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Issue Date: June 27, 2022
Deadline for Question/Clarifications: July 11, 2022
Response to Questions/Clarifications: At least 1 Week Before the Closing Date
Closing Date: July 27, 2022
Closing Time: 13:00 GMT

Subject: Request for Application Number: **72066922RFA00002**

Program Title: **Food Security, Nutrition and Resilience Activity**

Catalog of Federal Domestic Assistance (CFDA) Number: 98.001

To All Prospective Applicants:

The United States Agency for International Development (USAID) is seeking applications for a Cooperative Agreement from qualified entities to implement the USAID Food Security, Nutrition, and Resilience Activity. Eligibility to apply 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 Notice of Funding Opportunity (NOFO), and 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 the 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 and System for Award Management (SAM) requirements detailed in Section D.6.f. The registration process may take many weeks to complete. Therefore, applicants are strongly 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 U.S. Government nor does it commit the U.S. 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,

Garth Patterson
Agreement Officer

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SECTION A: PROGRAM DESCRIPTION

I. Introduction

The goal of the Food Security, Nutrition and Resilience (FSNR) activity is to increase agriculture-led economic growth, through improved productivity to enhance food security and nutrition. The FSNR activity promotes a shift from a historic focus on rice and cassava towards a diverse mix of nutritious and high-value crops. The FSNR activity will promote food security and nutrition by increasing the production, availability, utilization, and demand of diverse, nutritious, and high-value crops. The sustainable intensification of diverse high-value crops will increase farmers' incomes, strengthen household and community resilience, and promote broad economic growth. This activity will also contribute to the cross-cutting priorities of inclusive development, gender equality, youth engagement, and sustainable climate-smart agriculture.

The FSNR activity is a five-year activity with a total estimated amount of approximately \$20 million. FSNR will target smallholder and subsistence farmers, agricultural cooperatives, and women and youth groups. This activity will be implemented in USAID/Liberia's zone of influence (Lofa, Bong, Nimba, Margibi, Grand Bassa, and Montserrado); however, limited activities outside of the zone of influence will be considered if they align with program objectives, leverage other USAID, GOL or other donor and stakeholder programs, and have limited additional logistic requirements.

This activity will utilize the definitions of terms as outlined in the [U.S. Government Global Food Security Strategy, 2022 - 2026](#). Key terms from this strategy can be found in Annex I.

II. Background and Context

Agriculture is fundamental to Liberia's economic growth, job creation, and self-reliance, and is key to improving food security, nutrition, employment, and financial stability. Approximately, 70% of Liberia's population depends on agriculture for their livelihood. Liberia's tropical climate and extensive land and water resources are suitable for a wide variety of high-value and specialty crops.

A recent Liberia Food Security and Post-Harvest Snapshot Assessment (LFSPHA) was conducted in February 2021 and validated in March 2021. The results from this assessment have not been published or officially ratified, and there remain disagreements over the methodology. However, the preliminary report indicates that approximately 2.3 million Liberians are food insecure (approximately 50% of the country's population). Liberia is also ranked 110 out of 116 countries in the 2021 Global Hunger Index (GHI), and the portion of the population that is undernourished has increased since 2000. Liberia's overall GHI score is 33.3, placing it in the "serious hunger" category, however, the country remains in the "alarming" category for undernourishment with a score of 38.9. The country is also ranked 175 out of 189 countries in the UNDP Human Development Index for 2020. Further, the World Bank Sub-Saharan Africa Macro Poverty Outlook 2021 report estimates Liberia's national poverty rate for 2021 at 52.1 percent. These data indicate that the country experiences high food insecurity, undernourishment, and poverty rates.

High-starch crops of rice and cassava remain the most frequently planted and consumed food crops in Liberia. Market opportunities exist for strengthening nutritious crops value chains such as vegetables, fruits, poultry, and fish, which will improve the availability of nutritious foods. However, market potential remains limited due to inadequate nutrition messaging, low domestic production of nutritious crops and poor dietary diversity. Agricultural productivity in Liberia remains low, while access to quality inputs and extension and advisory services is limited; animal protein consumption is limited, and nutritious vegetables are not widely grown and the prices are high, resulting in an increased undernourished population.

Through the USAID-funded agriculture flagship activity, the Liberia Agribusiness Development Activity (LADA) supported GOL priorities by investing in interventions that led to an increase in domestic production of staple crops (rice and cassava), expansion in value addition, and the processing of rice and cassava. These interventions were geared toward improving food availability, increasing incomes, supporting agribusiness development, and job creation in the agriculture sector. In March 2020, the country was hit by the global COVID-19 pandemic, which led to further deterioration of the already challenged agricultural sector. COVID-19 further reduced farmers' access to farm inputs, technical agriculture extension and advisory services, and markets. This led to increased food insecurity and poverty, especially in the rural parts of the country.

The challenges listed below were identified as drivers of food insecurity, undernourishment, and limited adaptive capacity in Liberia's agriculture sector. These challenges were identified through: 1. consultations with key agriculture stakeholders, including but not limited to the Ministry of Agriculture and other development partners and stakeholders; 2. a review of existing literature, including food security and nutrition assessment reports; 3. responses to USAID's Request for Information for the FSNR activity; and 4. learning from past USAID activities.

Agricultural Challenges and Constraints:

- a) Lack of sustainable systems for the production and certification of improved varieties of seeds (rice and vegetables);
- b) Limited access to finance for farm investment;
- c) Lack of land tenure and tenure security by smallholder farmers, which affects their choice of crops to grow, impedes permanent farming, and contributes to unstable agricultural practices;
limited extension and advisory services to improve agronomic skills and sustain agricultural growth;
- d) Climate change and limited knowledge of alternative farming pathways as an adaptation to climate variation and change;
- e) Limited access to farm machinery and agricultural technology;
- f) Lack of reliable data, and limited access to data;
- g) Limited access to improved storage facilities and poor post-harvest management practices;
- h) Disconnect or misalignment between high-level policies and sectoral strategies and decision-making at farm-level;
- i) Inadequate dietary intake in terms of quantity and diversity of nutritious foods at household level;
- j) Limited market linkages.

In addition to these constraints, entrenched gender inequality and discrimination continue to hamper the social and economic development of the country. Women play vital roles throughout the agricultural value chain. Gender-specific constraints include limited access to agriculture inputs, services, and secured land rights, which discourages long-term investment in their land to improve production, incomes, and resiliency.

Based upon past learning and experience, USAID will shift away from a narrow focus on staple crops to a broader opportunistic approach to agricultural development. USAID will also establish a separate but complementary program to support agricultural productivity and agribusiness development, especially for entrepreneurs. Market research indicates that separating these lines of effort and adopting a multi-sectoral approach would be more effective. The FSNR activity will focus on increasing sustainable productivity and building limited small-scale on-farm processing capacity.

The FSNR activity will take an opportunistic approach to support the production of a diverse mix of nutritious and/or high-value crops best suited to the Liberian context including vegetables, fruits, rice (lowland only), cassava, and vegetables, cocoa, cashew, rubber, mango, avocado, guava, and oil palm. FSNR will also support mini-livestock, poultry, small ruminant, aquaculture, and integrated rice-fish activities that align with the program's food security and nutrition objectives.

Donor dependence is extremely high in Liberia, and it is key for long-term success that partners plan from the start, how development interventions will end, and have sustainability plans in place for beneficiaries to continue utilizing practices, and technical approaches provided through USAID's agriculture programming.

III. Activity Description

Activity Goal

The goal of the Food Security, Nutrition and Resilience (FSNR) activity is to increase rural economic development and food security in Liberia. This goal will be achieved by: 1) strengthening agricultural practices and on-farm processing capacity of targeted beneficiary groups; 2) diversifying livelihoods and increasing incomes, savings, access to financial services, land and agricultural equipment; and 3) improving market access and year-round availability, accessibility and the utilization of nutritious food by households in targeted communities.

To address donor dependence, a key factor to this activity is to ensure that the implementing partner begins to plan for succession from the start. Further, to ensure long-term sustainability of interventions, the partner should promote natural, environmentally friendly, and sustainable solutions to enhance sustainable soil fertility management.

Development Hypothesis

*If agricultural practices and on-farm processing is improved, and
If access to finance, land and agricultural equipment is increased, and*

*If market access, and availability and demand for diverse and nutritional crops is increased, **Then** farmer productivity and income, household nutrition, community resilience, and economic opportunity will increase.*

Results Framework:

The goal of FSNR will be achieved through three intermediate results. A graphic of the Results Framework is provided as Annex II:

- IR.1 Increased agricultural production and on-farm processing.
- IR.2 Strengthened farmer and community resilience.
- IR.3 Improved market systems for diverse and nutritious crops.

IR.1 Increased agricultural production and on-farm processing.

IR.1 will focus on supporting farmers to promote productivity-led agriculture growth. This IR will include soil fertility, crop diversification, permanent farming, and mechanization. Specifically, this IR will promote soil conservation and soil fertility management by promoting permanent agricultural plots, reducing slash-and-burn practices introducing no-tillage practices; promotion of mulching, composting, and the application of liquid manure; crop rotation; integrated pest management; intercropping; and the promotion of integrated farming systems to ensure continuous production of a diverse mix of nutritious and high-value crops. This IR will enhance productivity of farmers within communities in proximity to the U.S. Government-funded school feeding programs to increase production and supply of staples and nutritious crops. In addition, tree crops will be introduced that will contribute to household food security, long-term income opportunity, resilience, employment opportunities, and reduce the adverse effects on the environment by destructive agricultural practices, including shifting cultivation. Tools, equipment, and improved access to quality agricultural inputs including high yield seed varieties and fertilizers will be promoted to increase efficiency and productivity where possible. Linkages will be made to enterprises offering inputs and/or machine rentals or sales supported by the USAID Agribusiness Incubator and Development (“the Incubator”) activity as appropriate. Mini-livestock, small ruminants, poultry, and aquaculture will also be introduced to increase livelihoods, dietary diversification, protein availability, and resilience. While increasing livelihoods, these interventions will simultaneously improve social cohesion and trust, which are key components of the adaptive capacity needed to weather shocks and stresses. Small-scale construction activities will also be supported under this award. However, no construction activities other than those explicitly approved by the Agreement Officer (AO), or the Agreement Officer Representative (AOR) may be performed as part of this cooperative agreement. Furthermore, the Agreement Officer or Agreement Officer Representative, under the terms of substantial involvement, has the right to halt any construction activity.

Illustrative interventions supporting IR.1 may include (but are not limited to):

- Establishment of nurseries and seed production systems for improved varieties;
- Promotion of intercropping for additional livelihood and economic opportunities;
- Improved soil fertility management;
- Integrated pest management;
- Promotion of permanent and sedentary farming practices;
- Support for ruminants, poultry, aquaculture, mini-livestock, aquaculture, and other animal husbandry;
- On-farm processing and storage;
- Promotion of appropriate storage and preparation of nutritious foods for household consumption;
- Sustainable Climate-smart agriculture programming;
- Promotion of agroforestry practices;
- Agricultural infrastructure including lowland rice paddy preparation, retention ponds and canals for aquaculture production and irrigation, and post-harvest storage facilities;
- Improved horticultural practices; and
- Training on farm succession plan for sustainability of agriculture production.

Anticipated outcomes of IR.1 may include (but are not limited to):

- Increased participation of women and youth in long-term agriculture activities;
- Increased production of diverse mix of nutritious and high value crops;
- Increased access to agricultural inputs, climate information, technologies, technical extension, and advisory services;
- Increased adoption and diffusion of climate-smart adaptation practices by smallholder and subsistence farmers, agriculture cooperatives, women and youth groups;
- Increased soil fertility practices, and sedentary farming;
- Increased availability, accessibility, affordability, and utilization of a diverse mix of nutritious and high-value crops;
- Increased incomes generated by smallholder farmers and agricultural cooperatives, subsistence farmers, women and youth groups, agriculture cooperatives, and processors of agriculture products and services;
- Improved local capacity to produce more nutritious crops for school feeding programs; and
- Net reduction in greenhouse gas emissions (contributing to Liberia's NDC target for the agriculture sector).

IR.2 Strengthened farmer and community resilience.

IR.2 will focus on building community and household resilience by promoting livelihood diversity, improving access to financial resources, and strengthening social capital. Work under IR.2 will increase the ability of people, households, communities, and systems to mitigate, adapt to, and recover from shocks and stresses in a manner that reduces chronic vulnerability and facilitates inclusive growth. Developing these resilience capacities will help preserve development gains and reduce poverty in rural areas. Creating a diverse household income stream will be critical for

building resilience. This will be accomplished by equipping communities and farming households with tools and machinery to enhance specialization of agricultural products, increase on-farm processing and storage, and allow for complementary incomes. The activity will introduce additional livelihoods such as home gardens, beekeeping, coconut oil production, and tree products while increasing local farm-level processing of agricultural products. In close coordination with USAID's land tenure work, FSNR will support community-based land use planning and land tenure to help provide safeguards for farmers, especially women, to promote sedentary farming and make investments in their land. Interventions focused on long-term agricultural investments and sedentary farming will lead to increased productivity and resilience, and diversified incomes.

This activity will bond, bridge, and link social capital, in an effort to promote community resilience, trust, and communication. Bonding social capital is seen in the bonds between community members. It involves principles and norms such as trust, reciprocity, and cooperation. Bridging social capital connects members of one community or group to other communities/groups, and can facilitate links to external assets and broader social and economic identities. Bridging social capital makes a direct contribution to community resilience in that those with social ties outside their immediate community can draw on these links when local resources are insufficient or unavailable. Linking social capital is seen in trusted social networks between individuals and groups interacting across explicit, institutionalized, and formal boundaries in society. Linked networks are particularly important for economic development and resilience because they provide resources and information that are otherwise unavailable.

IR.2 sub-activities will account for future risk and uncertainty in implementation planning so that plans remain flexible and responsive to the potential for future economic or other shocks and crises that may occur during the implementation period.

Illustrative interventions supporting IR.2 may include (but are not limited to)

- Village savings and loans programs, or other community-based savings schemes;
- Land use planning and support for communal land designated for agricultural production (also applies to IR.1);
- Utilization of agricultural machinery and equipment for permanent agricultural production systems or processing;
- Equitable distribution and access to land resources especially for women and youth;
- Promotion of contract farming for improved access to agricultural inputs, extension services and machinery; and
- Cash or in-kind grants for farm machinery, equipment, and other inputs.

Anticipated outcomes of IR.2 may include (but are not limited to):

- Increased access to finance for household livelihoods development;
- Long-term sustainability of village savings and loans programs and integration into banking system;
- Increased women and youth participation in the agricultural value chains;
- Increased on and off-farm jobs for households and communities;

- Enhanced social capital in communities;
- Increased opportunities for additional livelihoods;
- Strengthened savings and loans groups, other village/community saving schemes, and access to finance opportunities;
- Increased incomes from agriculture products and services; and
- Increased community collective actions, trust, and linkages.

IR.3 Improved market systems for diverse and nutritious crops

Market access interventions under IR.3 will contribute to increasing the supply, availability, affordability, and utilization of diverse foods in the marketplace by facilitating market linkages through private sector partnerships and initiatives, and support to local traders particularly women and youth. In areas where it is difficult to create linkages, access to quality inputs, and sales opportunities would be facilitated through agro-dealers or other aggregator groups that represent that last mile in reaching rural smallholder and subsistence farmers. This IR will ensure access to input and output markets, enhance producer productivity and incomes, and supply functioning markets with an emphasis on diverse and nutritious crops. IR.3 will complement interventions supported through other USAID activities, and other donor activities (especially in public locations and markets). Investments in nutrition messaging will help build Liberia's long-term resilience and economic growth by shaping a healthy and fully developed future workforce. Household and on-farm production of vegetables and fruit will be closely tied to interventions under IR.2. In addition, this IR will support market systems development for high-value crops to spur economic growth, increase incomes, and enhance resilience. This IR will work to create demand for the increased production of the diverse mix of crops supported through IR 1.

Illustrative interventions supporting IR.3 may include (but are not limited to):

- Promotion of home and school gardens;
- Community and school-based agricultural education, including awareness campaigns and after-school programs;
- Farmer linkages to traders and aggregators;
- Market access for women and youth traders and farming groups;
- Messaging on the nutritious food utilization and consumption; and
- Community education on proper handling, and preparation of fresh foods to maximize nutritional impact.

Anticipated outcomes of IR3 may include (but are not limited to):

- Increased number and diversity of agricultural products in local markets;
- Increased sales of nutritious and diverse products;
- Increased farmer incomes;
- Increased local awareness of health benefits of a nutritious diet; and
- Increased messaging and public awareness of nutritious foods and well-balanced diets.

Geography

USAID’s vision is that most of the activities will occur within USAID/Liberia's zone of influence (Lofa, Bong, Nimba, Margibi, Grand Bassa, and Montserrado). However, this activity is open to limited activities outside of the zone of influence that align with the program objectives, that will contribute to the results, and have limited additional logistics requirements. In addition, activities that work with new and underutilized partners are encouraged.

Beneficiary Target Groups

USAID has identified three broad beneficiary groups for the FSNR activity: smallholder farmers and agricultural cooperatives, subsistence farmers, and women and youth groups. These three beneficiary groups are a general guide for defining the methodology around the selection of individuals, cooperatives, and farming groups that this activity intends to reach.

Linkages

The FSNR activity supports USAID/Liberia’s Country Development Cooperation Strategy-Development Objective 1 (DO1): “Market-driven, inclusive economic growth supporting increased job creation.” Furthermore, the activity will support Intermediate Result (IR) 1.2: “Commercial agricultural sector strengthened, especially for women and youth” and Sub-IRs:

- Sub-IR.1.2.1: Access to markets improved through value chain development.
- Sub-IR.1.2.3: Diversification into high value and more nutritious agriculture products facilitated.
- Sub-IR.1.2.4: Women and youth employment and contribution to the agriculture sector increased.

Additionally, in alignment with the CDCS, this activity will support the Government of Liberia’s (GoL) priorities for the agriculture sector, through alignment with the Pro-Poor Agenda for Prosperity and Development (PADP), Liberia Agriculture Sector Investment Plan (LASIP-II), and the National Food Security and Nutrition Strategy (FSNS). Linkages include strengthening community resilience; supporting food security; promoting education and awareness on dietary diversification, the impacts of undernourishment; promoting crop diversification to include a wide mix of nutritious and high-value crops; increasing economic opportunity for high-value crops; strengthening the private sector as an engine of growth and opportunity for economic inclusion; increasing smallholder farmers’ incomes, and creating job opportunities; and strengthening market viability and resilience, and enhancing market linkages for farmers, agricultural cooperatives, and farming groups.

This activity directly supports the U.S. Government Global Food Security Strategy FY 2022 - 2026. Further, this activity will support the USAID priority of the New Partners Initiative through a fair and open competitive process. The EGO will work with the Office of Acquisitions and Assistance (OAA) to ensure that the procurement process for this award allows for an accessible competitive process. Lastly, this activity will support the USAID Climate Change Strategy by supporting the commitments made through the Government of Liberia’s Nationally Determined Contribution (NDC), promoting climate-smart and carbon-neutral agricultural practices, protecting natural

resources by sustainably intensifying production on existing farmland, supporting sedentary farming practices, and strengthening household and community resilience.

The Ministry of Agriculture and the Ministry of Health are key partners in supporting agriculture-led economic growth, strengthening household and community resilience, and increasing food security and nutrition. FSNR will coordinate with Government of Liberia (GoL) counterparts, and other stakeholders including donors in support of priorities for the agriculture sector, as indicated in the following policy documents:

1. Pro-Poor Agenda for Prosperity and Development (PADP)
2. Liberian Agricultural Sector Investment Plan (LASIP-II)
3. National Food Security and Nutrition Strategy (FSNS)
4. Food and Agriculture Policy and Strategy (“From Subsistence to Sufficiency”)
5. Land Rights Act of 2018, Republic of Liberia
6. Liberia’s Revised Nationally Determined Contribution (NDC)

This activity will support the commitments made through Liberia’s NDC, and promote sustainable, climate-smart, and carbon neutral farming practices. At the end of this activity, Liberia will experience greater productivity through sustainable and natural intensification practices. Lastly, Liberian households will experience increased incomes, opportunities for alternative or additional livelihoods, and seasonally specific farming techniques to ensure year-round income, which will build household and community resilience.

USAID expects that the selected partner will align and leverage other USAID investments where possible. Other aligned USAID funded activities include:

- Agribusiness Development and Incubator Activity;
- School Feeding Activity III;
- USAID/Liberia Land Management Activity;
- USAID/Liberia Community Health Services (CHS) activity;
- Conservation Works Activity (CWA);
- USAID/Liberia Breakthrough ACTION Program;
- Rural Liquidity and Financial Inclusion in Liberia (RLFIL) activity; and
- USAID Media Activity.

Guiding Principles

Climate Change Adaptation and Mitigation

This activity aims to support agricultural transformation by applying sustainable climate-smart practices and technologies and sedentary farming techniques, which are key climate adaptation and mitigation strategies. These strategies will help improve Liberia’s food systems while minimizing the impacts of agriculture on the environment. The implementing partner will ensure that all its activities are within the Initial Environmental Examination (IEE) scope, undertake periodic field visits to assess the implementation and performance of mitigation and monitoring measures, and identify appropriate areas of improvement where necessary.

Gender, Youth, and Social Inclusion

Gender equality is a human rights issue enabler of inclusive, sustainable development. Therefore, USAID/Liberia places gender equality principles and practices at the center of its development objectives. This focus is intended to ensure that women and girls, people with disabilities, and gender and sexual minority groups (lesbian, gay, bisexual, transgender, and intersex) are included in all its programming to promote inclusive development and sustainable outcomes. In Liberia, gender inequalities and marginalization persist at all levels across many sectors. The deep-rooted attitudes continue to underpin the lack of opportunities marginalized women and girls and people with disabilities encounter, which inhibits their likelihood of realizing their full potential and attaining a dignified life.

As a result of national dialogues, educational campaigns and grassroots initiatives, gender parity is gradually improving in the country; however, gender inequalities and discrimination are still highly visible in Liberia's agricultural sector. Women continue to encounter gender-specific constraints in access to agriculture inputs, technical extension services, access to finance, information/knowledge sharing, new technologies, and market access. Additionally, the lack of organization and officiality of land titles and deeds, land ownership continues to serve as one of the cardinal challenges that women encounter in order to achieve equality in the agriculture sector¹.

In adherence to USAID/Liberia's mandatory requirement, the implementing partner of the Food Security, Nutrition, and Resilience activity will conduct a detailed gender analysis which will focus on rice, cassava, nutritious and high-value crops at the early stage of the implementation of this award to have an in-depth understanding of the scale of the existing gender gaps in the agriculture sector. The detailed gender analysis will incorporate the findings of recent assessments, including the gender assessment conducted by USAID FSNR Activity which is focused on rice and cassava value chains. The implementing partner of this activity will contribute to bridging the existing gender gaps by designing and integrating interventions that align and address key findings of gender analysis. These activities should be included in the annual work plan, and the implementing partner should endeavor to report results disaggregated by sex and age as appropriate.

The Food Security, Nutrition, and Resilience activity considers youth engagement in agriculture as an enabler to help unlock the agricultural sector's potential and sustainably strengthen the local food systems, feed communities, improve households' nutritional status, and provide gainful employment opportunities for Liberia's high unemployed youthful population. This activity will include practical and inclusive approaches that will enhance youth skills and expose them to improved agriculture technologies information that will enable them to play meaningful roles along the agricultural value chains to contribute to sustainable agricultural development in Liberia. In addition, this activity intends to engage youths to become change agents that will facilitate nutrition messaging in their communities, to spur an increase in households' dietary diversity to improve their nutritional outcomes.

¹ UNWomen.2021. Liberia Country Gender Equality Profile

Private Sector Engagement (PSE)

PSE is a strategic approach to planning and programming through which USAID consults, strategizes, aligns, collaborates, and implements with the private sector for greater scale, sustainability, and effectiveness of development. According to Mark Green, Former USAID Administrator, the "private sector is perhaps the most powerful force for lifting lives out of poverty, strengthening communities, and building self-reliance." This activity will collaborate with a five-year USAID Agribusiness Development and Incubator activity currently under design. The collaboration and alignment are intended to improve access to agricultural inputs, improved technologies, technical extension, advisory services, storage, and credible market systems, enhance sustainable agriculture production, and ensure staple and nutritious foods' accessibility, affordability, and accessibility. The implementing partner of this activity must propose a plan, engage, and partner with the private sector to help drive this agricultural transformation.

Glossary of Key Terms

Climate-Smart Agriculture: An integrative approach to address the interlinked challenges of food security and climate change that explicitly aims for three objectives: (1) sustainably increasing agricultural productivity to support equitable increases in farm incomes, food security and development; (2) adapting and building resilience of agricultural and food security systems to climate change at multiple levels; and (3) mitigating climate change by increasing carbon sequestration or reducing greenhouse gas (GHG) emissions associated with agriculture (including crops, livestock, and fisheries), either in absolute terms or by reducing emissions intensity in the context of Low Emissions Development.

Extreme poverty: The inability to meet basic consumption needs on a sustainable basis. People who live in extreme poverty lack both income and assets and typically suffer from interrelated, chronic deprivations, including hunger and malnutrition, poor health, limited education and marginalization, discrimination, or exclusion. The extreme poor often lack the resilience to cope with economic setbacks, natural disasters, or illnesses.

Food security and nutrition: Access to—and availability, utilization, and stability of—sufficient food to meet caloric and nutritional needs for an active and healthy life.

Gender: The socially defined set of roles, rights, responsibilities, entitlements, and obligations of females and males in societies. The social definitions of what it means to be female, or male vary among cultures and change over time.

Gender equality: Concerns fundamental social transformation, working with men and boys, women, and girls, to bring about changes in attitudes, behaviors, roles, and responsibilities at home, in the workplace, and in the community. It means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females.

Healthy diets: Diets that are of adequate quantity and quality to achieve optimal growth and development of all individuals and support functioning and physical, mental, and social well-being at all life stages and physiological needs. Healthy diets are safe, diverse, balanced, and based on nutritious foods and help to protect against malnutrition in all its forms, including undernutrition, micronutrient deficiencies, and overweight and obesity, and lower the risk of diet-related non-communicable diseases. The exact makeup of healthy diets varies depending on an individual's characteristics (e.g., age, gender, lifestyle, and degree of physical activity); geographical, demographical, and cultural patterns and contexts; food preferences; availability of foods from local, regional, and international sources; and dietary customs.

Inclusive development: The concept that every person, regardless of identity, is instrumental in the transformation of their own societies and their inclusion throughout the development process leads to better outcomes.

Market system: A dynamic space—incorporating resources, roles, relationships, rules, and results—in which private and public actors collaborate, coordinate, and compete for the production, distribution, and consumption of goods and services.

Resilience: The ability of people, households, communities, countries, and systems to reduce, mitigate, adapt to, and recover from shocks and stresses to food security in a manner that reduces chronic vulnerability and facilitates inclusive growth.

Undernourishment: When a person is not able to acquire enough food to meet the daily minimum dietary energy requirements, over a period of one year. Chronic undernourishment is an indicator for hunger.

SOURCE: [U.S. GOVERNMENT GLOBAL FOOD SECURITY STRATEGY 2022-2026](#)

SECTION B: FEDERAL AWARD INFORMATION

B.1 Estimate of Funds Available and Number of Awards Contemplated

USAID intends to award a Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide **\$20,583,587** in total USAID funding over a five-year period.

B.2 Start Date and Period of Performance for Federal Awards

The anticipated period of performance is **five (5) years**. The estimated start date will be **1 October 2022**.

B.3 Substantial Involvement

Pursuant to ADS 303.3.11, Substantial involvement during the implementation of this Agreement must be limited to approval of the elements listed below:

- a. **Approval of the applicant's implementation plans during performance:** A detailed work plan for the first year of the program will be submitted within 60 days of award. An annual plan will be submitted one month prior to the end of each fiscal year, i.e. August 31st. The plans must incorporate scope, budget, schedule, approvals, relationships, and control and resource allocations. Plans will include the identification of responsibilities, critical completion milestones and activities, storage controls of all active documents and hardware, financial and budget data, scheduling and administrative procedures, technical and design standards, procurement activity, and documentation of closeout procedures. The plan will indicate the interdependence of a wide variety of program functions, including administrative, legal, financial, institutional strengthening, operations, and interface with USAID.

The AO has delegated authority to the Agreement Officer's Representative (AOR) to approve implementation plans, and the AOR must review the agreement's terms and conditions to ensure that changes to the terms and conditions are not inadvertently approved by the AOR.

- b. **Approval of Key Personnel:** Key personnel positions will be identified and stated in the award. The Recipient must request prior approval from the USAID for the replacement of key personnel or changes in the key personnel positions:
 - i. **Chief of Party (COP)**
 - ii. **Deputy Chief of Party (DCOP)/ Finance Officer**
 - iii. **Monitoring, Evaluation, and Learning Manager**

- c. **Approval of the recipient’s Activity Monitoring, Evaluation and Learning Plan (AMELP).** The AMELP should reflect the expected project main results and specific outcome indicators and targets by year. The AMELP must demonstrate how all outcomes will support the activities' robust and evidence-based results. The AMELP will also include: the development hypothesis and critical assumptions; baseline values and targets to show progress over time; a summary of the key performance monitoring information, and; Performance Indicator Database System (PIDS) submission for each indicator that include detailed description of performance indicators to be tracked, source, method and schedule of data collection, appropriate disaggregation, known data limitations and planned actions to address the limitations. Baselines will be established within three months of award.

B.4 Title to Property

Property title under the resultant agreement shall vest with the recipient in accordance with the requirements of USAID and is subject to USAID/Liberia’s DOAG stipulations.

B.5 Authorized Geographic Code

The geographic code for the procurement of commodities and services under this program is **937**.

B.6 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 **USAID FSNR** 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.

SECTION C: ELIGIBILITY INFORMATION

C.1 Eligible Applicant

Eligibility for this NOFO is not restricted.

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SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1 Agency Points of Contact

Ruth D. Caesar-Hne
Assistance Specialist
Email: rcaesar-hne@usaid.gov

Greg Taitt
Senior Acquisition & Assistance Professional
Email: gtaitt@usaid.gov

D.2 Questions and Answers

All questions regarding this NOFO should be submitted in writing to Ruth D. Caesar-Hne, A&A Specialist, with a copy to Greg Taitt, at the e-mail addresses above.

Questions regarding this NOFO should be submitted by e-mail no later than the date indicated on the cover sheet to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. Prospective applicants submitting questions must use the subject line “Questions regarding NOFO number **72066922RFA00002**”.

Co-creation: Upon determination by the Agreement Officer of the apparently successful applicant, the U.S. Government reserves the right to invite the organization (and its partners), to a virtual co-creation workshop. This workshop would be organized and facilitated by a USAID contractor. The purpose of this co-creation process will be to ensure the final award captures the objectives of the FSNR activity and that both the government and the implementing partner have a clear, detailed, and specific understanding of the requirements and goals of the program. USAID will consult with the apparently successful applicant on the time and agenda for any co-creation sessions.

D.3 General Content and Form of Application

The Applicant is expected to review, understand, and comply with all aspects of the NOFO.

Preparation of Application:

The Applicant is requested to furnish all the information required by this NOFO. Applications shall be submitted in two separate parts: **(a) Technical Application, and (b) Business/Cost Application.**

This subsection addresses general content requirements applying to the full application. Please see subsections 5 and 6, below, for information on the content specific to the Technical and Business/Cost applications. The Technical application must address technical aspects only while the Business/Cost Application must present the costs, and address risk and other related issues.

Both the Technical and Business/Cost Applications must include a cover page containing the following information:

- 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 number
- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303).

Applicants may choose to submit a cover letter in addition to the cover page, but it will serve only as a transmittal letter to the Agreement Officer. **The cover letter will not be reviewed as part of the merit review criteria.**

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English.
- Use standard 8 ½" x 11", single sided, single-spaced, 12-point Times New Roman font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.
- 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.
- The technical application must be a searchable and editable Word or PDF format as appropriate.
- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion; however, the official cost application submission is the unlocked Excel version.

The Applicant must review, understand, and comply with all aspects of this NOFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. The Applicant should retain a copy of the application and all enclosures for their records.

Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the Applicant shall be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the issuing office.

If the applicant includes data that should not be disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, the applicant should mark the title page with the following legend:

“This application includes data that shall not be disclosed outside the U.S. Government and shall 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 granted to this Applicant as a result of, or in connection with the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. 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} and, mark each sheet of data it wished to restrict with the following legend:

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

The Applicant should retain for their records one (1) copy of the application and all enclosures which accompany it.

D.4 Application Submission Procedures

It is the Applicant’s responsibility to ensure that all necessary documentation is complete and received on time.

Applications must be submitted electronically, referencing the Project name and NOFO number, to the following e-mail addresses by the time and date indicated on the cover sheet:

rcaesar-hne@usaid.gov

gtaitt@usaid.gov

For an application sent by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of 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 which says: "[organization name], Cost Application, Part 1 of 2".

USAID’s preference is that the technical application and the cost application be submitted as single email attachments, e.g., that you consolidate the various parts of a technical application into a single document before sending them. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear. Applications received by the submission deadline will be reviewed for responsiveness to the NOFO and the application format. No addition or modifications will be accepted after the submission date.

After you have sent your applications (Technical and Business/Cost) electronically, immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email 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.

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, the applicant is discouraged from sending files in this format as USAID/Liberia cannot guarantee their acceptance by the internet server. File size must not exceed 10MB.

D.5 Technical Application Format

The technical application will be the most important factor for consideration in selection for award of the proposed Cooperative Agreement. The technical application should be specific, complete and presented concisely. The application should 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 evaluation criteria found in this NOFO.

The Technical Application must be in English. The page length for the technical application must not exceed **16 pages (cover page and technical application)**, but not including annexes. Table of contents, dividers and charts are not subject to a page limitation. Do not use a type smaller than 10-point font. The Offeror must use only 8.5 inch by 11-inch (210mm by 297mm) paper, single-spaced pages with margins no less than one inch on each border. Number each page consecutively.

Cover Page - including the proposed name for the project (no more than 1 page). See Section D.3 above for the requirements.

Table of Contents: See Section D.3 above for requirements.

Technical Application: (no more than 16 pages)

The technical application will include the following subsections:

I. Technical Approach

The reviewer will be considering the extent to which the proposed technical approach is clearly stated. Therefore, the proposed technical approach must be specific, complete, and presented concisely. The Applicant is required to submit a technical approach that comprehensively addresses how the Applicant will achieve the core goals and objectives of the program. It must be a clear and concise description of the Applicant's technical strategy and methods, geographic coverage, environmental compliance, and social safeguards, including how the Applicant will collaborate with existing efforts and promote sustainability and capacity building.

This section of the application must address each of the following issues:

- **Strategy:** Describe the strategy to be used to achieve the proposed objectives.
- **Activity Description and Timeline:** Describe the interventions that will be undertaken to achieve the proposed objectives. Provide a general timeline of interventions, including the implementation of an exit strategy and sustainability plan.
- **Geographic Coverage:** Briefly describe the target landscapes and rationale for selection of these landscapes.
- **Expected Impact:** Outline expected results and impacts and the mechanisms proposed to measure and monitor progress, achievements, and sustainability.
- **Environmental Compliance:** Describe the approach to achieving environmental compliance.
- **Gender and Youth Development:** the applicant must clearly describe how the activity will support gender, youth development, and social inclusion.
- **Climate-smart agriculture approaches:** the applicant must clearly describe how this activity will align and support the Government of Liberia's Nationally Determined Contributions, and the USAID Climate Strategy 2022-2030.
- **Sustainability and succession planning:** the applicant must describe plans for long-term sustainability of the activity's interventions.

II. Institutional Capability and Past Experience

Institutional capability and experience information must be provided and should be the same or similar both in nature and technically to the objectives and goals stated in the Program Description. The Applicants must demonstrate experience and success in implementing comparable activities in terms of scope, magnitude, and complexity. Applicants are encouraged to detail prior experience in Liberia or the West African sub-region. The Applicants must describe lessons-learned during these past experiences and state how these lessons-learned shaped and informed their technical approach. Additionally, if sub-recipients are proposed, information regarding their past experiences must also be provided.

History of Performance

The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed 5, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last 2 and

- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the Applicant encountered problems on any of the referenced awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

III. Management and Monitoring Plan

Applicants must provide a comprehensive Management and Monitoring Plan that demonstrates the Applicants' ability to effectively develop, manage, monitor, and maintain the program as described in the Program Description. The comprehensive Management and Monitoring Plan must fit within the results frameworks of the following key strategies: USAID/Liberia Country Development and Cooperation Strategy ([CDCS](#)) 2019-2024, specifically DO1: Market-driven inclusive economic growth supporting increased job creation, the U.S. Global Food Security Strategy ([GFSS](#)) 2022-2026, and the USAID [Climate Strategy](#) 2022–2030.

The Applicant must include a plan detailing long-term sustainability of activity interventions.

The Applicant must summarize the plan for organizational management and staffing under this program. The Applicant must succinctly outline an inclusive leadership approach that will create a shared common vision and purpose that builds trust and recognizes the value and contribution of all sub-awardees/partners. The Applicant must clearly articulate the roles and responsibilities of all key stakeholders, while differentiating the Applicant's activities from those of the sub-awarded implementers (if any), the home office, and the field staff. Activities that work with new and underutilized partners are encouraged.

If the Applicant proposes sub-recipients, the applicant must briefly describe the roles and responsibilities of the proposed sub-recipient, including whether they have existing relationships with these other organizations and the nature of the relationship. In the event of two or more organizations applying together as part of a team, USAID requires a well-defined prime and sub-recipient relationship.

An organizational chart must be included in an annex. The Applicant should make use of local specialists to the greatest extent possible. Training and building local capacity and sustainability are significant elements of program activities. The Applicant is responsible for the development and implementation of sustainability strategies and plans at the community, district, and regional levels to ensure scale up and continuity of models developed under these activities. It is important that all activities be in line with the government of Liberia laws, regulations, and strategies.

IV. Key Personnel

The Applicant must propose individuals that they deem appropriate for the anticipated role of each position and have the sufficient managerial as well as technical capacity, expertise, experience, and academic qualifications for the positions they are proposed to fill. The Applicant will present its strategy to retain key personnel throughout the life of the activity (especially the Chief of Party), as well as its contingency plan in the event any key personnel leave the activity.

Applicants must provide CVs for each person proposed as Key Personnel that demonstrate how each proposed individual is best fit for the position. Each CV must not exceed two pages and must be included in an Annex. The Applicant must also submit three references for each person proposed as Key Personnel and provide complete contact information for the proposed candidates including their most recent supervisor's name and contact information. In cases where Key Personnel have worked for USAID funded activities, the name and contact information of the cognizant Contracting Officer Representative or Agreement Officer Representative must be included. USAID reserves the right to contact other references not provided by the Applicant.

USAID/Liberia strongly discourages Applicants from proposing as key personnel individuals already assigned as key personnel under existing USAID-funded activities in Liberia that have more than 12 (twelve) months of period of performance remaining as of the issuance of this NOFO.

The list of references is not included in the two-page resume limit. The Applicant must also include a letter of commitment signed by each person proposed as key personnel confirming their present intention to serve in the stated position immediately upon award and their availability to serve for the term of the proposed award.

USAID expects these key personnel to have the appropriate qualifications and experience to work as a team to effectively manage the USAID Food, Security, Nutrition and Resilience activity.

a. Key Personnel Position Requirements

Chief of Party

Role:

The recipient shall provide a Chief of Party (COP) for the duration of the agreement. The COP shall be responsible for all reporting to USAID and is expected to play a lead role in realization of the project's results and interacting with key implementation actors and other development partners.

Experience:

- Minimum eight (8) years of work experience as a COP/Senior Program Manager or an equivalent position managing large (at least \$5 million), complex agriculture development

programs, preferably within a developing country. Experience managing agriculture, food security, nutrition, and/or resilience program (s) is required.

- Demonstrated effectiveness in strategic thinking and policy analysis and able to dialogue with local communities, host country governments, and the private sector.
- Demonstrated ability to be collaborative across projects, flexible, and creative.
- Strong communications and interpersonal skills with evidence of ability to productively interact with a wide range and levels of organizations (government, private sector, NGOs, research institutions).

Education:

- Required minimum education is a Bachelor of Arts (BA)/Bachelor of Science (BSc) degree in agriculture, international development, economics, or other relevant fields, or equivalent combination of education and experience.

Language:

- The candidate must be professionally proficient and fluent in written and spoken English.

Deputy Chief of Party

Role:

The recipient shall provide a Deputy Chief of Party (DCOP) for the duration of the agreement. The DCOP will work closely with and report to the Chief of Party (COP) to provide technical oversight for the activity, support the COP in the activity management and donor relations, and serve as the technical and program point of contact in the absence of the COP.

Experience:

- Minimum five (5) years of work experience as a Deputy COP/Senior Program Manager or an equivalent position managing large (at least \$5 million), complex development programs, preferably within a developing country. Experience working on agriculture, food security, nutrition, and/or resilience is required.
- Demonstrated ability to oversee planning, coordination, and day to day implementation of technical activities in partnership with the technical team and the COP.
- Demonstrated effectiveness in strategic thinking and policy analysis and able to dialogue with local communities, host country governments, and the private sector
- Demonstrated ability to be collaborative across projects, flexible and creative.
- Strong communications and interpersonal skills with evidence of ability to productively interact with a wide range and levels of organizations (government, private sector, NGOs, research institutions).

Education:

- Required minimum education is a Bachelor of Arts (BA)/Bachelor of Science (BSc) degree in agriculture, international development, economics, or other relevant fields, or equivalent combination of education and experience.

Language:

- The candidate must be professionally proficient and fluent in written and spoken English

Monitoring, Evaluation and Learning Manager

Role:

The recipient shall provide a Monitoring, Evaluation, and Learning Manager for the duration of the agreement. The MEL Manager will provide overall leadership, coordination, and technical supervision for all MEL aspects of the activity.

Experience:

- Minimum five (5) years of work experience as a Monitoring, Evaluation, and Learning (MEL) Manager, Senior Specialist, or equivalent position.
- Direct experience working on MEL for agriculture, food security, nutrition, and/or resilience programs is strongly preferred. Direct experience in Africa is strongly preferred. Prior experience working on MEL in alignment with the U.S. Feed the Future monitoring requirements is strongly preferred.
- Demonstrated ability to develop, manage and implement the activity's M&E systems, including relevant performance indicators, baselines, and annual targets and ensure compliance to USAID requirements, specifically Feed the Future.
- Demonstrated ability to supervise the collection and analysis of data and reporting on performance indicators by other team members and project counterparts, with key responsibilities to work with technical staff members to manage their reporting inputs and contributions.
- Demonstrated ability to oversee project reporting, data collection and management, and indicator documentation in alignments with the activities approved Annual Monitoring, Evaluation and Learning Plan.

Education:

- Required minimum education is a Bachelor of Arts (BA)/Bachelor of Science (BSc) degree in statistics, economics, monitoring and evaluation, development studies or other relevant fields, or equivalent combination of education and experience.

Language:

The candidate must be professionally proficient and fluent in written and spoken English

V. Annex.

The following should be presented as an annex and not subject to the page limitations:

- i. Resumes, references, letters of commitment, and table(s) summarizing the qualifications of proposed personnel.
- ii. Draft Branding Strategy and Marking Plan.
- iii. Summary Staffing Plan and Organizational chart which, together, show the totality of positions proposed for all components of the implementation plan, inter-staff relationships and lines of communications. Include a narrative that helps explain the staffing plan and organization chart(s) and describes the advantages of the management approach.

D.6 Business/Cost Application Format

The Business/Cost application is to be submitted under a separate cover from the technical application. The Business/Cost application must also be submitted in Microsoft Excel. The Applicant is required to submit a budget disaggregated by cost categories (in Excel) with an accompanying detailed budget narrative (in Word) which provides in detail the total costs for implementation of the program as further detailed below.

Certain documents are required to be submitted by the Applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden the Applicant with undue reporting requirements if that information is readily available through other sources. There is no page limit on the Business/Cost Application. However, unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA is not desired. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

The following sections describe the documentation that the Applicant must submit to USAID prior to award. While there is no page limit for this portion, Applicants are encouraged to be as concise as possible, but still provide the necessary details to address budgeted costs.

Budget and Budget Narrative

- The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the program your organization is proposing. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.).
- A breakdown of all costs associated with the program according to the costs of, if applicable, headquarters, regional and/or country offices.

- The extent to which the Applicant intends to utilize contractors or sub-awardees and a complete cost breakdown, if applicable. A breakdown of all costs according to each partner organization, or sub-awardee involved in the program should be provided.
- The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program. See Section H, Annex 1 for Summary Budget Template.
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

The Detailed Budget must contain the following budget categories and information, at a minimum:

- 1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
- 2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

- 3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant’s normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
- 4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
- 5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant’s budget, including those related to fringe and indirect costs.
- 6) Construction – Construction costs are estimated to be between \$500,000 and \$1,000,000 over the five-year term of this activity.
- 7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical examinations, and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
- 8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Negotiated Indirect Cost Rate Agreement (NICRA)

Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA
Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency’s discretion, a provisional rate may be set forth in the award subject to audit and finalization. See [USAID’s Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

Method 2 - De minimis rate of 10% of modified total direct costs (MTDC)

Eligibility: Any applicant that does not have a current NICRA

Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.

Method 3 - Indirect Costs Charged As A Fixed Amount

Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO.

Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year
- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

NICRA: The Applicant must submit a Negotiated Indirect Cost Rate Agreement (NICRA) if the organization has such an agreement with an agency or department of the U.S. Government. If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the applicant may submit one of the following:

Reviewed Financial Statements Report: A report issued by a Certified Public Accountant (CPA) documenting that a review of the organization's financial statements was performed in accordance with Statements on Standards for Accounting and Review Services (SSARS), and that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework, and for designing, implementing, and maintaining internal controls relevant to the review performed. The account must also state the he or she is not aware of any material modifications that should be made to the financial statements; **or**

Audited Financial Statements Report: An auditor issued report documenting that an audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), that the financial statements are the responsibility of management, and that the report certifies that the financial

statements fairly present in all material respects the financial position of the company, and that the results of the audit show that business operations are in conformity with the applicable financial reporting framework (or in the alternative, issues a qualified opinion that the financial statements are not in conformity with the applicable financial reporting framework).

Upon consideration of award or during the negotiations leading to an award, the Applicant may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility.

Required Certifications and Assurances

The applicant must complete the following documents and submit a signed copy only upon request by the Agreement Officer. The Offeror will be notified when the following certifications must be submitted to the Agreement Officer.

- (1) “Certifications, Assurances, Representations, and Other Statements of the Recipient” may be found at:

<https://www.usaid.gov/documents/annex-certifications-assurances-and-other-statements-offerorsusaid-compete-activity>

- (2) Assurances for Non-Construction Programs (SF-424B)
- (3) Certificate of Compliance: Please submit upon request, a copy of your Certificate of Compliance, if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

D.7 Approval of Subawards

The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:

- Name of organization
- Unique Entity Identifier (formerly DUNS) Number
- Confirmation that the subrecipient does not appear on the Treasury Department’s Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.332(b)
- Any negative findings as a result of the risk assessment and the applicant’s plan for mitigation.

D.8 Unique Entity Identifier Number and SAM Requirements

USAID will not award to an applicant unless the applicant has complied with all applicable Unique Entity Identifier Number (formerly DUNS number) requirements 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 Unique Entity Identifier (formerly DUNS) number for the applicant and all proposed sub-recipients.
2. Be registered in SAM before submitting its application. 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 ([Sam.gov](https://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.

SAM registration: [Sam.gov](https://sam.gov)

Unique Entity Identifier number: [Sam.gov](https://sam.gov)

Non-U.S. applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on [Sam.gov](https://sam.gov) navigate to Help, then to International Registrants.

D.9 Branding Strategy & Marking Plan

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 or modification to the award.

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 (s) 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.
- f. 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.
- g. If the Applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting 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 NOFO 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
 - (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 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.

D.10 Funding Restrictions

USAID will not allow the reimbursement of pre-award costs.

USAID policy is not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost principle under 2 CFR 200 Subpart E. of the Uniform Administrative Requirements may be paid under the anticipated award.

D.11 Conflict of Interest Pre-Award Term (August 2018)

a. Personal Conflict of Interest

1. 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. 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.

(END OF PRE-AWARD TERM)

SECTION E: APPLICATION REVIEW INFORMATION

E.1 Criteria

The merit review criteria prescribed here are tailored to the requirements of this 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 herein 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.

The following technical evaluation criteria will be considered:

- Criterion 1: Technical Approach
- Criterion 2: Institutional Capability and Past Experience
- Criterion 3: Management and Monitoring Plan
- Criterion 4: Key Personnel

E.2 Review and Selection Process

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 as shown herein.

The criteria listed below are presented by major category, in descending order of importance, so that the Applicant knows which areas require emphasis in the preparation of their application. The Applicant should note that these criteria serve as the standard against which the technical information will be evaluated and serve to identify the significant matters which the Applicant should address. The scoring will be based on an adjectival scoring system relying on technical narrative.

Criteria #1 - Technical Approach

Demonstrated extent to which the Applicant's technical approach shows an understanding of the core objectives and its ability to provide sound and workable methods and strategies to achieve those objectives.

Criteria #2 - Institutional Capability and Past Experience

The extent to which the Applicant and proposed sub-recipients (if applicable) demonstrate successful past experiences in previous or on-going comparable activities.

Criteria #3 - Management and Monitoring Plan

Demonstrated ability to effectively develop, manage, and monitor the proposed program as described in the Program Description.

Criteria #4 - Key Personnel

The Applicant must propose individuals that they deem appropriate for the anticipated role of each position and have the sufficient managerial as well as technical capacity, expertise, experience, and academic qualifications for the positions they are proposed to fill.

b) Business Review – Budget and Budget Narrative

The Agency will evaluate the cost application of the applicant under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E. The Agency will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve 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.

a) History of Performance

The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed 5 as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last 2 and
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the Applicant encountered problems on any of the referenced awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

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SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.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.

F.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](#).

See **Annex 1**, for a list of the Standard Provisions that will be applicable to any awards resulting from this RFA.

F.3 Reporting Requirements

- **Financial Reporting:**

Financial Reports must be in keeping with 2 CR 200.328. The SF 425 and the SF 425a will be used to report actual expenditures and are required on a quarterly basis. Quarterly financial reports within 30 days of the end of the reporting period must be submitted to the Agreement Officer (AO) and Agreement Officer's Representative (AOR) via email.

- **Performance Reporting**

The Recipient must submit a reporting format for the AOR's approval prior to the submission of the reports.

- a) **Quarterly progress reports** not to exceed 20 pages excluding annexes within 30 days of the end of the reporting period (project calendar). Quarterly progress reports should reference work plan activities, planned and implemented during the quarter, brief description of significant events during the reporting period, status of overall project progress and performance on key indicators, activities completed and not completed, results towards activity objectives, quarterly funds expended and projected by activity, total program expenses to date, and estimated amounts still available, pipeline analysis, and anticipated burn rates. The reports may cover cross-cutting areas

and show the synergistic results of the activity. Quarterly reports should include success stories (not more than two-pages in length each). Success stories may be submitted during the quarter in question or along with the quarterly report.

- b) The **Fourth quarter or Annual Report** shall include an annual summary of performance and shall follow the same format as the quarterly reports, but additionally shall focus on accomplishments, progress, and problems toward achievement of results, performance measures, indicators and benchmarks tied to the Annual Implementation Plan and the Performance Management Plan targets, for the quarter and the entire fiscal year. The final quarterly report of each fiscal year shall incorporate an annual cumulative result of data of indicators. It should also present lessons learned and make specific recommendations for further strengthening of the targeted intervention areas.
- c) **Final Report.** The final report should follow the format and content guidelines for the annual report and include information from the entire activity implementation period. The Recipient shall submit the original and one copy to the Agreement Officer, the AOR, and to the Development Experience Clearinghouse (DEC). Submission instructions to DEC can be found at: <http://dec.usaid.gov> .

F.4 Environmental Compliance

(a) 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 201.3.4.5c. 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. Recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA/cooperative agreement.

(b) 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.

(c) No activity funded under this [CA] 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.”)

(d) As part of its initial Implementation Plan, and all annual implementation plans thereafter, the [recipient], in collaboration with the Agreement Officer’s Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this [CA] to determine if they are within the scope of the approved Regulation 216 environmental documentation.

(e) 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.

(f) 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.

A Categorical Exclusion is recommended for the following classes of activities, as per CFR §216.2(c)(2): (i) education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.); (v) document and information transfers; (xiv) studies, projects or programs intended to develop the capability of recipient countries to engage in development planning, except to the extent designed to result in activities directly affecting the environment (such as construction of facilities, etc.); and (xv) activities which involve the application of design criteria or standards developed and approved by USAID.

This activity is captured under the Initial Environmental Examination (IEE) “Liberia Food, Security, Nutrition and Resilience”. The IEE was concurred by the Bureau Environmental Officer, Brian Hirsh on May 24, 2022. It was approved by Acting Mission Director at the time, Rebekah R. Eubanks, on May 11, 2022. The majority of current and planned activities have received categorical exclusions with negative conditions determination with conditions. The IEE covers the period May 2022 to September 2028.

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

1. NOFO Points of Contact

Ruth D. Caesar-Hne
Assistance Specialist
Email: rcaesar-hne@usaid.gov

Greg Taitt
Senior Acquisition & Assistance Professional
Email: gtaitt@usaid.gov

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

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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 disclosed, 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.”

ANNEX 1 - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at: <https://www.usaid.gov/ads/policy/300/303maa> 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:

Please note that 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. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		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)
TBD	TBD	RAA5. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
TBD	TBD	RAA6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
TBD	TBD	RAA7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
TBD	TBD	RAA8. CARE OF LABORATORY ANIMALS (MARCH 2004)
TBD	TBD	RAA9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
TBD	TBD	RAA10. COST SHARING (MATCHING) (FEBRUARY 2012)
TBD	TBD	RAA11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
TBD	TBD	RAA12. INVESTMENT PROMOTION (NOVEMBER 2003)
TBD	TBD	RAA13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)

TBD	TBD	RAA14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
TBD	TBD	RAA15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
TBD	TBD	RAA16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
TBD	TBD	RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
TBD	TBD	RAA18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
TBD	TBD	RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
TBD	TBD	RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
TBD	TBD	RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
TBD	TBD	RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
TBD	TBD	RAA23. UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (NOVEMBER 2020)
TBD	TBD	RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
TBD	TBD	RAA25. PATENT REPORTING PROCEDURES (NOVEMBER 2020)
TBD	TBD	RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
TBD	TBD	RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
TBD	TBD	RAA28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
TBD	TBD	RAA29. RESERVED
TBD	TBD	RAA30. PROGRAM INCOME (AUGUST 2020)
TBD	TBD	RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)