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**Agricultural Exports and Rural Incomes (263-002)**

Issuance Date: 01/14/2003  
Closing Date: 03/13/2003  
Closing Time: 12:00 noon Cairo Time

Subject: Request for Applications (RFA) Number 263-P-03-002  
Agricultural Exports and Rural Incomes (AERI)

The United States Agency for International Development (USAID) is seeking applications from qualified organizations/consortiums to implement a program for Agricultural Exports and Rural Incomes (AERI). The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The Recipient(s) will be responsible for ensuring achievement of the program objective to increase Agricultural Exports and Rural Incomes (AERI). Please refer to the Program Description for a complete statement of goals and expected results.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

Subject to the availability of funds, USAID intends to make 3 awards providing approximately \$24,162,000 in total USAID funding to be allocated over a 4 year period. USAID reserves the right to fund any or none of the applications submitted.

There are separate program descriptions, evaluation criteria and instructions for each of the three awards. The applicants must submit their application following the information provided specific to each award. If an applicant wants to apply for more than 1 award, a separate application must be submitted. These three awards are as follows:

- A Grant to undertake work in the horticulture sub-sector in Upper Egypt (activity 3) and
- A Grant to undertake work in the dairy and livestock sub-sector in Upper Egypt (activity 3) and
- A Cooperative Agreement for Institutional Linkages Component (activity 4)

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

1. Section A - Program Description;
2. Section B - Instructions to Applicants;
3. Section C - Selection Criteria;
4. Section D - Certifications, Assurances, and Other Statements  
of Applicant/Grantee;
5. Section E - Annexes & List of Interested Parties

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

If you decide to submit an application, it should be received by the closing date and time indicated at the top of this cover letter at the place designated below for receipt of applications. Telegraphic, Electronic or Facsimile applications will **NOT** be accepted. Applications and modifications thereof shall be submitted in envelopes with the name and address of the applicant and RFA # (referenced above) inscribed thereon, to:

(By U.S. Mail)

Agency for International Development  
Overseas Missions  
Egypt, USAID-Cairo  
Department of State Unit 64902  
APO AE 09839

(By All Other Means of Delivery)

USAID/Egypt  
Plot 1/A off Ellaselki St.  
New Maadi 11435, Egypt  
Tel.: (20-2) 522-6913

On February 4<sup>th</sup>, 2003, 9:00am EST, Information Center Conference Room, the Agreement Officer and the Technical Personnel will host a pre-application conference at the headquarters office.

Since space is limited, only two representatives from each organizations may attend. A list of attendees will be made on a first come basis after which no further attendees will be accepted. Please contact the individuals listed below and reserve your space.

The Ronald Reagan Building,  
1300 Pennsylvania Avenue  
USAID Information Center  
Mezzanine Conference Room  
Room M.1-7

The deadline for submitting questions regarding this RFA is 3:00PM Cairo time, January 28, 2003.

Applicants are requested to submit both technical and cost portions of their applications in separate volumes. Award will be made to that responsible applicant(s) whose application(s) offers the greatest value.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. Further, the Government reserves the right to reject any or all applications received. In addition, final award of any resultant grant(s) cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

The preferred method of distribution of USAID procurement information is via the Internet. This RFA and any future amendments can be downloaded from the Agency Web Site. The World Wide Web Address is <http://www.usaid.gov>. Select Business and Procurement from the home page, then "USAID Procurements". On the following screen, select "Download Available USAID Solicitations".

Receipt of this RFA through INTERNET must be confirmed by written notification to the contact person noted below. It is the responsibility of the recipient of the application document to ensure that it has been received from INTERNET in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Any questions concerning this RFA should be submitted in writing to Roy Plucknett, via facsimile at 202-516-4739 or via internet at [nmontasser@usaid.gov](mailto:nmontasser@usaid.gov) and/or [htakla@usaid.gov](mailto:htakla@usaid.gov). If there are problems in downloading the RFA off the INTERNET, please contact the USAID INTERNET

Coordinator on (202) 712-4442. Applicants should retain for their records one copy of all enclosures which accompany their application.

Sincerely,

Roy Plucknett  
Agreement/Grant Officer  
USAID/Egypt

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NOTE: Section A. Except for IV,V and VI which provide program descriptions specific to each of the 3 awards, the information provided is general information that applies to all 3 awards.

Section B. The instructions are specific to each award. The applicant must follow the instructions specific to the award if is applying for.

Section C. The selection criteria are specific to each award. The applicant must follow the selection criteria specific to the award it is applying for.

Section D. If applying for more than one award, a separate set of certifications, assurances and other statements of the applicants must be submitted with each application.

## SECTION A - PROGRAM DESCRIPTION

### I. INTRODUCTION

This RFA represents one of two solicitations being executed by USAID/Cairo for implementation of the recently approved AERI project. Under this RFA, 3 separate awards will be made. Applicants should select from the following:

- request for applications for grant to undertake work in the horticulture sub-sector primarily in Upper Egypt (Activity 3); and
- request for applications for grant to undertake work in the dairy and livestock sub-sector primarily in Upper Egypt (Activity 3).
- request for applications for Cooperative Agreement for Institutional Linkages Component (Activity 4);

AERI is comprised of five activities:

- 1) policy
- 2) technical support to trade associations
- 3) smallholder horticultural and livestock producers and organizations
- 4) international linkages
- 5) legacy program design

Activities 1, 2 and 5 and a coordination unit will be implemented through a separate mechanism. This solicitation pertains to activities 3 and 4.

**Training: Training:** USAID/Egypt uses a Centralized Participant Training Contractor (CPTC) to undertake various levels of effort related to participant training. The current contract for the CPTC is scheduled to end in December 2003 and a new mechanism will be put in place prior to that date.

In-Country training and offshore training undertaken under AERI must be managed according to the prevailing Mission practice as stated in ADS 253 and at: <http://www.usaid.gov/pubs/ads/200/>. In-country participant training will be procured, managed and implemented by the successful AERI Recipient. For offshore training, the AERI Recipient will be responsible for identification of training needs, initiation of training requests, drafting of training specifications and participants selection. At this time the CPTC will then

procure, manage and implement the offshore training. However, should this change, USAID reserves the right to incorporate the procurement and/or management, and/or implementation and associated funding into this procurement.

## **II. PURPOSE AND OBJECTIVES**

### **A. Grants for Smallholder Horticultural and Livestock Producers and Organizations**

USAID will support implementation of AERI Project Activity 3 through two separate grants. One grant will be issued for horticulture production and marketing. A companion grant will be issued for work in the livestock and animal product sub-sectors.

It is anticipated that applicants for either grant will propose a mix of both US and international institutions to provide the full range of activities envisioned. In addition to the traditional US based NGO/PVO community, the institutional mix may include international and Egyptian NGOs and research institutions, and the US private sector. Offerors are encouraged to consider a variety of Egyptian institutions and organizations as possible partners.

#### **Horticulture Sub-sector**

USAID will grant an estimated \$11,246,000 and LE859,680 for the implementation of AERI Project Activity 3 for work within the horticulture sub-sector primarily in Upper Egypt.

The implementation will occur over a period of four years. The objectives of this solicitation are to directly address identified constraints within the horticulture sub-sector including improving production for domestic and international markets. USAID anticipates that the award will be made based on an application submitted by either a U.S. based NGO/PVO or a U.S. based NGO/PVO combined with a mix of other NGO/PVOs, including Egyptian institutions and organizations. If a consortium approach is proposed, the applications should describe how the grouping of additional institutions will provide technical and management expertise.

#### **Dairy and Livestock Sub-sector**

USAID will grant an estimated \$7,516,000 and LE573,120 for the implementation of AERI Project Activity 3 for work within the dairy and livestock sub-sector primarily in Upper Egypt.

The implementation will occur over a period of four years. The objectives of this solicitation are to directly address identified constraints within the dairy and livestock sub-sector primarily in Upper Egypt including improving production for domestic and international markets. USAID anticipates that the award will be made based on an application submitted by either a U.S. based NGO/PVO or a U.S. based NGO/PVO combined with a mix of other NGO/PVOs, including Egyptian institutions and organizations. If a consortium approach is proposed, the applications should describe how the grouping of additional institutions will provide technical and management expertise.

## **B. Cooperative Agreement for Institutional Linkage Activity**

USAID will grant an estimated \$5,400,000 and LE 28,800 for the implementation of AERI Project Activity 4, to a consortium comprised of a wide range of public and private institutions. While we expect US Universities to take the lead, this mix should ideally include international research institutions and NGOs, US-based trade associations, and the US private and public sectors. A breadth of Egyptian industry and research organizations should be considered for inclusion within this consortium.

Implementation will occur over a period of four years. The objectives of this solicitation are to directly address three specific needs identified in the AERI design document: a) improved skills for agricultural graduates to better match the those required by Egypt's rapidly developing agricultural and agribusiness sectors; b) a university and agricultural research community more responsive to the research needs of the private agricultural sector; and, c) continued support to Egyptian applied biotechnology efforts. The objectives pursued under the cooperative agreement awarded through this solicitation will be integrated with implementation mechanisms for other activities under AERI.

### **III. BACKGROUND**

#### **A. The Development Problem:**

The AERI project is designed to address three key socio-economic problems in Egypt: high unemployment, low rural income, and underdeveloped agricultural export potential. Egypt's agricultural sector is critically significant to the country's overall economy. It accounts for approximately 17 percent of GDP, 25 percent of total exports, and 80 percent of non-petroleum exports. The sector also provides direct employment for approximately 25 percent of the workforce and an additional 30 percent in the form of indirect employment. Recent economic modeling conducted for USAID/Egypt<sup>1</sup> reveals that in a rapid, balanced growth scenario, agriculture would account annually for 61 percent of employment growth. This disproportionately large employment impact occurs because agriculture's modest direct effect on employment is greatly enhanced by significant multipliers in the employment-intensive, non-tradable, rural non-farm sector.

##### **o Horticulture**

To be fully effective in increasing employment, agricultural production must not only meet rising domestic market demand, but must also achieve even higher growth rates through increased exports. At present, Egypt exports a mere five percent of its fruit and vegetable production, mainly to neighboring Gulf countries, with potatoes and citrus being the principal commodities in that category. Meanwhile, exports to Europe with over 500 million potential consumers are negligible. In order to access this enormous and increasingly demanding market, Egyptian agriculture, and especially its horticultural sub-sector, will have to continue to improve both the quantity and quality of its horticultural exports as well as other agricultural commodities.

##### **o Dairy and Livestock**

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<sup>1</sup> Development Alternatives, Inc, "Assessment of Egypt's Agricultural Sector Competitiveness", June 2002.

Livestock are largely produced on small farms, and rural women, perhaps as much as 80 percent of them, are involved in their production and marketing. Smallholder livestock is highly labor intensive. Some economists hold the view that this is an indication of highly inefficient production technologies. This is thought to be the case because small farms use less capital and much more labor in the production process. More likely it is because the small farmer's herds and flocks are composed of local breeds that are not as efficient in converting feed into milk and meat as exotic breeds. They lack the wherewithal to grow or purchase adequate feeds, and receive little attention in terms of information access to modern technologies and market information.

- o Institutional Linkages

Essential to Egypt's sustained competitiveness in the agricultural sector are the skill level of its workforce and the relevance of agricultural research. Leaders of Egypt's agricultural sector frequently cite gaps between the skill levels required for their rapidly growing businesses and those possessed by graduates of the country's agricultural universities. Additionally, agricultural producers and agro-business owners do not find Egyptian research centers adequately responsive to their needs. A lack of responsiveness and flexibility in the research community is the crux of private sector complaints about research not meeting their needs.

#### **B. Previous USAID Support to the Agricultural Sector:**

In the early 1980's, Egypt began attempts at overall policy changes in the agricultural sector. A significant number of these changes were undertaken with the support of USAID and were targeted at increasing productivity and decreasing GOE controls on farmers and agriculture in general. As such, subsidies on animal feed, fertilizers, and pesticides were removed, mandated cropping patterns were lifted for most crops including wheat, rice, and maize, and marketing controls were removed for all crops with the exception of cotton, sugarcane, and rice.

With further support from USAID, these reforms continued and were expanded into the 1990s. This included price liberalization in input and output markets and the elimination of remaining land use controls for most crops. Additional reforms introduced in the 1990s were aimed at the efficient and environmentally sustainable use of water and land, the promotion of private sector based resource allocation, the stimulation of exportable commodities through improvements in marketing and agro-processing, and the encouragement of agricultural extension and research capabilities, as well as member driven farmer organizations.

Specific USAID programs focused on demand driven horticultural production, innovative post-harvest and marketing technologies, the productivity of staple food crops, agricultural biotechnology, increased access to agricultural credit and policy reforms to remove the remaining barriers to private agricultural enterprises that led to more liberal, competitive markets and the stimulation of sustainable agricultural growth. As a partial result of these activities, 2.3 million small and medium farmers gained access to agricultural credit and over 17,000 irrigation structures have been built. Additionally, USAID funded over 1,500 training programs in the agricultural sciences including irrigation technology. Through this mechanism, over 400 Egyptians received masters, doctoral, and post-doctoral training, and approximately 570,000 others received short-term training in a wide variety of agricultural themes.

USAID's largest, recent agricultural projects, the Agricultural Policy Reform Program (APRP) and the Agricultural Technology Utilization and Transfer project (ATUT), ended in September 2002. APRP included both a policy-based cash transfer program and a short and long-term technical assistance program. The cash transfer program consisted of financial disbursements based on the implementation by the GOE of agreed upon policy and legal reforms directed at increasing agricultural productivity through the liberalization of agricultural markets, improving the allocation of water resources, and increasing access to agricultural production and market information. This program was further supported by a technical assistance component that supported policy formulation, analysis, and implementation, as well as addressing specific technical problems and bottlenecks in the farm to market chain. The ATUT program was aimed at increasing agricultural production, productivity, and income through the adoption of improved technologies for the production, processing, and marketing of selected agricultural commodities. As such, it consisted of three components: the identification and transfer of innovative and demand driven horticultural production, post-harvest, and marketing technologies to the private sector; support of a collaborative research program aimed at resolving constraints to increased productivity of rice, wheat, maize, and fava beans; and support for genetically engineered crop production to introduce stress and pest resistance into high value horticultural crops. The Agriculture-Led Export Business project (ALEB), under the Growth Through Globalization (GTG) program, will continue through its primary concentration on food processing firms and their related trade associations.

### **C. The AERI Project:**

AERI is planned as a four-year project. The project combines five activities in pursuit of the overall goal: to increase on-farm and agro-business jobs and rural incomes. AERI will continue the work of APRP and ATUT in policy reform and in technical areas such as: the introduction of new and improved varieties, higher quality rootstock and other planting materials, improved production technologies, and more efficient harvest and post-harvest handling practices. The project will address additional areas critical to the competitiveness of Egypt's agricultural sector such as: furthering essential agricultural policy reforms; developing market intelligence; meeting the quality standards of international importers; and increasing the volume of high quality commodities by linking smallholder horticulture and livestock producers to larger producers and exporters and transferring important technologies to these smallholders. AERI places special emphasis on bridging skill gaps in the agricultural workforce and making government agricultural research efforts more responsive to private sector needs.

The project objectives are:

- An expanded base of small and large private sector agribusiness firms that can compete globally;
- Improved linkages between those firms and suppliers (likely to be small and medium producers) of high value exportable horticultural commodities;
- A major expansion in the gross value of fresh and processed exports of horticultural products.
- A major expansion in the production and productivity in livestock and dairy products directed at the domestic market.

It is expected that these objectives will lead to the following results:

- 30,000 small and medium farmers will benefit from the dissemination of improved production and post-harvest technologies;
- The volume of exported horticultural products will increase five fold over the life of the project.
- Small scale dairy and livestock producers will increase their production by at least 50 percent over the life of the project;
- Farmer associations will become sustainable through the provision of quality, fee-based services to their members (such as technology transfer, post-harvest handling, the dissemination of market information, and quality control guarantees), increases in their membership, and the implementation of export oriented policy advocacy programs; and,
- A minimum of 40,000 new on-farm jobs will be generated through improvements in the competitiveness of horticultural exports over the life of the project; and,
- Expanded exports will provide Egypt with increased foreign exchange earnings adding to the country's reserves. This, in turn, will enable the country to more easily import necessary food commodities in times of need thereby leading to improved national food security.

Project Activities 1, 2 and 5 as well as the coordination unit will be implemented through a separate mechanism.

**Activity 1**-- Policy --provides technical assistance and training to support GOE efforts towards implementation of the policy reforms to be included in the Mission's planned agriculture sector cash transfer program. Some of these reforms are already being addressed by USAID, while others are new. Reforms classified as first priority must be accomplished to successfully implement the AERI project. Second-priority reforms would greatly enhance project outcomes if they were undertaken. All address constraints that inhibit realization of Egypt's agricultural potential.

**Activity 2**--Support to Agricultural-Based Trade Associations--will also be implemented through the same solicitation. This Activity supports associations of all sizes and types by: a) strengthening technical organizational skills in areas identified critical to member and industry needs; b) training members in production, post-harvest handling, and market identification and penetration (also referred to as "market intelligence"); c) training to better prepare members to meet EuroGAP and other export market standards; and, d) public-private partnerships to make research and extension more responsive to private sector needs. Member representatives will learn how to access the Internet and disseminate to their members best practices and research findings on a wide array of agricultural problems they confront.

**Activity 3**--Support to Smallholder Horticulture and Livestock Producers and their Organizations--will consist largely of organizational development support and technology transfer to voluntary associations of smallholder farmers in Upper Egypt. In addition to strengthening the relationships among small producers, larger agro-business, and the Egyptian research/extension system, these linkages will lead to higher product prices and resulting increased incomes for smallholder farmers.

This Activity will be implemented through two separate grants: one for work in the horticulture sub-sector, and another one for work in the dairy and livestock sub-sector.

**Activity 4**--International Linkages--directly addresses two specific needs identified early in the AERI design process: the mismatch of skills possessed

by agricultural graduates and those required by the agricultural sector; and, the need for clearer understanding by agricultural scientists of the research needs of the agricultural producers and agro-business. Collaborative research grants for biotechnology and small impact grants for horticulture, dairy and livestock will be funded. This activity will use study tours, international visits, applied research training, and other opportunities to develop on-going scientific exchange among US and other agricultural researchers, Egyptian scientists, policy makers, agriculture graduates, and trade association members.

**Activity 5** -- Legacy Program Design--provides a small amount of technical assistance to design a program that will assist in ensuring the sustainability of certain elements addressed under AERI and the larger agriculture sector.

Program management - The Ministry of Agriculture and Land Reclamation (MALR) will be the principal GOE implementing partner for the full life of the project. An Advisory Committee, comprised of one-third GOE agriculture officials and two-thirds private sector representatives, will be established early in the project. The purpose of this committee shall be to provide an arena for discussion of technical project issues with a broad range of stakeholders and to provide liaison among ministries on technical issues. Contractor and Grantee representatives may attend the advisory committee meetings to present issues for discussion. A Memorandum of Understanding between USAID and the MALR will define the authority and responsibilities of this committee. Committee representatives will be spread proportionally among representatives from the horticultural and livestock community at large, including small holders. USAID will have a representative.

A Coordination Unit, established under the contract mechanism, with primary functions of technical coordination, will serve the advisory committee as a secretariat.

The implementation contractors and grantees under AERI will collect performance measurement data against indicators relevant to their activities. Evaluations and program impact analysis will be supported by the SO 16 Results Reporting Support Activity.

#### **D. Relationship to the Strategic Objective Framework :**

AERI contributes to the Mission's Sub-Goal 1, Creating Private Sector Employment, through its overall goal of increasing on-farm and agribusiness employment and rural incomes. The project purpose of strengthening the competitiveness of Egypt's agriculture in a global economy will increase non-farm employment significantly through the expansion of food processing and agricultural support businesses as agricultural production and volume are increased.

AERI is directly linked to SO 16, Environment for Trade and Investment Strengthened, through technical support to critical policy reform measures affecting agricultural production and exports. More specifically, it is targeted at Intermediate Result (IR) 16.1: Improvements in the Policy Framework for Trade and Investment, IR 16.2 Increases in Private Sector Competitiveness, and IR 16.3 Enhanced Opportunities for Business Growth. This project seeks to expand the number of small and medium private firms that compete globally, as well as to strengthen technical skills and networks among trade associations.



# **Program Description for Horticulture Sub-Sector Grant**

## **A. Rationale**

Without a doubt, horticultural crops not only offer greater returns to labor, thereby maximizing employment and economic returns to labor, but also offer substantially higher returns per unit of land and water. Nevertheless, the economic modeling estimates that the horticultural sub-sector holds the potential for an annual growth rate of six percent. However, this will not be easy to achieve given the constraints facing the sub-sector. First, a vigorous technology transfer and dissemination effort needs to be put in place in order to bring down the costs of production, including transaction costs, and meet the ever more stringent demands of Egypt's export markets. Secondly, substantial barriers to competitive marketing must be removed through policy changes to be addressed within the policy activity. Lastly, a large number of small farmers throughout the country, and especially in Upper Egypt, would need to convert their production to higher value horticultural crops in order to achieve this goal. The AERI project is directed at assisting in the achievement of all three of these goals.

In spite of the constraints mentioned above, Egypt holds a competitive advantage in the growing of horticultural crops for two reasons: a year round growing season allowing for up to three crop rotations per year allowing it to take advantage of export "market windows" throughout the year especially in Upper Egypt; and, the fact that all of its agriculture, and especially horticulture, is irrigated rather than having to depend on the vagaries of rainfall. Nevertheless, the benefits of this competitive advantage can only go so far in competing with international markets. Egyptian agriculture must still pay a great deal of attention to reducing production costs and increasing productivity in order to maintain this advantage.

In order to access this enormous and increasingly demanding market, Egyptian agriculture, and especially its horticultural sub-sector, will have to continue to improve both the quantity and quality of its horticultural exports as well as other agricultural commodities.

Essential to Egypt's sustained competitiveness in the agricultural sector are the skill level of its workforce and the relevance of agricultural research. Leaders of Egypt's agricultural sector frequently cite gaps between the skill levels required for their rapidly growing businesses and those possessed by graduates of the country's agricultural universities. Additionally, agricultural producers and agro-business owners do not find Egyptian research centers adequately responsive to their needs.

## **B. Major Support Elements**

This solicitation will contain two major elements of support for smallholder horticulture producers and processors - improved domestic product quality and expanded focus on production and processing of competitive products. These elements, along with illustrative activities and expected results, are described below.

### **1. Improved Domestic Product Quality**

The objective of this element of the program is to increase the quality, range and volume of horticultural products. Increased sales of these products will result in higher incomes in rural communities and additional good-wage employment in processing and associated businesses.

Currently, most Egyptians depend on locally produced food available in traditional food bazaars. The program will concentrate on improving the processing, marketing and distribution of local produce. A network of strengthened processing and producer entities and organizations is critical to this process.

Below is a list of illustrative activities to build the capacity of the horticulture-based production:

**a. Illustrative Activities**

Securing information on production, processing, pricing and marketing issues and developing systems for regular access to information sources and distribution of information.

Supplying strategic, business and technical advice for producers and processors.

Conducting short courses in topics such as technical production issues, food industry safety and quality standards, accounting, financial planning, organizational development, environmental management, etc.

Assisting in business plan preparation as part of attempts to secure needed financing.

Strengthening business relationships among local input providers, processors, and producers.

Supporting trade shows and other efforts to assist private associations to test market improved quality products.

**b. Expected Results**

Producer or marketing enterprise organizations will be strengthened and created.

Producer organizations will be assisted to support processors. These may be associations, cooperatives or other organizational forms that have an open membership policy.

Plans for a federation of associations will have been completed and initial organizational work undertaken.

Training programs for association leadership and staff will have been conducted for leaders and staff.

**2. Horticulture Production and Marketing Improvement**

A variety of activities may be required to achieve the desired results. Below is a list of illustrative activities for building the capacity of horticulture producers to produce larger quantities of products and increase and enhance the processing of these products:

**a. Illustrative Activities**

Organizing economically competitive fruit, vegetable, ornamental and specialty horticulture item production and processing groups.

Training, mostly short-term, designed to support production, business management and the procurement and processing of selected horticultural crops.

Developing model(s) which take advantage of successful models to provide greater access to new technologies and more profitable markets (domestic and international).

Assisting processors with packaging design and marketing of value added products.

Addressing the transfer of existing technologies in needed areas; e.g., agronomic practices, post harvest handling, etc.

In collaboration with a consortium made up of private sector producers, processors and entrepreneurs, establishing linkages to a University or research center and selecting potentially viable and competitive horticultural products on which to focus research and field trials.

Integrating MALR extension service agents into the technology transfer process in a sustainable fashion.

Conducting market surveys to properly introduce new improved products to both the domestic and the export market.

Identifying and assisting in the establishment of retail and wholesale outlets and markets for horticultural products and providing training for producers that are serious about supplying processors.

Selecting appropriate managers and arranging visits to trade shows in the region as incentives to foster trade linkages within the region.

Developing methods of functional integration of the Horticulture Research Institute - from planning to delivering research results.

Linking producers to processors and assisting processors to expand capacity or more efficiently utilize unused capacity.

Providing technical information to producers on how to increase production, while at the same time conserving land and water resources.

Encouraging private sector entrepreneurs or associations to develop systems for providing needed services.

Providing appropriate incentives to managers to encourage the acquisition of business, managerial and accounting skills to be used in the management of processing plants.

#### **b. Expected Results**

Measurable increase in either income as a result of producers and processors assisted to improve the quality and quantity of production and packaging of processed output.

Events organized (workshops, farm shows, seminars, trade shows) over the life of the project that bring together food industry processors, agricultural associations and agricultural producers to promote networking, new product opportunities, and customer-service orientation within this sub-cluster.

Special agricultural production and processing events prepared and events held in a variety of locations.

A set of teaching materials developed and field tested on a range of appropriate production, processing and management technologies designed to increase income for smallholder producers.

Marketing studies on Egyptian fruits, vegetables, ornamentals and specialty commodities or their value-added products that are identified as having the potential for domestic and international competitiveness completed over the life of the project.

In association with other elements of AERI, a program of HACCP and ISO certification developed and tested in Egypt.

Formal relationships established among processors, association brokers and producers.

Rural, community-buying stations for fruits, vegetables, ornamentals and specialty commodities established.

Horticultural producers selling greater volume of higher quality products in the domestic market.

Agricultural association managers attending study tours where producers and processors function as partners with other members of product value chains.

A modest program of varietals research and testing undertaken.

Technical bulletins prepared and widely distributed.

Training courses provided for small producers.

Sustainable method for smallholder to access new technology and more profitable markets established.

Producers and processors assisted to receive financing from available sources.

Relationship established with elements of MALR and the Horticulture Research Institute that routinely transfer technology to smallholders.

Sustainable models established to deliver information and services to smallholder producers.

### **C. Management Approach**

Implementation will be over a period not to exceed 48 months. A total of 86 person-months of long-term resident expatriate technical advisors are anticipated. Short-term personnel in specialized areas (an estimated 33 person-months) will supplement the long-term, resident advisors. The grantee may recommend an alternative mix of short-term and long-term expatriate personnel.

It is anticipated this effort will require approximately 400 person-months of long term local professionals and 33 person-months of short term local professionals to be split among senior, mid-level and support staff. Again, applicants may propose alternative approaches to deployment of estimated personnel resources.

In-country collaborators are expected to be private sector producers, traders, and processors as well as producer associations, associations of SMEs and other organizations. Egyptian and relevant international researchers, practitioners and consultants may also be included within the proposed institutional mix.

Specifically, the proposal should describe any proposed relationships with various segments of the MALR such as the Horticulture Research Institute.

## **Program Description for Dairy And Livestock Grant**

## **V. PROGRAM DESCRIPTION: DAIRY AND LIVESTOCK GRANT**

### **A. Rationale**

The Assessment of Egypt's Agricultural Sector Competitiveness, completed in early 2002 examined alternative growth scenarios and made several suggestions for subsequent investments. In the dairy and livestock sub-sector, the Assessment found great potential for reducing costs of production and increasing competitiveness. Ninety-five percent of Egypt's livestock and dairy production takes place on small farms, is highly labor intensive, and occupies 85 percent of rural women. Strategic interventions were recommended to assist smallholder cattle and buffalo farmers and their supporting sub sectors as key to addressing low productivity and inefficient resource use. These interventions would impact rural women, principally in Upper Egypt where 44 percent of the nations' animal wealth is located. In sum, this proposed strategy is based on proven models which show that livestock and dairy production for the domestic market, due to their high labor needs, have a potentially high impact on rural incomes, employment generation, and the overall economic growth of the sector.

### **B. Major Support Elements**

The objective of this element of the program is to increase the quality, range and volume of animal products available in local markets. Increased sales of these products will result in higher incomes in rural communities and additional good-wage employment in processing and associated businesses.

Currently, most Egyptian consumption is based on locally produced dairy and meat products purchased from traditional food markets. This activity will concentrate on improving the production, processing, marketing and distribution of these animal products. A network of strengthened processing and producer entities and organizations is critical to this process.

Illustrative activity elements and expected results, are described below.

#### **1. Improved Domestic Product Quality**

The AERI program will support efforts to increase smallholder dairy and livestock quality and production and thus income for these small-holders, especially in Upper Egypt.

**a. Illustrative Activities**

Assisting processors to establish local standards of, for example, milk, meat, and wool quality.

Encouraging contract buying based on established market rates and quality between collection station operators and processors.

Encouraging processors to develop and use price incentive programs to stimulate delivery of higher-quality livestock products.

Expanding rural-based small to medium scale production capacity.

Providing the appropriate business training for producers, collection station operators, procurement agents and processors.

Relationship(s) established with the Department of Veterinary Services and private sector for provision of animal health interventions.

Providing information to producers on technology and management practices to increase production.

Establishing methods for smallholders to access technology on herd management, animal feed requirements, animal health care, and improved breeding stock.

Establishing a core nucleus breeding herd.

Expanding the milk recording systems, and giving smallholders access to artificial insemination from good bulls.

**b. Expected Results**

A system of grades and standards for milk, meats, hides and wool established and implemented.

Better quality raw and processed animal products from small farmers are entering the market channels and being sold.

Producer-processor relationships established and formalized via long-term contracts over the grant period.

A sustainable program for smallholders to secure improved animal genetics for cattle and sheep designed and implemented.

Sustainable production techniques introduced to smallholder livestock producers to improve product quality and reduce costs.

**2. Dairy and Livestock Production - Processing and Marketing Improvement**

For smallholders to realize the profits from livestock and livestock products, quality improvement is insufficient. Quantities available must be increased. The value-added market chain must become more efficient, and the linkages between producers and processors strengthened.

The illustrative activities provided below are designed to enhance this capacity within the producers and processors of livestock and livestock products.

**a. Illustrative Activities**

Assisting dairy and livestock associations to establish adequate fresh produce holding capacity that has the ability to check for contaminants and certify for high quality standards.

Assisting in the development of marketing plans that introduce high quality meat and dairy products to the local retail establishments.

Assisting in the design and establishment, in collaboration with donors and private sector entrepreneurs, of appropriately placed small or medium sized abattoirs for the sanitary handling of fresh meat and where grading and packaging can be done on a small scale for local retail stores in rural and peri-urban communities.

Establishing a fully operational, regional milk-testing laboratory staffed with qualified veterinary and laboratory technicians.

Upgrading knowledge and training of extension workers and establishing networks and livestock service centers.

Providing the appropriate business training for producers, collection station operators, procurement agents and processors.

Creating a network of women owned and privately operated milk collection centers contiguous to important dairy production units.

Linking processors and service providers to existing credit facilities in order to upgrade equipment and purchase small cold chain infrastructure for transport and storage.

Enhancing the quality of livestock feeds by educating consumers and obtaining public support for the enforcement of feed standards and specifications.

**b. Expected Results**

Increased volumes of raw and processed animal products from small farmers in Upper Egypt are entering market channels and being sold.

Smallholder animal producers and processors of their products will have substantially increased their incomes, provided employment and increased sales of high quality dairy and livestock products.

Smallholder animal producers and processors implementing best international practices in production, processing and management.

Animal product processors are using price differentiation to encourage delivery of higher quality raw materials.

Additional collection or marketing points for smallholder dairy and livestock producers in operation.

Producer-processor relationships established and formalized via long-term contracts over the contract period.

New livestock products (meat, dairy, hides, skins, etc.) developed and marketed.

Training courses for smallholder producers/processors developed that enables them to transition to income-producing businesses.

Smallholder animal producers and processors will have participated in in-country study tours.

Smallholder producers and processors will have obtained loans with the assistance of project staff.

Technical bulletins on animal and animal product production, processing and marketing prepared and widely distributed.

Technology transfer model developed and implemented for the extension of information to producers and processors. This model will include technical research results as well as management techniques.

Staff, as well as senior representatives of business associations, special interest groups and universities are included in project planning and implementation.

Better animal feed available on the market.

### **C. Management Approach**

Implementation will be over a period not to exceed 48 months. A total of 57 person-months of long-term expatriate technical assistance are anticipated. Short-term personnel in specialized areas (about 22 person-months) will supplement the long-term, resident advisors. The applicant may recommend an alternative mix of short-term and long-term expatriate personnel.

It is anticipated that this effort will require approximately 260 person-months of long-term and 22 person-months of short-term local professional (senior and mid-level) and support staff. Again, the applicant may propose alternative deployment of personnel.

In-country collaborators are expected to be private sector producers, traders, and processors as well as producer associations, associations of small and micro enterprises (SMEs) and other organizations. Egyptian and relevant international researchers, practitioners and consultants may also be included within the proposed institutional mix.

**Program Description for  
Institutional Linkages  
Cooperative Agreement**

**VI. PROGRAM DESCRIPTION: INSTITUTIONAL LINKAGE COOPERATIVE AGREEMENT**

**A. Rationale**

AERI's approach to addressing university-level agricultural training will be to help catalyze change through indirect means. AERI will expose Egyptian academics and policy makers to the curricula and other requirements necessary for producing "market ready" graduates. With the information provided, Egyptians will be positioned to undertake curricula changes with their own or other resources. In addition, efforts will be directed at facilitating partnerships among universities, training institutions, producer and trade associations, and agribusiness firms, aimed at providing students with experience that is practical and relevant to modern export-oriented horticulture.

USAID's support to Egyptian Agriculture is in transition away from supporting public institutions, including agricultural research in favor of supporting private sector capacity. Agricultural producers and agro-business owners and managers do not find Egyptian state-funded research centers adequately responsive to their needs. This is attributed to insufficient professional interaction between researchers and the agricultural private sector, as well as a lack of means to assist researchers in keeping abreast of the scientific needs of Egypt's rapidly evolving agricultural sector.

This activity will support Egyptian biotechnology as a means of promoting the sound science-based practices required to successfully compete in the

international trade in food products. Work aimed at reducing the use of agrochemicals and pesticides will enhance Egypt's competitive position in horticulture by helping to promote increasing volumes of exports that meet Euro Gap requirements. An important side benefit of providing support to this effort is that Egypt's leadership in biotechnology in the Africa and Middle East Region will be enhanced.

## **B. Major Supporting Elements**

This activity directly addresses the three specific needs identified in the AERI design document;

- 1) improved skills for agricultural graduates to better match the skills required by Egypt's rapidly developing agricultural and agribusiness sectors;
- 2) a more responsive university and agricultural research community to the research needs of the private agricultural sector; and,
- 3) continued support to Egyptian applied biotechnology efforts.

This solicitation addresses the three needs described above through a program of coordinated and interrelated components. Illustrative of the types of activities envisioned to achieve the desired results are provided below:

### **1. Capacity development of Graduates**

To sustain the progress Egypt has made within agricultural markets, education systems must be linked with the workforce needs of the private sector. Following is an illustrative list of activities to more closely align the public sector's approach with the private sector's requirements.

#### **a. Illustrative Activities**

Provide public fora and other opportunities for Egyptian agricultural scientists, policy makers, and agricultural graduates to reflect on needed curriculum changes.

Establish international institutional linkages through exchange visits, observational study tours, conferences, and internships; leadership and technical training programs; and, support for collaborative efforts in applied research.

Provide alternative models for integration of private sector needs into public sector education systems.

#### **b. Expected Results**

Over the life of project, the following results are expected:

Egyptian scientists and policy makers will have the capacity to develop agricultural curricula that better match the workforce needs of Egypt's agri-business and agro-industry sectors.

Current agricultural graduates will better meet the skill requirements of the agri-business and agro-industry sectors.

### **2. Link Public/Private Elements of the Agriculture Sector**

Currently, the public agriculture sector is often not responsive to the demands for new technology from the private agriculture sector. Neither is

the private sector accustomed to seeking technological solutions from the traditional public sector. To sustain production, processing and support elements of the value added market chain, this gap must be bridged. The illustrative list of activities which follows is indicative of the types of activities which might be employed to more closely link critical elements of the public and private agriculture sector.

#### **a. Illustrative Activities**

Develop sustainable private-public partnerships for applied research, extension, and practical on-farm training, as well as partnerships that make research and extension services more responsive to private sector needs.

Design and field test methods for improving agricultural production and quality, research and extension services to address the technical and scientific needs of trade association members.

Establish public-private partnerships to capitalize on the advantages that government researchers and extension agents can bring to the practical experience of the private sector.

Provide opportunities for scientific exchange, both internationally and within Egypt, for Egyptian scientists, policy makers, agricultural graduates, and members of the agricultural-based private sector.

Administer impact grants for applied research on extremely focused problems in the horticulture and livestock value chains that can be addressed within three to six months.

#### **b. Expected Results**

Egyptian agricultural researchers will have the capacity to better understand and address the research needs of a dynamic, modern and competitive agricultural sector.

Sustainable linkages, established around on-going scientific exchanges, will be built among US and other universities and Egyptian scientists, policy makers, and agricultural researchers.

Results of the collaborative research efforts address private sector needs.

An innovative research environment will be promoted.

A more efficient transfer of knowledge and technology to the agricultural sector will be encouraged.

### **3. Biotechnology**

Egypt is recognized as a leader within the region for biotechnology research and development. This expertise is needed for Egypt to remain competitive in international food product markets. The following illustrative activities focus on sustainability of these research efforts.

#### **a. Illustrative Activities**

Support collaborative research grants for applied biotechnology research (This collaboration could take place between or among any of the following actors: US and other international researchers and universities, Egyptian researchers, members of trade associations representing both producers and

agro-business, and representatives of smallholder associations.). The focus will be on financial sustainability and product marketing issues.

Within the context of WTO Intellectual Property Rights, provide public exchanges on current issues within agricultural technology transfer and commercialization issues on research products.

With appropriate Egyptian professionals, develop discrete sets of technical packages focusing on areas key to Egypt's agricultural competitiveness such as: bio-safety, biotechnology outreach, consumer labeling and other trade regulatory issues, the whole range of horticultural production, post harvest handling and transportation, food processing, and the environmental impacts of biotechnology.

Establish international institutional linkages in the Biotechnology and directly related support areas (e.g., Intellectual Property Rights) through exchange visits, observational study tours, conferences, and internships; leadership and technical training programs; and, support for collaborative efforts in applied research.

#### **b. Expected Results**

Over the life of project his activity will provide the following results:

A more financially sustainable and independent Agricultural Biotechnology Institute will be in place.

Private sector users will be more familiar with issues and will have reasonable expectations for transfer of this technology.

#### **C. Management Approach**

Key personnel are required under this solicitation, in the form of a part time US-based activity coordinator. One long-term Egyptian coordinator is envisioned for these activities.

Because USAID envisions that the ideal method of providing the broad range of technical and administrative skills required for this component will only be found through a grouping of US and international public and private sector entities, offerors should provide a rationale for the institutional mix they propose. It is envisioned that this mix of domestic and international institutions would include Universities, private association and firms, NGOs and PVOs. Other US government institutions may also be included within this group.

#### **D. Substantial Involvement**

USAID will be substantially involved during the performance of the Cooperative Agreement. The USAID Cognizant Technical Officer (CTO) will be substantially involved in the following areas:

- Annual Work plan/Revision - The CTO will be consulted during the development of the annual work and revision and have the right of final approval. Work Plans should include a timeline for the planned achievement of milestones and expected results. The first-year work plan will be submitted for USAID approval within 60 days of Grant execution. Subsequent annual work plans will be due by the beginning of each subsequent year.

- Key Personnel - The USAID CTO will be consulted and have the right-of-approval for the designation and appointment of key personnel in these positions.
- Monitoring and Evaluation - The USAID CTO will be consulted during the development of the monitoring and evaluation plans and have the right of final approval.

**END OF PROGRAM DESCRIPTION FOR INSTITUTIONAL  
LINKAGES COOPERATIVE AGREEMENT**

**VII. STAFFING STRUCTURE AND QUALIFICATIONS**

Each of grantees for the Horticulture and Dairy and Livestock Grants, will staff an office in Upper Egypt, supported by both expatriate and Egyptian professionals. USAID does not envision establishment of a local office for the Institutional Linkages Cooperative Agreement.

**VIII. PROGRAM MANAGEMENT****A. Technical Direction**

The SO 16 Team of the Economic Growth office of the USAID/Cairo Mission will manage the project. The Cognizant Technical Officer (CTO) who will be designated at the time of award will provide technical directions to the Grantee.

**B. Counterparts**

Private sector producers, traders, and processors. There are also producer associations, associations of SMEs and other organizations that may be appropriate collaborators on select project activities. Various units of the MALR may also be counterparts.

**IX. DELIVERABLES AND REPORTS**

The deliverables and timeframe for delivery are indicated below with the date indicated starting from the signing of the award. With USAID technical office agreement, some of these deliverables may be combined.

**A. Work Plans** (Applies only to Institutional Linkages Cooperative Agreement)

The first-year work plan will be submitted for USAID approval within 60 days of Agreement execution. Subsequent annual work plans will be due by the beginning of each subsequent year.

**B. Reporting Requirements**

- 1) Quarterly progress reports due within 30 days of the completion of each three-month period. In addition to the information at 22 CFR 226-51, the report shall include the following:
  - a. Description and analysis of all activities conducted during the reporting period such as conferences, training courses and milestones reached in long-term efforts. For training courses conducted by the Grantee, the report should include the training objectives, a description of training materials developed, along with the number and gender of participants, and the GOE entity or non-governmental organization that they represent and participant positions if noteworthy.
  - b. Brief summary of any assessments or analytic studies conducted during the reporting period;

- c. Nature and amount of direct procurements made to create project activities;
  - d. The Grantee's assessment of the current status of progress under the Grant, including analysis of lessons learned and recommendations for any mid-course corrections to the program design.
  - e. The report for the second half of each year will summarize the full year.
- 2) Quarterly reports on expenditures accrued to date.
  - 3) A final report due within 90 days of the Grant termination date.

This report will summarize annual reports and add:

- a. Successful methodologies employed during the life of project that produced desired results; and,
- b. General lessons learned in relation to the full program and recommendations for future programming.

An electronic copy and one original and two hard copies of all reports shall be submitted to the USAID CTO. Final, approved copies shall be forwarded to PPC/CDIE in a format approved by USAID.

#### **X. TERM OF PERFORMANCE**

In all three awards, the term of performance is four years from the date of the award.

#### **XI. WORKWEEK**

A five-day workweek is authorized for long-term personnel and a six-day workweek is authorized for short-term personnel employed under any of these awards.

#### **XII. AUTHORIZED GEOGRAPHIC CODE**

The authorized geographic code for procurement of goods and services under these Grant is 000.

#### **XIII. BACKGROUND INFORMATION**

The following background documents are attached or located on the USAID/Cairo internet website <http://www.usaid-eg.org> (under NEWS - AERI Background Documents):

- AERI Activity Approval Document, USAID, August 2002.
- Assessment of Egypt's Agricultural Sector Competitiveness, Volumes I, II and III, June 2002.
- Evaluation of Agriculture Technology Utilization and Transfer Activity in Egypt, August 2002.
- Agricultural Employment Policy: Towards a Solution of the Labor Mismatch Problem in the Egyptian Agricultural Sector, APRP/RDI Report No. 165, August 2002.

- Policy Issues in Beef and Dairy Production and Marketing in Egypt, APRP/RDI Report No. 164, August 2002.

The following background documents are located on the USAID/Cairo internet website <http://www.usaid-eg.org> (under Key Documents):

- USAID/Egypt Strategic Plan, 2000-2009, dated February, 2000.

The following background documents, among other technical reports prepared by various USAID/Egypt Economic Growth Activities are located on the GTG CyberLink: <http://www.gtgcyberlink.org.eg> (under publications program APRP)

- Vision for Agriculture, APRP/RDI Report No. 166, August 2002
- Impact on Horticultural Exports of Policy Reforms under APRP, APRP/MVE Impact Assessment Report No. 22, July 2002.
- The Impact of the Agricultural Policy Reform Program (1996-2002) in Egypt: Conference Proceedings, APRP/MVE Impact Assessment Report No. 30, July 2002.
- The Impact of APRP on the Roles of the Public and Private Sectors in Egyptian Agriculture, APRP/MVE Impact Assessment Report No. 20, June 2002.
- The Impact of APRP on the Egyptian Agricultural Information System, APRP/MVE Impact Assessment Report No. 23, July 2002.
- Accomplishments in Agricultural Policy Reform in Egypt, 1997-2001, APRP/MVE Impact Assessment Report No. 19, April 2002.
- Policy Issues in the Dairy Sub-Sector, APRP/RDI, Report No. 98, February 1999.
- Intermediate Effects of Policy Reform Under APRP: Progress Indicators, 1990-2001, APRP/MVE Monitoring Report No. 4, July 2002.
- Review of APCP and APRP Tranches, APCP Tranches 1-7 and APRP Tranches 1-4, APRP/RDI, Working document.
- Summary of APRP Impacts, Lessons Learned, and Recommendations, APRP/MVE, Working Document, June 2002

## **SECTION B - INSTRUCTIONS TO APPLICANTS**

### **1. Instructions for Applications for Horticulture Grant**

**I. INSTRUCTIONS FOR APPLICATIONS FOR HORTICULTURE GRANT**

**Proposal Submission:**

Applicants are required to submit both technical and cost/business portions of their applications in separate volumes, in one unbound original and seven copies of each application, using the following format guidelines. The technical application shall make no reference to costs. Proposals, written in English, must be typed on standard 8 ½ X 11 " paper, 12 point pitch, one inch margins, single spaced with each page numbered consecutively. Proposals shall remain valid for 210 days. The technical proposal should not exceed 45 pages.

**a. Instructions for Technical Proposal**

**I. COVER SHEET** (one page) stating the following:

- Title of the proposed activity,
- Name of all organizations that are members of the consortium
- Name and contact for the lead organization
- Approval signatures by appropriate officials of the lead organization

**II. EXECUTIVE SUMMARY** (1-2 pages)

**III. LEAD ORGANIZATION INFORMATION** (1-2 pages)

Experience with development and implementation of agricultural development and horticulture programs, including brief description of ongoing or planned programs.

Experience working with public and private sector entities in foreign countries

Experience with developing sustainable technical assistance and innovative training programs in developing countries

Explanation of the types of technical inputs provided by the lead institution to achieve program objectives

**IV. US BASED PARTNERS INFORMATION** (1-2 page for each partner)

Experience with development and implementation of agriculture and producer association development services and products, including brief description of ongoing or planned programs.

Explanation of the types of technical inputs provided by the partner to achieve program objectives.

**V. INFORMATION ON INTERNATIONAL PARTNERS** including, but not limited to Egyptian partners (one half to one page for each partner)

Description of any firms or institutions.

Explanation of the role of firm or institution in achieving program objectives.

**VI. PROJECT DESCRIPTION AND EXPECTED ACCOMPLISHMENTS** (20 pages maximum)

This section of the proposal should have the following subsections clearly specified and in the order listed below:

- Subsection 1 Project Description
- Subsection 2 Expected Accomplishments
- Subsection 3 Technical Feasibility (See Selection Criteria)
- Subsection 4 Economic Potential (See Selection Criteria)
- Subsection 5 Strength of the Partnership (See Selection Criteria)
- Subsection 6 Potential for Capacity-Building (See Selection Criteria)

This section should also incorporate the following kinds of information to help to make the strongest case for the merit of the proposal:

Describe the services that are the target of the producers, processor, industry development program within the horticulture sub-sector, and how specifically, the program will contribute to economic growth. Address how the program will promote growth in the value of exports and quality of horticulture products marketed domestically. Discuss how efforts will attract and increase investments made by Egyptian stakeholders or partner investments. Include synopses of any applicable market data or research.

List, clearly and concisely, the program objectives and expected results. Describe clearly and concisely how the program objectives and expected results integrate with USAID strategic objectives. Describe how the activity will effectively utilize the strengths of each partner, both the US and Egyptian partners. Describe how the activity will contribute to capacity building in Egypt. Articulate a clearly defined vision of how the partners can cooperate to their mutual benefit and to the benefit of their counterparts in Egypt.

## **VII. MANAGEMENT STRUCTURE (2-3 pages)**

Applicants should explain the rationale for their approach to use of personnel resources.

To further AERI objectives, activities pursued under the grant awarded through this solicitation will be integrated with implementation mechanisms for other activities under AERI. Applicants should also explain their management approach vis-à-vis the Coordination Unit and the Advisory Committee.

Applicants should describe their approach(s) to incorporating elements of the MALR horticulture apparatus most useful for maximizing technology transfer among smallholders. This description should also discuss the model(s) selected to help smallholders gain access to new technologies and more profitable markets (domestic and international). Methods to ensure sustainability of the model(s) selected should be discussed.

Clearly delineate the roles and responsibilities of the lead institution, partners, and individuals responsible for management of the various elements within the partnership.

Define the chain of command and communication models used to maximize efficient participation of all partners in the project.

Articulate the methods to be employed to ensure both technical and management integration within the AERI context.

Explain monitoring data collection, analysis and dissemination rationale and methodology.

#### **VIII. CURRICULA VITAE**

C.V. for proposed personnel may be included in an annex.

#### **IX. TIMETABLE**

Present a table that outlines the program objectives and time frame for accomplishing the objectives within the funding period.

#### **X. LETTERS OF SUPPORT**

Include a letter of support, signed by the appropriate official, from each partner. The letter should indicate that the proposal has been reviewed by him/her and specifying agreement with the objectives presented in the proposal. Include any other additional letters of support from USAID Mission or bureaus or client-country governments or organizations.

Also please indicate concurrence to standard provisions that can be viewed at the USAID website provided in Section E - Annexes.

#### **XI. PAST PERFORMANCE INFORMATION**

All applicants are subject to past performance scrutiny. Applicants must submit a list of all contracts, grants or cooperative agreements involving similar or related programs over the past three years prior or receiving an award. Reference information shall include the location, current telephone numbers, points of contact, award numbers if available, and a brief description of work performed.

#### **b. INSTRUCTIONS FOR COST/BUSINESS PROPOSAL**

The Cost or Business Application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for an Grant Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources.

The following sections describe the documentation that applicants for Assistance award 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 detail to address the following:

1. A copy of the program description that was detailed in the applicants program description, on a 3-1/2" diskette, formatted in Word97.
2. Present budget for proposed activity, including uses of USAID funds and any other needed funds. Clearly indicate the partnership's own commitment to match funds separate from other donor support. While this RFA does not include a requirement for cost-sharing, it is

strongly encouraged since leveraged funding would likely broaden program objectives. The portion of this matching fund which will qualify as cost-share under the 22 CFR 226 should be clearly identified.

If the grantee anticipates earning Program Income under this award, these funds should be shown in the budget and applied in accordance with USAID Standard Provisions. In accordance with 22 CFR 226.24 Program Income shall be added to funds committed by UAID and the recipient to the project and used to further eligible projects objectives.

Indicate whether other donor or external funding is necessary to supplement USAID funding in order to meet program objectives listed above, and comment on status of such funding (i.e., in-hand, committed, or plans to obtain.) Any use of cost-sharing would be indicated in this item. The Budget should be broken down for each of the four years.

3. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget should be submitted using Standard Form 424 and 424A which can be downloaded from the USAID web site,  
[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/sf424/;](http://www.usaid.gov/procurement_bus_opp/procurement/forms/sf424/)

- the breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
- the breakdown of all costs according to each partner organization involved in the program;
- the costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
- the breakdown of the financial and in-kind contributions of all organizations involved in implementing the proposed program;
- potential contributions of non-USAID or private commercial donors to this award;
- your procurement plan for commodities (note that contraceptives and other health commodities will not be provided under this award).
- In-Country participant training. The successful AERI Recipient will be responsible for all aspects of in-country participant training (procurement, management and implementation). Offeror shall submit training plans for in-country training as well as a plan for how it will be managed.
- Off-Shore participant training. The successful AERI Recipient will be responsible for certain aspects of off-shore training (including identification of training needs, initiation of training requests, drafting training specifications, participant

selection. Offeror shall submit training plans for off-shore training.

4. A current Negotiated Indirect Cost Rate Agreement;
5. Required certifications and representations (as attached):
6. Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:
  - i. copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
  - ii. projected budget, cash flow and organizational chart;
  - iii. a copy of the organization's accounting manual.
7. Applicants should submit any additional evidence of responsibility deemed necessary for the Grant Officer to make a determination of responsibility. The information submitted should describe in detail how it meets all of these 5 standards and should substantiate that the Applicant:
  - i. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
  - ii. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
  - iii. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
  - iv. Has a satisfactory record of integrity and business ethics; and
  - v. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).
8. Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy. Recipients shall provide a self-certification that their personnel, procurement, and travel policies are compliant with applicable OMB circulars and other applicable USAID and Federal regulations in accordance with ADS Procurement Reform supplementary reference [www.usaid.gov/pubs/ads/300/303.5.9s1](http://www.usaid.gov/pubs/ads/300/303.5.9s1).

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

9. Unnecessarily Elaborate Applications - Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack

of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

10. Acknowledgement of Amendments to the RFA - Applicants shall acknowledge receipt of any amendment to this RFA by signing and returning the amendment. The Government must receive the acknowledgement by the time specified for receipt of applications.
11. Receipt of Applications - Applications must be received at the place designated and by the date and time specified in the cover letter of this RFA. Late applications may be rejected.

12. Submission of Applications:

1. Applications and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the Cover Letter of this RFA, and (2) showing the time specified for receipt, the RFA number, and the name and address of the applicant.

2. Telegraphic, electronic or facsimile applications will not be considered; however, applications may be modified by written or telegraphic notice, if that notice is received by the time specified for receipt of applications.

13. Preparation of Applications:

1. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.

2. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

3. 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 purposes, should:

- (a) 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, a grant is awarded 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 ; and

- (b) Mark each sheet of data it wishes 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."

14. Explanation to Prospective Applicants - Any prospective applicant desiring an explanation or interpretation of this RFA shall request it in writing by 3:00PM Cairo time, January 28, 2003, to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

15. Grant Award:

1. The Government anticipates awarding two Grants and one Cooperative Agreement resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value (see also Section C of this RFA). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application (see Section III, Selection Criteria), (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

2. The Government may make the awards on the basis of initial applications received, without discussions. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint.

3. A written award mailed or otherwise furnished to the successful applicant(s) within the time for acceptance specified either in the application(s) or in this RFA (whichever is later) shall result in a binding Grant without further action by either party. Before the application's specified expiration time, the Government may accept an application, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an application do not constitute a rejection or counteroffer by the Government.

4. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Grant(s).

16. Authority to Obligate the Government - The Grant Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Grant may be incurred before receipt of either a fully executed Grant or a specific, written authorization from the Grant Officer.

17. Procurement Information

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a sub

grant or sub agreement) to a sub grantee or sub recipient in support of the sub grantee's or sub recipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ \_\_\_\_\_

(C) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED UNIT COST
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(D) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items does not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED GOODS	PROBABLE GOODS
PROBABLE (Generic)	UNIT COST	COMPONENTS	SOURCE COMPONENTS ORIGIN

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals,

Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION QUANTITY ESTIMATED PROBABLE INTENDED USE (Generic)  
UNIT COST SOURCE ORIGIN

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION QUANTITY ESTIMATED PROBABLE SLUPPIER  
NATIONALITY RATIONALE (Generic) UNIT COST (Non-US Only)

(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION(Generic) QUANTITY ESTIMATED UNIT COST PROPOSED  
DISPOSITION

#### 18. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

## **2. Instructions To Applicants for Dairy/Livestock Grant**

## **2. INSTRUCTIONS TO APPLICANTS FOR DAIRY/LIVESTOCK GRANT**

### **Proposal Submission:**

Applicants are required to submit both technical and cost/business portions of their applications in separate volumes, in one unbound original and seven copies of each application, using the following format guidelines. The technical applications shall make no reference to costs. Proposals, written in English, must be typed on standard 8 ½ X 11 " paper, 12 point pitch, one inch margins, single spaced with each page numbered consecutively. Proposals shall remain valid for 210 days. The technical proposal should not exceed 45 pages.

### **a. Instructions for Technical Proposal**

#### **I. COVER SHEET** (one page) stating the following:

Title of the proposed work,  
Name of all organizations that are members of the consortium  
Name and contact for the lead organization  
Approval signatures by appropriate officials of the lead organization

#### **II. EXECUTIVE SUMMARY** (1-2 pages)

#### **III. LEAD ORGANIZATION INFORMATION** (1-2 pages)

Experience with agricultural development and implementation of dairy and livestock programs, including brief description of ongoing or planned programs.

Experience working with public and private sector entities in foreign countries.

Experience with developing sustainable technical assistance and innovative training programs in developing countries.

Explanation of the types of technical inputs provided by the lead institution to achieve program objectives.

#### **IV. US BASED PARTNERS INFORMATION** (1-2 page for each partner)

Experience with the development of and implementation of dairy/livestock and/or agricultural producer association projects , including brief description of ongoing or planned programs.

Explanation of the types of technical inputs provided by the partner to achieve program objectives.

#### **V. INFORMATION ON INTERNATIONAL PARTNERS** including, but not limited to Egyptian partners (one half to one page for each partner)

Description of any firms or institutions.

Explanation of the role of firm or institution in achieving program objectives.

#### **VI. PROJECT DESCRIPTION AND EXPECTED ACCOMPLISHMENTS** (20 pages maximum)

This section of the proposal should have the following subsections clearly specified and in the order listed below:

- Subsection 1 Project Description
- Subsection 2 Expected Accomplishments
- Subsection 3 Technical Feasibility (See Selection Criteria)
- Subsection 4 Economic Potential (See Selection Criteria)
- Subsection 5 Strength of the Partnership (See Selection Criteria)
- Subsection 6 Potential for Capacity-Building (See Selection Criteria)

This section should also incorporate the following kinds of information to help to make the strongest case for the merit of the proposal:

- For Livestock and Livestock products, describe the services being targeted at producers and processors, and those targeted for development of the industry, and describe how specifically, the program will contribute to economic growth.

Address how the program will promote growth in the quality and value of dairy and livestock products and domestically marketed. And how these efforts will attract and increase investments made by Egyptian stakeholders or partner investments. Include synopses of any applicable market data or research.

List, clearly and concisely, the program objectives and expected results.

Describe clearly and concisely how the program objectives and expected results integrate with USAID strategic objectives.

Describe how the activity will effectively utilize the strengths of each partner, both the US and Egyptian partners.

Describe how the activity will contribute to capacity building in Egypt, specifically Upper Egypt.

Articulate a clearly defined vision of how the partners can cooperate to their mutual benefit and to the benefit of their counterparts.

#### **VII. MANAGEMENT STRUCTURE (2-3 pages)**

Applicants should explain the rationale for their approach to use of personnel resources.

To further AERI objectives, activities pursued under the grant awarded through this solicitation will be integrated with implementation mechanisms for other activities under AERI. Applicants should also explain their management approach vis-à-vis the Coordination Unit and the Advisory Committee.

Applicants should describe their approach(s) to incorporating elements of the MALR and/or the General Organization for Veterinary Services (Veterinary Services) considered by the applicant as most useful for maximizing technology transfer among smallholders.

This description should also discuss the model(s) selected to help smallholders gain access to new technologies and more profitable markets (domestic and international).

Clearly delineate the roles and responsibilities of the lead institution, partners and relevant individuals who will manage the various elements and the partnerships.

Define the chain of command and communication models used to maximize efficient participation of all partners in the project.

Articulate the methods to be employed to ensure both technical and management integration within the AERI context.

Explain monitoring data collection, analysis and dissemination rational and methodology.

#### **VIII. CURRICULA VITAE**

C.V. for proposed personnel may be included in an annex.

#### **IX. TIMETABLE**

Present a table that outlines the program objectives and time frame for accomplishing the objectives within the required period or performance.

#### **X. LETTERS OF SUPPORT**

Include a letter of support, signed by the appropriate official, from each partner. The letter should indicate that the proposal has been reviewed by him/her and specifying agreement with the objectives presented in the proposal. Include any other additional letters of support from USAID Mission or bureaus or client-country governments or organizations.

Also please indicate concurrence to standard provisions that can be viewed at USAID website provided in Section E - Annexes.

#### **XI. PAST PERFORMANCE INFORMATION**

All applicants are subject to past performance scrutiny. Applicants must submit a list of all contracts, grants or cooperative agreements involving similar or related programs over the past three years prior or receiving an award. Reference information shall include the location, current telephone numbers, points of contact, award numbers if available, and a brief description of work performed.

#### **b. INSTRUCTIONS FOR COST/BUSINESS PROPOSAL**

The Cost or Business Application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for an Grant Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources.

The following sections describe the documentation that applicants for Assistance award 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 detail to address the following:

1. A copy of the program description that was detailed in the applicants program description, on a 3-1/2" diskette, formatted in Word97.
2. Present budget for proposed activity, including uses of USAID funds and any other needed funds. Clearly indicate the partnership's own commitment to match funds separate from other donor support. While this RFA does not include a requirement for cost-sharing, it is strongly encouraged since leveraged funding would likely broaden program objectives. The portion of this matching fund which will qualify as cost-share under the 22 CFR 226 should be clearly identified.

If the grantee anticipates earning Program Income under this award, these funds should be shown in the budget and applied in accordance with USAID Standard Provisions. In accordance with 22 CFR 226.24 Program Income shall be allowable to funds committed by UAID and the recipient to the project and used to further eligible projects' objectives.

Indicate whether other donor or external funding is necessary to supplement USAID funding in order to meet program objectives listed above, and comment on status of such funding (i.e., in-hand, committed, or plans to obtain.) Any use of cost-sharing would be indicated in this item. The Budget should be broken down for each of the four years.

3. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget should but submitted using Standard Form 424 and 424A which can be downloaded from the USAID web site,  
[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/sf424/;](http://www.usaid.gov/procurement_bus_opp/procurement/forms/sf424/)
  - the breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
  - the breakdown of all costs according to each partner organization involved in the program;
  - the costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
  - the breakdown of the financial and in-kind contributions of all organizations involved in implementing the proposed program;
  - potential contributions of non-USAID or private commercial donors to this award;
  - your procurement plan for commodities (note that contraceptives and other health commodities will not be provided under this award).
  - In-Country participant training. The successful AERI Recipient will be responsible for all aspects of in-country participant training (procurement, management and implementation). Offeror

shall submit training plans for in-country training as well as a plan for how it will be managed.

- Off-Shore participant training. The successful AERI Recipient will be responsible for certain aspects of off-shore training (including identification of training needs, initiation of training requests, drafting training specifications, participant selection. Offeror shall submit training plans for off-shore training.
4. A current Negotiated Indirect Cost Rate Agreement;
  5. Required certifications and representations (as attached):
  6. Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:
    - i. copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
    - ii. projected budget, cash flow and organizational chart;
    - iii. a copy of the organization's accounting manual.
  7. Applicants should submit any additional evidence of responsibility deemed necessary for the Grant Officer to make a determination of responsibility. The information submitted should describe in detail how it meets all of these 5 standards and should substantiate that the Applicant:
    - i. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
    - ii. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
    - iii. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
    - iv. Has a satisfactory record of integrity and business ethics; and
    - v. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).
  8. Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy. Recipients will be asked to "self-certify" that their personnel, procurement, and travel policies are compliant with applicable OMB circulars and other applicable USAID and Federal regulations in accordance with ADS Procurement Reform supplementary reference [www.usaid.gov/pubs/ads/300/303.5.9s1](http://www.usaid.gov/pubs/ads/300/303.5.9s1).

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

9. Unnecessarily Elaborate Applications - Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
10. Acknowledgement of Amendments to the RFA - Applicants shall acknowledge receipt of any amendment to this RFA by signing and returning the amendment. The Government must receive the acknowledgement by the time specified for receipt of applications.
11. Receipt of Applications - Applications must be received at the place designated and by the date and time specified in the cover letter of this RFA.
12. Submission of Applications:
  1. Applications and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the Cover Letter of this RFA, and (2) showing the time specified for receipt, the RFA number, and the name and address of the applicant.
  2. Telegraphic applications will not be considered; however, applications may be modified by written or telegraphic notice, if that notice is received by the time specified for receipt of applications.
13. Preparation of Applications:
  1. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.
  2. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
  3. 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 purposes, should:
    - (a) 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, a grant is awarded 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 ; and

(b) Mark each sheet of data it wishes 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."

14. Explanation to Prospective Applicants - Any prospective applicant desiring an explanation or interpretation of this RFA shall request it in writing by 3:00PM Cairo time, January 28, 2003, to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

15. Grant Award:

1. The Government anticipates awarding two Grants and one Cooperative Agreement resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value (see also Section C of this RFA). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application (see Section III, Selection Criteria), (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

2. The Government may make the awards on the basis of initial applications received, without discussions. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint.

3. A written award mailed or otherwise furnished to the successful applicant(s) within the time for acceptance specified either in the application(s) or in this RFA (whichever is later) shall result in a binding Grant without further action by either party. Before the application's specified expiration time, the Government may accept an application, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an application do not constitute a rejection or counteroffer by the Government.

4. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Grant(s).

16. Authority to Obligate the Government - The Grant Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Grant may be incurred before receipt of either a fully executed Grant or a specific, written authorization from the Grant Officer.

17. Procurement Information

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a sub grant or sub agreement) to a sub grantee or sub recipient in support of the sub grantee's or sub recipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ \_\_\_\_\_

(C) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED UNIT COST
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(D) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items does not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION PROBABLE	QUANTITY (Generic)	ESTIMATED GOODS UNIT COST	PROBABLE GOODS COMPONENTS SOURCE	PROBABLE GOODS COMPONENTS ORIGIN
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(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	PROBABLE	INTENDED USE (Generic)
UNIT COST	SOURCE	ORIGIN		

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	PROBABLE	SLUPPIER
NATIONALITY	RATIONALE (Generic)	UNIT COST (Non-US Only)		

(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED	UNIT COST	PROPOSED
DISPOSITION				

## 18. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

### **3. Instructions To Offerors for Institutional Linkages Cooperative Agreement**

**3. INSTRUCTIONS TO OFFERORS FOR INSTITUTIONAL LINKAGES COOPERATIVE AGREEMENT**

**Proposal Submission:**

Applicants are required to submit both technical and cost/business portions of their applications in separate volumes, in one unbound original and seven copies of each application, using the following format guidelines. The technical applications shall make no reference to costs. Proposals, written in English, must be typed on standard 8 ½ X 11 " paper, 12 point pitch, one inch margins, single spaced with each page numbered consecutively. Proposals shall remain valid for 210 days. The technical proposal should not exceed 45 pages.

**a. Instructions for Technical Proposal**

**I. COVER SHEET** (one page) stating the following:

- Title of the proposed work,
- Name of all organizations that are members of the consortium
- Name and contact for the lead organization
- Approval signatures by appropriate officials of the lead organization

**II. EXECUTIVE SUMMARY** (1-2 pages)

**III. LEAD ORGANIZATION INFORMATION** (1-2 pages)

Experience with development and implementation of agricultural development programs, including a brief description of ongoing or planned programs.

Experience working with public and private sector entities in foreign countries.

Experience with developing sustainable technical assistance and innovative training programs in developing countries

Explanation of the types of technical inputs provided by the lead institution to achieve program objectives

**IV. US BASED PARTNERS INFORMATION** (1-2 page for each partner)

Experience with development and implementation of agricultural development projects, including a brief description of ongoing or planned programs.  
Explanation of the types of technical inputs provided by the partner to achieve program objectives.

**V. INFORMATION ON INTERNATIONAL PARTNERS** including, but not limited to Egyptian partners (one half to one page for each partner)

Description of firm or institution.

Explanation of the role of firm or institution in achieving program objectives.

**VI. PROJECT DESCRIPTION AND EXPECTED ACCOMPLISHMENTS** (20 pages maximum)

This section of the proposal should have the following subsections clearly specified and in the order listed below:

- Subsection 1 Project description
- Subsection 2 Expected accomplishments
- Subsection 3 Technical Feasibility (See Selection Criteria)
- Subsection 4 Economic Potential (See Selection Criteria)
- Subsection 5 Strength of the Partnership (See Selection Criteria)
- Subsection 6 Potential for Capacity-Building (See Selection Criteria)
- Subsection 7 Extent of Incorporation of Special Issues (See Selection Criteria)

This section should also incorporate the following kinds of information to help to make the strongest case for the merit of the proposal:

Describe the services that are the target of the public or private development program (with particular reference to export of Egyptian agricultural products) and how specifically, the program will contribute to economic growth.

Address how the program will promote growth in the quantity and value of exports of agricultural products, and attract Egyptian-based stakeholders or partner investments. Include synopses of any applicable market data or research.

List, clearly and concisely, the program objectives and expected results.

Describe clearly and concisely how the program objectives and expected results integrate with USAID strategic objectives.

Describe how the activity will effectively utilize the strengths of each partner, both the US and Egyptian.

Describe how the activity will contribute to capacity building in Egypt, and how this capacity will be institutionalized.

Articulate a clearly defined vision of how the partners can cooperate to their mutual benefit and to the benefit of their counterparts in Egypt.

## **VII. MANAGEMENT STRUCTURE (2-3 pages)**

Clearly delineate the roles and responsibilities of the lead institution and relevant individuals responsible for managing the various elements.

Describe each partner's role and responsibilities of the lead institution and individuals who will manage the partnership.

Define the chain of command and communication models used to maximize efficient participation of all partners in the project.

Articulate the methods to be employed to ensure both technical and management integration within the AERI context.

To further AERI objectives, activities pursued under the Agreement awarded through this solicitation will be integrated with implementation mechanisms for other activities under AERI. Applicants should also explain their management approach vis-à-vis the Coordination Unit and the Advisory Committee.

Applicants should describe their approach(s) to incorporating elements of the MALR most useful for maximizing technology transfer. This

description should also discuss the model(s) selected to help both producers and processors gain access to new technologies and more profitable markets (domestic and international).

Explain monitoring data collection, analysis and dissemination rationale and methodology.

**VIII. CURRICULA VITAE**

C.V. for key personnel shall be included in an annex. C.V. for other relevant personnel may be included in the annex.

**IX. TIMETABLE**

Present a table that outlines the program objectives and time frame for accomplishing the objectives within the performance period.

**X. LETTERS OF SUPPORT**

Include a letter of support, signed by the appropriate official, from each partner. The letter should indicate that the proposal has been reviewed by him/her and specifying agreement with the objectives presented in the proposal. Include any other additional letters of support from USAID Mission or bureaus or client-country governments or organizations.

Also please indicate concurrence to standard provisions that can be viewed at USAID website provided in Section E - Annexes.

**XI. PAST PERFORMANCE INFORMATION**

All applicants are subject to past performance scrutiny. Applicants must submit a list of all contracts, grants or cooperative agreements involving similar or related programs over the past three years prior or receiving an award. Reference information shall include the location, current telephone numbers, points of contact, award numbers if available, and a brief description of work performed.

**b. INSTRUCTIONS FOR COST/BUSINESS PROPOSAL**

The Cost or Business Application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for an Grant Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources.

The following sections describe the documentation that applicants for Assistance award 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 detail to address the following:

1. A copy of the program description that was detailed in the applicants program description, on a 3-1/2" diskette, formatted in Word97.
2. Present budget for proposed activity, including uses of USAID funds and any other needed funds. Clearly indicate the partnership's own commitment to match funds separate from other donor support. While this RFA does not include a requirement for cost-sharing, it is strongly encouraged since leveraged funding would likely broaden program objectives. The portion of this matching fund which will qualify as cost-share under the 22 CFR 226 should be clearly identified.

If the grantee anticipates earning Program Income under this award, these funds should be shown in the budget and applied in accordance with USAID Standard Provisions. In accordance with 22 CFR 226.24 Program Income shall be added to funds committed by UAID and the recipient to the project and used to further eligible projects objectives.

Indicate whether other donor or external funding is necessary to supplement USAID funding in order to meet program objectives listed above, and comment on status of such funding (i.e., in-hand, committed, or plans to obtain.) Any use of cost-sharing would be indicated in this item. The Budget should be broken down for each of the four years.

3. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget should be submitted using Standard Form 424 and 424A which can be downloaded from the USAID web site,  
[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/sf424/;](http://www.usaid.gov/procurement_bus_opp/procurement/forms/sf424/)
  - the breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
  - the breakdown of all costs according to each partner organization involved in the program;
  - the costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
  - the breakdown of the financial and in-kind contributions of all organizations involved in implementing the proposed program;
  - potential contributions of non-USAID or private commercial donors to this award;
  - your procurement plan for commodities (note that contraceptives and other health commodities will not be provided under this award).

- In-Country participant training. The successful AERI Recipient will be responsible for all aspects of in-country participant training (procurement, management and implementation). Offeror shall submit training plans for in-country training as well as a plan for how it will be managed.
  - Off-Shore participant training. The successful AERI Recipient will be responsible for certain aspects of off-shore training (including identification of training needs, initiation of training requests, drafting training specifications, participant selection. Offeror shall submit training plans for off-shore training.
4. A current Negotiated Indirect Cost Rate Agreement;
  5. Required certifications and representations (as attached):
  6. Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:
    - i. copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
    - ii. projected budget, cash flow and organizational chart;
    - iii. a copy of the organization's accounting manual.
  7. Applicants should submit any additional evidence of responsibility deemed necessary for the Grant Officer to make a determination of responsibility. The information submitted should describe in detail how it meets all of these 5 standards and should substantiate that the Applicant:
    - i. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
    - ii. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
    - iii. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
    - iv. Has a satisfactory record of integrity and business ethics; and
    - v. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).
  8. Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy. Recipients shall provide a self-certification that their personnel, procurement, and travel policies are compliant with applicable OMB circulars and other applicable USAID and Federal

regulations in accordance with ADS Procurement Reform supplementary reference [www.usaid.gov/pubs/ads/300/303.5.9s1](http://www.usaid.gov/pubs/ads/300/303.5.9s1).

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

9. Unnecessarily Elaborate Applications - Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.
10. Acknowledgement of Amendments to the RFA - Applicants shall acknowledge receipt of any amendment to this RFA by signing and returning the amendment. The Government must receive the acknowledgement by the time specified for receipt of applications.
11. Receipt of Applications - Applications must be received at the place designated and by the date and time specified in the cover letter of this RFA. Late applications may be rejected.
12. Submission of Applications:
  1. Applications and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the Cover Letter of this RFA, and (2) showing the time specified for receipt, the RFA number, and the name and address of the applicant.
  2. Telegraphic, electronic or facsimile applications will not be considered; however, applications may be modified by written or telegraphic notice, if that notice is received by the time specified for receipt of applications.
13. Preparation of Applications:
  1. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.
  2. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
  3. 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 purposes, should:
    - (a) 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, a grant is awarded 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 ; and

(b) Mark each sheet of data it wishes 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."

14. Explanation to Prospective Applicants - Any prospective applicant desiring an explanation or interpretation of this RFA shall request it in writing by 3:00PM Cairo time, January 28, 2003, to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

15. Grant Award:

1. The Government anticipates awarding two Grants and one Cooperative Agreement resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value (see also Section C of this RFA). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application (see Section III, Selection Criteria), (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

2. The Government may make the awards on the basis of initial applications received, without discussions. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint.

3. A written award mailed or otherwise furnished to the successful applicant(s) within the time for acceptance specified either in the application(s) or in this RFA (whichever is later) shall result in a binding Grant without further action by either party. Before the application's specified expiration time, the Government may accept an application, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an application do not constitute a rejection or counteroffer by the Government.

4. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Grant(s).

16. Authority to Obligate the Government - The Grant Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Grant may be

incurred before receipt of either a fully executed Grant or a specific, written authorization from the Grant Officer.

## 17. Procurement Information

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a sub grant or sub agreement) to a sub grantee or sub recipient in support of the sub grantee's or sub recipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ \_\_\_\_\_

(c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED UNIT COST
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(d) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabelling items does not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods which go directly into the production of a produced commodity.

Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION PROBABLE	QUANTITY (Generic)	ESTIMATED UNIT COST	GOODS COMPONENTS	PROBABLE SOURCE	GOODS COMPONENTS	ORIGIN
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(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION UNIT COST	QUANTITY	ESTIMATED SOURCE	PROBABLE ORIGIN	INTENDED USE (Generic)
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(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION NATIONALITY	QUANTITY RATIONALE	ESTIMATED (Generic)	PROBABLE UNIT COST	SLUPPIER (Non-US Only)
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(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION(Generic) DISPOSITION	QUANTITY	ESTIMATED UNIT COST	PROPOSED
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## 18. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

## **SECTION C - SELECTION CRITERIA**

### **Selection Procedure**

Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria. Please note the page limitation for technical applications set forth in the RFA Section B.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost application of all applicants submitting a technically acceptable application will be opened and costs will be evaluated for general realism, reasonableness, allowability, and allocability. USAID reserves the right to make awards without discussions, and to the extent that they are necessary, negotiations will then be conducted with all applicants whose application is included in a shortlist of the most highly rated applications. Awards will be made to responsible applicants whose applications offer the greatest value, cost and other factors considered. Awards will be made based on the ranking of proposals according to the technical selection criteria identified below.

# **I. Selection Criteria: Grant For Horticulture Production and Processing Activity**

**I. SELECTION CRITERIA: GRANT FOR HORTICULTURE PRODUCTION AND PROCESSING ACTIVITY**

Applications will be evaluated and scored based on the following weighted criteria. The sub-criteria are more or less equally weighted.

**1. The technical feasibility and potential of the proposed activities (30 points total)**

**A. Technical Feasibility - 15 points**

- The extent to which the proposed sets of activities are relevant to AERI objectives and consistent with the objectives of this activity.
- The extent to which the proposed activities are within the technical capabilities of the proposed consortium and shown to be both innovative and feasible.
- The extent to which the proposed management structure of the partners is innovative and efficient.
- The technical qualifications and experience of the proposed technical advisors relative to the program description.
- The extent to which the proposal considers socio-economic-cultural dimensions of the proposed elements within the context of Upper Egypt.

**B. The Economic Potential - 15 points**

The extent to which the proposed activities address particular horticultural opportunities with strong potential for economic growth in Upper Egypt (within the required period of performance), including the potential of the activity to:

- Promote growth in the value of exports or quality of horticultural products domestically marketed,
- Provide jobs and increased earning to a significant number of small farmers, agricultural or agri-industry laborers, and others suffering from poverty,
- Increase investments made in Upper Egypt's horticultural production and processing sectors, and
- Attract stakeholder or partner investment.
- Demonstrate gender proportionality in training and income generation activities.
- Provide methods of ensuring sustainability of producer/market/processor information flow.
- Develop a plan to transfer increasing larger portions of activity management to local stakeholders over the life of the project.

**2. Strength of the Partnership (20 points)**

**A. US partners (PVOs, Universities, private association/firms, NGOs) (10 points)**

- Complementary strengths and a clearly defined vision of how the partners can cooperate to their mutual benefit and to the benefit of their counterparts in Upper Egypt.
- The extent to which the management structure maximizes the effective participation of all partners.
- The extent to which the proposed activities build upon promising or successful existing programs of the partner institutions.
- Strength of plan for working with both US and Egyptian agencies (public research/extension, private firms, etc.) where desirable.

**B. Egyptian industry/research/association/NGO partners  
(10 points)**

- Degree to which a breadth of industry/research organizations and institutions are integrated into proposals.
- Ability of Egyptian partners to contribute to achieving proposed results.
- Ability of Egyptian partners to sustain proposed results and work to further develop sector growth after the proposed activity is completed.
- Extent to which the proposed partnerships engage and strengthen Egyptian institutions (public and private).

**3. The potential for the proposed activity to contribute to capacity building by, for example (15 points)**

Incorporating training programs that are innovative and cost-effective.

Implementing continuing support services that are sustainable beyond the term of the activity.

Incorporating appropriate elements of the MALR for technology transfer to smallholders.

Developing small holder linkages and building or strengthening trade associations.

Improving the technical capacity within selected Egyptian public sector institutions.

Increasing Egyptian participation in the setting of international standards of safety and quality for horticulture products.

**4. The Management plan contained in the proposal address the following:  
(15 points)**

the proposed approach provides a sustainable methodology to integrate Egyptian public sector research and extension into a training and outreach plan to both producers and processors.

a creative approach provides a method of institutionalizing Egyptian public and private sector joint activities.

proposed efforts are integrated within the overall AERI framework from both a technical and a management perspective.

approach to making technical information available to smallholders on a sustainable basis.

a methodology and rational is proposed for the collection, analysis and reporting of performance measurement data against indicators relevant to activities undertaken.

#### **5. Past Performance (20 point)**

- Experience with development and implementation of agricultural development, including brief description of ongoing or planned programs.
- Experience working with public and private sector entities in foreign countries.
- Experience with developing sustainable technical assistance and innovative training programs in developing countries.

## **II. Selection Criteria: Grant for Dairy and Livestock Activity**

**II. SELECTION CRITERIA: GRANT FOR DAIRY AND LIVESTOCK ACTIVITY**

Applications will be evaluated and scored based on the following weighted criteria. The sub-criteria are more or less equally weighted.

**1. The technical feasibility and potential of the proposed activities (30 points total)**

**A. Technical Feasibility - 15 points**

The extent to which the proposed sets of activities are relevant to AERI objectives and consistent with the objectives of the dairy/livestock activity.

The extent to which the proposed activities are within the technical capabilities of the proposed group of implementers and shown to be both innovative and feasible.

The technical qualifications and experience of the proposed technical advisors relative to the program description.

The extent to which the proposed management structure of the group is innovative and efficient.

The extent to which the proposal considers socio-economic-cultural dimensions of the proposed elements within the context of Upper Egypt.

**B. The Economic Potential - 15 points**

The extent to which the proposed activities address particular opportunities with strong potential for economic growth in Upper Egypt (within the time frame of the activity), including the potential of the activity to:  
Promote growth in the volume and value dairy and livestock products,

Provide jobs and increased earning to a significant number of smallholders farmers, dairy and meat-industry laborers, and others suffering from poverty,

Increase investments made in Upper Egypt's dairy and livestock production and processing sectors, and

Attract stakeholder or partner investment.

Gender proportionality is demonstrated in training and income generation activities.

Provide methods of ensuring sustainability of producer/market/processor information flow.

Develop plan to transfer increasing larger portions of activity management to local stakeholders over the life of the project.

**2. Strength of the Partnership (20 points total)**

**A. The US partners (Universities, private association/firms, NGOs) (10 points)**

- Complementary strengths and a clearly defined vision of how the partners can cooperate to their mutual benefit and to the benefit of their counterparts in Upper Egypt.
- Demonstrated ability to work productively with both public and private sector entities in Egypt or other foreign countries.
- The extent to which the management structure will maximize the effective participation of all partners.
- The extent to which the proposed activities build upon promising or successful existing programs of the partner institutions.
- Strength of plan for working with both US and Egyptian agencies (public research/extension, veterinary services, private firms, etc.) where desirable.

**B. Egyptian industry/research/association/NGO partners (10 points)**

- Ability of Egyptian partners to contribute to achieving proposed results.
- Ability of Egyptian partners to sustain proposed results and work to further develop sector growth after the proposed activity is completed.
- Extent to which the proposed partnerships engage and strengthen Egyptian institutions (public and private).

**3. The potential for the proposed activity to contribute to capacity building by, for example (15 points)**

Incorporating training programs that are innovative and cost-effective.

Implementing continuing support services that are sustainable beyond the term of the activity.

Incorporating appropriate elements of the MALR for technology transfer to smallholders. (Including the Veterinary Services)

Developing smallholder linkages and building of strengthening producer associations.

Improving the technical capacity within selected Egyptian institutions, especially, but not limited to agricultural research and extension and the delivery of veterinary services.

Increasing Egyptian participation in the setting of standards of safety and quality for meat and dairy products.

**4. The Management plan contained in the proposal address the following:  
(15 points)**

the proposed approach provides a sustainable methodology to integrate Egyptian public sector research, extension and delivery of veterinary services into a training and outreach plan to both producers and processors.

a creative approach provides a method of institutionalizing Egyptian public and private sector activities.

proposed efforts are integrated within the overall AERI framework from both a technical and a management perspective.

approach to making technical information available to smallholders on a sustainable basis.

a methodology and rational is proposed for the collection, analysis and reporting of performance measurement data against indicators relevant to activities undertaken.

**5. Past Performance (20 point)**

- Experience with development and implementation of agricultural development, including brief description of ongoing or planned programs.
- Experience working with public and private sector entities in foreign countries.
- Experience with developing sustainable technical assistance and innovative training programs in developing countries.

### **III. Selection Criteria: Cooperative Agreement for International Linkages Activity**

**III. SELECTION CRITERIA: COOPERATIVE AGREEMENT FOR INTERNATIONAL LINKAGES  
ACTIVITY**

Applications will be evaluated and scored based on the following weighted criteria. The sub-criteria are more or less equally weighted.

**1. The technical feasibility and potential of the proposed activities (30 points total)**

**A. Technical Feasibility - 15 points**

- The extent to which the proposed sets of activities are relevant and integrated into AERI objectives.
- The extent to which the proposed activities are within the technical capabilities of the assembled partnership and shown to be both innovative and feasible.
- The extent to which the proposal considers multiple dimensions of the AERI project (e.g., national policy framework, agricultural production and technology, the production, distribution and value added marketing systems, food safety and quality, national food codes and international standards for traded food products).
- The extent to which the proposed management structure of the partners is innovative and efficient.
- The proposal contains formal and transparent mechanisms for the inclusion of government employees in a sustainable fashion.

**B. The Economic Potential - 15 points**

The extent to which the proposed activities address Egyptian opportunities with strong potential for economic growth (within the

required period of performance), including the potential of the activity to:

Promote growth in the value of exports or quality of agricultural products marketed both domestically and internationally,

Provide jobs and increased earning to a significant number of small farmers, agricultural or agri-industry laborers, and others suffering from poverty in Egypt,

-Ensure gender proportionality,

Increase FDI investments made in Egypt's production and processing sectors, and

Attract Egypt stakeholder or partner investment.

## **2. Strength of the partnership (10 points total)**

### **A. The US partners (Universities, industry association/firms, NGOs) 5 points**

- Complementary strengths and a clearly defined vision of how the partners can cooperate to their mutual benefit and to the benefit of their counterparts in Egypt.
- Demonstrated ability to work productively with both public and private sector entities in Egypt or other foreign countries.
- The extent to which the management structure will maximize the effective participation of all partners.
- The extent to which the proposed activities build upon promising or successful existing programs of the partner institutions.
- Strength of plan for working with the relevant US institution and agencies (public research/extension, private firms, etc.) where desirable.

### **B. Egyptian industry/research partners (Universities and MALR Researchers, food industry, associations/firms, NGOs) 5 points**

- Ability of Egyptian partners to contribute to achieving proposed results.(not limited to biotechnology efforts)
- Ability of Egyptian partners to sustain proposed results and work to further develop sector growth after the proposed activity is completed.(not limited to biotechnology efforts)
- Extent to which the proposed partnerships engage and strengthen Egyptian institutions (public and private).
- Degree to which a breath of industry/research organizations and institutions are integrated into proposals.

## **3. Potential for the proposed activity to contribute to capacity building by, for example (15 points)**

Incorporating training programs that are innovative and cost-effective.

Implementing continuing support services that are sustainable beyond the term of the activity.

Improving the technical capacity within participating Egyptian institutions to research, develop and deliver relevant technologies.

Increasing Egyptian participation in the setting of international standards of safety and quality for traded agricultural products, particularly processed foods and biotechnology.

**4. The Management structure contained in the proposal address the following: (15 points)**

Demonstrated methodology and approaches to integrating and institutionalizing collaborative research and extension efforts and training for transferring research results to practitioners.

Creative approaches to institutionalizing linkages within the research, extension, producer, processor continuum, with particular reference to linking public education and private sector.

Methods of ensuring sustainability within this linkage chain.

The ability to integrate activities under this cooperative agreement into the overall AERI structure - both technically and from a management perspective.

Methods to collect, analyze, and report performance measurement data against indicators relevant to activities undertaken.

The quality and suitability of proposed personnel for home office backstopping.

**5. The extent to which the proposed activity incorporates the following: (10 points)**

Involvement of minority-serving institutions within the mix of suggested partners.

Amelioration of gender inequities within all program elements, including, but not limited to management capacity building.

**6. Past Performance (20 point)**

- Experience with development and implementation of agricultural development, including brief description of ongoing or planned programs.
- Experience working with public and private sector entities in foreign countries.
- Experience with developing sustainable technical assistance and innovative training programs in developing countries.

**SECTION D - CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF RECIPIENT**

**PART I. CERTIFICATIONS AND ASSURANCES**

**1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON - DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

(a)The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the grant for which application is being made, it will comply with the requirements of:

(1)Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2)Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b)If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients applicable to the entire institution unless the recipient practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(C)This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the

person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient

## 2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

### (a) Instructions for Certification

(1) By signing and/or submitting this application or grant, the recipient is providing the certification set out below.

(2) The certification set out below is a material representation of fact upon which reliance was placed when the agency determined to award the grant. If it is later determined that the recipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

(3) For recipients other than individuals, Alternate I applies.

(4) For recipients who are individuals, Alternate II applies.

### (b) Certification Regarding Drug-Free Workplace Requirements Alternate

I

(1) The recipient certifies that it will provide a drug-free workplace by:

(A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's/grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(B) Establishing a drug-free awareness program to inform employees about—

1. The dangers of drug abuse in the workplace;
2. The recipient's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(C) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (b)(1)(A);

(D) Notifying the employee in the statement required by paragraph (b) (1)(A) that, as a condition of employment under the grant, the employee will—

1. Abide by the terms of the statement; and
2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(E) Notifying the agency within ten days after receiving notice under subparagraph (b)(1)(D)1. from an employee or otherwise receiving actual notice of such conviction;

(F) Taking one of the following actions, within 30 days of receiving notice under subparagraph (b)(1)(D)2., with respect to any employee who is so convicted-

- 1. Taking appropriate personnel action against such an employee, up to and including termination; or
- 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (b)(1)(A), (b)(1)(B), (b)(1)(C), (b)(1)(D), (b)(1)(E) and (b)(1)(F).

(2) The recipient shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Alternate II

The recipient certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.

**3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS-PRIMARY COVERED TRANSACTIONS [3]**

(a) Instructions for Certification

1.By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2.The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3.The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. [4] You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," [5] provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the methods and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(b) Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, the it and its principals:

(A) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(B) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification;

(D) Have not within a three-year period proceeding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **4. CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**5. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individual (ADS 206)**

USAID reserves the right to terminate this [Agreement/Contract], to demand a refund or take other appropriate measures if the [Grantee/ Contractor] is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certification are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to, or take or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

**6. CERTIFICATION OF RECIPIENT**

The recipient certifies that it has reviewed and is familiar with the proposed grant format and the regulations applicable thereto, and that it agrees to comply with all such regulations, except as noted below (use a continuation page as necessary):

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Solicitation No. \_\_\_\_\_

Application/Proposal No. \_\_\_\_\_

Date of Application/Proposal \_\_\_\_\_

Name of Recipient \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

[1] FORMATS: Rev. 06/16/97 (ADS 303.6, E303.5.6a) [2] When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement". [3] The recipient must obtain from each identified sub grantee and (sub)contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Transactions, set forth in Attachment A hereto. The recipient should reproduce additional copies as necessary. [4] See ADS Chapter E303.5.6a, 22

CFR 208, Annex1, App A. [5] For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the grant standard provision entitled "Debarment, Suspension, and Related Matters" if the recipient is a U.S. nongovernmental organization, or in the grant standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the recipient is a non-U.S. nongovernmental organization.

7. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

(a) Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, has the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. 1/ You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier covered Transaction," 2/ without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

(b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Solicitation No. \_\_\_\_\_

Application/Proposal No. \_\_\_\_\_

Date of Application/Proposal \_\_\_\_\_

Name of Applicant/Sub grantee \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Signature \_\_\_\_\_

1/ See ADS Chapter 303, 22 CFR 208.

2/ For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the USAID grant standard provision for U.S. nongovernmental organizations entitled "Debarment, Suspension, and Related Matters" (see ADS Chapter 303), or in the USAID grant standard provision for non-U.S. nongovernmental organizations entitled "Debarment, Suspension, and Other Responsibility Matters" (see ADS Chapter 303).

**8. KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

**9. PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING**

1. I hereby certify that within the last ten years:

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations

were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

FORMATS: Rev. 06/16/97 (ADS 303.6, E303.5.6a) When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement". The recipient must obtain from each identified sub grantee and (sub)contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Transactions, set forth in Attachment A hereto. The recipient should reproduce additional copies as necessary. See ADS Chapter E303.5.6a, 22 CFR 208, Annex1, App A. For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the grant standard provision entitled "Debarment, Suspension, and Related Matters" if the recipient is a U.S. nongovernmental organization, or in the grant standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the recipient is a non-U.S. nongovernmental organization.

**10. Certification Regarding Terrorist Financing - Implementation of E.O. 13224**

Before making the award of a grant or cooperative agreement to a non-governmental organization, the Agreement Officer must obtain a certification from both U.S. and non-U.S. organizations, substantially as follows:

"As a condition of entering into the referenced agreement, [name of organization] hereby certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity, including but not limited to the individuals and entities listed in the Annex to Executive Order 13224 and other such individuals and entities that may be later designated by the United States under any of the following authorities: § 219 of the Immigration and Nationality Act, as amended (8 U.S.C. § 1189), the International Emergency Economic Powers Act (50 U.S.C. § 1701 et seq.), the National Emergencies Act (50 U.S.C. § 1601 et seq.), or § 212(a)(3)(B) of the Immigration and Nationality Act, as amended by the USA Patriot Act of 2001, Pub. L. 107-56 (October 26, 2001)(8 U.S.C. §1182). [Name of organization] further certifies that it will not provide material support or resources to any individual or entity that it knows, or has reason to know, is acting as an agent for any individual or entity that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity, or that has been so designated, or will immediately cease such support if an entity is so designated after the date of the referenced agreement.

For purposes of this certification, "material support and resources" includes currency or other financial securities, financial services, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

For purposes of this certification, "engage in terrorist activity" shall have the same meaning as in section 212(a)(3)(B)(iv) of the

Immigration and Nationality Act, as amended (8 U.S.C. § 1182(a)(3)(B)(iv)).

For purposes of this certification, "entity" means a partnership, association, corporation, or other organization, group, or subgroup.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term."

## **PART II. OTHER STATEMENTS OF RECIPIENT**

### **1. AUTHORIZED INDIVIDUALS**

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.

## 2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: \_\_\_\_\_

## 3. CONTRACTOR IDENTIFICATION NUMBER - DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfo@dbisma.com](mailto:globalinfo@dbisma.com). The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: \_\_\_\_\_

## 4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: \_\_\_\_\_

**5. TYPE OF ORGANIZATION**

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as  a corporation incorporated under the laws of the State of,  an individual,  a partnership,  a nongovernmental nonprofit organization,  a state or local governmental organization,  a private college or university,  a public college or university,  an international organization, or  a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as  a corporation organized under the laws of \_\_\_\_\_ (country),  an individual,  a partnership,  a nongovernmental nonprofit organization,  a nongovernmental educational institution,  a governmental organization,  an international organization, or  a joint venture.

**SECTION E - ANNEXES**

Certifications and SF424, etc. Applicants are requested to submit the Certifications and SF424. See the USAID webpage to download [www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/SF-424](http://www.usaid.gov/procurement_bus_opp/procurement/forms/SF-424).

Please make sure sufficient budget narrative purpose and basis and breakdown of costs, for all years of the proposal, are submitted with SF424 in order to determine cost reasonableness.

Please indicate concurrence to standard provisions that can be viewed at USAID website: [www.usaid.gov/pubs/ads/300/303.pdf](http://www.usaid.gov/pubs/ads/300/303.pdf)

Also, as per AAPD 02-04, dated March 20, 2002, it is mandatory to incorporate the following Standard Provisions in all solicitations and awards:

"PROHIBITIONS ON TRANSACTIONS WITH INDIVIDUALS OR ORGANIZATIONS ASSOCIATED WITH TERRORISM:

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub awards issued under this contract/agreement."

**List of Interested Parties**

- Sam Mardell  
Research Consultant, Latin America and Caribbean Development Ex.com  
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- Brian Berg, Corporate Marketing & Information Services  
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Fax: 617-520-2967  
Email: [Brian\\_Berg@abtassoc.com](mailto:Brian_Berg@abtassoc.com)
- Hanafy Fouly, Associate Professor, Plant Pathology, NRES Dept.  
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Fax: 217-244-3219  
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E-mail: [whll@cornell.edu](mailto:whll@cornell.edu)
- Dr. Ronald Aqua, Executive Vice President  
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- Liezl Coetzee  
Golder Associates Africa (Pty) Ltd  
Thandanani Office Park, Matuka Close  
Halfway Gardens, Midrand  
Phone: 27-011-254-4855  
Fax: 27-011-805-1618, Cell: 27-073-153-9969  
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- Bernadette Delannay  
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