially from Venezuela, Guyana, and Haiti); descendants of migrants; children; the elderly; young men and young women; single parents; persons living with HIV/AIDS; those who identify as LGBTI (especially transgender); sex workers; persons that are trafficked; persons of Afro descent; displaced people; and unemployed males. Vulnerable groups are most impacted by the loss of biodiversity and degradation of coastal areas.

Gender considerations make an important difference in many natural resource programs and must be taken fully into account in this activity. Women's access to and views on management of resources can differ widely from the perspectives of their male counterparts; special attention needs to be paid to ensure that the views of both genders are brought into all aspects of the activity in a meaningful and effective way. The MELP will also include gender sensitive indicators.

The partner is expected to clearly state in the work plan, the MELP and other relevant documents how their activities will consider and integrate inclusive development considerations, such as gender dynamics, the needs of vulnerable populations and how to best develop strategies and approaches to meet the diverse needs of target groups.

a) Geolocation Data

Geographic Information System (GIS) data USAID is required to make nonproprietary geospatial data available to the public. Data must be consistent with U.S. Federal Geographic Data Committee (FGDC) level 1 metadata standards. All spatial and geographic information system activities financed by USG federal funds must comply with:

- a. OMB Circular A-16, Executive Order 12906;
- b. Automated Directives System (ADS) 507 (Freedom of Information Act);
- c. ADS 551 (Data Administration); and
- d. ADS 557 (Public Information).
- e. ADS 579 (Activity Location Data)
- f. ADS 201 (Data disaggregation by Geographic location)

Therefore, the awardee must collect, analyze, and share activity exact site location level data for the implementation sites and at a minimum, collect the location of intended beneficiaries at the administrative unit 1 level, e.g., region, province, etc. The information should be submitted to USAID following one (1) year after the start date of the award and on October 30 of each subsequent year:

- a. Digital spatial data according to Federal Geographic Data Committee (FGDC) Level 1 metadata standards capturing GIS at the regional, administrative, community, and municipality level for their zones of intervention;
- b. Digital copies of spatial data with accompanying metadata; and
- c. Make spatial data available to the public at the cost of reproduction.

The recipient is expected to analyze Activity Location Data with other monitoring data to inform efforts to manage adaptively and promote accountability. The Activity MELP must consider indicator disaggregation by geographic location. When geographically disaggregated indicators are included, the MELP must indicate the level of geographic detail at which the indicator data will be collected.

XI. ENVIRONMENTAL COMPLIANCE AND PROTECTION

The Foreign Assistance Act of 1961, as amended, Section 117 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. Respondent environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NOFO.

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.

No activity funded under this RFA will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

An Initial Environmental Examination (IEE) (LAC-IEE-18-52) has been approved for the activity funding this RFA. The IEE covers activities expected to be implemented under any Cooperative Agreement awarded as a result of this NOFO. USAID has determined that a Negative Determination with conditions applies to one or more of the potential 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 applicant shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this solicitation.

As part of its initial Work Plan and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Cognizant Technical Officer 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. 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.

When the approved Regulation 216 documentation is an IEE that contains one or more Negative Determinations with conditions, the recipient shall prepare a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan describing how the recipient will, in specific terms, implement all IEE 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. The recipient shall integrate a completed EMMP or M&M Plan into the initial work plan and subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

To ensure compliance with the USAID environmental regulation 22 CFR 216, the Recipient is responsible for providing an Environmental Mitigation and Monitoring Plan (EMMP) and Environmental Mitigation and Monitoring Report (EMMR), as outlined in the guidelines at <https://www.usaid.gov/environmental-procedures>. The Recipient will ensure that appropriate environmental guidelines are followed, that mitigation measures described in the pertinent Threshold Decision for each of these activities are funded and implemented, including any necessary training or capacity building, and adequate monitoring.

USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. Respondents to the NOFO should therefore include their approach to achieving environmental compliance and management as part of their application, to include the following: The respondent's approach to developing and implementing an EMMP/EMMR; the respondent's approach to providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities; and the respondent's illustrative budget for implementing the environmental compliance activities. For the purposes of this solicitation, applicants should reflect illustrative costs for environmental compliance implementation and monitoring in their cost application.

[END OF SECTION A: PROGRAM DESCRIPTION]

SECTION B: FEDERAL AWARD INFORMATION

I. ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

USAID/Dominican Republic anticipates a Cooperative Agreement, pursuant to this notice of funding opportunity, to be implemented in the Dominican Republic and its client missions countries (namely Haiti, Jamaica and the ESC-Eastern and Southern Caribbean Region) with an estimated amount of \$3,000,000, subject to the availability of funds, over the course of three (3) years.

This program is authorized in accordance with the Foreign Assistance Act (FAA) of 1961, as amended. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for any costs incurred in the preparation or submission of questions, comments, suggestions, or an application. Applicants submit applications at their own risk, and all preparation and submission costs are at their expense.

II. EXPECTED PERFORMANCE INDICATORS, TARGETS, BASELINE DATA, AND DATA COLLECTION

The objectives of the CWTA will be measured using the following standard performance indicators:

- **EG 10.2-4:** Number of people receiving USG-supported training in natural resource management and/or biodiversity conservation.
- **EG.10.2-5:** Number of laws, policies, or regulations that address biodiversity conservation and/or other environmental themes officially proposed, adopted or implemented as a result of USG assistance
- **EG.10.2-6:** Number of people that apply improved conservation law enforcement practices as a result of USG assistance.

The partner is expected to complement these indicators with custom indicators that will monitor performance under each objective, after approved in the MELP.

It is also expected that CWTA will include context indicators that will help monitor external factors and uncertainties that could affect programs and adapt programming to the context accordingly. Indicators are expected to meet the needs of the Missions and/or Operating Units' Performance Management Plan for monitoring and external reporting requirements, such as the Mission's annual Performance Plan and Report (PPR), and it should also fulfill the program-monitoring needs for the management and oversight of activities by USAID.

As part of the MELP, the partner is responsible for collecting baseline data for their performance indicators and setting appropriate targets based on the theory of change.

Additionally, the partner will be responsible for establishing effective procedures for collecting and responding to beneficiary feedback and report on those findings and partner responses back to USAID. Furthermore, the partner will outline learning approaches, which include learning questions in the MELP, with learning findings collected regularly based on learning from monitoring data, site visits, evaluations, beneficiary feedback, or other sources of information to guide adaptations as needed.

Data will be collected and reported to USAID on a quarterly basis, and it must meet USAID's data quality standards as per ADS 201.3.5.7.

III. START DATE AND PERIOD OF PERFORMANCE FOR FEDERAL AWARD

The anticipated period of performance is 3 years. The estimated start date will be from September 27, 2022 through September 2025.

IV. SUBSTANTIAL INVOLVEMENT

Per guidance in Automated Directive System (ADS) 303.3.11, the Agreement Officer (AO) requires substantial involvement during the administration of this award to ensure the achievement of the program objectives. The AO will appoint an Agreement Officer's Representative (AOR) for the award, who will serve as the main point of contact between USAID and this award to assist in substantial involvement.

USAID's substantial involvement during the implementation of the program will be limited to approval by the AOR as delegated by the AO of the elements listed below, except for any changes to the program description or the approved budget that requires AO approval.

a. Agency's approval of the Recipient's implementation plans

Implementation plans include, but are not limited to, annual work plans, including planned activities for the following year and any subsequent revisions, planned expenditures, knowledge management plans, event planning/management, international meeting preparation, and research studies/protocols.

USAID requires the approval of implementation plans annually to ensure alignment with stated goals and outputs. The implementation plan communicates how and when the Recipient will complete project activities and is drafted annually to describe new activities. This plan will be developed in partnership between the Recipient and the AOR and his/her team. The AOR

will ensure that the implementation plan fits within the scope, terms, and conditions of the agreement.

b. The Agency’s ability to immediately halt an activity if the Recipient does not meet detailed performance specifications

These would be provisions that go beyond the suspension remedies of the Federal Government for noncompliance as stated in 2 Code of Federal Regulations (CFR) 200, including non-performance. The AO may immediately halt an activity when identified specifications are not met. The award must include the identified specifications when executed. The AO and Recipient must sign a bilateral amendment for any material changes to the specifications in the award.

c. Approval of key personnel positions.

The Applicant shall identify each key personnel listed below by name and position. Each key personnel position requires USAID approval, as noted in the substantial involvement provisions.

The Key Personnel are:

- Chief of Party
- Finance and Administrative Manager
- Grants and Contracts Manager

V. AUTHORIZED GEOGRAPHIC CODE

The geographic code for the procurement of commodities and services under this program is 937. In accordance with ADS 310.3.1.1 (1), revised February 6, 2012, code 937 includes any area or country including the recipient country, but excluding any country that is a prohibited source.

VI. NATURE OF THE RELATIONSHIP BETWEEN USAID AND THE RECIPIENT

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Combating Wildlife Trafficking activity which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

[END OF SECTION B: FEDERAL AWARD INFORMATION]

SECTION C: ELIGIBILITY INFORMATION

Eligibility for this NOFO is not restricted.

U.S. and non-U.S. non-profit organizations (NGOs), U.S. and non-U.S. for-profit organizations, U.S. and Non-U.S. colleges and Universities, private voluntary organizations (PVO), Public International Organizations (PIOs) and new partners / other local organizations are eligible to submit an application. Further, the organization must be a legally recognized organizational entity in the country where it operates.

USAID welcomes applications from organizations that have not previously received financial assistance from USAID.

Faith-based organizations are eligible to apply for federal financial assistance on the same basis as any other organization and are subject to the protections and requirements of Federal law.

[END OF SECTION C: ELIGIBILITY INFORMATION]

SECTION D: CONCEPT PAPER AND APPLICATION SUBMISSION INFORMATION

I. Agency Point Of Contact

Name: **Mercedes Calderón**
Title Assistance Specialist
Email: mcalderon@usaid.gov

Name: **Javier Castano**
Title Agreement Officer
Email: jcastano@usaid.gov

a. Questions And Answers

Prospective applicants are invited to ask questions until **11:59 p.m. EST. on May 17, 2022**. Questions regarding this NOFO must be submitted in writing, via email, to the Assistance Specialist, Mercedes Calderon, at mcalderon@usaid.gov no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

USAID is under no obligation to review general applications submitted under this overall, or to provide feedback for such submissions.

Issuance of this NOFO does not constitute an award or commitment on the part of the USG, nor does it commit the USG to pay for costs incurred in the preparation and submission of a concept paper or an application. Applicants submit applications at their own risk and all preparation and submission costs are at the applicant's expense. USAID reserves the right to close or amend the NOFO on or before the closing date, stated on page 1. Therefore, for each issued NOFO, organizations are encouraged to apply as soon as possible to be considered for review to maximize the possibility of receiving available funding.

II. Concept paper and Application Process

The application process for this opportunity will happen in four (4) phases:

1. **Phase I:** An open call for brief (7-page) Concept Notes;
2. **Phase II:** Review of concept notes by USAID as outlined below;
3. **Phase III:** In-person or virtual Co-Creation discussions, or workshop, or virtual Co-Design with selected Concept Note, by invitation only; and
4. **Phase IV:** Submission and review of Full Application, by invitation only.

Phase I: Concept Paper Submission

All concept notes must be prepared and submitted in English using the provided template (see ANNEX 4 - CONCEPT NOTE TEMPLATE). Respondents are asked to download the template from grants.gov in Word format, provide their responses in that document, and email a PDF saved copy of the document to both jcastano@usaid.gov and mcalderson@usaid.gov with the file name saved as: "**CONCEPT NOTE - *Prime Applicant's Name.***" Concept notes must be seven (7) pages or less, singled-spaced, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, with 12 point Times New Roman font and one-inch margins on the electronic equivalent of 8.5 x 11 inch paper. A 10 point font can be used for graphs and charts. Tables however, must comply with the 12 point Times New Roman requirement. Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel. The estimated start date identified in Section B of this NOFO must be used in the cost application. Content above the page limitation will not be reviewed. Concept notes are due by **11:59 p.m EST on June 3, 2022**. Concept notes submitted after the deadline will not be reviewed.

After a concept note is received, USAID/Dominican Republic reserves the right to request supplementary information or pose clarifying questions to any applicant. Requesting supplementary information or posing clarifying questions to one applicant does not obligate USAID to do so with all applicants, nor does it guarantee invitation to submit a full application.

Phase II: Concept Note Review

Concept notes will be reviewed based on the proposed approach, feasibility and alignment with the above-referenced purpose of the Program Description in Section A. Additionally, concepts should be consistent with USAID legal and policy restrictions, including those set forth in USAID's Automated Directives System (ADS) and in the Foreign Assistance Act of 1961.

USAID/Dominican Republic will notify authors of concept notes if USAID/Dominican Republic wishes to engage in further discussions/co-creation, maintain the application in a pool for potential future engagement, or if USAID/Dominican Republic will not pursue further collaboration under this opportunity based on the submitted concept note.

Phase III: Co-Creation Process

USAID/Dominican Republic will invite the most highly-qualified concept note applicant to engage in a round of co-creation with USAID/Dominican Republic prior to requesting submission of full application. The aim of the co-creation phase is to further define activity objectives, design interventions, align timelines, and finalize budgets. Through discussions, both the applicant(s) and USAID/Dominican Republic may identify additional resources, partners, or strategies necessary to successfully implement the activity. This process may involve extensive discussions with USAID/Washington, USAID Mission staff, or other experts, within or outside of

USAID. Co-creation may happen in-person or virtually, through video conference, and/or phone calls.

By applying to this opportunity, applicants give USAID/Dominican Republic the right to share concept notes with appropriate external partners for the purposes of evaluation or co-creation. All parties privy to the contents of submitted concept notes, whether within or outside of USAID, will be required to keep contents in confidence. Additional information about the co-creation process can be found through [USAID's Co-creation Toolkits](#) and [the Co-Creation Field Guide](#).

Note: Communication with USAID/Dominican Republic during the concept note/co-creation phase should NOT be interpreted as a commitment to funding or guaranteed request for a full application. Any expenses incurred by applicants during this time are solely the responsibility of the applicants, unless otherwise stated in writing by USAID/Dominican Republic.

If USAID/Dominican Republic decides to continue with the proposed activities following the co-creation phase, USAID/Dominican Republic will request a full application from the applicant, inclusive of all modifications, expansions, discussions, etc. resulting from the co-creation phase and will provide a full application template for completion.

Phase IV: Full Application

USAID/Dominican Republic will only request a full application from the applicant invited to continue in the application process. It is expected that the full application will expand upon their concept note and incorporate any discussions, ideas, plans, feedback or changes from USAID/Dominican Republic and other partners discussed during the co-creation phase. USAID/Dominican Republic will communicate required further expansion of the Concept Note content from the applicant, if necessary. **Note: USAID/Dominican Republic's Request for Full Application should not be interpreted as a commitment of funds.**

III. General Content and Form of Concept note

Preparation of the Concept Paper:

Each applicant must furnish the information required by this NOFO. Applications must be submitted in three (3) separate parts:

- a) The Concept Note Submission (Technical); and
- b) A notional budget. (Template format and content included as Annex I of this NOFO)

The Technical Application must address technical aspects only while the Budget must present the notional costs.

Please see subsections V and VI, below, for information on the content specific to the Technical Concept Note Submission and the notional Budget.

Both the Technical Concept Note Submission and the notional Budget must include a cover page containing the following information:

- USAID NOFO Reference.
- Name of the organization(s) submitting the application;
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Program name
- Notice of Funding Opportunity (NOFO) number
- Name of any proposed sub-recipients or partnerships (**if applicable**: identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303).

IV. Concept Submission Procedures (Phase I)

Concept notes submitted in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Late applications will not be reviewed nor considered at the discretion of the Agreement Officer.

Applications must be submitted by email to both Javier Castano at jcastano@usaid.gov and Mercedes Calderon at mcalderson@usaid.gov. Email submissions must include the NOFO number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application, and the desired sequence of the emails and their attachments (e.g. "No. 1 of 4", etc.).

For example, if your cost application is being sent in two emails, the first email should have a subject line that states: "[NOFO number], [organization name], Cost Application, Part 1 of 2".

Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date and time/confirmation from the receiving office/certified mail receipt. No hard copies submissions will be accepted.

After submitting an Application electronically, please immediately check your own email to confirm that the attachments were indeed sent. If you discover an error in transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

REMINDER: E-mail is **NOT** instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, please send the Application in sufficient time ahead of the deadline.

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/Dominican Republic cannot guarantee their acceptance by the internet server. File size must not exceed 25MB. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

V. Concept Note (Technical) Application Format

The technical application should be specific, complete, and presented concisely. The application must not exceed 07 pages and must demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and merit review criteria found in this NOFO.

a) Cover Page (1 page, NOT included in the 7 page limit)

(See Section D.III above for requirements).

b) Table of Contents (1 page, NOT included in the 7 page limit)

(See Section D.III above for requirements).

c) Executive Summary (1 page, NOT included in the 7 page limit)

The Executive Summary must provide a high-level overview of key elements of the Technical Application. Briefly describe the proposed activities, goals, purposes, and anticipated results.

d) Technical Approach (3 pages; included in the 7 page limit)

This section should comprehensively demonstrate an understanding of CWT challenges and how the Applicant intends to address the objectives of the activity. The technical approach should present a clear understanding of the activity and how the Applicant intends to achieve the results of the program. It should also demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved.

In order to have a sound monitoring system, Applicants will propose indicators, determine ways to set baselines, realistic targets (only for performance indicators), and effective procedures for internal data quality control. This must be done by the applicant in a draft MEL plan that includes continuous learning and adaptation (CLA).

e) Management and Staffing Plan (2 pages; included in the 7 page limit)

The application should include a detailed description of the management approach for implementing the proposed program, which includes a dedicated project lead position and any home office personnel, as well as key partners, with whom the applicant will collaborate to achieve the proposed results.

f) Gender and Social Inclusion Analysis (1 page; included in the 7 page limit)

Include a Gender and Social Inclusion Analysis to 1) describe existing gender and social inclusion relations in the particular environment, ranging from within households or firms to a larger scale of community, ethnic group, or nation, and 2) organize and interpret, in a systematic way, information about gender relations to make clear the importance of gender and social inclusion differences for achieving development objectives. For guidance, please refer to USAID Suggested Approaches for Integrating Inclusive Development Across the Program Cycle and in Mission Operations (ADS 201 Additional Help).

g) Relevant Experience (1 page; included in the 7 page limit)

The applicant will describe the degree to which the applicant has a demonstrated and successful past and current track record in the region and in the Dominican Republic. Similarity is defined in terms of the types of programs – implementing, monitoring, and reporting on similar or closely related activities to those contained in the program description. As a result, both the relevance of the work performed by an applicant in the past and how well it performed that work will be evaluated.

The Applicant must provide the following information regarding its recent history of performance (in the past three years) for all its cost-reimbursement contracts, grants, or cooperative agreements financed by international development organization that are similar in nature to the technical description of this solicitation:

- Name of the Awarding Organization;
- Award Number and Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount in U.S. dollars;
- Point of Contact - Provide the name, telephone number and e-mail address for two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed.

h) Notional Budget (1 page; not included in the 7 page limit)

Template format and content included as Annex 1 of this NOFO.

VI. Application Submission Procedures (Phase IV)

Only the apparently successful applicant (ASA) is required to submit their full application after successfully completing Phase 2 and upon request of the Agreement Officer. USAID reserves the right to request additional information not included in this NOFO at the time of request for full application.

a) SAM Requirements

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (UEI) and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide a valid UEI number for the applicant and all proposed sub-recipients;
2. Be registered in SAM before award. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.beta.sam.gov).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

UEI and SAM registration: <https://sam.gov/content/entity-registration>

b) Branding and Marking Plan

Only the apparently successful applicant will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award.

c) Pre-Award Terms

1. Branding Strategy – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.

b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Branding Strategy must include, at a minimum, all of the following:

(1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.

(2) The intended name of the program, project, or activity.

(i) USAID requires the applicant to use the “USAID Identity,” comprised of the USAID logo and brand mark, with the tagline “from the American people” as found on the USAID Web site at <http://www.usaid.gov/branding>, unless Section VI of the RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.

(ii) USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.

(iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

(iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.

(v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

(3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.

(4) Planned communication or program materials used to explain or market the program to beneficiaries.

(i) Describe the main program message.

(ii) Provide plans for training materials, posters, pamphlets, public service announcements, billboards, Web sites, and so forth, as appropriate.

(iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, "USAID is from the American People."

(iv) Provide any additional ideas to increase awareness that the American people support this project or program.

(5) Information on any direct involvement from the host-country government or ministry, including any planned acknowledgement of the host-country government.

(6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

e. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan. f. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement.

2. Marking Plan – Assistance (June 2012)

a. Applicants recommended for an assistance award must submit and negotiate a "Marking Plan," detailing the public communications, commodities, and program materials, and other items that will visibly bear the "USAID Identity," which comprises of the USAID logo and brand mark, with the tagline "from the American people." The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at <http://www.usaid.gov/branding>. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:

- (i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;
- (ii) Technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
- (iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and 5
- (iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
- (v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

- (i) The program deliverables that the applicant plans to mark with the USAID Identity;
- (ii) The type of marking and what materials the applicant will use to mark the program deliverables;
- (iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;
- (iv) What program deliverables the applicant does not plan to mark with the USAID Identity , and
- (v) The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

- (i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

(ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.

(iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as a host-country government item or product.

(iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.

(v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

(vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.

f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

3. Conflict Of Interest Pre-Award Term (August 2018)

a. Personal Conflict of Interest

An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term “conflict of interest” includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee. 2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery. b.

4. Organizational Conflict of Interest

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive

advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

d) Funding Restrictions

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.331 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction will not be authorized under this award.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.5 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

**[END OF SECTION D: CONCEPT PAPER AND APPLICATION SUBMISSION
INFORMATION]**

SECTION E: APPLICATION REVIEW INFORMATION

1. Criteria and Review Process

The merit review criteria prescribed here are tailored to the requirements of this particular NOFO. Applicants should note that these criteria serve to: (a) identify the significant matters which the applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. The Technical Application will be scored by a Selection Committee (SC) using the criteria described in this section.

2. Review and Selection Process

The applications will be evaluated by a Selection Committee composed of USAID personnel. The cost/business application will be evaluated by the Agreement Officer/Agreement Specialist on a cost effectiveness and realism analysis. The Agreement Officer will make the final selection.

a) Merit Review

USAID will conduct a merit review of all applications received that comply with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance:

- **Merit Review Criteria 1 - Technical Approach**

The extent to which the proposed technical approach:

- Demonstrates a clear understanding of the objectives of the program and a convincing approach to achieve them. The usefulness and likelihood that proposed tasks will contribute to improved approaches to combating wildlife trafficking (CWT); and strengthen local stakeholders including enforcement agencies in the areas of intervention, with well-defined, achievable, scalable and measurable results and meaningful milestones.
- Effectively coordinates with regional governments; other relevant enforcement agencies, other USAID programs, other donors, private sector, and civil society organizations is critical.
- Is sustainable beyond the award period, including bringing additional resource leveraging and engagement of the private sector, including potential public-private partnerships. This includes the extent to which proposed activities are likely to be adopted and/or scaled up by partners,

other municipalities, implementing agencies and the Governments of the region including the Dominican Republic, Haiti, Jamaica and Barbados.

- **Merit Review Criteria 2 - Management and Staffing Plan**

The extent to which the proposed management and staffing is clear for the proposed activity, including technical and administrative management oversight, and includes partnership and coordination with stakeholders and other implementers of CWT, including law enforcement entities, to ensure their perspectives are included in the planning, program implementation and monitoring of activities.

- **Merit Review Criteria 3 - Gender and Social Inclusion Analysis**

The extent to which the application demonstrates an understanding of how the program will address gender and social inclusion concerns as it pertains to the development activities, including how the program will impact men and women differently.

- **Merit Review Criteria 4 - Relevant Experience**

USAID will evaluate:

- Examples of how the applicant has built successful partnerships with non-governmental organizations, other private sector entities and government, including law enforcement institutions.
- The degree to which the applicant has a demonstrated and successful past and current track record in the region and the Dominican Republic or similar areas.
- Examples of the applicant's ability to work effectively with government officials in challenging environments.

b) Business Review

The Agency will evaluate the notional budget submitted as part of the concept to evaluate (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to allocate funds within the amount requested; (2) whether the notional budget shows indication of achieving the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision

"Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in [2 CFR 200.306](#), [2 CFR 700.10](#), and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

The AO will perform a risk assessment ([2 CFR 200.206](#)). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” ([2 CFR 200.208](#)).

[END OF SECTION E: APPLICATION REVIEW INFORMATION]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Award of the agreement contemplated by this NOFO 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.

2. Administrative & National Policy Requirements

The resulting award from this NOFO will be administered in accordance with the following policies and regulations.

For US organizations: [ADS 303](#), [2 CFR 700](#), [2 CFR 200](#), and [Standard Provisions for U.S. Non-governmental organizations](#).

For Non US organizations: [Standard Provisions for Non-U.S. Non-governmental Organizations](#).

See Annex 2, for a list of the Standard Provisions that will be applicable to any awards resulting from this NOFO.

3. Reporting Requirements

- **Annual Work Plan:** The Recipient shall submit the first Annual Work Plan within 45 days after the signature date of the agreement, written in English, indicating specific objectives of the activity with measurable benchmarks, and a schedule of activities - technical assistance, training, and other inputs/outputs.

All subsequent Annual Work Plans shall be submitted to the AOR for approval by August 31 of each year for the work to be carried out over the succeeding period commencing October 1 through to September 30 of the following year.

The detailed section of the Annual Work Plan shall incorporate a work plan narrative, log frame, scope, budget, schedule, approvals, relationships, control, and resource allocation. Elements will include the breakdown of activities in the program; how gender integration will be handled and reported; private sector engagement, identification of responsibilities; identification of critical completion milestones and project interfaces; inventory controls; financial, budget, and administrative procedures as relevant.

- **Financial Reporting:**

Quarterly Financial Reporting - The Recipient will be required to submit on a quarterly basis by e-mail the [Standard Form 425](#) or [Standard Form 425a](#), Federal Financial Report.

- **Performance Reporting - Annual & Quarterly Reports**

In accordance with 2 CFR 200.328, the Recipient will be required to submit quarterly reports in electronic copies (pdf and word), with an expanded end of year report serving as the annual report. Reports shall be submitted no later than September 30.

Performance reports shall include but are not limited to:

- Actual accomplishments compared to targets set for the period.
- Challenges faced and corrective measures taken.
- Reasons if established targets were not met or exceeded
- Data indicators reported must be disaggregated by gender
- Planned activities for the next quarter
- Content in terms of success stories for social media will be required on demand

Other communications

Separate and apart from the reporting requirements, the Recipient shall immediately notify USAID through the appointed AOR of developments that have a significant impact on program objectives, including problems, delays, or adverse conditions that materially impair the ability to meet the program objectives. Notification shall be given at the earliest opportunity and via the most expeditious means, including verbally or via email. This notification shall include a statement of the action taken or contemplated, and any assistance needed from USAID to resolve the situation.

- **Final Report**

The Recipient will be required to submit a final report by email. Specific instructions for the submission of the final report will be included in the resulting award from this NOFO.

4. Other Requirements

Support to Law Enforcement - Leahy Vetting Requirements and others

This activity involves law enforcement capacity building, including support to police, park and forest rangers, customs officials and/or fisheries management authorities, all of which is subject to vetting for any record of human rights abuse prior to assistance, per the Leahy Law. Plans for training, equipment provision or other support to law enforcement personnel must include collection and careful handling of personal information about intended recipients, and submitted to USAID designated Agreement Officer Representative (AOR), so that Leahy vetting can be conducted. The Implementing Partner should also allow for 55 days for the vetting process to be completed before assistance is provided.

Conservation efforts often require work with and support to law enforcement personnel: park rangers, police, or other positions that may be deemed “foreign security forces.” Section 119 of the Foreign Assistance Act (FAA) permits support to law enforcement authorities for the purposes of biodiversity conservation notwithstanding FAA Section 660, which prohibits foreign assistance funding from being used to support foreign security forces. FAA Section 119 “notwithstanding authority” is relied on providing foreign assistance for law enforcement authorities, noting FAA Section 660 includes a provision exempting customs and maritime enforcement officials.

Regardless of the “notwithstanding authority” invoked, USAID programs may not support provision of lethal technology or weapons.

In order to comply with the requirements of the Joint Explanatory Statement to the FY 2020 Appropriations Act (often referred to as the Statement of Managers (SOM)), all existing USAID projects or activities concerning national parks and protected areas must be amended to require submission of a Social Impact Assessment and Implementation Plan, as described below. Interagency Agreements must also comply with the SOM.

The Assessment must include the following required elements:

1. A description of how the awardee will provide for community engagement about the project and its potential environmental and social impacts, including consultation in accordance with USAID’s [Policy on Promoting the Rights of Indigenous Peoples \(Pro-IP Policy\)](#) when Indigenous Peoples are likely to be affected;
2. A description of how the awardee intends to:
 - (a) assess the environmental and social impacts of the proposed project, consistent with international best practices such as the IAIA social impact assessment guidance (https://www.iaia.org/uploads/pdf/SIA_Guidance_Document_IAIA.pdf),
 - (b) avoid, mitigate or address negative impacts as appropriate, and
 - (c) monitor the impacts of its proposal, with particular attention paid to the potential project impacts on land or resource rights claimed by affected local communities;
3. A plan for training and monitoring any eco-guards, park rangers, and other law enforcement personnel authorized to protect biodiversity and engaged to achieve contract objectives regarding the professional and ethical execution of their duties, including upholding human rights and document compliance with this requirement, as appropriate; and

4. A Grievance and Redress Mechanism to be implemented by the awardee, allowing members of the affected community to bring environmental and social grievances (including potential human rights violations) to the awardee, and a means for the Contractor to report all such grievances to the USAID COR/AOR within 72 hours.

[END OF SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION]

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

1. NOFO Points of Contact

Questions and comments regarding this NOFO must be submitted by email to both Mr. Javier Castano at jcastano@usaid.gov and Mercedes Calderón at mcalderon@usaid.gov no later than the date and time indicated on the cover letter, as amended using the following format for the email subject line: “**72051721RFA00003 \ Combating Wildlife Trafficking – [Name of Organization] Questions/Comments**”.

2. Acquisition and Assistance Ombudsman

The A&A Ombudsman helps ensure equitable treatment of all parties who participate in USAID’s acquisition and assistance process. The A&A Ombudsman serves as a resource for all organizations who are doing or wish to do business with USAID. Please visit this page for additional information:

<https://www.usaid.gov/work-usaid/acquisition-assistance-ombudsman>

[The A&A Ombudsman may be contacted via: Ombudsman@usaid.gov](mailto:Ombudsman@usaid.gov)

[END OF SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)]

SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

Applications with Proprietary Data

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the cover page with the following:

“This application includes data that must not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}.”

Additionally, the applicant must mark each sheet of data it wishes to restrict with the following:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application.”

[END OF SECTION H: OTHER INFORMATION]

ANNEX 1 - NOTIONAL BUDGET TEMPLATE

NOTIONAL BUDGET

	Cost Category	Year 1	Year 2	Year 3	Total
a.	Personnel				
b.	Fringe Benefits				
c.	Travel				
d.	Equipment				
e.	Supplies				
f.	Contractual				
j..	Other Direct Costs				
h.	Indirect Cost				
	TOTALS				

ANNEX 2 - STANDARD PROVISIONS

Note: the full text of these provisions may be found at: <https://www.usaid.gov/ads/policy/300/303mab> and <https://www.usaid.gov/ads/policy/300/303mab>). The actual Standard Provisions included in the award will be dependent on the organization that is selected. The award will include the latest Mandatory Provisions for either U.S. or non-U.S. Nongovernmental organizations. The award will also contain the following “required as applicable” Standard Provisions. **The resulting award will include all standard provisions (both mandatory and required as applicable) in full text.**

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NON GOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (NOVEMBER 2020)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (NOVEMBER 2020)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014)
		RAA4. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
		RAA5. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
		RAA6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		RAA7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
		RAA9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
		RAA10. COST SHARING (MATCHING) (FEBRUARY 2012)
		RAA11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
		RAA12. INVESTMENT PROMOTION (NOVEMBER 2003)
		RAA13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
		RAA14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
		RAA15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		RAA16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
		RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
		RAA18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
		RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
		RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)

Required	Not Required	Standard Provision
		RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
		RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
		RAA23. UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (NOVEMBER 2020)
		RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
		RAA25. PATENT REPORTING PROCEDURES (NOVEMBER 2020)
		RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
		RAA28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA29. RESERVED
		RAA30. PROGRAM INCOME (AUGUST 2020)
		RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
		RAA1. ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
		RAA5. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
		RAA6. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (NOVEMBER 2020)
		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
		RAA8. SUBAWARDS (DECEMBER 2014)
		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
		RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
		RAA11. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
		RAA12. PATENT RIGHTS (JUNE 2012)
		RAA13. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
		RAA14. INVESTMENT PROMOTION (NOVEMBER 2003)
		RAA 15. COST SHARE (JUNE 2012)

Required	Not Required	Standard Provision
		RAA16. PROGRAM INCOME (AUGUST 2020)
		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
		RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
		RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
		RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
		RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
		RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
		RAA23. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
		RAA26. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING(ASSISTANCE) (SEPTEMBER 2014)
		RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
		RAA29. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA30. RESERVED
		RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

ANNEX 3 - ABBREVIATIONS AND ACRONYMS

A&A	Acquisition and Assistance
ADS	Automated Directives System
AIDS	Acquired Immunodeficiency Syndrome
AO	Agreement Officer
AOR	Agreement Officer's Representative
APS	Annual Program Statement
BEO	Bureau Environmental Officer
CA	Cooperative Agreement
CBF	Caribbean Biodiversity Fund
CBP	Caribbean Biodiversity Program
CLA	Continuous, Learning and Adaptation
CFR	Code of Federal Regulations
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CWT	Combating Wildlife Trafficking
CWTA	Combating Wildlife Trafficking Activity
CV	Curriculum Vitae
DUNS	Data Universal Number System
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EG	Economic Growth
EMMP	Environmental Mitigation and Monitoring Plan
EMMR	Environmental Mitigation and Monitoring Report
ESC	Eastern and Southern Caribbean
GCC	Global Climate Change
FAA	Foreign Assistance Act
FDGC	US Federal Geographic Data Committee
GIS	Geographic Information System
HIV	Human Immunodeficiency Viruses
IEE	Initial Environmental Examination
IUU	Illegal Unreported and Unregulated Fishing
LAC	Latin America and the Caribbean
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersex
MEL	Monitoring, Evaluation and Learning
MELP	Monitoring, Evaluation and Learning Plan
M&M	Mitigation and Monitoring Plan
M/OAA	USAID/Washington's Office of Acquisition and Assistance
MTDC	Modified Total Direct Costs
NCAGE	NATO Commercial and Government Entity
NICRA	Negotiated Indirect Cost Rate Agreement
NOFO	Notice of Funding Opportunity
NGO	Non-governmental Organization
OAA	USAID/Washington's Office of Acquisition and Assistance
OECS	Organization of Eastern Caribbean States
OMB	Office of Management and Budget

OFAC	Office of Foreign Assets Control
PDF	Portable Document Format
PIO	Public International Organization
PVO	Private Voluntary Organization
RDCS	Regional Development Cooperation Strategy
RCE	Request for Categorical Exclusion
RFA	Request for Application
SAM	System for Award Management
SBCC	Social and Behavior Change Communication
SF	Standard Form
SOM	Statement of Managers
TOC	Theory of Change
TRAFFIC	The Wildlife Trade Monitoring Network
US	United States
U.S.	United States

ANNEX 4 : CONCEPT NOTE TEMPLATE

SECTION I - SUMMARY INFORMATION - COVER PAGE; TABLE OF CONTENTS; EXECUTIVE SUMMARY. (See SECTION D for further information on pages limits and formatting)

- USAID NOFO Reference.
- Name of the organization(s) submitting the application;
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Program name
- Notice of Funding Opportunity (NOFO) number
- Name of any proposed sub-recipients or partnerships (if applicable: identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303).

SECTION II – TECHNICAL SECTION

A. Technical Approach

This section will be evaluated according to the Merit Review Criterion in Section E of NOFO. Please refer also to 'SECTION D: CONCEPT PAPER AND APPLICATION SUBMISSION INFORMATION'.

B. Management and Staffing Plan

This section will be evaluated according to Merit Review Criterion 2. (Section E of NOFO). Please refer also to 'SECTION D: CONCEPT PAPER AND APPLICATION SUBMISSION INFORMATION'.

C. Gender and Social Inclusion Analysis

This section will be evaluated according to Merit Review Criterion 2. (Section E of NOFO). Please refer also to 'SECTION D: CONCEPT PAPER AND APPLICATION SUBMISSION INFORMATION'.

D. Relevant Experience

This section will be evaluated according to Merit Review Criterion 2. (Section E of NOFO). Please refer also to 'SECTION D: CONCEPT PAPER AND APPLICATION SUBMISSION INFORMATION'.

SECTION III – NOTIONAL BUDGET

Use the budget template provided in Annex I. Concept note submissions not following this format may not be reviewed by USAID. This Section should include a proposed budget and a summary budget narrative justifying proposed expenses.

If invited to submit one, the Request for Applications will require submission of a detailed budget and narrative.

[END OF ‘CONCEPT NOTE TEMPLATE’]

[END OF RFA No: 72051721RFA00003]