



USAID | BENIN
FROM THE AMERICAN PEOPLE

USAID **50** ANNIVERSARY

Issuance Date: July 29, 2013
RFA Clarification Questions Due: August 7, 2013 at 3:00 p.m. Local time
Closing Date: August 28, 2013 at 3:00 p.m. Local time

Subject: Request for Applications (RFA) Number: RFA-680-13-000010
RFA Title: VI-KANXIXO

Ladies and Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for assistance funding from qualified Benin local nongovernmental organization (NGO) to support a program entitled "VI-KANXIXO". The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended. The Recipient will be responsible for ensuring achievement of the program objectives. Please refer to the Program Description for a complete statement of goals and expected results.

Applicants under consideration for an award that have never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls.

Subject to the availability of funds, USAID intends to provide approximately \$500,000 in total USAID funding to be allocated over the two (2) year period. USAID reserves the right to fund any or none of the applications submitted.

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

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

This RFA is being issued and consists of this cover letter and the following:

1. Section I, Funding Opportunity Description;
2. Section II, Award Information
3. Section III, Eligibility Information;
4. Section IV, Application and Submission Information
5. Section V, Application Review Information
6. Section VI, Award and Administration Information
7. Section VII, Agency Contacts
8. Section VIII, Other Information

This RFA and any future amendments can be downloaded from <http://www.usaid.gov/bj>.

- a) Select "Contracting" under USAID/Benin, then under "Current USAID/Benin Solicitations"
- b) select "RFA-680-13-00010 for VI-KANXIXO Project" from the home page to download the RFA.

In the event of an inconsistency between the documents comprising this RFA, it shall be resolved by the following descending order of precedence:

- (1) Section IV – Application and Submission Information
- (2) Section V - Application Review Information (Selection Criteria)
- (3) This cover letter

Any clarifications/questions concerning this RFA should be submitted in writing to Cosmas Apedo and Francine Agblo, via email at capedo@usaid.gov and fagblo@usaid.gov with copy to oaadocs@usaid.gov by the date listed above. If there are problems in downloading the RFA from the Internet, please contact Cosmas Apedo or Francine Agblo for a complete copy of the RFA or for technical assistance.

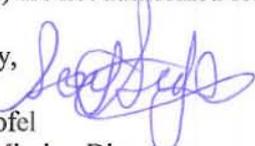
If it is determined that the answer to any question(s) is of sufficient importance to warrant notification to all prospective recipients, a Questions and Answers document, and/or if needed, an amendment to the RFA, will be issued. Therefore, questions should be submitted no later than August 7, 2013 at 3:00 p.m. Cotonou, Benin local time.

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

The applicant shall submit applications in BOTH electronic and hard copy format as described in Section IV.

Applications must be received by the closing date and time indicated at the top of this cover letter. Late applications will not be considered for award. Applications must be directly responsive to the terms and conditions of this RFA. Telegraphic or fax applications (entire proposal) are not authorized for this RFA and will not be accepted.

Sincerely,


Scott Stöfel
Acting Mission Director
USAID/Benin

I. Funding Opportunity Description

The funding opportunity description is provided in the attached Program Description (Attachment 1).

II. Award Information

A. Estimate of Funds Available

Subject to the availability of funds, USAID intends to provide approximately \$500,000.00 in total USAID funding for the life of the activity.

B. Type and Number of Awards Contemplated

USAID/Benin anticipates awarding one (1) Grant resulting from this RFA to the responsible applicant whose application conforming to this RFA offers the greatest value (see Section I of this RFA) to the U.S. Government (USG).

The U.S. Government may: (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received. USAID reserves the right to fund any or none of the applications submitted.

C. Period of Performance

The period of performance anticipated herein is approximately two (2) years from the effective date of award.

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

III. Eligibility Information

A. Eligible Applicants

Qualified applicants may be Benin local non-governmental organizations (NGO).

B. Local Registration

All local institutions must be registered as a legal entity in Benin.

Definition of local organization:

- Be organized under the laws of the recipient country;
- Have its principal place of business in the recipient country;
- Be majority owned by individuals who are citizens or lawful permanent residents of the recipient country or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of a recipient country; and
- Not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of the recipient country.

The term “controlled by”, means a majority ownership or beneficiary interest as defined above, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means, e.g., ownership, contract, or operation of law.

C. Cost Share or Matching

Although there is no general legislative requirement that recipients of grants or cooperative agreements must cost share, cost sharing is an important element of the USAID-recipient relationship. Applicants are encouraged to contribute resources from their own, private or local sources for the implementation of this program.

Contributions can be either cash or in-kind and can include contributions from the applicant, local counterpart organizations, program clients, and other donors (but not other U.S. government funding sources). Cost sharing contributions must be in accordance with OMB Circular A-122 – Cost Principles for Non-Profit Organizations which can be found at the following link <http://www.whitehouse.gov/omb/circulars/a122/a122.html>. Information regarding the proposed cost share should be included in the SF 424 (for U.S. organizations only) and the Budget as indicated on those documents. The cost sharing plan should be discussed in the Budget Notes to the extent necessary to demonstrate its feasibility and applicability to the activity.

IV. Application and Submission Information

A. POINTS OF CONTACT

Cosmas Apedo
USAID/Benin – OAA
Rue Caporal Bernard Anani
01 BP 2012
Cotonou, Benin

Francine Agblo
USAID/Benin – OAA
Rue Caporal Bernard Anani
01 BP 2012
Cotonou, Benin

Tel: 00229-21-30-73-45; Ext 4172
Email: capedo@usaid.gov

Tel: 00229-21-30-73-45; Ext 4173
Email: fagblo@usaid.gov

Any questions concerning this RFA must be submitted in writing to Cosmas Apedo and Francine Agblo via internet at capedo@usaid.gov and fagblo@usaid.gov and copy to oaadocs@usaid.gov, and to be submitted no later than 3:00 pm Cotonou, Benin local time on August 7, 2013. Oral explanations or instructions given before award will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA.

B. FORMS

Applicants may submit the application using the SF-424 series (not a requirement), which includes the:

- **SF-424, Application for Federal Assistance**
- **SF-424A, Budget Information - Nonconstruction Programs, and**
- **SF-424B, Assurances - Nonconstruction Programs**

C. PRE-AWARD CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

In addition to the certifications that are included in the SF 424, applicants must provide the following certifications, assurances and other statements. Complete copies of these Certifications, Assurances, and Other Statements may be found as an attachment to this RFA (see attachment 3).

- a. A signed copy of the certification and disclosure forms for “Restrictions on Lobbying” (see [22 CFR 227](#));
- b. A signed copy of the “Prohibition on Assistance to Drug Traffickers” for covered assistance in covered countries;
- c. A signed copy of the Certification Regarding Terrorist Funding required by the Internal Mandatory Reference [AAPD 04-14](#);
- d. A signed copy of “Key Individual Certification Narcotics Offenses and Drug Trafficking”
- e. Survey on Ensuring Equal Opportunity for Applicants; and
- f. All applicants must provide a Data Universal Numbering System (DUNS) Number.

Applications shall be submitted in two separate parts: (a) technical proposal or management plan, and (b) cost or business application.

D. APPLICATION PREPARATION GUIDELINES

USAID will accept applications from the qualified entities listed in Section III A of this RFA.

Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant’s risk. All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section V addresses the technical evaluation procedures for the applications. Applications which are incomplete are not directly responsive to the terms, conditions; specifications and provisions of this RFA may be categorized as non-responsive and eliminated from further consideration.

Applications shall be submitted in two separate volumes: (a) technical and (b) cost or business application. Technical portions of applications should be submitted in an original and two (2) copies and cost portions of applications in an original and one (1) copy. All copies of the technical and cost/business applications must be separately placed in sealed envelopes clearly marked on the outside with the following words "USAID Benin RFA 680-13-000010 Technical or Cost/Business (as appropriate) Application". These individual envelopes must then be bundled together to be received as one complete package.

The application should be prepared according to the structural format set forth below. Applications must be submitted no later than the date and time indicated on the cover page of this RFA. **Applications shall be prepared in English.** Applications in any other language shall be treated as non-responsive and eliminated from further consideration.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below.

E. TECHNICAL APPLICATION FORMAT

The technical application will be the most important item of consideration in selection for award of this proposed program. The application should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Therefore, it should be specific, complete and concise and arranged in the order of the evaluation criteria contained above.

The full application may be submitted in French or English and should not exceed 15 pages in length, exclusive of annex/cost application. The application shall consist of the following two sections:

Part I: Technical Application

- (1) Cover Page (1 page)
- (2) Application Executive Summary (2 pages)
- (3) Program Narrative (12 pages)
 - i) Technical approach of the applications
 - ii) Past performance of the applicant
 - iii) Management Plan and Institutional Capacity

Part II: Annex/Cost Application

- (4) Cost Application
 - i) Budget
 - ii) Budget narrative

Page limitations are specified below for each section; applications must be in MS Word and/or Excel on letter paper A4, single spaced, 11 pitch or larger type font "Times New Roman", and have at least one inch margins on the top, bottom and both sides and tabs to distinguish each section. ***Technical and cost application must be submitted separately, each in hardcopy and electronic versions on separate CDs.***

Applications may contain matrices, tables and figures if they synthesize needed information. Applications may contain text boxes, and text may be in no smaller than 10-point font, as long as the boxes are formatted so as to not unduly interfere with readability. Cover pages, Application Executive Summary and Attachments (specifically personnel resumes (no more than 2 pages each), and others supporting documentations do not count within the 15 pages limitation.

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

(a) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets _____; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

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

E.1 Cover Page: A single page (1) with the names of the organizations/institutions involved in the proposed application. In addition, the Cover Page should include information about a contact person for the applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, e-mail address and telephone and fax numbers. Also state whether the contact person is the person with authority to contract for the applicant, and if not, that person should also be listed.

E.2 Application Executive Summary: A two (2) pages brief description of proposed activities, goals, and anticipated results (both quantitative and qualitative). Briefly describe technical and managerial resources of your organization. Describe how the overall program will be managed. State the bottom line funding request from USAID and the bottom line funding secured from other sources (state sources and amounts) for the proposed program. The application summary should be concise and accurate.

E.3 Program Narrative: In no more than twelve (12) pages, please describe your proposed strategy and approach and the experience and personnel capabilities of the Applicant, excluding bio-data and other attachments. The narrative should provide a clear description of what the Applicant proposes to do and application's structure should reflect the selection criteria listed below. The following sections should be included:

Section i: Technical Approach

i) The Program Approach must include a clear description of the conceptual approach and the general strategy (i.e. methodology and techniques) being proposed; outline specific, focused activities; explain how the approach is expected to achieve the proposed objectives; describe a plan that will enable the activities to continue after the grant is completed, and propose a sound and effective monitoring and evaluation plan. Applicants must specify annual and end-of-program results in the design of the program that directly contribute to the expected results. Applicants are encouraged to propose innovative programs designed to reach the desired outcomes/results.

ii) Applicants must discuss their experience working with Mothers' associations and explain how they will support these organizations to reach the project objective.

iii) Applicants should do a background analysis and provide solid justification for choosing the geographic zone for the project.

iv) Gender equality: In accordance with USAID policies, activities will address gender issues as appropriate, and promote gender equality as a goal of program activities. The Recipient should address gender concerns in a fundamental way. USAID encourages all applicants to provide additional or alternative recommendations on how to address gender consideration in this program.

v) Applicants must provide a program implementation plan including main activities of the program. List on the vertical axis the activities, and on the horizontal axis the following information: (a) name of implementer(s); and (b) time frame, noting estimated dates of completion. Indicate when the proposed program will be fully operational. The applicant is encouraged to propose innovative implementation mechanisms to reach the desired results and an aggressive but realistic schedule of performance milestones as steps toward achieving proposed results. The implementation plan should clearly outline links between the proposed results, conceptual approach and should include a realistic timeline for achieving the annual and end-of-program results. This plan will be considered illustrative for the purposes of evaluating applications; however, once the award is made, finalizing the implementation plan will be a key activity.

vi) The applicant must provide an illustrative First Year Implementation Plan for achieving expected program results. The applicant is encouraged to propose innovative implementation mechanisms to reach the desired results and an aggressive but realistic schedule of performance as steps toward achieving proposed results. The implementation plan should clearly outline links between the proposed results, conceptual approach, and performance milestones, and should include a realistic timeline for achieving the annual and end-of-program results. This plan will be considered illustrative for the purposes of evaluating applications; however, once the award is made, finalizing the implementation plan will be a key activity.

Section ii: Organizational Past Performance

Describe at least three (3) projects which the organization, both the primary Applicant (as well as any partners substantially involved in implementation) has implemented involving similar or related program over the past six years. Applicants should include the following:

- Name and address of the donors for which the project work was performed and primary location(s) of work
- Current telephone number and e-mail address of a responsible representative of the organization for which the project was performed
- Contract/grant name and number (if any) annual amount received for each of the last six years with beginning and ending dates
- A brief description of the program/assistance activity

USAID may contact references and use the past performance data regarding the organization, along with other information to determine the applicant's responsibility. The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources inside or outside the Government.

Section iii: Management Plan and Institutional Capacity

As part of the technical application, applicants must submit a Management Plan. The applicant should specify the organizational structure of the entire program team, and describe how each of the components will be managed. "Implementing partners" are organizations that will have substantial implementation responsibilities. The management plan should identify potential implementing partners and clearly state the responsibilities of each proposed implementing partner in achieving the proposed results.

Applicants must also offer evidence of their technical and managerial resources and expertise (or their ability to obtain such) in program management and their experience in managing similar programs in the past. Information in this section should include (but not limited to) the following information:

- a) Brief description of organizational history and experience;
- b) Examples of accomplishments in developing and implementing similar programs;
- c) Relevant experience with proposed approaches;
- d) Institutional strength as represented by breadth and depth of experienced personnel in program relevant disciplines and areas;
- e) Sub-recipient or subcontractor capabilities and expertise, if applicable;
- f) Proposed field management structure and financial controls.

E.4 Annex/Cost Application:

i) Budget

Applicants must submit an overall summary budget as well as a detailed annual budget defined by milestone. Stated another way, the budget should relate to results while also showing a type of cost for each activity. The budget must clearly display.

ii) Budget Narrative

To support the costs proposed, please provide detailed budget narrative for all costs that clearly identifies the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc. The combination of the cost data and breakdowns specified above and the budget narrative must be sufficient to allow a determination whether the costs estimated are reasonable and realistic.

COST APPLICATION FORMAT

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

The Cost Application shall consist of the following:

- Cover Page
- SF-424, SF-424A and SF-424B
- Mandatory Certifications and Assurances
- Acknowledgement of any amendments to the RFA
- Budget
- Budget Narrative
- Documentation for applicants who do not have a current NICRA or who have never received an award from the U.S. government as explained more fully below.

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

Cover Page: A single page with the names of the organizations/institutions involved and the lead or primary Applicant clearly identified. Any proposed sub grantees (or implementing partners) should be listed separately. In addition, the cover Page should provide a contact person for the prime Applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, telephone and fax numbers and e-mail address. State whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed with contact information. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office. Erasures or other changes must be initialed by the person signing the application. The TIN and DUNs numbers of the applicant should also be listed on the cover page.

SF-424, SF-424A and SF-424B

All Applicants may submit their applications using the SF-424 series which includes:

- SF-424 Application for Federal Assistance
- SF-424A Budget Information – Non-construction Programs, and
- SF-424B Assurances – Non-construction Programs

The SF-424 forms are attached in this RFA (**see attachment 3**) - (see also Section VIII)

Mandatory Certifications and Assurances

Applicants must submit the following mandatory certifications:

- PART I – Certifications and Assurances
 - Assurances of Compliance with Laws and Regulations Governing Non-Discrimination in Federal Assisted Programs
 - Certification regarding Lobbying
 - Certification Covering Terrorist Financing
 - Certification of Compliance with standard provisions entitled “Condoms” and “Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking”
- PART II – Other Statements of Recipient

These certifications and assurances are attached as **Annex A** to this RFA.

Acknowledgement of Any Amendments to the RFA

Applicants shall acknowledge receipt of all amendments, if any, to this RFA by signing and returning the amendment as part of the cost application. The Government must receive the acknowledgement by the time specified for receipt of applications.

Budget

In preparing the budget, the Applicants must provide sufficient cost information for the Agreement Officer to negotiate the Grant award amount is a reasonable and realistic indication of the actual costs of the effort. Stated another way, the budget should relate to results. The budget must clearly display:

- The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
- The breakdown of all costs according to each partner organization involved in the program;
- The costs associated with, if applicable, external, expatriate technical assistance and those associated with local in-country technical assistance;
- The breakdown of the financial and in-kind contributions of all organizations involved in implementing this Grant; and
- The potential contributions of non-USAID or private commercial donors to this Grant.

Budget Narrative

To support the costs proposed, please provide detailed budget narrative for all costs that clearly identifies the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc. The combination of the cost data and breakdowns specified above and the budget narrative must be sufficient to allow a determination whether the costs estimated are reasonable and realistic. The following section provides guidance on issues involving specific types of costs. Please note that applicants are **not** required to present their costs in the budget or budget narrative in the format or order below.

- i. Salaries and Wages – Direct salaries and wages should be proposed in accordance with the applicant’s personnel policies.
- ii. Travel and Transportation – The application should indicate the number of trips, domestic and international (if any), and the estimated costs per trip. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. *Per diem* should be based on the applicant’s normal travel policies (applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).
- iii. Equipment – Specify all equipment to be purchased, including the type of equipment, the manufacturer, the unit costs, the number of units to be purchased and the expected geographic source.

- iv. Materials and Supplies – Specify all materials and supplies expected to be purchased, including type, unit cost and units.
- v. Communications – Specific information regarding the type of communication cost at issue (i.e. mail, telephone, cellular phones, internet etc.) must be included in order to allow an assessment of the realism and reasonableness of these types of costs.
- vi. Subcontracts/Sub-awards/Consultants (if any) – Information sufficient to determine the reasonableness of the cost of each specific subcontract/sub-award and consultant expected to be hired must be included. Similar information should be provided for all consultants as is provided under the category for personnel.
- vii. Direct Facilities Costs (if any) – Specific information regarding the cost of any facilities needed to perform program activities. The information provided should include the unit cost (rent), the time period the facilities are needed and the number of facilities. Only facilities that directly benefit the program activities should be included in this category.
- viii. Other Direct Costs – This may include the costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the applicant’s fringe benefits) as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The narrative should provide a breakdown and support for all other direct costs. If seminars and conferences are included, the applicant should indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.
- ix. Indirect Costs – Local Institutions usually do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government. Therefore no indirect costs should be included in the cost/business application submitted by local NGOs. Local institutions submitting applications should treat all indirect costs as direct costs.

Other Documentation

a. Teaming (if applicable): If the applicant is a group of organization that has actually formed a separate entity – i.e. a joint venture – for the purposes of this application, then the cost application must include a copy of the documents that set forth the legal relationship between the partner organizations. If no joint venture is involved, the cost application should include a complete discussion of the relationship between the applicant and its partner organizations, how work under the program will be allocated and how work will be organized and managed. The Budget Narrative described above should discuss which team member is bearing a particular cost where appropriate and justify and explain the cost in question.

b. Financial and Other Resources: The cost application should include information on the applicant’s financial status and management. All applicants should submit information relating to whether there has been approval of the organization’s accounting system by a U.S. Government agency, including the name, address, and telephone number of the cognizant auditor. If the applicant has made a certification to USAID that its personnel, procurement and travel policies are compliant with applicable OMB circular and other applicable USAID and Federal regulations, a copy of the certification should be included with the application.

Organizations that have never been awarded a U.S. government contract or grant must present the following documentation:

- (1) Audited financial statements for the past three years;
- (2) Organization chart, by-laws, constitution, and articles of incorporation, if applicable;
- (3) Copies of the applicant's accounting, personnel, travel and procurement policies. Please indicate whether any of these policies have been reviewed and approved by any agency of the U.S. government. If so, provide the name, address, email and phone number of the cognizant reviewing official. **Similar information should be submitted for all partner organizations.**

Unnecessarily elaborate applications: unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

c. Responsibility: Applicants should submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

- (a) Has adequate financial resource or the ability to obtain such resources as required during the performance of the Agreement.
- (b) Has the ability to comply with the Grant conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental.
- (c) Has a satisfactory record of performance. Past unsatisfactory performance will ordinarily be sufficient to justify a determination of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
- (d) Has a satisfactory record of integrity and business ethics.
- (e) Is otherwise qualified and eligible to receive a Grant under applicable laws and regulations (e.g., EEO).

An award shall be made only when the Agreement Officer makes a positive determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by USAID.

APPLICATION REVIEW INFORMATION

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the evaluation criteria.

B. EVALUATION CRITERIA

1. Technical approach of the applications (40 points)

Overall, the technical application adequately responds to requirements, including:

- i) Demonstrated clear understanding of program objectives and context of gender based violence in Benin
- ii) The application proposes a feasible and realistic M&E plan
- iii) The application includes an implementation plan that is clear and achievable
- iv) Application demonstrates ability to work with and build the capacity of Mothers' associations

2. Past performance of the applicant (30 points)

Applicants past performance will serve as an indicator of the quality of its future performance. An applicant must provide a list of all its contracts, grants, or cooperative agreements involving similar or related programs during the six past years. The reference information for these awards must include the performance location, a brief description of the work performed, and a point of contact list with current telephone numbers.

3. Management Plan and Institutional Capacity (30 points)

- i) Overall staffing plan with clear roles and responsibilities for each key staff proposed including demonstrated knowledge, skills and qualifications required to accomplish the program objectives. The applicant and any proposed sub-partners will demonstrate clear capacity and experience to accomplish the range of technical interventions described in the RFA.
- ii) Applicant should demonstrate the capacity to achieve similar results in similar programs in Benin.

4. Cost Evaluation (0 points)

Cost has not been assigned a weight but will be evaluated for realism, reasonableness, allocability, allowability and cost-effectiveness. Cost sharing, if any, will be evaluated on the level of financial participation proposed and the added value it represents to the program. Applicants may include cost sharing as a sub-element of cost effectiveness.

5. Branding Strategy and Marking Plan (0 points)

It is a Federal statutory and regulatory requirement (see Section 641, Foreign Assistance Act of 1961, as amended and 22 CFR 226.91) that all overseas programs, projects, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity.

The Agreement Officer will review the branding strategy and marking plan of the successful applicant for adequacy and reasonableness, ensuring that it contains sufficient detail and information concerning public communications, commodities, and program materials that will visibly bear the USAID Identity. The Agreement Officer will evaluate the plan to ensure that it is consistent with the stated objectives of the award; with the applicant's cost data submissions; with

the applicant's actual project, activity, or program performance plan; and with the regulatory requirements of 22 C.F.R. 226.91.

6. Environmental Considerations:

The following provisions from ADS 204.5 apply:

1a) The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

1b) In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

1c) No activity funded under this grant will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation." VI-KANXIXO has received a Categorical Exclusion.

2a) As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Cognizant Technical Officer and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this grant to determine if they are within the scope of the approved Regulation 216 environmental documentation.

2b) If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

2c) Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

C. AWARD

Award will be made to responsible applicant whose application offers the greatest value, cost and other factors considered. The Agreement Officer makes the final award decision while considering the recommendations of the TEC.

The Agreement Officer's decision about the funding of an award is final and not subject to review. Any information that may impact the Agreement Officer's decision shall be directed to the Agreement Officer.

Authority to obligate the Government: the Agreement Officer is the **only** individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either an Agreement signed by the Agreement Officer or a specific, written authorization from the Agreement Officer.

[END OF SECTION V]

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

Notice of Award signed by the Agreement Officer is the authorizing document, which shall be transmitted to the Recipient for countersignature to the authorized agent of the successful organization electronically, to be followed by original copies for execution.

A. ROLES AND RESPONSIBILITIES

The recipient shall be responsible to USAID/Benin for all matters related to the execution of the agreement. Specifically, the recipient shall report to the USAID Agreement Officer's Representative (AOR) located within the Security, Equity and Prosperity (SEP) Team office.

B. MONITORING AND SITE VISITS

Because monitoring of the recipient and the grant activities is tied to incurred costs, it is important that the Agreement Officer (AO) and Agreement Officer's Representative (AOR) conducts appropriate monitoring and oversight of the recipient. They are encouraged to conduct site visits frequently to ensure that satisfactory progress is being made and stated results attained.

C. AWARD ADMINISTRATION INFORMATION

22 CFR 226, OMB Circulars, and the Standard Provisions for Non-U.S. Nongovernmental Recipients will be applicable. While 22 CFR 226 does not directly apply to non-U.S. applicants, the Agreement Officer will use the standards of 22 CFR 226 in the administration of the award. These documents may be accessed through the world-wide-web at:

<http://www.usaid.gov/business/regulations/>

APPLICABILITY OF 22 CFR PART 226 (MAY 2005)

- (a) The provisions of 22 CFR Part 226 and the Standard Provisions that will be attached to the agreement upon award are applicable to the recipient and to sub-recipients which meet the definition of "Recipient" in Part 226, unless a section specifically excludes a sub-recipient from coverage. The recipient shall assure that sub-recipients have copies of all the attached standard provisions.
- (b) All recipients are required to ensure compliance with monitoring procedures in accordance with OMB Circular A-133.

VII. AGENCY CONTACT

The Agreement Officer for this Award is:

TBD
Agreement Officer

USAID/Benin

The A&A Specialist for this Award is:

Cosmas Apedo
USAID/Benin - OAA

The AOR for this Award is:

TBD
USAID/Benin - SEP

VIII. OTHER INFORMATION

ATTACHMENTS AND ANNEXES

Attachments

- Program Description (**Attachment 1**)
- Branding Strategy - (**See Attachment 2**)
- FORMS – SF-424 (**Attachment 3**)

Annexes

- Certifications, Assurances, and Other Statements of the Recipient (May 2006) (**Annex A**)
- Survey on Ensuring Equal Opportunity for Applicants
- Mandatory Standard Provisions for Non-U.S. Non-governmental Recipients

Attachment: a/s