



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF THE CONGO

AMENDMENT NO. 1

Annual Program Statement (APS) Number 72060524APS00001, USAID Local Partner Fund

DESCRIPTION OF AMENDMENT:

The purpose of this amendment is to

1. Update the Cover Letter, Questions and Submission Due Dates and Agreement Officer
2. Update Section C, Eligibility Information;
3. Update Section D, Application and Instructions to Applicants;
4. Update Section E, Information on the Review of Concept Notes; and
5. Appendix A – Concept Paper Required Content

BY: _____

Jamie Lewis
Agreement Officer
USAID DRC

DATE: _____

I. Cover Letter

- Delete the November 15, 2024 and May 15 2024 as due dates for questions.
- Delete December 15, 2024 and June 15, 2025 as submission closing dates.
- Delete the previous name of the Agreement Officer and replace it with Jamie Lewis

II. Section C. Eligibility Information:

- Bullet Point #1, add the following **in bold**: must be local entities in DRC **or CAR**. When determining if a “local entity” for the purposes of this APS, USAID will consider:
 - Is legally organized under the laws of DRC **or CAR respectively**
 - Has its principal place of business or operations in DRC **or CAR respectively**
 - Is managed by a governing body, the majority of whom are citizens or lawful permanent residents of DRC **or CAR respectively**.

III. Section D, Application and Instructions to Applicants

Updated the following sections:

Phase 1. Concept Paper Submission

- Delete: Concept papers will be submitted using the Concept Paper Template in Appendix A and replace it with **Concept Papers must be submitted using the google form here** [<https://forms.gle/P8BxZy3gKS686cft6>].
- General Content and Form of Application
 - Delete: Must not exceed 5 pages in total length.
 - Delete: must be submitted in 10 point Calibri Font via Microsoft Word or PDF Format
 - Add **in bold**: Must include **the name and contact information** of the individual authorized to negotiate on the behalf of the prime applicant.

Phase 2. Co-Creation Process

- In Paragraph 1, add **in bold**: will invite applicants whose approaches in response to the problem statement and theory of change are innovative, **meet the needs of the USAID/DRC mission**,

IV. Section E, Information on the Review of Concept Notes

- Pass – Invited for Co-Design.

- In paragraph one, add Concept Paper generally meets DRC APS objectives and receives strong ratings against the development challenges identified in the Program Areas. **Concept paper represents an innovative approach that contributes to the technical goals of USAID/DRC's CDCS.**

V. Rename Appendix A as Concept Paper Required Content Template

- Delete the entire attachment and replace it with the following:

Please note concept papers will be submitted via a [google form](https://forms.gle/P8BxZy3qKS686cft6) that can be accessed using this link [<https://forms.gle/P8BxZy3qKS686cft6>].

Prior to submitting a concept paper, please confirm eligibility by reviewing the requirements outlined in Section C of this APS.

Below are the questions for the Google Form, including Character Limits where applicable:

1. Email:
2. Name of the Organization
3. Physical Address of the Organization
4. Name of the POC of the Organization
5. Position of the POC in the Organization
6. Contact Number of the POC
7. Email Address of the POC
8. Additional Contact information for Alternate POC: Name, Position, Contact Number and email.
9. Language of Work in the Organization: French, English, Other
10. Country where the Organization is based
11. Type of Organization
12. USAID Technical Office to which the Concept is submitted
13. Are there other donors for the Concept?
14. Are you an organization based in DRC or CAR?
15. Was the concept independently developed by your Organization?
16. Was this submission completed without the U.S. Government supervision, endorsement, direction, or direct Government involvement?
17. Is your Organization majority owned and controlled by at least 50% of individuals who are citizens or lawful permanent residents of DRC or CAR?

18. What is the maximum amount of Funding your organization received directly from USAID as PRIME?
 - a. None
 - b. \$1 - \$1 000 000
 - c. \$1 000 000 - \$3 000 000
 - d. \$3 000 000 - 4 999 999\$
 - e. \$5 000 000 and More
19. Title of the Concept Note
20. **Context:** What is the development challenge you are seeking to address? (1000 characters)
21. **Description:** Please provide a complete explanation of the activities, including a detailed description of the technical approach and projected results. Please note that the LPF cannot be used to support construction activities. (2000 characters)
22. **Local Input:** Please explain how the beneficiary communities were directly involved in developing the ideas presented in this concept. Please include: (1200 characters)
 - a. Evidence that there is genuine local demand for the proposed effort, including details from any consultations with the local communities that are to be impacted by the proposed activities.
 - b. Examples of how local ideas and/or voices were incorporated
23. **Local Ownership:** The proposed activity must advance locally led development and empower local actors to take the lead in addressing their own development challenges. Please explain how each of the following elements will be fully incorporated in the activities: (1000 characters)
 - a. Local leadership will own and implement the effort
 - b. The activities will creatively tap into existing in-country resources and networks (such as local expertise, universities, think tanks, associations, the private sector, philanthropy, etc.).
24. **Sustainability:** Clearly explain how the activities will produce results that are more sustainable over the long-term compared to existing practices. (700 characters)
25. **Adaptability:** USAID is committed to adaptive management, defined as “an intentional approach to making decisions and adjustments in response to new information and changes in context.” Please present a strategy for how you will monitor your activities, respond to potential challenges, and adjust activities as necessary. (1000 characters)
26. **Resources:** Provide a realistic assessment of the resources needed to carry out the proposed approach in the given country context (facilities, equipment, materials, or personnel resources). (1000 characters)

27. **Staffing:** Indicate the level of staff effort anticipated, including key personnel positions and their brief descriptions.
28. **Activity Implementation Model:** Single Led or Consortium
29. **Proposed Duration of the Activity:** 3-5 years
30. **Budget:** What is the Total Estimated Cost of the Activity in USD Dollars. Include the following:
 - a. Total Amount Requested
 - b. Salaries
 - c. Activities
 - d. Other Direct Costs
 - e. Indirect Cost
31. Please provide a brief description of the organization, previous experience in the field, and facilities to be used. (1000 characters)
32. Does your Organization have a Chart?
33. Does your organization have policies on procurement, contracts, and professional development management of Staff?
34. What type of funds have you received in the past? (Check all that applies)
 - a. Government of DRC or CAR
 - b. International Donors
 - c. Indigenous Organizations
 - d. Civil Society Organizations
 - e. Other:
35. What range best represents the maximum amount of yearly funding that your organization has received in the past 5 years?
 - a. \$0 - \$50 000
 - b. \$50 000 - \$100 000
 - c. \$100 000 - \$500 000
 - d. \$500 000 - \$1 000 000
 - e. More than \$1 000 000
36. Do you have any questions?

To have a full view of all the entire Google Form including all questions, the required content and the character limits for specific sections, follow the [link](#) below:

[<https://drive.google.com/file/d/1hkn30bpQ5Ik3ZrLB3CihxIM55tbmJhCj/view?usp=sharing>]

After reviewing the specific sections, Applicants must submit their application via this [Google Form](#) [<https://forms.gle/P8BxZy3gKS686cft6>]

[END OF AMENDMENT 1]