USAID/Guatemala Locally Led Development Annual Program Statement (APS) No. 72052023APS00002 - Addendum No. 1

Issuance Date: August 28, 2023
Deadline for Questions: September 25, 2023
Concept Paper Submission Closing Date: October 27, 2023

Subject: USAID/Guatemala Locally Led Development Annual Program Statement (APS) No.: 72052023APS00002
Program Title: Local Capacity Strengthening - Addendum 1
Catalog of Federal Domestic Assistance: 98.001, Foreign Assistance for Programs Overseas

Pursuant to the Foreign Assistance Act of 1961, as amended, the United States Government, as represented by the U.S. Agency for International Development (USAID), USAID/Guatemala, is announcing the Local Capacity Strengthening Activity Addendum to the USAID/Guatemala Locally Led Annual Program Statement (APS), hereafter known as the Local Capacity Strengthening Addendum No. 1.

Through this Local Capacity Strengthening Activity Addendum, USAID/Guatemala aims to strengthen local organizations and/or businesses to advance locally-led development by providing financial support, technical assistance and other capacity strengthening interventions. Through this support, local organizations will be able to better serve underrepresented communities and achieve their long-term goals and increase their leadership, advocacy, and technical capacity to advance equal access and equitable social and economic opportunity.

This Addendum disseminates information to prospective Applicants so they may develop and submit Concept Papers (See Annex 1) in response and ultimately to be considered for USAID/Guatemala funding.

This Addendum describes and provides:

- The type of activities for which Concept Papers will be considered under this Addendum #1;
- Available funding, process and requirements for submitting Concept Papers, and Full Applications;
- The Criteria for evaluating Concept Papers

USAID/Guatemala intends to carry out two in person pre-application meetings and one virtual meeting to provide information regarding this APS and Addendum No. 1. One meeting will be held in Quetzaltenango and the other one in Coban, Alta Verapaz. A third virtual pre-application meeting will also be held. Following you will find specific information for these meetings:

1. Quetzaltenango: September 7, 2023 – Latam Hotel, Avenida Las Américas 7-04 Zona 3, Quetzaltenango, Quetzaltenango – 9:00 a.m.
2. Cobán, Alta Verapaz: September 7, 2023 – Hotel Mansión Santo Domingo, Km. 216 Carretera a San Pedro Carchá, Cobán A V. – 9:00 a.m.
3. Virtual Presentation – September 13, 2023 - 9:00 a.m. – Join link for this presentation: 
https://usaid.webex.com/usaid/j.php?MTID=m42b061bd85222536cb95755eb2dfa3e

Webinar password:
US@ID (87143 from phones and video systems)

We would appreciate confirming your attendance to either of these meetings to: 
guatemalaproposals@usaid.gov not later than September 1, 2023 with the following information:

- Subject of the email: Pre-Solicitation Meeting – Locally Led Development Annual Program Statement – Local Capacity Strengthening Addendum No. 1
- Name of the Organization attending the meeting.
- Name and title of the persons attending the meeting. The attendance is limited to two persons per organization.

Please indicate which of the meetings your organization is planning to attend. The same information will be given in each meeting, including the virtual presentation, so you are not required to attend all meetings. Choose the one that is more appropriate to you considering the geographic location of your organization. USAID will not reimburse any travel costs or other costs associated with participating in these meetings.

Issuance of this Addendum does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a Concept Paper or Application(s). Subject to the availability of funds, USAID/Guatemala anticipates supporting up to eight awards totaling up to $20,000,000.00 over the life of the award(s). USAID/Guatemala reserves the right to award more or fewer awards than this estimate and is not obligated to make any awards. The actual number of assistance awards, if any, is subject to the availability of funds, as well as the viability of eventual Full Applications received. Interested Applicants are highly encouraged to submit Concept Papers for the first round as USAID/Guatemala may determine that a second round is not feasible.

Based on the submitted Concept Paper(s), USAID/Guatemala will determine whether to request a Full Application from an eligible organization. To be competitive under this Addendum to the subject Locally Led Development APS, Concept Papers and Full Applications must be fully responsive to all directions under the APS except when specifically noted otherwise in this Addendum.

It is the responsibility of the Applicant to ensure that the entire Locally Led Development APS and Addendum opportunity has been downloaded from www.grants.gov and USAID/Guatemala bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the Locally Led Development APS document, please contact the grants.gov helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

Thank you for your interest in USAID/Guatemala projects.

Armando Espinosa
Agreement Officer
Office of Acquisition and Assistance
USAID/Guatemala
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT ANNOUNCEMENT

CALL FOR CONCEPT PAPERS

Local Capacity Strengthening Activity Addendum # 1 under existing
USAID/Guatemala Locally Led Development Annual Program Statement
No.: 72052023APS00002

PLEASE NOTE: This is an Addendum to an existing announcement. All interested organizations should carefully review both the Local Capacity Strengthening Activity Addendum AND the full Locally Led Development APS announcement, which can be found here:


This activity is authorized in accordance with Part 1 of the Foreign Assistance Act of 1961, as amended.

Through the Local Capacity Strengthening Activity Addendum to the USAID/Guatemala Locally Led Development APS No.72052023APS00002, USAID/Guatemala seeks to strengthen local organizations and/or businesses to advance locally-led development by providing financial support, technical assistance and other capacity strengthening interventions. Through this support, local organizations will be able to better serve underrepresented communities and achieve their long-term goals and increase their leadership, advocacy, and technical capacity to advance equal access and equitable social and economic opportunity.

Subject to the availability of funds, USAID/Guatemala anticipates supporting up to eight awards totaling up to $20,000,000.00 over the life of the award(s) under this Addendum # 1. USAID/Guatemala reserves the right to award more or fewer awards than this estimate and is not obligated to make any awards.

Unless otherwise stated herein, all terms and conditions of the Locally Led Development APS found here:

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LIST OF ACRONYMS

ADS: Automated Directives Systems
AO: Agreement Officer
AOR: Agreement Officer Representative
APS: Annual Program Statement
CDCS: Country Development Cooperation Strategy
CFR: Code of Federal Regulations
CLA: Collaborating, learning and adapting
DO: Development Objective
DOC: Development Outreach and Communications
FAA: Foreign Assistance Act
USG: United States Government
GOG: Government of Guatemala
SECTION A: PROGRAM DESCRIPTION

USAID/Guatemala is issuing this Addendum No. 1 pursuant to the Foreign Assistance Act (FAA) of 1961, as amended. Any potential resulting award(s) will be subject to 2 CFR 700 and 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and USAID’s Standard Provisions for Non-U.S Based organizations per ADS 303.

1. Background

USAID/Guatemala’s Country Development Cooperation Strategy (CDCS) 2020-2025 seeks to address the systemic development challenges which underpin Guatemalans’ decisions to immigrate to the United States, while simultaneously deterring irregular migration in the short-term. Core areas that influence the decision to migrate include lack of economic opportunity, insecurity, and inadequate access to basic services. USAID/Guatemala will help mitigate irregular migration to the United States by partnering with stakeholders to increase opportunities for Guatemalans in the areas that exhibit the highest levels of out-migration, corresponding to the areas with weakest state presence and lowest levels of economic development.

The goal of the 2020-2025 CDCS is to advance Guatemala’s development by connecting indigenous peoples, women, and youth to opportunities that enable them to achieve prosperous, secure, and dignified lives at home in Guatemala.

USAID/Guatemala is guided by the CDCS’ three development objectives (DO): DO 1: Partner with the GOG and other stakeholders to increase economic prosperity, inclusion, and stability in areas with high irregular migration; DO 2: Partner with the GOG and other stakeholders to strengthen effective and accountable governance to improve quality of life and reduce irregular migration; and DO 3: Partner with the GOG and other stakeholders to improve justice and security to reduce irregular migration. USAID/Guatemala will pursue substantive partnerships with the government, where feasible, and other key Guatemalan stakeholders, including civil society, especially local organizations, and the private sector, to redefine our development approach and increase our impact.

USAID/Guatemala’s work is also aligned with the U.S. government’s Strategy to Address the Root Causes of Migration in Central America (Root Causes Strategy or RCS) and the Collaborative Migration Management Strategy (CMMS) released by the White House in July 2021. The RCS is organized under five pillars: Pillar I: Addressing economic insecurity and inequality; Pillar II: Combating corruption, strengthening democratic governance, and advancing the rule of law; Pillar III: Promoting respect for human rights, labor rights, and a free press; Pillar IV: Countering and preventing violence, extortion, and other crimes perpetrated by criminal gangs, trafficking networks, and other organized criminal organizations; and Pillar V: Combating sexual, gender-based, and domestic violence.

In November 2021, the USAID Administrator announced the five-year, $300 million Centro America Local initiative to empower local organizations in Guatemala, El Salvador, and Honduras to address the drivers of irregular migration to the United States. In Guatemala, USAID is engaging, strengthening, and funding local organizations to implement programs to advance sustainable and equitable economic growth, improve governance, fight corruption, protect human rights, improve citizen security, and combat sexual and gender-based violence.
This Addendum No. 1 funding opportunity intends to support Guatemalans in building a society where local actors are empowered and possess the resources and capacity they need to design and lead efforts to improve their own communities and tackle priority development challenges. For years, USAID/Guatemala has advanced development localization: seeking to empower and support local actors in their work to address their development challenges. USAID/Guatemala continues to deepen localization as a fundamental operational and guiding principle. USAID/Guatemala launched its localization framework in December 2021 with three goals: 1) to expand and diversify engagement with locally-led organizations, 2) strengthen their organizational capacity, and 3) advance local leadership -- to ensure local actors are at the forefront in establishing and advancing Guatemala’s development agenda, with support from USAID/Guatemala, in areas of mutual interest and shared values.

In 2023, USAID/Guatemala conducted a local partner landscape analysis to identify organizational capacity constraints in order to better support local organizations to generate development impact and sustain their own operations over the long-term. Activities supported under this Annual Program Statement Addendum 1 will both support the development initiatives of local Guatemalan organizations and also help them strengthen capacity related to internal management systems, financial management and financial sustainability, organizational governance, monitoring and evaluation, organizational learning and adaptation, and other capacities to build sustainability.

2. **Theory of Change**

If USAID/Guatemala expands and diversifies engagement with locally-led organizations, strengthens their systems and capacity and advances local leadership, then local actors will be further empowered to lead development activities (identify, design, mobilize resources, and implement interventions), with the resources (knowledge, human, social, financial capital), capacity, and support they need, resulting in more effective, strategic and sustained change.

3. **Objective**

This APS Addendum No. 1 aims to strengthen local organizations and/or businesses to advance locally-led development by providing financial support, technical assistance and other capacity strengthening interventions. Through this support, local organizations will be able to better serve underrepresented communities and achieve their long-term goals and increase their leadership, advocacy, and technical capacity to advance equal access and equitable social and economic opportunity.

The APS Addendum # 1 objectives are described below:

- **Objective 1:** Strengthen the institutional/organizational, networking and advocacy capacities of local organizations, civil society organizations (CSO) or Entrepreneurial Support Organizations (ESO). The APS Addendum # 1 will prioritize organizations serving the needs of women and indigenous people, rural communities, and youth. The APS Addendum # 1 aims to support organizations seeking to provide capacity strengthening services to other local organizations, and those that need funding to cover the costs of procuring capacity strengthening services. It will also provide financing for the local organizations that receive capacity strengthening services.

- **Objective 2:** Direct Funding for implementing and advancing development work that aligns with
USAID/Guatemala’s Country Development Cooperation Strategy (CDCS), Indigenous Peoples Engagement Strategy, Strategy to Address the Root Causes of Migration in Central America (RCS) and the Collaborative Migration Management Strategy (CMMS).

4. Approaches

The APS Addendum No. 1 opportunity is restricted to local organizations, with priority on supporting and strengthening the capacity of organizations serving the needs of indigenous people, women, rural communities and youth.

**Type of projects** accepted under this APS Addendum No. 1 include use of funding for one or a consortium of local organizations to:

- Type 1: Strengthen the capacity of beneficiary/other local organizations and provide sub-grants to those organizations (see below for additional information about requirements for this type of activity).
- Type 2: Strengthen the capacity of applying organization or consortium, but Applicant must be able to explain what capacity strengthening is needed, provide justification for those needs, and if using third-party trainers, identify the organization that will provide those capacity strengthening services and the qualifications of that organization to strengthen capacity.
- Type 3: Advance locally-led development work.
- Type 4: Any combination of the above.

**Type 1 Project Requirements (Strengthen the capacity of beneficiary/other local organizations and provide sub-grants to those organizations)**

The Type 1 capacity strengthening activities funded under the APS Addendum No. 1 must comply with four requirements throughout the process of selection and award to increase the capacity of local partners to deliver development results in Guatemala. The four requirements include: a robust selection process, routine capacity assessments, on-going technical assistance, and a financing component. These four requirements must be included in concept papers if the Applicant decides to propose Type 1 capacity strengthening projects.

- **Requirement I: Selection Process**
  The organization(s) receiving funding through the APS Addendum No 1 must use a competitive process to select beneficiary local organizations to the maximum extent possible. The organization may consider alternative selection methodologies (e.g., co-creation) or testing different eligibility and/or selection criteria when there are significant justifiable reasons to do so. The organization must engage a diverse set of stakeholders during the selection process whenever feasible.

- **Requirement II: Routine Capacity Assessments**
  The organization(s) must conduct routine capacity assessments of the selected beneficiary organizations. A baseline and endline capacity assessments will be conducted at a minimum. The organization must propose adapting an existing capacity assessment tool rather than creating a new one.
• Requirement III: Ongoing Technical Assistance
The organization must implement a capacity strengthening technical assistance component to build on the strengths and address the weaknesses identified in the capacity assessments of beneficiary organizations. Furthermore, the organization must assist the beneficiary organizations to better understand their niche within the local system, assist them to make positive change given the local context and help them adapt to unpredicted changes.

• Requirement IV: Financing Component
Once the beneficiary organizations have been strengthened, the prime organization must provide a portion of obligated resources to beneficiary local organizations so they are resourced to carry-out development activities once the organizations have the capacity to handle the funds responsibly. The organization may consider various financing arrangements (e.g., Fixed Amount Awards, Cost-Reimbursement Grants). Financing must enable the beneficiary organizations to invest in their institutional capacity and deliver development results.

Illustrative concepts that meet the APS Addendum No. 1 objectives, which USAID/Guatemala will prioritize, include:

• Capacity strengthening initiative (awarded to one or more local organizations) to develop the institutional capacity of Indigenous People’s organizations to elevate their ability to shape, inform and lead the implementation of development activities and initiatives in Guatemala. The capacity strengthening initiative would be tailored to selected organizations, and may include support in strengthening the fundraising role of the organization, legal registration, financial, audits and internal control systems, organizational strategy, human resource systems, development of administrative, financial and MEL tools and platforms. This initiative may also include a regional mapping exercise, listening tour and regional summits of indigenous-led organizations to inform a short list of (sub-award) organizations that will be selected for capacity strengthening; such interventions will help to analyze organizational gaps and development priorities and identify Indigenous People’s organizational best practices and opportunities to engage with the donor community and the Guatemalan government. The summits would also establish an inclusive and representative platform for collective problem analysis and agenda-setting to advance Indigenous People’s socio-economic and political development in Guatemala. Applications under this illustrative project/line of effort can be no more than $2 million.

• A project to support locally-led Entrepreneurial Support Organizations (ESOs), (awarded to one or more local organizations), such as Guatemalan entrepreneurship incubators, to build or expand large-scale ecosystem-strengthening initiatives that increase the capacity of Small Growing Businesses (SGBs) and help the SGBs access capital and markets in areas of high migration. This initiative would include capacity strengthening of the ESOs and provide funding for them to distribute to the SGBs that they support. Capacity strengthening would be tailored to the needs of ESOs to advance their long-term goals and increase the scale and quality of support they are able to provide to SGBs, including financial, accounting and human resource systems. USAID/Guatemala will prioritize ESOs that support SGBs run by, employing, or serving the needs of women and indigenous people, rural communities, and youth. Applications under this illustrative project/line of effort can be no more than $2 million.

• A health civil society organization (CSO) strengthening project (awarded to one or more local organizations) would expand the role of CSOs in improving equity, quality, and resource
optimization in the Guatemalan health system. Interventions would complement USAID/Guatemala’s other health system strengthening efforts by advocating and mobilizing efforts to advance Guatemala’s decentralization agenda; revitalizing the primary health care system; improving leadership and governance across the health system at the central and local level; and strengthening social accountability and oversight. To support and improve key public health functions, CSOs can be instrumental in the formulation and implementation of health policies and programs by channeling data, generating information, and promoting the perspectives and needs of all people, especially the most marginalized. Applications under this illustrative project/line of effort can be no more than $3 million.

- A project to support locally-led Guatemalan research, think tank, university, and other local organizations (awarded to one or more local institutions) to expand the capacity of organizations to improve the quality, availability, and use of technologies, tools, systems, and technical advisory services in Guatemala. Monitoring, evaluation, and learning (MEL) support organizations (MSOs) build systems and strengthen the capacity of local organizations to generate and use evidence throughout implementation of development projects. Interventions would assist local organizations with designing and carrying out monitoring; evaluations, assessments, and studies; data collection and geospatial analysis, and collaboration and capacity building. Capacity strengthening would be tailored to the needs of local organizations and may also include support to develop their MEL plans and strengthen their capacities to effectively integrate collaborating, learning and adapting (CLA), monitoring, and evaluation into project implementation. Applications under this illustrative project/line of effort can be no more than $2 million.

5. Monitoring, Evaluation and Learning (MEL)

The Project is expected to contribute to USAID Guatemala’s commitment to high-quality Monitoring and Evaluation (M&E) and its Learning Agenda. MEL must influence project planning and budget. USAID/Guatemala encourages a strong focus on adaptive management to build upon what works and change what does not within the overall objective of a given activity. This can impact decisions on staffing, structure, business processes, and stakeholder engagement. With a strong focus on capacity strengthening, MEL will be centered on organizational performance. USAID/Guatemala expects to measure improved performance using standard capacity strengthening indicators, in addition to improvement along the areas in the non-U.S. Organization pre-award survey or eligibility checklist, including: legal structure; financial management; organizational sustainability; and procurement, human resources, performance management, and internal control systems.

The Applicant will collaborate with USAID/Guatemala to ensure the Project a) creates a MEL Plan and MEL system in alignment with USAID/Guatemala reporting and MEL systems; b) incorporates an approach that involves strategic collaboration to understand local systems, context, and relationships, as well as to strengthen locally-led socio-economic development; and c) uses continuous learning techniques to make strategic and programmatic adjustments, as needed.

6. Other Considerations

Engagement of Indigenous Communities
USAID’s Agency Policy on Promoting the Rights of Indigenous Peoples (PRO-IP) and USAID/Guatemala’s Indigenous People’s Engagement Strategy (IPES) set forth frameworks to improve the impact and sustainability of development programs by ensuring that they respect Indigenous Peoples’ rights and
engage Indigenous Peoples as partners in development processes. USAID/Guatemala projects are expected to consider and advance the goals of the PRO-IP to strengthen engagement with Indigenous Peoples to safeguard against harm and support their development priorities and self-reliance; increase the integration of Indigenous Peoples’ concerns across all sectors of USAID/Guatemala’s portfolio of investments and promote cross-sectoral development approaches; empower Indigenous Peoples and their representative organizations to advocate for, and exercise, their rights and practice self-determined development; and foster an enabling environment for Indigenous Peoples to advocate for, and exercise, their rights.

Related, USAID/Guatemala’s activities are expected to address the goals of Indigenous Peoples’ Engagement Strategy, designed to dovetail with USAID/Guatemala’s CDCS strategy, to further three local objectives:

i. Create innovative and substantive partnerships between indigenous entities, government and the private sector, including non-governmental organizations and other groups within civil society;

ii. Increase awareness, knowledge and recognition of indigenous peoples’ rights, culture, history, and knowledge systems; and

iii. Increase the participation of indigenous women and men in development interventions through USAID/Guatemala, implementing partners and others.

Indigenous communities have the right to exercise control over their own development. Activities must be developed and implemented in consultation with local communities and in response to their self-identified needs and priorities. The active engagement with indigenous peoples in design and implementation of local initiatives, as well as national and local policy-making processes, is necessary to achieve sustainability. During consultations and audience research conducted by USAID/Guatemala, community members have emphasized the importance they place on donors consulting with potential beneficiaries and with local authorities before carrying out projects or specific interventions and the necessity of collaboration between communities and local authorities to meet the needs of the population. Similarly, they expressed frustration at the historical lack of opportunity for effective participation for reasons that range from patterns of discrimination, risks of persecution for participation and a need to focus survival priorities in other areas. Recipient organizations shall engage with indigenous peoples through existing networks to prioritize projects according to indigenous people’s needs and preferred approaches.

**Youth**

Guatemala’s youth bulge presents significant challenges for the country as many youth are undereducated, unemployed, or under-employed. USAID/Guatemala’s strategic approach to youth focuses on strengthening youths’ assets, agency, contributions, and enabling environment. Providing youth with education and employment opportunities is imperative for Guatemala’s future growth; young people under 18 years old comprised 10 percent of Guatemalans apprehended at the United States southern border in 2019. Family units including children and youth comprised 70 percent of all apprehensions during the same period. Addressing these challenges is essential for youth to meaningfully participate in the Guatemalan economy and society and to live healthy, productive lives. USAID/Guatemala seeks to meaningfully engage youth throughout all of our activities and to include youth in decision-making, giving them a voice in Guatemala’s present and future and strengthening recognition of the value they bring to organizations and decision-making bodies. These efforts also will strengthen their ties to Guatemala, presenting substantive alternatives to irregular migration.
**Gender and Gender Identity**

USAID/Guatemala’s commitment to advance gender equity and to pursue gender as a key development issue must be fully reflected in the project. Gender considerations must be integrated into the project, ensuring that men and women, as well as vulnerable groups, benefit from USAID/Guatemala support and that gender awareness is built into the project. The history of exclusion and isolation of women in the western highlands, as well as their limited experience engaging with national institutions, means that measures must be taken to provide them with the tools to participate in activities and opportunities. Applicants must ensure all interventions comply with the [USAID Gender Equality and Female Empowerment Policy](https://www.climatelinks.org/sites/default/files/asset/document/2017_USAID%20ATLAS_Climate%20Change%20Risk%20Profile%20Guatemala.pdf) to enhance women’s empowerment, prevent and respond to gender-based violence, and reduce gender gaps. According to USAID/Guatemala’s 2018 Gender Assessment: “The main challenge that women face in participating in USAID/Guatemala projects is related to their limited levels of personal autonomy coupled with time poverty. This is particularly the case for married women, or adolescents and young women still living in their family homes.”

**Climate Risk Management**

Climate risk management (CRM) is required for all USAID-supported projects, with limited exceptions. Climate risk is the potential for negative consequences on activity objectives and/or outcomes due to changing climatic conditions. The focus of CRM at USAID/Guatemala is on the risk to USAID/Guatemala development programming. The CRM process may also identify potential development opportunities associated with current and expected climatic and meteorological changes, including chances to achieve additional development objectives (including increasing climate resilience and reducing GHG emissions).

Climate risks can be manifested through potentially severe adverse consequences for development programs resulting from the interaction of climate-related hazards with the vulnerability of societies and systems. A climate risk may arise when an intervention element, target, or beneficiary is exposed to a climate hazard such as higher temperatures, flooding or drought. The level of risk increases both as the severity and probability of negative impact increases. Per USAID/Guatemala policy, moderate and high climate risks must be addressed in the project design and/or during implementation. In some cases, USAID/Guatemala may accept a/some risk(s) upon consideration of tradeoffs and how USAID/Guatemala can best achieve its development objectives.

Climate risk ratings are defined as:

- **Low climate risk** - climate change is unlikely to materially impact achievement or sustainability of project outcomes.
- **Moderate climate risk** - climate change may materially impact achievement or sustainability of project outcomes.
- **High climate risk** - climate change is likely or highly likely to materially impact achievement or sustainability of project outcomes.

Climate variability and change is expected to have significant impacts on Guatemala’s development goals. Projected changes in Guatemala are expected to include increasing temperature and decreasing precipitation by 2050. The duration of the canícula is likely to increase and rainfall patterns will become increasingly variable with heavy rainfall events followed by dry days, triggering more droughts and flooding.1

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1 2017 USAID Climate Change Risk Profile Guatemala:
All of these changes are likely to have direct negative impacts on project outcomes. As temperatures and precipitation decrease, the risk of fire will increase, making fire management more difficult (and more important in the long-term). Pest outbreaks are likely to become more common in both the forest and the agricultural sectors, threatening overall productivity and cutting into profits. Increasing heat and drought will threaten the viability of reforestation and natural regeneration and heat stress can reduce worker productivity. Applicants shall consider the identified climate risks when proposing interventions and explain how they will account for these risks.

**Integrated Conflict-Sensitive Analysis**
USAID/Guatemala considers social conflict dynamics in all activities to support the overarching goal of a more secure Guatemala that fosters greater socio-economic development and sustainably manages its natural resources. Conflict sensitivity encourages organizations to understand and track conflict dynamics in the contexts in which they are working. As changes arise, organizations must adapt their activities to minimize their potential negative effects and build upon their positive effects on conflict. The application of conflict sensitivity usually does not require a major restructuring of a project or an explicit focus on peacebuilding; adjusting small project details can have significant impacts on interaction with the conflict context.

In an effort to ensure interventions are conflict-sensitive, USAID/Guatemala requires that projects: a) do not inadvertently create or exacerbate social conflict; b) factor in the possible impact of existing or potential conflict on staff, implementing partners, and the activities themselves; c) seek appropriate opportunities to mitigate tensions and sources of conflict; and d) support constructive collaboration between communities in conflict when possible.


**Activity Location Data and Beneficiary Feedback:**
The Applicant must collect and submit Project Location Data according to the following requirements and the geographic data collection and submission standards outlined below. See [ADS579mab: Activity Location Data](http://www.dmeforpeace.org/peacexchange/) for additional guidance. Exceptions to these requirements should be discussed and agreed upon with the Project AOR.

- **Location of Implementation:** the location(s) where the Project is implemented should be collected at the “Exact Site Location” level (e.g., facility latitude/longitude) or Exact Line or Area Feature (e.g., an area of land or a segment of roadway).
- **Location of Intended Beneficiaries:** the location of the project’s intended beneficiaries should be
collected at the [ Country Level (***Only if nationwide***), Department Level (**Only if Region wide**), OR at Municipality level (*at a minimum if not nationwide*).

Starting in Fiscal Year 2021, Implementing Partners must establish effective procedures for collecting and responding to feedback from beneficiaries, and reporting to USAID/Guatemala a summary of beneficiary feedback and how the implementing partner and USAID/Guatemala addressed it. A summary of beneficiary feedback received and actions taken in response to beneficiary feedback by an implementing partner should be described in the implementing partner’s progress reports. As with any data regarding beneficiaries, Implementing Partners should ensure that beneficiary feedback is collected and used responsibly to ensure the safety and protection of beneficiaries.

END OF SECTION A
SECTION B: FEDERAL AWARD INFORMATION

Issuance of this Addendum does not constitute an award commitment on the part of the U.S. Government, nor do those commit the U.S. Government to pay for any costs incurred in the preparation or submission of questions, comments, suggestions, Concept Papers, and/or Full Applications. Applicants submit Concept Papers/Applications at their own risk, and all preparation and submission costs are at their own expense.

1. Estimate of Funds Available and Number of Awards Contemplated

USAID/Guatemala may issue more than one award under the Local Capacity Strengthening Activity Addendum to the Locally Led Development APS. The actual number of assistance awards, if any, is subject to the availability of funds and the interests and requirements of USAID/Guatemala, as well as the viability of eventual Applications received. Subject to funding availability, the total ceiling of APS Addendum No. 1 is $20 million. There is currently $8 million Local Works in funding available for awards and up to $3 million of GH funding for CSO strengthening activities. No award using the $8 million Local Work funding may exceed a total estimated amount of $2 million per award. More funding will become available at a later date. Amendments to this APS will note new amounts available and any restrictions on that future funding.

USAID/Guatemala plans to award up to eight awards under this APS Addendum No. 1.

Actual funding amounts and the number of awards- anticipated to be up to eight- are subject to availability of funds, award type, and project proposed but no single award may receive more than $2 million in total funding for Local Works funding.

Awards pursuant to this addendum may result in a variety of assistance instruments outlined in ADS 303.3.24 and ADS 303.3.25 such as:

a) Grants and Cooperative Agreements, including renewal awards which allow to adapt within the five-year maximum period of performance to changing contexts, lessons learned during implementation and allowing scalability of pilot activities;

b) Simplified grants for small awards on a cost reimbursement basis may be appropriate for new local organizations that propose innovative solutions.

c) Fixed Amount Awards which allow payments upon the successful completion of milestones and may represent a less administrative burden to new partners.

2. Nature of the Relationship between USAID and the Successful Recipient

The principal purpose of the relationship with the Recipient is to transfer funds to accomplish a public purpose of support or stimulation of the project which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the project objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, project objectives, and the terms and conditions of the Federal award.
3. Start Date and Period of Performance for Federal Award

The anticipated project period of performance of individual awards may vary but will not exceed five years, starting on the date of the signature of the resulting award.

4. Areas of Substantial Involvement

USAID/Guatemala will be substantially involved in this Cooperative Agreement/FAA to help the Recipient achieve the agreement objectives. If a Cooperative Agreement is awarded, the intended substantial involvement will be determined based on the programmatic requirements of the award, as further determined in ADS 303.3.25 and ADS 303.3.11.

Some examples of potential areas of substantial involvement during performance of the award may include the following:

A. USAID/Guatemala’s approval of the recipient’s implementation plans during performance. USAID/Guatemala generally only requires approval of implementation plans annually; however, where changed contexts or new information require a pivot in the activity, USAID/Guatemala may consider changes to an implementation plan.

B. USAID/Guatemala’s ability to immediately halt an activity if the recipient does not meet detailed performance specifications (for example, construction specifications).

C. USAID/Guatemala’s review and approval of one stage of work, before work can begin on a subsequent stage during the period covered by the cooperative agreement.

D. USAID/Guatemala’s review and approval of substantive provisions of proposed subawards or contracts (see definitions in 2 CFR 200).

E. USAID/Guatemala’s involvement in the selection of key recipient personnel.

F. USAID/Guatemala and recipient collaboration or joint participation, such as when the recipient’s successful accomplishment of program objectives would benefit from USAID’s technical knowledge, etc.

5. Type of Instrument

USAID/Guatemala has a number of assistance award types to choose from when providing funds to successful Applicants. The type of award and terms and conditions included therein is based upon recipient organization type, programmatic factors, and other due-diligence matters— including responsibility determinations. The types of awards are defined in Section F of the Locally Led Development APS. The preferred type of award(s) under this addendum is a Fixed-Amount Award. However, other types of assistance awards mechanisms may be considered as a result of the evaluation process as previously indicated under Section B.1. above.

USAID/Guatemala reserves the right to make or not to make any awards under this Addendum. The actual number of assistance awards, if any, is subject to the availability of funds, the interests and requirements of USAID/Guatemala, and the viability of applications received. There is no predefined minimum or maximum number of partners or partnerships USAID/Guatemala will support through this Addendum. However, USAID/Guatemala will not provide funds under this Addendum for products and services that it would otherwise purchase through a contract.
USAID/Guatemala may decide to issue a renewal award(s) (grant or cooperative agreement) under this Addendum. A renewal award allows a grant or cooperative agreement to adapt, within the five-year maximum period of performance, to changing contexts, lessons learned during implementation, and performance by related activities within a project that affect the overall effectiveness of the initial award. A renewal award provides a specific level of support for an initial specified period of time or an initial set of programmatic activities and milestones with the possibility of a subsequent award to provide additional support for the project for succeeding periods, activities, or milestones. USAID/Guatemala may renew these awards provided funds are available, the results achieved warrant further support, and the recipient meets any other renewal conditions specified in the award. A renewal award requires the recipient to reapply at a specified point(s) during performance to continue the award. As part of the re-application, USAID/Guatemala may revise the award and define further activities within the general program description of the award.

6. **Authorized Geographic Code**

The geographic code for the procurement of commodities and services under this program is 937. Code 937 (the United States, the recipient country and developing countries other than advanced developing countries but excluding any country that is prohibited source).

**END OF SECTION B**
SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this APS Addendum No. 1 is restricted to local organizations that meet the criteria below (based on USAID/Guatemala definition of local organizations):

a) Must be incorporated or legally organized under the laws of Guatemala;

b) Must have its principal place of business in Guatemala;

c) Must be more than 50% beneficially owned by individuals who are citizens or lawfully admitted permanent residents of Guatemala;

d) Must be managed by a governing body, of which at least 50% of the members are citizens or lawfully admitted permanent residents of Guatemala.

Eligibility for awards receiving Local Works funding is restricted to organizations that have not received more than $5 million from USAID as a prime recipient in the last 5 years.

All Implementing Partners must be legally registered entities under applicable law and eligible under the relevant laws to receive funding from a foreign source. Individuals, unregistered, or informal organizations are not eligible to be Implementing Partners.

All eligible interested organizations are restricted to submitting only one Concept Paper as the Prime Applicant. If more than one Concept Paper is received with the same Prime Applicant, USAID/Guatemala will seek written clarification from the relevant entity regarding which Concept Paper should be considered for review. If clarification is not resolved within five (5) business days, all Concept Papers submitted by the Applicant will be deemed ineligible. Please note that Applicants can serve as sub-awardees or supporting partners on multiple Concept Papers.

USAID/Guatemala may not make an award to an Applicant until the Applicant has complied with all applicable unique entity identifier (UEI number) and System for Award Management (SAM) requirements as detailed in Section H of the Locally Led Development APS and Section D of Addendum No. 1 to the Locally Led Development APS. If an Applicant has not fully complied with the requirements by the time USAID/Guatemala is ready to make an award, USAID/Guatemala may determine that the Applicant is not qualified to receive an award and may use that determination as a basis for making an award to another Applicant. USAID/Guatemala reserves the right to make no award under this Addendum at any stage of the process. Registration may take several weeks to complete; therefore, Applicants are encouraged to begin early in the process.

Additionally, Applicants must comply with applicable local laws, including on taxation. USAID/Guatemala advises prospective Applicants to consult local counsel on these issues in the Concept Paper phase.

2. Responsibility Determination

The successful Applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey or Eligibility Checklist) by the AO. The Recipient must be a responsible entity. The AO may determine a pre-award survey or eligibility checklist is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting
and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.208).

Please refer to Section C of the Locally Led Development APS for additional information on eligibility requirements that apply to this Addendum.

3. How to Work with USAID

More information on how to work with USAID/Guatemala may be found at https://www.usaid.gov/work-usaid/get-grant-or-contract/trainings-how-work-usaid.

END OF SECTION C
SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

For any questions regarding this Local Capacity Strengthening Activity Addendum, contact:

Armando Espinosa
Agreement Officer

Patricia Sigui
Administrative Contracting/Agreement Officer

Sergia María Archila
Acquisition and Assistance Specialist

Email: guatemalaproposals@usaid.gov

2. Questions and Answers

Questions regarding this APS Addendum No. 1 should be submitted in writing to guatemalaproposals@usaid.gov no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective Applicant concerning this APS Addendum No. 1 will be furnished promptly to all other prospective Applicants as an amendment to this APS Addendum No. 1, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

If an award is made, the Agreement Officer (AO) will appoint an Agreement Officer’s Representative (AOR) at that time to provide technical and administrative oversight of the specific award during implementation.

3. General Content and Form of Application

This is a multi-tiered APS Addendum No. 1 in accordance with ADS 303.3.6.1(c). Selection under this APS Addendum No. 1 will be based on a three-step process:

- **Phase 1 - Concept paper submissions.** Open to all eligible organizations as described in the APS Addendum No. 1. Applicants must first submit a concept paper for review. All concept papers will be evaluated according to the merit review criteria in the APS Addendum No. 1.

- **Phase 2 - Co-creation.** USAID/Guatemala will invite selected Applicant(s) to enter a period of co-creation, in which they will collaborate on and refine approach(es) with one another and USAID/Guatemala. Selected Applicants will then submit full applications for consideration by USAID/Guatemala.

- **Phase 3 - Full application submissions.** By invitation only to Applicants selected from the Phase 1 concept paper submissions. USAID/Guatemala may invite one or more of the Applicants with
the highest rated concept papers to submit a full application. Full applications will be evaluated according to the merit review criteria in the RFA.

**PHASE 1 - CONCEPT PAPER**

**A. Concept Paper Submission Instructions**

Concept papers must be submitted to USAID/Guatemala using this [Online Concept Paper Submission Form](#). Concept papers can be submitted in English or Spanish. Concept papers must abide by the character limits for each section. See Annex 1 for additional information.

Concept papers must be submitted before the deadline indicated in the cover letter of this APS Addendum No. 1.

After a concept paper is received, USAID/Guatemala reserves the right to request supplementary information or pose clarifying questions to any Applicant. Requesting supplementary information or posing clarifying questions to one Applicant does not obligate USAID/Guatemala to do so with all Applicants, nor does it guarantee invitation to submit a full application. Once the submitted concept papers have been fully reviewed, the selected Applicant(s) will be notified by the Agreement Officer of the results of the initial Phase 1 - Concept Paper evaluation and the following steps for submission of the co-creation and full application.

**PHASE 2 - CO-CREATION**

Applicants that have successful Concept Papers may be invited for co-creation, and will engage with USAID/Guatemala and/or possibly other successful Concept Paper Applicants. During this phase, Applicants will work with USAID/Guatemala technical teams to address issues and discuss the management approach during a collaborative, multi-day workshop.

After concept papers have been submitted, USAID/Guatemala personnel can have highly specific, detailed activity design discussions with the Applicants throughout the remainder of the process, e.g., up to and through any award that might be issued under this APS Addendum No. 1.

The goals of a co-creation workshop would be to explore and validate key challenges and problems related with the implementation of projects, and then jointly develop promising methodological solutions or adapt and expand upon existing solutions. Ideas described within the Concept Papers may be discussed and further developed in the workshop, but workshop thinking, and possible eventual full applications, will not be limited to these ideas. The workshop is also intended to help identify potential consortia and partnerships to support these new or existing solutions and projects.

**NOTE:** A decision to engage in more in-depth and/or specific co-creation discussions is not a commitment to funding, nor is it a commitment that USAID/Guatemala will request a Full Application. If an Applicant is invited to engage in co-creation and further discussions, additional guidance with respect to expectations during the co-creation process will be provided to the Applicant. There is no guarantee that participation in the co-creation phase will lead to an award from USAID/Guatemala.
PHASE 3 - FULL APPLICATION

After the selection of concept papers and co-creation process is finalized, the most capable organizations to respond to the program description of the APS Addendum #1 will be requested to submit a full application.

a) Full Application Submission Instructions

Applications must be submitted by email to guatemalaproposals@usaid.gov. Email submissions must include the program title and Applicant’s name in the subject line heading as follows:

Local Capacity Strengthening APS Addendum No. 1 - [Name of the organization]

In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application, and the desired sequence of the emails and their attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line that states: "[Local Capacity Strengthening APS, [organization name], Cost Application, Part 1 of 2]."

b) Technical Application (20 pages maximum)

The Technical Application is limited to 20 pages and every page of the application must be numbered. The application shall be written in English.

It shall be typed on standard “8 1/2” x “11” paper, single spaced, Calibri font size no smaller than 11. The total size of each e-mail transmission should not exceed 20 Megabytes. Large graphics files are discouraged. Attached file format must be PDF. Attached files should be printable on standard letter-sized paper.

The Technical Application must be specific, complete, and concise. The application must demonstrate a clear understanding of the work to be undertaken, the responsibilities of all parties involved, offer critical thinking and analysis for each objective, demonstrate how the programmatic approach and operational principles will be implemented, and tie the technical approach to expected results to be achieved and to the USAID/Guatemala Country Development Cooperation Strategy (CDCS).

The Technical Application must include the following sections:

a) Cover (1) Page to include:
   i. Project title
   ii. APS- Addendum No. 1 Local Strengthening Capacity.
   iii. Name of organization (s) applying (lead or primary Applicant) for the agreement
   iv. Any partnerships and/or proposed sub-awardees
   v. Contact person, telephone number, address, and types name(s) and title(s) of person(s) who prepared the application, and corresponding signatures.

b) Table of contents (1 page) to include:
   i. Technical Approach
ii. Management and Staffing plan

iii. History of Performance and Past Performance (attachment, not included in the page limit)

i. **Technical Approach**

The Technical Approach must demonstrate an understanding of the key needs, barriers, and opportunities to improve the desired outcomes outlined in the components of the Program Description. Based on the key needs, barriers, and opportunities identified, the Applicant must also propose a logical theory of change with clear causal linkages for sustainably addressing challenges and achieving the planned results.

The Technical Approach should include the following:

**Implementation Plan**

The Technical Application must include a viable and feasible implementation plan informed by the local context and evidence. The implementation plan must describe how it will improve the desired outcomes.

**Sustainability and Partnership Plan**

The Technical Application must also present a sustainability and partnership plan that is realistic and ensures that the project results can be sustained after completion of the Project. The application should include plans to work with key levels of government, likely including municipal and central government institutions, and CSOs. The technical approach must clearly specify the Applicant’s anticipated primary local partners and alliances and outline how the Applicant will oversee these contractual and non-contractual relationships to promote capacity strengthening, local ownership and sustainability of interventions and desired outcomes over the life of the activity and beyond.

Sustainable development entails a capacity to plan, finance, and implement solutions to local development challenges and a commitment to see these through effectively, inclusively, with accountability, and ensuring that the use of resources by one generation does not curtail the availability of such resources to the following generations. These solutions take many forms, from expanding access to finance for small businesses to ensuring more transparency from public officials, etc. Therefore, the focus of program interventions will be on providing opportunities to and developing the capacities of local Guatemalan NGOs, Civil Society, businesses, foundations, faith-based organizations, etc. to the greatest extent possible.

To address the long-term sustainability of programming, USAID/Guatemala will look for Applicants that propose projects that advance sustainable development, especially financing sustainable development, promoting equitable partnerships that lead to autonomy rather than dependency, and strengthening partners’ capacity to carry out development programs. USAID/Guatemala will prioritize sustainable development, particularly in areas that have the greatest impact on reducing irregular migration. In order to accomplish this objective, USAID/Guatemala will seek out innovative approaches to partnership that ensures local actors are equipped to advance Guatemala’s development agenda.
Monitoring, Evaluation, and Learning (MEL) Plan

The Technical Application must include a Monitoring, Evaluation, and Learning (MEL) Plan. The MEL Plan must reflect realistic, applicable indicators to measure achievements according to the USAID Standard Indicators, with appropriate disaggregation, and the compliance of the indicators technical fact sheets. In addition, the plan must show how Collaborating, Learning and Adapting (CLA), including flexible, iterative program tracking and management to learn and adapt in response to changing country context and emerging needs, will be incorporated. The approach must also demonstrate effective coordination, integration and complementarity among the Project’s components.

This Plan must clearly articulate a theory of change that is logical and provides clear causal linkages for sustainably addressing challenges and achieving the results outlined in the Program Description. A theory of change is a 1-3 page description of the context, entry points within the context to enable change to happen, ultimate outcomes that will result from interventions, and assumptions that must hold for the theory of change to work. Refer to Theory of Change Workbook for more details.

ii. Management and Staffing Plan

The Technical Application must include a Management and Staffing Plan that describes the Applicant’s proposed management structure and the processes and approaches it will use to provide the technical and advisory services described in the Program Description. The Applicant will specify the functions, management, and decision-making authority for Key Personnel and any sub-awardees noted in the management structure. The Applicant should demonstrate strong alliances, consortia, or partnering arrangements to proactively address potential problems with flexible and workable solutions. The Applicant shall describe how it will maintain open, timely and effective communications with USAID/Guatemala, resulting in an implementation partnership that proactively addresses potential problems with flexible, workable solutions.

If the Applicant intends to develop broad institutional partnerships, alliances, sub-contracts, or sub agreements as part of implementing the Program Description, the Applicant shall clearly identify and describe the roles and responsibilities of each entity. The Applicant must discuss the nature of organizational linkages between the prime awardee and any sub-awardees, Partner, and joint venture entity. This will include a discussion of roles and responsibilities, relationships, lines of authority and accountability and mechanisms for utilizing and sharing resources to achieve results.

The Management and Staffing Plan should include the following elements:

a. Organizational chart that shows the links between key staff and non-key staff and relationships between the Applicant and any proposed partner organizations (if the Applicant proposes sub-awardees).

b. Roles and responsibilities for Key Personnel, communication arrangements with USAID/Guatemala, including specific functions, management, and decision making authorities, and the roles and responsibilities of any partner organizations. The application should include a chart with steps describing the approach for project start-up and associated dates.

c. Overall staffing plan. The Staffing Plan should state each proposed key personnel
position and briefly describe the proposed duties and how they link to achieving the expected results.

Key Personnel
The Key Personnel required for the performance of this award include at least a Chief of Party/Project Director. Depending on the type of award negotiated with the Apparent Winner, USAID/Guatemala and the Applicant may negotiate the number of additional Key Personnel to be proposed but not to exceed four additional Key Personnel Positions.

Key Personnel specified above are considered to be essential to the work being performed in the resulting award. The Applicant shall propose their own combination of positions to fit their technical approach. The Key Personnel are responsible for management, facilitation, and ensuring that activities and tasks are carried out within reasonable requested timeframes and meet quality standards.

The Recipient must immediately notify the AO and the AOR of any Key Personnel’s departure and the reasons, therefore. The Recipient must take steps to immediately rectify this situation and will propose a substitute candidate for each vacated position along with a budget impact statement in sufficient detail to permit evaluation of the impact on the program. Substitute candidates must meet the minimum qualifications as defined below. The Recipient must not replace any of the Key Personnel without the prior written concurrence of the AOR and written approval of the AO.

The application must present in an annex CVs that detail experience, education, and qualifications of each Key Personnel. The Applicant must include a list of three to five references and their contact information. This annex is excluded from the 20-page limitation of the Technical Application.

1. Chief of Party/Project Director
Responsible for overall and day-to-day management of award activities, involving multiple tasks across multiple locations. Demonstrates high-level strategic vision for advancing desired outcomes outlined in the Program Description, excellent management skills and leadership of complex projects. Provides effective technical and project management guidance and coordination to the overall project team and is responsible for the quality of all work products. Organizes, directs and coordinates the planning and production of all award support activities, effectively leveraging partners’ expertise. Responsible for staffing, project planning, project financials, and staff direction and oversight. Maintains and manages the relationship with USAID/Guatemala. It is anticipated that the Chief of Party/Project Director role, perhaps in combination with other duties, will require a full-time level of effort.

Experience & Education: Minimum of five years’ experience as a director of an organization working at this level, with strong leadership skills and experience in managing large teams, as well as working in politically sensitive contexts. The Chief of Party experience must demonstrate skills in problem solving, consensus building and coordination of diverse interests and institutions. Must be professionally proficient and fluent in written and spoken Spanish.
iii. History of Performance - Past Performance (Does not count against the page limit)

The Applicant must submit Performance History information in a separate document from the technical application. The Applicant must include demonstrated recent, relevant technical and field experience and quality of performance in programs or projects of similar technical content and scope in developing countries, including a description of experience and representative accomplishments of the organization in conducting activities of the type required under this APS.

The Applicant information on past performance must be provided in accordance with the table below. USAID/Guatemala may use performance information obtained from other than the sources identified by the Applicant. USAID/Guatemala will utilize existing databases of contractor performance information and solicit additional information from the references provided herein and contact the individual(s) indicated as well as others.

<table>
<thead>
<tr>
<th>Program Description Summary</th>
<th>Results achieved</th>
<th>Primary location of work</th>
<th>Term of performance</th>
<th>Dollar Value</th>
<th>Award Type and Number</th>
<th>Organization/Contracting Entity / Technical Officer</th>
<th>E-mail address and telephone number</th>
</tr>
</thead>
</table>

NOTE: USAID/Guatemala relies on the prime organization’s review of partner/sub awardee institutions. However, if deemed necessary to ensure prudent use of USG funds, USAID/Guatemala may conduct its own past performance review of proposed partners/sub-awardee institutions. The section must include a list with the Applicant’s (maximum of five) most relevant contracts, grants, or cooperative agreements involving similar or related programs.

4. Business (Cost) Application Format

The Business (Cost) Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, Applicants are encouraged to be as concise as possible while still providing the necessary details. The business (cost) application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

Prior to award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the Applicant’s risk in accordance with 2 CFR 200.206. Applicants should not submit any additional information with their initial application.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):
a) **Cover Page** (See Section D.3 above for requirements)

b) **SF 424 Form(s)**

The Applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at [www.grants.gov](http://www.grants.gov) or using the following links:

<table>
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<tr>
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<tbody>
<tr>
<td>Instructions for SF-424A and Budget Information (SF-424A)</td>
<td><a href="https://www.grants.gov/web/grants/forms/sf-424-family.html">https://www.grants.gov/web/grants/forms/sf-424-family.html</a></td>
</tr>
</tbody>
</table>

Failure to accurately complete these forms could result in the rejection of the application.

c) **Required Certifications and Assurances**

The Applicant must complete the following documents and submit a signed copy with their application:

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

d) **Budget and Budget Narrative**

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make an award and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The Applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. **The Budget Narrative** must be thorough, including
sources for costs to support USAID’s determination that the proposed costs are fair and reasonable.

The Budget must include Summary and Detailed Budget worksheets or tabs, with contents below:

**Summary Budget**
The Summary Budget includes all program costs (federal and non-federal), for each major budget category and by year for activities implemented by the Applicant and potential sub-Applicants for the entire program period. Applicants must submit a summary and a detailed budget as follows (each proposed sub-award must include the same cost element break-down):

<table>
<thead>
<tr>
<th>Cost Elements</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
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<tbody>
<tr>
<td>1. Salaries and allowances</td>
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<td>2. Fringe Benefits</td>
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<td>3. Travel, Transportation, and Per Diem</td>
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<td>4. Equipment and Supplies</td>
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<td>5. Sub-awards*</td>
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<td>6. Other Direct Costs</td>
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<td>7. Indirect Costs</td>
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<tr>
<td>Estimated Cost (sum 1 to 7)</td>
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<tr>
<td>TOTAL AWARD BUDGET</td>
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*Note: (1) Per the Standard Provision entitled “LIMITATION ON SUBAWARDS TO NONLOCAL ENTITIES” at least fifty (50) percent of the cost of award performance incurred for personnel must be expended for employees of the prime/local entity; (2) Individual sub-awards proposed must include the same cost element break-downs in their budget as applicable.*
• Detailed Budget, including a breakdown by year, sufficient to allow USAID/Guatemala to determine that the costs represent a realistic and efficient use of funding to implement the Applicant’s program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

• Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

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

1) **Salaries and Allowances** – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The Applicant’s budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the Applicant. Applicants must provide their established written policies on personnel compensation. If the Applicant’s written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and be supported by market research.

2) **Fringe Benefits** – (if applicable) If the Applicant has a fringe benefit rate approved by an agency of the U.S. Government, the Applicant must use such rate and provide evidence of its approval. If an Applicant does not have a fringe benefit rate is approved, the Applicant must propose a rate and explain how the Applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown that is comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

(a) General. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity.

3) **Travel and Transportation** – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the Applicant’s normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.

4) **Equipment and supplies** – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of
comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

5) **Sub-Awards** – Any goods and services being procured through a subcontract mechanism. The Applicant should identify the activities to be implemented through sub grants. The Applicant shall describe its approach to, and how it will manage the competition and award of sub-awards in line with USAID/Guatemala best practices and the Guatemalan context.

6) **Other Direct Costs** – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the Applicant. The Applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.

7) **Indirect Costs** – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200.414. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

   **Method 1 - Direct Charge Only**
   Eligibility: Any Applicant
   Initial Application Requirements: See above on direct costs

   **Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)**
   Eligibility: Any Applicant with a NICRA issued by a USG Agency must use that NICRA.
   Initial Application Requirements: If the Applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at USAID/Guatemala’s discretion, a provisional rate may be set forth in the award subject to audit and finalization. See USAID’s Indirect Cost Rate Guide for Non Profit Organizations for further guidance.

   **Method 3 - De Minimis rate of 10% of Modified Total Direct Costs (MTDC)**
   Eligibility: Any Applicant that has never received a NICRA.
   Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The Applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200.414(f) for further information.

   **Method 4 - Indirect Costs Charged As A Fixed Amount**
   Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO.

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

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

8) **Cost Sharing** – N/A, No Cost Share on the part of the Applicant will be required under any resulting award.

e) **Prior Approvals in accordance with 2 CFR 200.407**
Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by USAID/Guatemala. If the Applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the Applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

f) **Approval of Subawards**
The Applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the Applicant must provide the following:

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

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

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

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

UEI number and SAM registration: http://www.sam.gov

Non-U.S. Applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on www.sam.gov, navigate to Help, then to International Registrants.

See the following links with information on how to register for International Registrants:
https://www.fsd.gov/sys_attachment.do?sys_id=cd87ce591b83a99006b09796bc4bcb7b

Getting Started with Entity Registration

Navigating the SAM.gov Unique Entity Identifier Process

h) Branding Strategy & Marking Plan
The apparently successful Applicant will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award.

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

Construction will not be authorized under any resulting award.

USAID/Guatemala will not allow the reimbursement of pre-award costs under any resulting award without the explicit written approval of the Agreement Officer.
Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID/Guatemala under this award must be from the authorized geographic code specified in Section B.6 of this Addendum No. 1 and must meet the source and nationality requirements set forth in 22 CFR 228.

j) CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) – SOLICITATION PROVISION (FEBRUARY 2012)

(a) An organization, including a faith-based organization, that is otherwise eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care—

1) Shall not be required, as a condition of receiving such assistance—

   (i) to endorse or utilize a multisectoral or comprehensive approach to combating HIV/AIDS; or
   (ii) to endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and

2) Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described in paragraph (a)(1) above.

(b) An Applicant who believes that this solicitation contains provisions or requirements that would require it to endorse or use an approach or participate in an activity to which it has a religious or moral objection must so notify the cognizant Agreement Officer in accordance with the Mandatory Standard Provision titled “Notices” as soon as possible, and in any event not later than 15 calendar days before the deadline for submission of applications under this solicitation. The Applicant must advise which activity(ies) it could not implement and the nature of the religious or moral objection.

(c) In responding to the solicitation, an Applicant with a religious or moral objection may compete for any funding opportunity as a prime partner, or as a leader or member of a consortium that comes together to compete for an award. Alternatively, such an Applicant may limit its application to those activities it can undertake and must indicate in its submission the activity(ies) it has excluded based on religious or moral objection. The offeror’s proposal will be evaluated based on the activities for which a proposal is submitted, and will not be evaluated favorably or unfavorably due to the absence of a proposal addressing the activity(ies) to which it objected and which it thus omitted. In addition to the notification in paragraph (b) above, the Applicant must meet the submission date provided for in the solicitation.

k) Conflict of Interest Pre-Award Term (August 2018)

a. Personal Conflict of Interest

   1. An actual or appearance of a conflict of interest exists when an Applicant organization or an employee of the organization has a relationship with a USAID/Guatemala official involved in the competitive award decision-making process that could affect that
USAID/Guatemala official’s impartiality. The term “conflict of interest” includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID/Guatemala employee or recipient employee.

2. The Applicant must provide conflict of interest disclosures when it submits an SF-424. Should the Applicant discover a previously undisclosed conflict of interest after submitting the application, the Applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

1. Organizational Conflict of Interest

The Applicant must notify USAID/Guatemala of any actual or potential conflict of interest that they are aware of that may provide the Applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an Applicant or the Applicant’s employee gained access to non-public information regarding a federal assistance funding opportunity, or an Applicant or Applicant’s employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID/Guatemala will promptly take appropriate action upon receiving any such notification from the Applicant.

END OF SECTION D
SECTION E: APPLICATION REVIEW INFORMATION

Merit Review Criteria for Concept Papers, Merit Review for Full Application

1. Criteria

The merit review criteria prescribed here are tailored to the requirements of this particular APS Addendum No. 1. Applicants should note that these criteria serve to: (a) identify the significant matters which the Applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

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

2. Review and Selection Process

This is a multi-tiered APS Addendum No. 1 in accordance with ADS 303.3.6.1(c). Applicants must first submit a concept paper for review (see Annex 1). All concept papers will be evaluated according to the criteria specified in this APS Addendum No. 1. If the concept is determined to warrant further evaluation per the selection criteria established, USAID/Guatemala will invite selected Applicants to co-creation. Upon successful co-creation, USAID/Guatemala will then request a full application.

Selection under this APS Addendum No. 1 will be based on a three-step process:

- **Phase 1 - Concept paper submissions (see Annex 1).** Open to all eligible organizations as described in the APS Addendum No. 1 (see Section C). Applicants must first submit a concept paper for review. All concept papers will be evaluated according to the merit review criteria in the APS Addendum No. 1.

- **Phase 2 - Co-creation.** USAID/Guatemala will invite selected Applicant(s) whose concept papers have been favorably evaluated to enter a period of co-creation, in which they will collaborate on and refine approach(es) with one another and USAID/Guatemala. Applicants selected at the end of this phase will then submit full applications after receiving a written request for full application from USAID/Guatemala.

- **Phase 3 - Full application submissions.** By invitation only to Applicants selected from the Phase 2 - Co-creation. USAID/Guatemala may invite one or more of the Applicants with the highest rated concept papers to submit a full application. Full applications will be evaluated according to the merit review criteria in the APS Addendum No. 1.

a. Merit Review Criteria

**Phase 1 - Concept paper submissions (open to all eligible organizations)**
USAID/Guatemala will use a streamlined process to evaluate the concept papers. USAID/Guatemala will first review compliance with the critical elements stated in “Eligibility Information” Section C for a “yes” or “no” compliance. The concept paper that meets the critical elements will be evaluated against the following two merit review criteria which are of equal importance:

i. **Technical approach**: Do the proposed activities of the Project demonstrate credible approaches to addressing the objectives described in the Program Description? Do the activities of the Project articulated in the Concept Paper offer an innovative development approach?

ii. **Organizational Capacity**: Does the Applicant have experience implementing projects related to the technical area proposed? Does the Applicant have experience managing projects related to the technical area addressed by the application?

All eligible local organizations may submit concepts. Qualified organizations serving the needs of indigenous people, women, rural communities, and youth will be prioritized. Qualified organizations that are based in indigenous linguistic communities will also be prioritized.

Each criterion will be evaluated using a pass/fail rating.

Once the submitted concept papers have been fully reviewed, the selected Applicant(s) will be notified by the Agreement Officer of their status and the steps for submission of the Full Application.

**Phase 2 - Co-creation (for Applicants selected under Phase 1)**

Applicants who have received notice that their concept paper has passed Phase 1 will be invited for co-creation and will engage with USAID/Guatemala and/or possibly other successful Concept Paper Applicants. The most capable organizations to respond to the program description of the activity will be requested to submit a full application at the end of this phase.

**Phase 3 - Full application submission (for Applicants selected under Phase 2)**

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

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<thead>
<tr>
<th>CRITERIO</th>
<th>NOMBRE DEL CRITERIO</th>
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</thead>
<tbody>
<tr>
<td>Criterion 1</td>
<td>Technical Approach</td>
</tr>
<tr>
<td>Criterion 2</td>
<td>Management and Staffing Plan</td>
</tr>
</tbody>
</table>

**Criterion 1 - Technical Approach**

The Technical Approach will be evaluated based on the extent to which the application demonstrates and articulates the following criteria which are of equal importance:

- Demonstrates an understanding of the key needs, barriers, and opportunities to sustainably improve the desired outcomes outlined in the Program Description (PD).
- Clearly articulates a theory of change that is logical and provides clear causal linkages for
sustainably addressing challenges and achieving the results outlined in the Program Description.

- The application must include a viable and feasible implementation plan informed by the local context and evidence. The implementation plan must describe how it will achieve the desired outcomes.
- Clearly articulates a sustainability and partnership plan that is realistic, ensures that the program results can be sustained after completion of the Activity, and meaningfully incorporates key local partners and alliances.
- The MEL Plan must reflect realistic, applicable inclusive indicators to measure achievements according to USAID/Guatemala Indicators, with appropriate disaggregations, and the compliance of the indicators technical fact sheets.

**Criterion 2 - Management and Staffing Plan**

The Management and Staffing Plan will be evaluated based on the extent to which the application demonstrates and articulates the following criteria which are of equal importance:

- Includes an organizational chart that shows logical and appropriate links between key staff and non-key staff and relationships among any proposed partner organizations (if the Applicant proposed sub-awardees).
- Proposes a labor mix (e.g., that is diverse and inclusive) of Key Personnel that fits the technical approach and is able to successfully carry out activities and tasks within reasonable requested timeframes and achieve the objectives outlined in the Program Description.
- Clearly articulates the roles and responsibilities for Key Personnel, communication arrangements with USAID/Guatemala and country offices among themselves (including specific function, management, and decision-making authorities), and the roles and responsibilities of any partner organizations, and provides a realistic approach and timeframe for startup. This includes providing a clear explanation of any sub-awardee’s organizational capacity and expertise relative to its role in the project.
- Includes a clear description of the key positions necessary to achieve the expected results, demonstrating a balance between technical and managerial areas as well as local and regional experts to comply with the activities described in the Program Description.

**b. Business Review**

USAID/Guatemala will evaluate the cost application of the Applicant(s) under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

USAID/Guatemala will also consider (1) the extent of the Applicant’s understanding of the financial aspects of the project and the Applicant’s ability to perform the activities within the amount requested; (2) whether the Applicant’s plans will achieve the project objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

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

END OF SECTION E
SECTION F: FEDERAL AWARD AND ADMINISTRATION INFORMATION

1. Federal Award Notices

The USAID/Guatemala Agreement Officer (AO) is the only individual who may legally commit the U.S. Government to the expenditure of public funds. Applicants are prohibited from charging or incurring costs to the proposed award prior to receipt of either a fully executed award or a specific, written authorization from the AO. USAID/Guatemala will administer awards in accordance with Parts 700 and 200 of Title 2 of the CFR, and Standard Provisions for Non-U.S. Organizations.

2. Type of Award (Instrument)

USAID/Guatemala has a number of assistance award types to choose from when providing funds under the Local Capacity Strengthening Activity Addendum to successful Applicants. The type of award and terms and conditions included therein depends upon the type of recipient organization, programmatic factors, and other due-diligence matters (including responsibility determinations). The types of awards are defined in Section F of the Locally Led Development APS and in Section B.1 of this Addendum # 1.

3. Reporting Requirements

All Financial and Technical/Performance Plans and Reports shall be submitted in English. The quarterly, annual/semi-annual, and final reports shall be submitted in English with an Executive Summary in Spanish. Documents shall be submitted by email (one version in the original software program and one version in PDF). All reports will be submitted to the Agreement Officer’s Representative (AOR) with copy to the Agreement Officer and the Acquisition and Assistance Specialist.

Financial Reporting

A. Quarterly Financial Reports

The Recipient will submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format. Electronic copies of the SF-425 can be found at: https://www.usaid.gov/forms/sf-425.


The financial reports are due 30 days after the end of each fiscal year quarter on October 30, January 30, April 30, and July 30.

B. Quarterly Accrual Reports

The Recipient shall submit an estimated accrual report including the following information: (i) agreement number; (ii) recipient’s name; (iii) total amount obligated; (iv) total amount invoiced for; (v) total amount expended but not yet invoiced for; (vi) remaining unexpended funds; (vii) estimated completion date; and (viii) any pertinent information, such as analysis, projections for the next quarter,
a summary showing planned expenditures against current obligations. The accruals report shall be presented in English to the AOR and other designated administrative staff, on a quarterly basis (15 days prior to the close of each fiscal year quarter) in the format to be provided to the Recipient upon award signature.

**Security Plan**

The Recipient must submit a detailed Security Plan within 45 days of award of the Agreement that describes the Recipient’s plan to safeguard all project operations. The plan is to be implemented and maintained by all sub-awardees as well. The Recipient will share the security plan with the Agreement Officer, AOR and Partner Security Liaison Advisor, but it will not be approved by USAID/Guatemala personnel. The plan will include the following:

- Procedures for reporting and addressing security threats;
- Procedures for reporting any deaths related to the project;
- Procedures for reporting and addressing any persons missing or kidnapping incidents;
- Name and contact information of security contact person for the head office and regional office(s);
- An internal cascade list for communicating with staff to be updated and maintained by the Recipient.

The Recipient must provide the name, address, and telephone numbers of the Chief of Party and their designee to USAID/Guatemala as principal contacts in case of security situations/emergencies. Recipients are responsible for sharing information with their staff.

**Technical/Performance Reporting**

<table>
<thead>
<tr>
<th>#</th>
<th>Key Deliverables</th>
<th>Frequency</th>
<th>Description/Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual work plan</td>
<td>Annually</td>
<td>Within 45 days of award, the Recipient will submit for USAID/Guatemala AOR approval its detailed Strategic Work Plan covering the period of one calendar year from award date. In subsequent years, the recipient must submit the annual work plan two months before the expiration of the previous year work plan.</td>
</tr>
<tr>
<td>2</td>
<td>Activity MEL Plan (AMELP) and updates</td>
<td>Annually</td>
<td>Initial AMELP is due within 90 days of award. Plans must be updated annually.</td>
</tr>
<tr>
<td>3</td>
<td>Data Management Plan and updates</td>
<td>Annually</td>
<td>Initial Data Management Plan is due within 90 days of award. Plans must be updated annually.</td>
</tr>
</tbody>
</table>
For Assistance Awards under a Fixed Amount Award Type, specific reports will be negotiated separately as a result of the co-creation workshop.

a) Annual Work Plan
Within 45 days of award, the Recipient will submit for USAID/Guatemala AOR approval its detailed Strategic Work Plan covering the period of one calendar year from award date. In subsequent years, the recipient must submit the annual work plan two months before the expiration of the previous year work plan. The Plan shall include a description of activities, timelines and budgets, and will identify any start up activities required, as well as critical paths and milestones for the period of the agreement. The Recipient shall include in the Work Plan all results and activities described in the Program Description and the Environmental Mitigation Measures applicable.

<table>
<thead>
<tr>
<th>#</th>
<th>Key Deliverables</th>
<th>Frequency</th>
<th>Description/Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Location Data</td>
<td>Quarterly</td>
<td>Location of Implementation and Location of Intended Beneficiaries 30 days after end of quarter</td>
</tr>
<tr>
<td></td>
<td>Submission of Other Data Assets</td>
<td>n/a</td>
<td>Depending on the type of resulting award, the submission of Data Assets will be part of a milestone under a Fixed Amount Award or of the substantial involvement section under a regular assistance award.</td>
</tr>
<tr>
<td>2</td>
<td>Quarterly reports</td>
<td>Quarterly</td>
<td>Quarterly reports are due within 30 days after the end of the quarter.</td>
</tr>
<tr>
<td>3</td>
<td>Annual reports</td>
<td>Annually</td>
<td>Annual reports are due within 30 days after the end of the fiscal year.</td>
</tr>
</tbody>
</table>
The Annual Work Plans must include:

- Proposed accomplishments for the fiscal year, and expected progress toward achieving the results that are linked to the Activity Monitoring, Evaluation, and Learning Plan.
- Timeline for implementation of the year’s proposed activities, including target completion dates.
- Analysis of possible obstacles hindering achievement of objectives, including contextual factors and existing or potential risks.
- Annual targets per each performance indicator that will contribute to reaching the project’s expected results. Initial project target setting will be informed by baseline data, if available. The recipient will work collaboratively with the AOR to set annual project targets for each indicator that will contribute to reaching strategic plans. Initial project target setting will be informed by existing and project baseline data that should be available within 30 days of project start-up. Annual targets must also be established for each indicator and presented to the USAID/Guatemala AOR.
- Detailed budget by line item, including the percentage of the award that will fund Monitoring, Evaluation, Collaboration, Learning, and Adaptation (MECLA) initiatives. Beginning in year 2, the Annual Work Plan must show planned expenditures by quarter and actual expenditures to date.
- Project Fact Sheet or Project Profile, in Spanish and English, that summarizes pertinent information regarding the projects developed in Guatemala that can be used for preparing media kits and for disseminating to interested stakeholders.
- A description of any information, communication, education, and training materials planned.
- Proposed events, including planned local and international training events, expected results.
- A description of the use of other sources of funds (when applicable) that shall be submitted in a separate section of the Annual Work Plan (and reports) in order to facilitate tracking.

USAID/Guatemala will provide a template for the Annual Work Plans.

b) Activity Monitoring, Evaluation, and Learning Plan (AMELP)
Within 90 days of award, the Recipient shall submit in electronic version to USAID/Guatemala an Activity Monitoring, Evaluation, and Learning Plan (AMELP) for the time frame of the Project. USAID/Guatemala will provide a draft template for the AMELP, but the Recipient is welcome to propose changes to it to best meet the needs of the Project and USAID/Guatemala.

An Activity Monitoring, Evaluation, and Learning Plan (AMELP) must include the following components:

A. Monitoring Plan: A monitoring plan to measure and assess project results with appropriate indicators for each level of the results framework. Upon award, the recipient shall work with the USAID/Guatemala Agreement Officer’s Representative (AOR) on the monitoring plan (MP) portion of the AMELP to ensure that indicators are aligned with USAID/Guatemala’s development objectives, the USAID/Guatemala MECLA plan, the Project’s results framework, and the Project’s proposed theory of change. The Recipient will also consult with other relevant implementing partners and counterparts in developing the final MP. MP indicators will contribute to USAID/Guatemala reporting, as well as reporting for other Presidential initiatives and Congressional Acts.

USAID/Guatemala requires that all performance measures be part of a coherent system that
will objectively assess the overall progress of activities with the ultimate goal of achieving the expected results outlined in the Program Description. Where relevant, the MP should enable tracking of higher-level outcomes.

The MP should include indicators, baselines and targets relevant to project-level management and monitoring, which clearly support achievement of USAID/Guatemala goals and targets. At least one relevant performance indicator for each project-level outcome, baseline values (or plans for collecting a baseline), and annual targets must be included. Indicators and targets for achievement of project objectives should be developed in collaboration with USAID/Guatemala. The Plan must include indicators and targets that contribute to the achievement of outcomes outlined in USAID/Guatemala’s Country Development Cooperation Strategy (CDCS). Using the CDCS Results Framework, the project must collect data on relevant context indicators, Foreign Assistance Standard Indicators, indicators identified in the Gender and Indigenous Peoples Analyses and the Inclusive Development Plan developed under the award, and other relevant indicators as requested by the Guatemala Mission. At a minimum, required person-level indicators must include disaggregation by: sex, linguistic community, youth (age: 10-29), direct/indirect beneficiary.

The recipient shall develop a strong data collection system, which includes adequate data quality controls and complies with all USAID/Guatemala data quality requirements, ADS 201.3.5. Each indicator in the final MP will have a performance indicator reference sheet that provides detailed descriptions of the indicator, numerator and denominator where percent measures are used, and a data collection plan. Where appropriate, MP baselines should draw on results from USAID/Guatemala’s previous projects as well as other studies and surveys.

The MP shall specify approximate dates for data collection, the method, type, and source of information to be collected, and shall report on these indicators in line with existing and future United States Government, USG, guidance. Intervals for reporting must be no less frequently than annually nor more frequently than quarterly except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes.

The MP should also present measures and approaches through which outcomes of capacity strengthening and coordination activities can be measured and verified. USAID/Guatemala expects the recipient to be innovative and creative in capturing, documenting, and reporting on its monitoring indicators.

The Recipient must define a baseline either based on previous activities or from measurements in the first year of the activity. The MP should also include the Recipient’s goals proposed to each year and the end of this agreement. Once approved, this plan will provide the basis for the implementing organization’s progress reporting throughout the life of this agreement.

The Recipient must inform USAID/Guatemala as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions which will materially impair the ability to meet
the objectives of the award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

(2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

B. **CLA Approach:** A collaboration, learning, and adaptation (CLA) approach to partner with key stakeholders, learn from the Project’s implementation, inform adaptive management and address any issues in the theory of change, and contribute to reporting. The AMELP is expected to incorporate a systematic CLA approach that involves strategic collaboration, continuous learning, and adaptive management. The CLA approach is based on the understanding that development efforts yield more effective results when coordinated and collaborative; test promising new approaches in a continuous manner to identify improvements and efficiencies; and build on what works and eliminate what does not. The CLA Approach must include quarterly pause and reflect sessions to learn from implementation, inform adaptive management and address any issues in the theory of change, and contribute to reporting. The quarterly pause and reflect sessions should coincide with the submission of the quarterly performance reports. The first pause and reflect session of the Project should consider the findings of the initial foundational skills landscape assessment.

Adaptive Management: how the Project will apply new knowledge to implementation decisions should be reflected in the AMELP. Knowledge gained through learning should influence decision making, resource allocation, and adaptation to contextual shifts. The project should demonstrate adaptability that is informed by knowledge gained through learning, and recognize behaviors and incentives necessary to create change.

[RECOMMENDED] Annual Pause-and-Reflect: the [offeror/Applicant] should plan and execute annual pause and reflect sessions to inform the development of the Annual Work Plan, Annual Performance Report, and update the AMELP. The Pause-and-Reflect sessions will form the basis for a management review conducted by USAID/Guatemala and program staff to assess program direction, priorities, achievements, and prior year implementation results, as well as management and implementation impediments, and to make recommendations for revisions.

C. **Inclusive Development:** As described in the Program Description, inclusive development, especially as it relates to gender, indigenous peoples, and youth/migration, is fundamental to this award. The AMELP must incorporate inclusive development in the MP (including but not limited to disaggregating data) and CLA approaches, including differentiation of impacts based on sex and age, or on linguistic community, including negative and unintended consequences of activities which should be monitored. The [offeror/Applicant] is required to monitor performance related to closing gaps and effects on Indigenous Peoples, and is encouraged to consult the Indigenous Peoples Engagement Strategy and USAID’s Gender Equality and Women’s Empowerment Policy.

D. **Reporting schedule:** quarterly and annual reporting for the Performance Plan and Report (PPR).

E. **Beneficiary feedback plan:** including the project’s procedures for: collecting feedback from beneficiaries; responding to feedback from beneficiaries; and reporting to USAID/Guatemala on beneficiary feedback.
F. **Evaluations and Learning Agenda:** In accordance with USAID’s Evaluation Policy, USAID/Guatemala may contract an external evaluation to answer key evaluation questions relating to the Project’s performance and the achievement of planned results. The AMELP must include a strategic evaluation and learning agenda, i.e., a set of questions which the project intends to answer via systematic research methods. Because USAID/Guatemala may intend to separately procure an independent impact evaluation of this award, recipients should focus their evaluation agenda on more formative and process evaluation questions and situational or needs assessments. Such internal evaluations (conducted by the awardee) are subject to review and approval by USAID/Guatemala.

Learning approach: a description of the processes and actions designed to: (1) identify and fill knowledge gaps through research, knowledge sharing, and outside technical assistance and training; (2) facilitate application of learning from assessments, evaluations and periodic monitoring and reflection processes; and (3) build sustained knowledge capture and sharing, across activities, partners, and sectors, and with key stakeholders from the USAID/Guatemala, GOG, and other donor funded activities through networking and collaboration. The USAID CLA Toolkit page has resources to plan, implement and assess CLA practices across activity implementation. The learning approach should include:

- **Learning questions:** questions to guide the gathering of information to better understand or challenge key programmatic assumptions. To develop and assess the quality of the learning questions the recipient-grantee can use the Learning Questions Checklist and the Learning Questions Tip Sheet. The recipient-grantee should articulate how their own learning agenda is linked to USAID/Guatemala’s Learning Agenda.

- **Learning activities:** Applicant should plan and conduct pause and reflect exercises, After Action Reviews (AAR), exchanges with other projects, field visits, and knowledge capture at project closeout. Projects are encouraged to hold annual learning summits to identify promising practices, and present achievements and learning in USAID’s worldwide annual CLA case competition. Learning activities are expected to engage and be useful not only to USAID/Guatemala, but to involve and inform activity beneficiaries. Applicants are expected to identify knowledge gaps in the project Theory of Change (TOC) or in the technical knowledge base; and plan for and engage in regular opportunities with other partners to reflect on progress, such as partner meetings, portfolio reviews, and after-action reviews. Results should be used to inform upcoming year work plans and project design across multiple stakeholders, and captured and shared broadly. Projects are expected to actively contribute to the USAID/Guatemala’s Learning Agenda and ensure most learning products and agendas are linked to this agenda.

G. **Activity Location Data:** the Applicant must collect and submit Project Location Data according to the following requirements and the geographic data collection and submission standards outlined below. See ADS579mab: Activity Location Data for additional guidance. Exceptions to these requirements should be discussed and agreed upon with the AOR.

- **Location of Implementation:** the location(s) where the Project is implemented should be collected at the “Exact Site Location” level (e.g., facility latitude/longitude) or Exact Line or Area Feature (e.g., an area of land or a segment of roadway).

- **Location of Intended Beneficiaries:** the location of the Project’s intended beneficiaries should be collected at the [Country Level (***Only if nationwide***), Department Level...
(**Only if Region wide**), OR at Municipality level (*at a minimum if not nationwide*).

[RECOMMENDED] Indicator disaggregation by geographic location: the AMELP must indicate the level of geographic detail at which the indicator data will be collected. For additional information consult ADS 201 Additional Help: Monitoring Data Disaggregation by Geographic Location.

H. Other components the Applicant should address in the AMELP include:

- Theory of Change (TOC): a theory of change (TOC) forms the basis to develop a comprehensive AMELP that will track progress towards achieving the desired outcomes and meeting activity targets. The logic behind the development hypotheses and the related TOC will be collaboratively refined by the Applicant, USAID/Guatemala and other stakeholders. The TOC should also be tested throughout the project via annual “pause and reflect” sessions and an external performance evaluation when appropriate.
- Context Monitoring: Plans for monitoring context and emerging risks that could affect the achievement of the project’s results
- Other Studies: Plans for other types of studies such as environment analyses, climate vulnerability and risk assessment, and other indirect studies.

c) Data Management Plan

Per ADS 579.3.1, all activities that require an AMELP also require a Data Management Plan (DMP). The DMP may be developed and approved as a section of the AMELP or as a separate plan. The DMP should be submitted at the same time as the AMELP, within 90 days of an award.

DMPs should describe all data collected or acquired by the Applicant, including Project Location Data, monitoring data, and thematic data (e.g., scientific research, population-based surveys, and census data) and should cover the full data lifecycle from collection to storage to analysis to sharing. For guidance on drafting a DMP, refer to USAID/Guatemala’s Data Management Planning Guidance.

The DMP must address, at a minimum, the following:

- Data inventory.
- Protocols for data collection, management and storage.
- Protocols for maintaining adequate safeguards that may include the privacy and security of digital information collected under the award.
- Documentation that ensures other users can understand and use the data.
- Protocols for preserving digital information and facilitating access by other stakeholders.
- Terms of use on data usage, publication, curation, or other dissemination plans.

Development Data Library (DDL): The DDL is USAID’s repository of USAID-funded, machine readable data created or collected by USAID and its implementing partners. Requirements for which datasets must be submitted to the DDL are defined broadly and include: data that inform performance monitoring (excluding the indicator data itself, which will be reported through alternative means); surveys, economic assessments, and organization capacity assessments; research data; and USAID
Information System data (e.g., financial data). Supporting documentation including codebooks, data dictionaries, data gathering tools (e.g., forms, survey instruments), explanations, data quality reviews, data collection methodologies, and other metadata must also be reported alongside the dataset.

Development Experience Clearinghouse (DEC): Documents that describe the planning, design, implementation, evaluation, and results of development assistance and are generated during the life cycle of development assistance programs or activities, including assessments, evaluations, studies, development experience documents, technical and consultant reports, quarterly reports, and annual reports must be submitted to the DEC (available at https://dec.usaid.gov/dec/home/Default.aspx).

Submission of Data: Any dataset created or collected with USAID/Guatemala funding must be submitted to USAID/Guatemala. The Applicant will utilize USAID/Guatemala’s standard data systems and submit data in accordance with USAID/Guatemala data standards. Performance monitoring data must be submitted directly to the AOR in accordance with timelines and standards set forth in the Data Management Plan. Output level indicator totals must be available as needed. Outcome level indicator totals must be reported on a quarterly and/or annual basis. All other data must be submitted to the Development Data Library (DDL). Reports and information products which describe, communicate or organize project development assistance activities, methods, technologies, management, research, results and experience must be submitted to the Development Experience Clearinghouse (DEC). Copies of all data and reports submitted to the DDL or DEC must be cleared by the AOR and should also be submitted directly to the AOR.

Geographic Data Asset Submission Standards: In addition to collecting and submitting Activity Location Data and geographically disaggregated performance indicators, all other geographic data assets should also be submitted to the Development Data Library (DDL) and according to the requirements in ADS579saa: Geographic Data Collection and Submission Standards and other USAID/Guatemala data standards.

Submission of Other Data Assets: Pursuant to Mandatory Standard Provision No. M23 for NonUS Nongovernmental Organizations, unless otherwise directed by the Agreement Officer (AO) or the Agreement Officer Representative (AOR), the Applicant must submit the Dataset and supporting documentation within thirty (30) calendar days after the Dataset is first used to produce an Intellectual Work or is of sufficient quality to produce an Intellectual Work. Within thirty (30) calendar days after award completion, the Applicant must submit to the DDL any Datasets and supporting documentation that have not previously been submitted to the DDL, along with an index of all Datasets and Intellectual Work created or obtained under the award. The Applicant must also provide to the AOR an itemized list of any and all DDL submissions.

When data is acquired through data use or ownership agreements with the GOG or other entity, the Applicant will use best efforts to ensure that the ownership agreement makes it permissible for the data to be submitted to, and used by, USAID/Guatemala and other U.S. Embassy agencies.

Redaction Process: Data submitters are responsible for redacting any sensitive information, including personally identifiable information (PII). Redactions must fall under one of the “principled exceptions to the presumption in favor of openness” established in OMB Bulletin 12-01, “Guidance on Collection of U.S. Foreign Assistance Data.” If the redaction process will remove information that would prove useful during secondary data analysis, the recipient-grantee, in consultation with USAID/Guatemala, must
work within prevailing best practices to identify alternative redaction methods or consider assigning an access level of “Restricted Public” to the Dataset.

d) **Annual and Quarterly Performance Reports**

Annual reports must be submitted within 30 days after the end of the fiscal year. This is critical as Project data is compiled and submitted in the annual Performance Plan and Report at the beginning of each new fiscal year.

Quarterly reports must be submitted 30 days after the end of each quarter: on January 30, April 30, and July 30. The report from the last quarterly (October 30) will be combined with the Annual Report described above.

Quarterly and annual reports must describe activities undertaken during the quarter, report on progress made toward achieving results, and include a section on adaptations to the Project that were made as a result of learning activities, new evidence generation, contextual changes, budgetary considerations, etc. The reports must describe the impetus for and the nature of the adaptation, and any further anticipated adaptations. These sections are also required:

- quarterly data for the required Performance Indicators, using the PMP matrix. This results matrix with the indicator report must be submitted as an annex to the quarterly reports.
- list of all documentation uploaded to the DEC and DDL during the quarterly reporting period
- certification that all training events have been entered into the TEAMS database
- financial information on the expense incurred, available funding for the remainder of the project and any variances from planned expenditures.
- section discussing any implementation problems and describe the corrective actions taken and the costs associated with the delay.
- section detailing any challenges in gathering data, including how the Project has or is attempting to mitigate those challenges.

e) **Annual Portfolio Review**

Annually, the Recipient will coordinate with USAID/Guatemala to brief staff from USAID/Guatemala. The briefing should present all cumulative results against project targets, achievements in relation to the expected results for the previous year, challenges, lessons learned and projected activities. This annual meeting will also serve as the fourth quarter pause and reflect session discussed in the CLA and Quarterly Report sections above.

f) **Final Performance Report**

The Recipient must submit a draft Final Performance Report within 60 days of the expiration of this Agreement. USAID/Guatemala will provide comments within 15 days. The Final Report will be due 60 days after expiration of the agreement.

The final report will highlight major successes achieved during the entire period of performance with reference to established targets, and should also discuss any shortcomings and/or difficulties encountered. An additional function of this report is to outline lessons learned and
make recommendations for any future project. The Recipient shall submit an electronic copy and two print copies of this report to the USAID/Guatemala AOR in English and an additional copy to the Development Experience Clearinghouse through electronic means.

g) Close-Out/Demobilization Plan

Six months prior to the completion date of the Agreement, a close-out/ demobilization plan, including the proposed disposition of equipment, including vehicles, must be submitted to the USAID/Guatemala Agreement Officer for approval with copy to the AOR. The close-out plan shall include a list of actions that are typically required for close-out activities such as: ensuring that all project activities are completed; conducting an analysis of progress to date and, if necessary, expediting timelines to ensure completion; conducting a thorough pipeline analysis to ensure that there are sufficient funds available to finalize activities and complete all requirements; ensuring that all reports are submitted in accordance with the terms and conditions of the agreement; ensuring that all subcontracts and/or sub-awards are completed and payments settled, if applicable. The recipient must submit a final inventory of all residual non-expendable property that was acquired or furnished by the Government under the Cooperative Agreement and request disposition instructions for any property acquired or furnished by the Government under the project. Particular care should be taken regarding vehicles, since their legal transfer may require a special procedure that would need to be completed before the completion date of the award.

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

For any questions regarding this Local Capacity Strengthening Activity Addendum # 1, contact:

Armando Espinosa  
Agreement Officer

Patricia Sigui  
Administrative Contracting/Agreement Officer

Sergia María Archila  
Acquisition and Assistance Specialist

email: guatemalaproposals@usaid.gov

END OF SECTION G
SECTION H: OTHER INFORMATION

Value Added Tax (VAT)

Value Added Tax (VAT). The VAT charged in Guatemala is to be excluded from the price of the Award and is generally not an allowable cost under the Award. USAID/Guatemala will work with the Awardee to provide VAT tax exemptions for all purchases of goods and services.

USAID/Guatemala reserves the right to fund any or none of the Concept Papers/Full Applications submitted under this Addendum.

Please refer to Section H of the Locally Led Development APS for further information that applies to this Addendum.

END OF SECTION H
ANNEX I

The purpose of this Concept Paper Submission Form is to collect your Concept Paper response in accordance with the Annual Program Statement Number: 72052023APS00002 Addendum No. 1

Responses can be submitted in English or Spanish. Concept papers must abide by the character limits for each section.

Concept papers must be submitted before the deadline indicated in the cover letter of this APS Addendum No.1.

Privacy Act Statement

Authority: USAID/Guatemala is conducting this activity pursuant to Section 635(b) of the Foreign Assistance Act of, 1961 as amended, Foreign Assistance Act, Pub. L. 87-165, as amended, as implemented by the Federal Acquisition Regulations (FAR). (48 CFR) AIDAR 701.601.

Purpose: Organization Name, Organization Address, Point of Contact (POC) Name and Position, POC Business Email Address, POC Business Telephone Number and additional information collected will be used to evaluate the Concept Paper in accordance with the APS Addendum No. 1 eligibility criteria.


Disclosure: Providing the information is voluntary. For more information, please contact Armando Espinosa and Patricia Sigui at guatemalaproposals@usaid.gov.

Please do not enter unsolicited Personally Identifiable Information (PII) in your responses.
See Annex 1 - Concept Paper Submission Form