



USAID
FROM THE AMERICAN PEOPLE

Issuance Date: XXX, 201X

Closing Date: XXX, 201X

Closing Time: 11:59 a.m. (Eastern Daylight Time)

CFDA Number: 98.007

Subject: Draft Request for Applications for Title II Development Food Assistance Projects for Bangladesh and Mali

Title: Fiscal Year 2015 Draft Title II Development Food Assistance Projects for Bangladesh and Mali

The U. S. Agency for International Development (USAID) Office of Food for Peace is seeking applications for funding for development food assistance projects. Private voluntary organizations or cooperatives that are, **to the extent practicable**, registered with the USAID Administrator may apply. This includes U.S. and non-U.S. nonprofit organizations. Intergovernmental organizations are also eligible to apply. Please refer to the Country Specific Information (CSI) for a complete description.

Subject to the availability of funds, under this Request for Applications (RFA), FFP plans to enter into up to the number awards as described in detail in the CSI.

USAID reserves the right to use any assistance mechanism available to this agency (e.g., grant, cooperative agreement, leader with associates, etc.), and to adjust the number of awards, funding levels and/or sources of funding. Successful applicants will be notified of any changes or updates, accordingly.

Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense. This includes the completion of all required documents for USAID awards.

Issuance of this RFA does not constitute an award commitment on the part of USAID. Final awards cannot be made until funds have been fully appropriated, apportioned, allocated, and committed. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

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

SECTION II – AWARD INFORMATION	4
SECTION III – ELIGIBILITY INFORMATION	6
SECTION IV – SUBMISSION AND APPLICATION INFORMATION	6
SECTION V – APPLICATION REVIEW INFORMATION	17
SECTION VI – AWARD AND ADMINISTRATION INFORMATION	24
SECTION VII - AGENCY CONTACTS	24
SECTION VIII – OTHER INFORMATION	24
ANNEX I: Definitions	28
ANNEX II: Past Performance Reference Questionnaire	333

To be eligible for the award, the applicant must provide all required information in its application, including the requirements found in any attachments, to this opportunity on www.grants.gov. Any future amendments to this RFA can be downloaded from www.grants.gov. This information may also be posted on the FFP website, but it is the responsibility of the applicant to use the most up-to-date versions of all of the documents related to this RFA.

This year's draft FY15 RFA does not contain significant technical information. FFP developed Technical Reference Chapters for potential applicants' review and reference.

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 agreement activity and are in accordance with applicable cost standards may be paid under the agreement.

USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application (see Section V - Application Review Information). USAID intends to award predominantly cooperative agreements, but reserves the right to award any other form of assistance agreement. USAID may waive informalities and minor irregularities in applications received.

In the event of any inconsistency between this RFA and the referenced documents in the RFA, or any inconsistency in the sections composing this RFA, note that the RFA shall take precedence over any referenced documents, *except* statute, regulations and CSI. In the event of an inconsistency between the documents comprising this RFA, it will be resolved at the discretion of the Agreement Officer.

Thank you for your interest in USAID programs.

Sincerely,

/S/

Dina Esposito
Director, Office of Food for Peace

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

1. General Description

The Office of Food for Peace (FFP), in USAID's Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA), is the U.S. Government leader in international food assistance. Through FFP, USAID provides multi-year development food assistance to reduce hunger and extreme poverty in vulnerable populations by addressing the underlying causes of chronic food insecurity. Through FFP, USAID also provides emergency food assistance to address needs arising from natural disasters and complex emergencies often characterized by insecurity and population displacement. More information on USAID food assistance projects can be found on the [USAID website](#).

This Request for Applications (RFA) provides information on funding opportunities for multi-year development (nonemergency) food assistance projects. Nonemergency projects are mandated in the Food for Peace Act, as amended by the Agricultural Act of 2014 (FFP Act). The projects are designed to improve food access and incomes through agriculture and other livelihoods initiatives; enhance natural resource and environment management; combat under nutrition, especially for children under two and pregnant and lactating women; and mitigate disaster impact through early warning and community preparedness activities. They are intended to build resilience in populations vulnerable to chronic hunger and repeated hunger crises, and to reduce their future need for ongoing or emergency food assistance. They are increasingly integrated with other USAID efforts to promote resilience and reduce extreme poverty. Multi-year development food assistance projects support the President's Feed the Future initiative (FTF), and in FTF focus and aligned countries, every effort is made to jointly fund these projects with community development funds (CDF) from USAID's Bureau for Food Security—increasing program flexibility and reducing the need to monetize Title II commodities. Note that assistance made available pursuant to this RFA may be used to meet emergency/exceptional circumstances as provided in accordance with the terms of those awards and 22 C.F. R. 211.5(o).

More specific information on the objectives, activities, and/or geographic locations targeted within the countries covered by this RFA may be found in the CSI posted on the [Country Fact Sheets](#) page of the FFP website. It is essential that applicants review this CSI carefully because details contained in the CSI take precedence over the generalities contained in this RFA. In addition, there will be two phases to the application process. The first phase is an initial application phase consisting of a technical application and budget. All applications must be in English. The second phase is oral presentations. The best applicants from the initial phase will be invited to present their applications orally in person. This in-person oral presentation is a condition of award as technical discussions will also occur at this stage. After discussions have concluded, the apparently successful applicant(s) will be required to submit final technical and cost applications.

2. Authorizing Legislation

The FFP Act, Section 201 (7 U.S.C. 1721) General Authority, authorizes the USAID Administrator to establish programs to provide agricultural commodities to foreign countries on behalf of the people of the United States to address famine and food crises; combat malnutrition, especially in children and mothers; carry out actions that attempt to alleviate the causes of hunger, mortality and morbidity; promote economic and community development; promote food security and support sound environmental practices; carry out feeding interventions; and build resilience to mitigate and prevent food crises and reduce the future need for emergency aid.

The Foreign Assistance Act (FAA) authorizes USAID to provide development assistance. Certain funds appropriated for this purpose have been made available to FFP. These funds are referred to as Community Development Funds (CDF) and may be used to support the development projects described herein.

For more information, particularly concerning eligible uses of Section 202(e) funding, please refer to [Food for Peace Information Bulletin \(FFPIB\) 14-01](#).

3. Project Eligibility Requirements

Applications which do not include the direct distribution of food commodities will be considered provided that applicants otherwise propose a sound approach to addressing high rates of wasting, stunting, and food insecurity. Any proposed direct distribution of Title II and/or locally/regionally procured (LRP) commodities must clearly support interventions that sustainably reduce vulnerability to food insecurity, including increasing the availability of, nutritious food, building incomes/assets to increase year-long access to a diverse and adequate diet, and/or improving knowledge and behaviors to ensure that food consumption supports health and healthy growth.

4. Award Administration

Awards will be made and administered in accordance with the FFP Act, FAA as applicable, and U.S. Government regulations. Specifically, the award will be administered under 22 C.F.R. 211, 22 C.F.R. 216, 22 C.F.R. 226, Office of Management and Budget (OMB) Circulars, USAID Standard Provisions, and FFP information bulletins which are available on the USAID website. Notwithstanding the foregoing, because intergovernmental organizations are subject to different requirements, USAID reserves the right to make awards to such organizations on different terms and conditions than those made to private voluntary organizations and cooperatives.

SECTION II – AWARD INFORMATION

1. Estimate of Funds Available

Subject to the availability of funds under this RFA, FFP plans to enter into up to a number of awards as specified in the CSI that has been posted on the FFP website. A separate or amended RFA will be issued for any additional countries.

Note that not all funding is interchangeable and some budget adjustments may need to take place. USAID reserves the right to adjust the number of awards, funding levels, and/or sources of funding. Successful applicants will be notified of any changes or updates accordingly.

2. Anticipated Start Date and Performance Period

The anticipated start date is specified in the CSI. Typically, the award will be issued for a performance period of five years, unless otherwise noted in the country-specific information.

3. Assistance Awards

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application. USAID intends to award predominantly cooperative agreements but reserves the right to award any other form of assistance agreement. USAID may waive informalities and minor irregularities in applications received.

USAID may award the resulting assistance award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application must contain the applicant's best terms from a technical and cost standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost, or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

4. Authorized Geographic Code

The anticipated authorized geographic code for procurement of goods and services under the prospective award is 935; USAID reserves the right to modify this.

5. Substantial Involvement

In accordance with ADS 303.3.11, the cooperative agreement will require the following elements of substantial involvement by USAID/FFP, if applicable to the project design:

- Approval of the Awardee's Implementation Plans
- Approval of Specified Key Personnel
- Agency and Awardee Collaboration or Joint Participation
 - Collaborative involvement in selection of advisory committee members
 - Concurrence on the substantive provisions of sub-awards
 - Approval of the awardee's performance management and/or monitoring and evaluation plans
 - Monitoring to authorize specified kinds of direction or redirection because of interrelationships with other projects
- Agency Authority to Immediately Halt a Construction Activity

For specifics and additional detail, please refer to Automated Directives System (ADS) Part 303.3.11 - Substantial Involvement.

SECTION III – ELIGIBILITY INFORMATION

1. Eligibility Requirements

To be considered for an award, the applicant must be a private voluntary organization or cooperative that is, to the extent practicable, registered with the USAID Administrator, or an intergovernmental organization, such as the World Food Program. This includes U.S. and non-U.S. nongovernmental organizations as defined in Section 402 of the Food for Peace Act and as described in the [Private Voluntary Organization Conditions of Registration](#) on the USAID website.

In the case of a consortium, the applicant must be the consortium lead and must identify any other members of the consortium or individuals tied to the implementation of the project as described in the application, along with all sub-awardees. The respective roles of any other members of the consortium or individuals, including all sub-awardees, must be described and separate budgets must be attached for each.

2. New Partners

USAID encourages applications from potential new partners.

3. Cost Share

Cost share is not required for FY 2015 applications.

4. Minimal Qualification Requirements

USAID has no additional minimal qualification requirements.

5. Limit on Number of Applications

An applicant, defined as a submitting organization, may only submit one application under this RFA.

SECTION IV – SUBMISSION AND APPLICATION INFORMATION

1. Submission

The application submission deadline is **Month X, 201X, 11:59 a.m., Eastern Standard Time**. The applicant is responsible for ensuring that the electronic application is received by the due date and time specified.

FFP is requesting that applicants use Food for Peace's Management Information System (FFPMIS) to apply for a Title II development food assistance project under this RFA. FFPMIS can be accessed at <https://usaid-ffp.entellitrak.com/>.

- User guides and additional FFPMIS resources can be found on the [TOPS site](#).
- Any technical questions on use of FFPMIS must be emailed to FFPMIS_Support@devis.com.
- The FFPMIS helpdesk is staffed from 9:00 a.m. to 5:00 p.m., Monday through Friday. Potential applicants are encouraged to start the submission process early, as new account creation and answers to technical questions may take more than one business day.

FFPMIS submission will require a combination of data entry and document uploads. All uploaded documents must be completed in accordance with the format detailed in this RFA and must adhere to the following:

- Written in English and in 12-point Times New Roman font;
- Text in tables or charts may be 10-point Times New Roman font;
- Narratives must be prepared in Microsoft Word with print areas set to 8.5 x 11 inch, letter-sized paper and one-inch margins, left justification and a footer on each page including page numbers, date of submission, proposed country, and applicant name;
- Spreadsheets must be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper;
- Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files; and
- Emailed, faxed and hard copy applications are not acceptable.

If any of the necessary documents listed in the RFA are not submitted according to the format and/or deadline referenced in the RFA, FFP will consider the application incomplete. Late or incomplete applications will be considered at FFP's sole discretion. Please note that FFPMIS will not let applicants submit applications after the closing time.

2. Point of Contact

Any questions concerning this RFA including the country-specific information and annexes, must be submitted by *Month X, 201X* and must be submitted in writing to Ms. Juli Majernik, FFP grants manager, at jmajernik@usaid.gov with a copy to FACG@amexdc2.com or via mail to AMEX International at the address below:

AMEX International
Attention: FY201X Title II Development Food Assistance Projects RFA
USAID Food for Peace Institutional Support Project
Ronald Reagan Building, North Tower
1300 Pennsylvania Avenue, NW
Suite 270
Washington, DC 20004, USA

Note: please include “FY1X RFA” in the subject line for email correspondence.

Any questions concerning submission of applications or FFPMIS must be submitted in writing to FFPMIS_support@devis.com with a copy to FACG@amexdc2.com. FFPMIS Service Desk hours are Monday – Friday, 9:00 a.m. to 5:00 p.m.

3. Budget Information

Applicants **may** submit budgets using Standard Form 424, 424A, and 424B, as appropriate, which can be downloaded from the USAID website. The [forms](#) are also on grants.gov.

A sample budget format is also available on the [USAID website](#). The sample budget shows six fiscal years because, given the anticipated start date, projects will cross six fiscal years. All budgets must be completed on a fiscal year basis. (An implementation year equals a fiscal year.)

In addition, applicants may use budget formats they have developed that contain the requested information. In detailed budgets, all costs must be associated with an applicable funding source and program element (see Annex I for definitions).

For additional budget and commodity information requirements, see 4. Application Format, d) Management and Logistics, and f) Budget.

4. Pre-Award Certifications, Assurances, and Other Statements of the Recipient

Apparently successful applicants must provide a signed copy of [Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions](#) as described in ADS 303.3.8 on the USAID website in response to the issues letter.

5. Application Format

The application must be specific, complete, and concise. Applications that do not meet the requirements of this RFA will not be considered for award. If submissions exceed the page number maximum, only the pages up to the limit will be reviewed, and pages exceeding the maximum will not be considered. The application shall be divided into the following sections, with the maximum number of pages given per section, excluding the table of contents, but including any endnotes and/or footnotes, as follows:

- Cover Page (1 page)
- Executive Summary (2 pages maximum)
- Project Description (35 pages maximum)
- Management (4 pages maximum)
- Logistics (4 pages maximum)
- Past Performance (4 pages maximum)
- Budget (no page limit, see requirements in section f)
- Annexes (see section g)

The above bullets correspond to the sections of the RFA described below and constitute the general application format.

a) Cover Page (1 page)

The cover page must have the following:

- Name of the applicant's organization and country involved in the proposed application;
- Name and title of the organization's representative who has signatory authority and authority to submit the application;
- Name, title, and contact information of the organization's point of contact with whom USAID will coordinate on matters related to the application (if different from the organization's representative with signatory authority and authority to submit the application). Contact information should include mailing address, e-mail, and telephone and fax numbers;
- Title II food assistance request, if any, in metric tons by direct distribution;
- Total direct beneficiary numbers;
- Total cost per direct beneficiary over the life of the award¹, with an indication of how many of those beneficiaries are included in each purpose (i.e., overlap) and in each intervention; and
- Total funds requested (in U.S. dollars), including CDF/Section 202(e), cost share, and, if relevant, ITSH.
- Valid Dun and Bradstreet Universal Numbering System (DUNS) Number.
- Verification of registration in System for Award Management (SAM).
- Note successful applications must maintain SAM registration.

b) Executive Summary (2 pages maximum)

The executive summary must have the following:

- Problem Statement, including the underlying causes of food insecurity to be addressed;
- Underlying theory of change (TOC) that describes the hypothesized series of changes to achieve the project's food security objectives considering the context and proposed set of interventions.

Separate from the executive summary, a fiscal year 2015 Executive Summary Table (EST) for the life of award is a required part of the application. The EST will be data entered through FFPMIS.

c) Project Description (35 pages maximum)

The project description must have the following:

¹ Total cost per direct beneficiary over the life of the award equals the total budget from all purposes divided by the number of beneficiaries from all purposes for the life of the award.

1. *Adherence to Country-Specific Information.* Provide an explanation of how the proposed project adheres to the information within the country-specific information as indicated in **Section VIII – Other Information of this RFA, 1. Country-Specific Information.**
2. *Underlying causes of food insecurity.* This must have the following:
 - Rationale for geographic and beneficiary targeting;
 - Brief analysis of the underlying causes of food insecurity (including food access, availability and/or utilization/consumption) in the targeted geographic area and how these causes impact the vulnerable population in the proposed target area. At a minimum, this analysis must include and/or reference appropriate and current data, major determinants and underlying causes of food insecurity and under-nutrition, sources of risk and vulnerability, especially as linked to gender, along with a specific description of the area of intervention (including a map and exact geographic location).
3. *Project Design.* This must have the following:
 - **Theory of Change (TOC):** Every FFP award applicant should include a TOC in the project application and M&E plan. It is expected that the level of detail of the TOC in the application will be less than in the comprehensive Monitoring and Evaluation (M&E) Plan required to be submitted within 60 days of the M&E workshop. A TOC describes the hypothesized series of changes that are expected to occur in a given context as the result of specific activities. In the context of FFP programing, it makes explicit how a project design team thinks outputs from the proposed activities will interact with other concurrent activities and contextual conditions to stimulate or enable a series of outcomes that will ultimately lead to the achievement of desired objective(s). A complete TOC would define all of the necessary and sufficient conditions to effect change at each level, including, for example, policy and institutional requirements, systemic conditions, and complementary activities. It is likely that FFP will not support all of the interventions required to assure outcomes in the TOC, but the TOC must identify where external action is necessary and explain how the project will help ensure that other actors undertake these actions in the required timeframe. (A description of required elements for a TOC and an example can be found in the Technical Reference Chapter on TOC.)
 - **Logical Framework (LogFrame):** FFP requires that all applicants submit a LogFrame in the project application and M&E plan. LogFrame is a tool that summarizes the TOC and presents the project design in a standard format. It shows the causal linkages between activities, outputs, outcomes and goal, identifies the potential risks and contextual factors that are critical to the success of a project and the key indicators that would help to track the performance. The LogFrame consists of a matrix with four columns and five or more rows, summarizing the key elements of a project, namely:
 - a) **Narrative summary:** The project’s hierarchy of objectives (Goal, Purpose, Sub-purpose, Immediate outcome, Outputs, and Inputs);

- b) Assumptions: The contextual environment and key external factors critical to the project's success;
- c) Indicators with targets: How the project's achievements will be monitored and evaluated. In identifying indicators to measure results, applicants must review the Food for Peace Indicators. Targets must be linked to the food security and nutritional analysis, and TOC. FFP aims to achieve a minimum of 2 to 2.5 percentage point annual reduction of prevalence of stunting, a minimum of 3 to 4 percentage point annual reduction of prevalence of under-weight and a minimum of 4 percentage point annual reduction of depth-of-poverty. For all other indicators, targets must be ambitious yet achievable.
- d) Data sources: Where the indicator data will come from, and when it will be collected.

The LogFrame also provides the basis on which resource requirements (inputs) are determined. FFP requests that the applicant follow the following logical hierarchy of narrative summary in developing the LogFrame: **Goal < Purpose < Sub-purpose < Immediate outcome < Outputs < Inputs**. Applications include the LogFrame in the project design section and attach as an annex. (A description of required elements of a LogFrame can be found in the Technical Reference Chapter on LogFrame.)

- Coordination and linkages: Describe how the proposed project will (1) leverage existing public, private and donor investments to achieve the project goal; (2) complement the activities of the local government, and donor facilitated health, nutrition, agriculture, natural resources management and climate change interventions; and (3) support proposed strategies to leverage Feed the Future investments in the region to reduce hunger and extreme poverty in vulnerable populations. Applications should also describe how the proposed project will collaborate, coordinate and promote knowledge sharing with technical staff in local government.
- Social accountability and governance: Describe the proposed project's strategies to influence systemic changes to promote social accountability, reduce institutional barriers to increase sustainable and equitable access to affordable high quality services, and promote meaningful community participation to demand for and influence local level good governance.
- Gender Equality and Integration: In light of USAID's guidance in ADS 205 and the new [Gender Equality and Female Empowerment Policy](#), describe how the project will address gender inequalities and promote female empowerment to achieve project purposes and goal. Describe specific strategies to reduce gender inequalities to achieve nutritional outcomes and strengthen resilience to food insecurity shocks. (A description of essential gender project considerations can be found in the Technical Reference Chapter on Gender.)

- Sustainability and Exit Strategies: Describe how sustainability and exit strategies are incorporated into the project design. Which capacities, practices, behaviors, systems and linkages are identified to be sustainable? Include a brief description of the strategies that would promote sustainability. (A description of required elements related to sustainability and exit strategies can be found in the specific Technical Reference Chapter on the subject.)
- M&E Plan: An abridged M&E plan that describes applicant's planned M&E approach. In addition to TOC and LogFrame the M&E plan should illustrate applicant's approach to annual monitoring, M&E staffing and organizational chart; strategy to strengthen M&E capacity and summary budget for M&E that includes budget for baseline study, midterm and final evaluations; and monitoring. FFP may contract and manage a third-party firm to conduct the project's baseline study and final evaluation. If FFP decides to do so, the budgets will be adjusted and finalized as necessary in the final negotiation process with successful applicants. (A description of required elements related to the M&E plan can be found in the Technical Reference Chapter on M&E.)

4. *Technical Interventions.* Applicants should explain how the proposed technical interventions address country-specific causes of food insecurity. Proposed interventions should be described in sufficient detail to assess their operational and technical appropriateness and feasibility. This must include, at a minimum, the following:

- Type, purpose, location, and feasibility of activities;
- Systematic description of the links among implementation activities, outputs, immediate outcome, sub purpose, purpose and goal. This section must identify the assumptions at each level of results to complete the logical links, basis for the assumptions, and applicant's plan to track the assumptions;
- Detail of how each activity will be implemented and by whom;
- Description of the target population for each activity, direct beneficiaries within the target population, including selection criteria and the proposed activity's graduate direct beneficiaries;
- Description of how gender and social inclusion will be integrated as a cross-cutting theme. Under each purpose, applicants should provide detailed information sufficiently describing how gender and social inclusion will be integrated.
- Details of and justification for ration size, selection of commodities, if any, and the commodities' nutrient contribution to the diet (in the case of rations for pregnant and lactating women and children under age two);
- If no ration is proposed, details of how the project proposes to address immediate consumptions gaps and/or asset depletion which characterize chronically food insecure households.
- Description of approach and proposed activities for the promotion of recommended behaviors and practices.
- Description of an overall implementation strategy that seeks to create self-financing and/or self-transferring models that will continue to spread under their own momentum both during and after the activity.

5. *Learning, Knowledge Sharing and Capacity Strengthening.* Applicants must develop a project learning strategy that includes plans and approaches to: (1) identify and fill knowledge gaps; (2) improve understanding of the local context, and community needs and capacities, (3) ensure analysis and application of knowledge to improve project effectiveness, 4) share results, lessons learned and promising practices, and 5) strengthen and refine capacity strengthening efforts.

d) Management (4 pages maximum)

The management section of applications must include the following:

1. *Management Structure.* The management structure should ensure the efficient use of resources and strong and effective management, technical implementation, and administrative support. Include any details of consortium arrangements, including anticipated sub-awardees or sub-contractors. If a consortium is proposed, letters of commitment from consortium members must be included. The applicant should explain the management structure presented in the organizational chart (see Staffing below), with relationships among the individual positions described; logistical support; personnel management of expatriate and local staff; procurement arrangements for goods and services; and lines of authority and communications between organizations and staff. Also include a brief description of each staff member's role, technical expertise, and estimated time (level of effort) each will devote to the project. USAID requires the key personnel function at 100 percent level of effort (defined as 40 hours/week).
2. *Staffing.* This section describes the applicant's staffing plans for all activities with descriptions of the number and type of staff and their roles and responsibilities. The staffing plan should specify the composition and organizational structure of the entire implementation team (including home office support). It should also include an organizational chart and the curriculum vitae (CV) of the proposed Chief of Party as annexes. During the issues letter phase, successful applicants may be requested to identify and provide CVs for key technical staff. If sub-recipients or a consortium management model are proposed, applicants should describe how the partnerships will be organized and managed to use the complementary capabilities of proposed partners most effectively, so as to minimize duplication of home office and local office management structures with attendant costs to the government. Specify the responsibilities of all principal organizations and the rationale for their selection, and proposed staff and reporting relationships within and between each of these organizations. The applicant should also describe how they will ensure that standard approaches and procedures for engaging government and local authorities in implementation of activities will be utilized by the applicant and all sub-applicant organizations. Examples could include requiring standard procedures, qualifications, and criteria for hiring project staff across prime and sub-applicant organizations. Indicate timing of engagement of personnel based on anticipation of program needs across the life of project. Include location where proposed staff will be based.

e) Logistics (4 pages maximum)

The logistics section of applications must include the following:

1. *Logistics Plan.* This section includes an overview of the proposed food assistance commodity use, if any, along with commodity-related issues concerning direct distribution including, but not limited to, commodity requests, commodity substitutions (if select planned commodities are not available from the US or through LRP), port/warehouse/road/rail infrastructure, commodity management, including fumigation^[1], and commodity transportation (including inland and internal transport). The applicant is required to include an Annual Estimate of Requirements and Commodity Pipeline for Title II commodities, which will be data entered in FFPMIS. If the applicant has a current Title II award within the country they are applying, they must indicate any anticipated carry-over commodities and/or resources. Regarding Title II commodities for landlocked countries, applicants must note the designated points of entry (which are limited to four), and for special procurement or shipping requests, such as containerization or through-bills of lading, a detailed justification must be provided. Please note, for cash-only applications, only dollar amounts are entered into FFPMIS and commodity type, metric tonnage, and/or LRP, if applicable, are entered in the technical narrative or budget documents.
2. *Distribution Plan.* For the Distribution Plan, if applicable, the applicant must discuss the local market factors and potential risks that may affect distribution of Title II and/or LRP commodities. Food assistance commodity distributions need to be planned and implemented in accordance with [FFPIB 09-02](#) entitled, *New Procedures to Determine Compliance of P.L. 480 Title II Food Assistance Program Proposals with the Conditions of the Bellmon Amendment*.

Information on the status of the Host Country Agreement must be included as well. Please see Section VIII – Other Information, 2. Host Country Agreement.

f) Past Performance (4 pages maximum)

Applicants should provide records of relevant past performance that demonstrate evidence of their organizational capacity, relevant technical and managerial resources, and expertise to design and implement the described project. This section must include, but not be limited to, the following:

- Evidence of experience in technical sectors.
- Demonstrated accomplishments in implementing food security and nutrition projects.
- Demonstrated compliance with FFP reporting requirements, if previously an implementing partner of FFP.

The application must include an Annex listing of all its contracts, grants, or cooperative agreements involving similar or related programs during the past three years that required the placement of long-term key personnel. The reference information for these awards must

include the performance location, award number (if available), a brief description of the work performed, and a point of contact list with current telephone numbers and email addresses.

USAID reserves the right to obtain past performance information from other sources including those not named in the applications.

A mix of international and local organizations is encouraged, and consortium approaches will be accepted. Regardless of the architecture of organizational partnerships proposed, applicants must demonstrate experience and technical expertise in relevant sectors such as alternative livelihoods; agriculture; nutrition; water, sanitation and hygiene (WASH); micro-finance; climate change; and disaster risk reduction – as well as integrating gender equality and social inclusion as cross-cutting themes. The following items must be included in all applications for all types of applicants, i.e., solo applicant or the lead of the consortium:

- Detailed description of past performance within the past three years implementing food assistance projects (including cash-based projects) in the proposed country or other countries, if applicable;
- Detailed description of past performance within the past three years implementing nonfood assistance projects with similar sectors or actions (e.g., nutrition, agriculture, etc.) in the proposed country or other countries in the region; and
- Any other evidence of the technical, financial, and managerial capability within the past three years to design, implement, and monitor the proposed interventions, including the number and size of projects managed or proposed.

If the applicant (and/or any member or a proposed consortium) has previous experience **within the past three years** in the proposed country and is submitting an application to assist beneficiaries in a region similar or identical to where it has previous experience, or in similar technical sectors in which it has worked in that country, the applicant (and/or consortium member) should explicitly incorporate lessons learned from past projects into the description of Technical Interventions. The applicant must respond to any concerns raised in the final evaluation and/or in any audit findings of the past projects in the application for itself or for any members of the consortium to which the concerns apply.

For each application, only the applicant (either submitting on its own or as the lead of a consortium) must submit the executive summary of final evaluations and audit reports for the past three years for those USG funded programs described in the bullets above, as well as links to the full evaluations and audits. If links are not available, successful applications may be asked to scan documents and provide them electronically along with the issues letters responses.

g) Budget (no page limit)

Cost proposals include the executive summary table, comprehensive budget, detailed budget, and budget narrative and must be submitted as a separate section, which is not subject to the page limitation of the application. Cost proposals must be in U.S. dollars only and include budget details as described below for the applicant, each member of the consortium (if applicable), sub-awardees and/or sub-contractors. Note that for restricted goods, the applicant (or prime in the

case of sub-awards or lead in the case of a consortium) must ensure that they are identified in each budget and follow up with any approvals, as required.

1. *Executive Summary Table for the Life of Award.* Separate from the Executive Summary, a Fiscal Year 2014 Executive Summary Table for the Life of Award must be submitted through FFPMIS. It captures dollar amounts of the proposed Title II commodity resources, if any, and various funding for the life of the award.
2. *Comprehensive Budget.* The comprehensive budget must incorporate all planned costs by object class category and funding type for each year of the project. The comprehensive budget will be uploaded into FFPMIS.
3. *Detailed Budget.* The detailed/itemized budget must list and account for individual line items within each *object class* and *category* for each program element. Object class categories are logical groupings of costs, such as staff salaries, fringe benefits, travel, capital equipment, supplies, and indirect costs. A [suggested budget format](#) is available on the FFP website. Also, if reimbursement for inland transport charges will be requested, include in the detailed budget an estimate of total U.S. dollars needed for inland transport. If this information is not yet available, please include the estimate and state in the budget narrative when the information will be submitted to FFP.
4. *Budget Narrative.* The budget narrative justifies proposed expenses and explains how costs were estimated. Applicants must provide their rationale for cost development, such as the methodology and assumptions used to determine individual costs. For ease of review, budget narratives must follow the order of line items in the detailed budget.

h) Annexes

The following is a list of annexes that must be included with the application.

Annex Type	Methodology
1. Executive Summary Table for the Life of Award	Data Entered on FFPMIS
2. Comprehensive Budget	Uploaded into FFPMIS
3. Detailed Budget	Uploaded into FFPMIS
4. Budget Narrative	Uploaded into FFPMIS
5. Annual Estimate of Requirements and Commodity Pipeline (if relevant)	Data Entered on FFPMIS
6. TOC and Logical Framework and targets	Uploaded into FFPMIS
7. Gender Analysis Plan (Provide information about the gender analysis plan only.) <u>four pages maximum</u>	Uploaded into FFPMIS
8. Environmental Safeguards Plan (Provide information about the environmental safeguards plan only.) <u>four pages maximum</u>	Uploaded into FFPMIS

9. Country Map(s) with any proposed and any ongoing Activity Area(s) by Applicant and/or members of the consortium	Uploaded into FFPMIS
10. Past Performance Documentation (Include Executive Summaries from relevant Final Evaluations and Audit Reports, as applicable. For additional information, see Section V.1.c.)	Uploaded into FFPMIS
11. Applicant Organizational Chart (and information on consortium or sub-awardee structure, if applicable)	Uploaded into FFPMIS
12. Curriculum Vitae (CV) of Chief of Party upon submission of the application and all other key personnel prior to the signing of the award	Uploaded into FFPMIS
13. Motor Vehicle Procurement Table	Uploaded into FFPMIS
14. Letter(s) of Commitment	Uploaded into FFPMIS
15. Glossary and List of Acronyms	Uploaded into FFPMIS
16. Past Performance Reference Questionnaire	Uploaded into FFPMIS

6. Funding Restrictions

For special considerations and information pertaining to ineligible and restricted goods, services, and countries, please see the USAID Automated Directives System (ADS) [Major Functional Series 300: Acquisition and Assistance, Chapter 312 - Eligibility of Commodities](#). Additionally, it is the legal responsibility of USAID awardees to ensure compliance with all U.S. laws and regulations, including those that prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism.

7. Application Costs

Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense.

8. Other Submission Requirements

Certain documents may be required to be submitted by the applicant in order for the Agreement Officer to make a determination of financial responsibility. Applicants must submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; along with qualifications and eligibility to receive a grant or cooperative agreement under applicable laws and regulations.

SECTION V – APPLICATION REVIEW INFORMATION

1. Evaluation Criteria

Technical Evaluation Criteria	Maximum Possible Points
a) Project Design and Theory of Change	40
b) Gender Equality and Gender Integration	15
c) Management	15
d) Logistics	15
e) Past Performance	15
Total Possible Points	100

a) Project Design

Factors under this criterion include, but are not necessarily limited to, the following:

- A thorough and clear analysis of underlying causes of food insecurity and malnutrition in the target area identifying the determinants of food insecurity including causes related to poor governance and institutional barriers, sources of vulnerability and shocks, and behavioral determinants.
- A sound project design that demonstrates the linkages between the underlying causes and influencing factors of food insecurity and malnutrition specific to the target area, and includes a TOC that provides a clear road map showing how the proposed set of activities will produce all necessary and sufficient outcomes to achieve the goal based on existing evidence and plausible logical reasoning. An understanding of the assumptions that the applicant is making along the pathways of outcome level changes and applicant's plan to track these assumptions. If there are outcomes that are necessary to achieve the goal, but they are not within the direct scope of the proposed project, an understanding of how the applicant is planning to ensure that the outcome will be realized.
- Sound technical sector interventions supported with a clear evidence base along with adherence to country-specific information on the objectives, activities and/or geographic locations specific to the country, and relationship to proposed outcomes.
- A realistic and logical Annex 9: Environmental Safeguards Plan
- A well-developed LogFrame that includes all the key elements (goal, purposes, sub purposes, immediate outcomes, outputs and inputs), data sources, assumptions and key indicators with targets;
- A Theory of Change. The narrative should be included in the project design section and a graphic presentation should be included in the Annex.
- An abridged M&E plan that illustrates applicant's approach to annual monitoring, M&E staffing and organizational chart; strategy to strengthen M&E capacity and summary budget for M&E that includes budget for baseline study, midterm and final evaluations; and monthly and annual monitoring.

A description of essential technical considerations can be found in the Technical Reference Chapters.

b) Gender Equality and Gender Integration

Applicants are expected to describe how gender will be addressed in all areas of the proposed project. Integration of a gender-sensitive approach must be context-appropriate and reflected at

every phase of the project (i.e. design, implementation, evaluation, etc.). Factors demonstrating gender integration under this criterion include, but are not necessarily limited to, the following:

- Description of how gender will be integrated under each purpose at either the sub-purpose or immediate outcome level. Under each purpose, applicants must provide detailed information sufficiently describing how gender will be integrated and have at least one gender indicator to measure this outcome;
- Description of how project activities could affect, both positively and negatively, the access to and control over resources and benefits for boys, girls, men, and women;
- Description of how proposed activities could affect women's time, i.e., the trade-off between more work and less time for child care or child-focused activities or other familial demands;
- Description of how the project in general, and the technical interventions in particular, will be carried out in a way that will allow for equitable participation by men, women, boys and girls.

c) Management

Factors under this criterion include, but are not necessarily limited to, the following:

- Suitability of management structure;
- Appropriateness of positions and staffing; and
- For consortium projects, a strategy to ensure a functioning consortium.

d) Logistics

Factors under this criterion include, but are not necessarily limited to, the following:

- Adequacy and feasibility of logistics plan (e.g., details about transportation, schedule, related contracts, warehousing, distribution, and more) and
- Clear understanding of country specific requirements (e.g., local, regional, national, international) for proposed use(s) of food assistance (in-kind, local/regional purchase, other); and
- Awareness of restrictions that may hinder operations or implementation (e.g., biotechnology restrictions or concerns).

e) Past Performance

The applicant's past performance will be evaluated based on demonstrated accomplishments in implementing and reporting on food security and nutrition projects, quality of performance as described by donors or references, and as demonstrated expertise implementing activities similar to the one proposed.

For each application, the applicant must submit the Executive Summary of final evaluations and audit reports (for the past three years), a link to full final evaluations, and a minimum of three references. In addition, the applicant should indicate which documents have been submitted to

the DEC (for the past three years), and if any key documents have not been submitted, explain the circumstances for not submitting them to the DEC.

The applicant must send a Past Performance Reference Questionnaire (Annex IV) to their past performance references for recent (active within the last three years) and relevant government or privately-funded awards. The applicant must upload their portion of the Past Performance Reference Questionnaires directly to FFP MIS by the application deadline.

Also, the applicant must request references to submit completed Past Performance Reference Questionnaires following the guidelines above for each of their proposed major sub-recipient(s). A major sub-recipient is defined as a sub-recipient named in the application whose total cost exceeds 25 percent of the applicant's bottom line total cost.

2. Review of Cost Proposal

The review of the cost proposal will determine if the level of resources is appropriate for the number of beneficiaries and degree of change being proposed. Aspects to be considered under this criterion include the justification for project costs: general reasonableness, allowability under the cost principles and according to FFP policies, and the allocability of the costs reflected in the budget. For further information on costs considered reasonable, allowable, and allocable, please refer to 2 CFR Part 230, [Cost Principles for Nonprofit Organizations](#).

The cost proposal must include:

- 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 or Sub-contractor/sub-grantee involved in the program;
- The costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
- The costs associated with robust monitoring and evaluation;
- The breakdown of the financial and in-kind contributions of all organization involved in implementing the proposed Cooperative Agreement;
- Potential contributions of non-USAID or private commercial donors to this proposed Cooperative Agreement;
- A procurement plan for equipment/commodities.

Areas to be listed/discussed in detailed budget and budget notes include:

a) Personnel

Salaries and wages should reflect the "market value" for each position. Salaries and wages may not exceed the applicant's established written personnel policy and practice, including the applicant's established pay scale for equivalent classifications of employees, which must be certified by the applicant. Base pay, or base salary, is defined as the employee's basic compensation (salary) for services rendered. Taxes which are a responsibility or liability of the employee are inclusive of, and not additive to, the base pay or salary. The base pay excludes

benefit and allowances, bonuses, profit sharing arrangements, commission, consultant fees, extra or overtime payments, overseas differential or quarters, cost of living or dependent education allowances, etc.

In accordance with ADS 303.3.12 and the evaluation criteria contained in Section V of this RFA, USAID will review proposed costs, including salaries, for reasonableness. USAID uses the top salary on the Mission's Local Compensation Plan as one indicator of reasonableness for the base salaries of locally employed staff, and the Contractor Salary Threshold as one indicator of reasonableness for the base salaries of US and third-country national staff.

Annual salary increase and/or promotional increase must be justified, supported by appropriate documentation and may be granted in accordance with the applicant's established written personnel policy and practice.

b) *Fringe Benefits*

Applicant must indicate the fringe benefit rate used and the base of application for each rate that has been approved by a U.S. Federal Agency. Submit the applicant's most recent Negotiated Indirect Cost Rate Agreement (NICRA) as evidence of rate approval. If the fringe benefit rate has not been approved, the applicant must propose a rate and explain how the rate was determined. If the latter is used, the budget narrative must include a detailed explanation/breakdown comprised of all items of fringe benefits, such as unemployment insurance, workers compensation, health and life insurance, retirement, FICA etc. and the cost estimates of each expressed in dollars and as a percentage of salaries. The applicant must specify if paid leave is included in fringe benefits.

The applicant should indicate fringe benefits, for local employees as a separate item of cost, providing a detailed explanation/breakdown as described above. Specify which fringe benefits for local employees are required by local law and which are applied in accordance with applicant's compensation policy.

c) *Travel*

The applicant must:

- identify total domestic and international travel as separate items.
- indicate the estimated number of trips, number of travelers, position of travelers, number of days per trip, point of origin, destination and purpose of trip.
- itemize the estimate of transportation and/or subsistence costs, including airfare and per diem for each trip. Per diem shall be based on the applicant's normal travel policies and practices. However, proposed lodging and per diem must not be in excess of that authorized by Department of State Standard Regulations (DSSRs).
- provide supporting documentation, such as the applicant's travel policy to justify these costs, as appropriate.

d) *Equipment*

In accordance with 2 CFR 200, “equipment” means tangible non-expendable personal property, including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The applicant must:

- itemize the type of equipment and briefly justify the need for the items to be purchased as they relate to the applicant’s technical approach.
- indicate the estimated unit cost and number of units for each item to be purchased.
- provide the basis for the cost estimates, e.g., pro forma invoice, published price lists, etc.

There are statutory constraints relating to the purchase of agricultural commodities, motor vehicles, pharmaceuticals, pesticides, rubber compounding chemicals and plasticizers, used equipment and fertilizer with USAID project funds. Applicants may obtain specific information on these regulations on USAID Web Site at <http://www.usaid.gov/pubs/ads>. Additional information for motor vehicles is found in Section VIII – Other Information, item 3.

e) Supplies

In accordance with 2 CFR 200, “supplies” means all personal property excluding equipment, intangible property, debt instruments and interventions. The applicant must specify the supply items and briefly justify the need for those items to be purchased as they relate to the applicant’s technical approach.

f) Contractual (if any)

The applicant must:

- identify any sub-awards/transfers/sub-contracts (other than the purchase of supplies, material, equipment, or general support services) and provide this information in a chart which includes their total value.
- provide sub-award/sub-contract budgets and accompanying budget notes in the same format as submitted by the prime applicant.

g) Construction

Per USAID-wide policy set out in USAID ADS 303.3.30, construction activities may only be carried out under assistance awards if they meet certain criteria. In particular, (1) the estimated cost of construction activities at a single project site must be less than \$500,000, and (2) the total aggregate estimated cost of construction activities under the award must be less than \$10 million.

For the purpose of this policy, the term “construction” includes “construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property.” And a “single project site” is “a single undertaking of construction within a contiguous geographic location”—examples in the Agency’s publicly available policy guidance include a road, a building, a wastewater facility, a power plant, a school, a clinic, and any continuous multiples of the same. See “USAID Implementation of Construction Activities A Mandatory Reference for ADS Chapters 303”, available at <http://inside.usaid.gov/ADS/300/303maw.pdf>.

To help ensure compliance with the above limitations, if the applicant contemplates any construction activity, the application should list the type(s) of construction, and the location(s) and estimated costs of the same.

h) Other Direct Costs

The applicant must:

- identify other direct costs and briefly justify the need for each cost item as they relate to the applicant's technical approach.
- indicate the estimated unit cost and number of units for each item proposed.
- provide the basis for the cost estimates.

i) Indirect Costs

The applicant must support the proposed indirect cost rate with a letter from a cognizant U.S. Government audit agency, a Negotiated Indirect Cost Agreement (NICRA) or with sufficient information for USAID to determine the reasonableness of the rates. For example, a breakdown of labor bases and overhead pools, the method of determining the rate etc. The applicant must:

- state the percentages and amounts used for the calculation of indirect costs.
- provide a copy of the latest Government-approved Negotiated Indirect Cost Rate Agreement (NICRA) from the cognizant U.S. Government audit agency showing the Overhead and/or General Administrative (G&A) rates.
- state if indirect costs have not been approved by a Federal agency and provide the basis for the proposed indirect cost rates, as appropriate. The applicant who does not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their Cognizant Agency must submit the following information:
- Copies of the applicant's financial reports for the previous three-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
- Projected budget, cash flow and organizational chart; and
- A copy of the organization's Accounting Manual.

In absence of a NICRA all costs must be included in the cost application as direct costs.

3. Review and Selection Process

Consistent with the requirements set forth in the Food for Peace Act, as amended by the Agricultural Act of 2014, FFP shall determine whether to accept an application no later than 120 days after receipt of a complete application (subject to availability of funds). FFP is committed to meeting this mandate; however, its ability to do so depends upon the quality of applications and their responsiveness to the standards and requirements set forth in the RFA.

Once an application is deemed complete, FFP will review each application based on the RFA evaluation criteria and FFP policies. FFP field offices will collaborate closely with FFP in Washington in the review of applications. Following its review of a complete application, FFP

may accept the application, deny the application, or withhold a decision on whether to accept or deny the application pending resolution of outstanding issues.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID 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.

Successful applicants will find award administration information in signed award documents.

The Agreement Officer is the only individual who may legally commit the U.S. Government to the expenditure of public funds.

SECTION VII - AGENCY CONTACTS

Agency contacts may be found in Section IV – Submission and Application Information, 2) Point of Contact.

SECTION VIII – OTHER INFORMATION

1. County-Specific Information

Country-specific information, required to complete an application for this RFA, is found on the USAID/FFP website under the heading “[Country Fact Sheets](#)” by country name.

2. Host Country Agreement

The Host Country Agreement (HCA) is expected prior to finalization of the award. The HCA establishes the terms and conditions by which an applicant will be able to conduct a Title II project in a specific country in accordance with the applicable requirements of USAID 22 C.F.R. 211 (i.e., Regulation 11). As such, the applicant must enter into a written HCA with the government of the country in which it is proposing to implement a Title II project. If the project will be implemented in a number of countries within a region, an HCA must be negotiated with each government. Applicants submitting applications to work in countries for which they do not have an HCA must make arrangements well in advance to ensure that a signed HCA is prepared prior to the food assistance project approval.

Even though the HCA is expected and preferred prior to finalization of the award, the applicant may submit when asked during the review and approval process (if selected) either the HCA or the Mission Director’s determination that the proposed food assistance project can be effectively implemented in compliance with 22 C.F.R. 211.

- Note that the Mission Director’s determination is not a substitute for an HCA.

- There must first be a written decision by the Mission Director that it is "not appropriate or feasible" for the applicant to have an agreement with the government at this time.
- Following that determination, projects may only be implemented after the Mission Director's determination is made that the project can be implemented without an agreement in place for the time being.
- If an HCA is not in place prior to finalization of the award, the AOR will include the awardee's explanation for the delay with the award language, along with a timetable for awardee's HCA negotiations and anticipated receipt of a signed HCA.

3. Motor Vehicle Procurement Table

If procurement of any motor vehicles is requested in the application for the prime, members of a consortium, and/or sub-awardees, the applicant (i.e., the prime) must include a table with the following information for all vehicles [included in the budget(s)]:

- Type and number of motor vehicles (includes motorcycles);
- Manufacturer/make, model, and year of motor vehicles;
- Planned uses of motor vehicles, including who will retain title;
- Estimated cost of each motor vehicle;
- Funding source for each motor vehicle; and
- Fiscal year during which each procurement is planned.

The applicant must specify who will use the vehicles; when and how purchases and transfers to consortium members and/or sub-awardees will occur; and a rationale for the purchase or long-term lease and all vehicles (US and non-US) in text accompanying the table.

The requirement to purchase or lease only U.S.-manufactured motor vehicles may be waived on a case-by-case basis when special circumstances exist and those special circumstances are supported by market research and adequate documentation. Special circumstances that merit waiving the requirement include, but are not limited to:

- The inability of U.S. manufacturers to provide a particular type of motor vehicle;
- The present or projected lack of adequate service facilities and supply of spare parts for U.S.-manufactured motor vehicles in the country or region within a country where the vehicle will be used; or
- An emergency requirement for motor vehicle(s) that can be met in time only by purchase of non-U.S.-manufactured motor vehicle(s) and for which no non-USAID funds are available.

The following is a step-by-step process (to be followed in this order) of the analysis and necessary documentation to be provided in requests to purchase a non-U.S. manufactured vehicle.

1. Describe the activity or program need and intended use for the vehicle and identify the type of vehicle that will fulfill that need and that is appropriate for the intended use. If appropriate, include specifications.
2. Detail efforts made to determine if the type of vehicle is produced in the United States.
3. If the type of vehicle is produced in the United States, is it produced in an appropriate export model that the manufacturer will supply to the recipient country from the United States? If not, state this in the waiver request. If yes, state so and reference (b) or (c) above to justify waiver request.
4. Is a U.S.-made vehicle available on the local market in country or from another country in Geographic Code 937? If so, no waiver is required to purchase that vehicle. However, if you want to purchase a different vehicle, use any of the circumstances in the three bullets above to justify the case for purchasing that vehicle.
5. If the type of vehicle is made in the United States and can be delivered from the United States, is the availability of service and spare parts for that vehicle adequate in country? If not, then use (b) above to justify the waiver.
6. Document the above information and efforts to support one of the special circumstances or waiver criteria in ADS 312. See circumstances outlined in the three bullets above.

For subsequent applications from previous or expiring Title II projects, applicants must provide in table format:

- The size and condition of the current motor vehicle fleet;
- Age of each motor vehicle;
- Funding source for each motor vehicle;
- Use of motor vehicles by activity; and
- Plans for maintenance and replacement

Supporting text regarding the history of the motor vehicle fleet and its procurement by the applicant in the country must be included.

A Mission concurrence cable is required prior to the signing of an award with details pertaining to Mission vehicle procurement policies.

4. Branding Strategy and Marking Plan

The Branding Strategy and Marking Plan (BS/MP) is required for successful applicants only. Note that because USAID's branding and marking requirements have cost implications, such costs must be included in the application budget even if the applicant does not submit its BS/MP with the application. These rules do not apply to public international organizations (PIOs).

Under special circumstances USAID approved Marking Plans may be waived.

Agency branding and marking guidance can be found in [ADS Chapter 320](#).

DRAFT

ANNEX I: Definitions and Program Elements

Definitions

Call Forward: A request by the awardee for food assistance commodities for distribution to be procured for use in approved programs in a timely manner.

Carryover: Food assistance commodities or funds unused during a fiscal year that are transferred to the budget or planning levels for the following financial or reporting year.

Delayed Shipping: The practice of when an awardee places a call-forward that requests a U.S. load port date later than the traditional procurement schedule. For example, in the traditional procurement schedule, if a call-forward was entered in WBSCM by May 10th and approved by USAID for the June purchase, it would have a July U.S. load port date. In the delayed shipping practice, the call-forward that was entered in WBSCM by May 10th and approved by USAID for the June purchase may have an October U.S. load port date. Commodity requests are entered based on the standard call forward schedule, but the date by which the commodity suppliers are required to deliver them to the specified U.S. load port is extended a maximum of two to three months beyond the standard delivery period. All commodities purchased in the current fiscal year must be loaded on board the contracted vessel prior to end of that calendar year.

Direct beneficiaries: Those who come into direct contact with the set of interventions (goods or services) provided by the program in each technical area. Individuals who receive training or benefit from program-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Note that all recipients are beneficiaries, but not all beneficiaries are necessarily food ration recipients. Services include training and technical assistance provided directly by program staff, and training and technical assistance provided by people who have been trained by program staff (e.g., agricultural extension agents, village health workers). If cooperatives or organizations receive training or technical assistance from the program, all members of the cooperative/organization are considered direct beneficiaries. In a Food for Training (FFT) program, the direct beneficiaries are those trained under the program. In a Food for Work (FFW) or Food for Assets (FFA) program that is implemented as a stand-alone activity (e.g., not as part of a wider set of interventions), direct beneficiaries are those who directly participate in the activity (i.e., receive a ration), not all of those who use or benefit from the infrastructure/asset created (e.g., a road). If a FFW or FFA activity forms part of a set of activities in a program element (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct beneficiaries include FFW participants and the farmers receiving the technical assistance and the two groups may overlap. In the case of food rations, direct beneficiaries include the individual recipient in the case of individual rations, and the recipient plus his/her family members in the case of family rations.

Direct beneficiaries do not include those who benefit indirectly from the goods and services provided to the direct beneficiaries, e.g., members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock, etc.; farmers from a neighboring community who might observe the effects of the training and demonstration plots in

the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by FFW; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes. Such individuals are considered indirect beneficiaries.

Direct Distribution Food Assistance Commodities: Food assistance commodities that are provided directly to beneficiaries as in-kind take home rations or for on-site feeding.

Environmental Safeguards: Components of a program that are developed as part of the projects' design to deal with mitigating potentially foreseeable negative environmental impacts of project activities, maintaining ecological goods and services and promoting their sustainable management by community stakeholders. In USAID programs, environmental safeguards are incorporated into application design and implementation under the mandate of the USAID environmental compliance regulation, 22 CFR 216.

Fiscal Year (FY): The U.S. Government's fiscal year begins October 1 and ends the following September 30.

Gender Analysis: An analytic, social science tool that is used to identify, understand, and explain gaps between males and females that exist in households, communities, and countries, and the relevance of gender norms and power relations in a specific context. Such analysis typically involves examining differences in the status of women and men and their differential access to assets, resources, opportunities and services; the influence of gender roles and norms on the division of time between paid employment, unpaid work (including subsistence production and care for family members), and volunteer activities; the influence of gender roles and norms on leadership roles and decision-making; constraints, opportunities, and entry points for narrowing gender gaps and empowering females; and potential differential impacts of development policies and programs on males and females, including unintended or negative consequences. (ADS Chapter 205)

Indirect Beneficiaries: Indirect beneficiaries are those who benefit indirectly from the goods and services provided to the direct beneficiaries (as defined above). For example, indirect beneficiaries include: members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock, etc.; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes.

Metric ton(s) (MT): The standard unit of measurement for Title II commodities. One metric ton equals 1,000 kilograms.

Recipient: A recipient is a direct receiver of a food assistance ration. Each programed recipient should be counted once, regardless of the number of months they will receive food aid. In other words, a recipient who will receive a food assistance ration for 12 months is counted once, as is a recipient who will receive a food assistance ration for three months.

Program Elements

Program Element: The general category or focus of activities for FFP resources in the form of direct distribution food assistance commodities, section 202(e) funds and ITSH funds. The fourteen program elements are defined below.

Civic Participation: Strengthen the capacity of Civil Society Organizations (CSOs) for policy analysis, advocacy, coalition-building, internal governance, membership representation and services, and engage in other activities aimed at fostering more peaceful and democratic societies. Areas of capacity building may include, but are not limited to, technical expertise (e.g., human rights, legal reform); CSO self-regulation (e.g., establishing NGO Codes of Conduct); organizational capacity (e.g., strategic planning, financial management and accountability, public relations, issue management, and outreach, revenue generation, accountable fundraising); and targeted advocacy training and technical assistance.

HIV/AIDS: Reduce the transmission and impact of HIV/AIDS through support for prevention, care and treatment programs.

Maternal and Child Health: Increase the availability and use of proven life-saving interventions that address the major killers of mothers and children and improve their health status, including effective maternity care and management of obstetric complications; prevention services including newborn care, routine immunization, polio eradication, safe water and hygiene; and treatment of life-threatening childhood illnesses.

Family Planning and Reproductive Health: Expand access to high-quality voluntary family planning services and information, and reproductive health care. This element contributes to reducing unintended pregnancy and promoting healthy reproductive behaviors of men and women, reducing abortion, and reducing maternal and child mortality and morbidity.

Water Supply and Sanitation: Objectives include improving water and sanitation infrastructure and practices. Activities include: organizational, technical and financial support for water and sanitation services; promotion of practices that protect water supplies from contamination by improper handling of domestic water supplies, household waste and inadequate sanitation; promotion of improved hygiene practices and behavior change; and, provision of technical assistance and training to enable communities to properly operate and maintain the new/rebuilt facilities. Food rations are used to build water and sanitation-related infrastructure.

Nutrition: Increase availability and use of proven nutrition interventions to reduce mortality, morbidity, and food insecurity, including nutrition education to improve maternal diets, nutrition during pregnancy, exclusive breastfeeding, and infant and young child feeding practices; fortified or biofortified staple foods, specialized food products, and community gardens to

improve consumption of quality food; and delivery of nutrition services including micronutrient supplementation and community management of acute malnutrition. Strengthen host country capacity by advancing supportive nutrition and food security policies and improving nutrition information systems.

Basic Education: Improve early childhood education, primary education, and secondary education, delivered in formal or non-formal settings. It includes literacy, numeracy, and other basic skills programs for youth and adults.

Social Assistance: Cash or in-kind transfers to the poor or to those suffering from temporary shocks. Health services provided in-kind should be captured under the respective health element(s).

Agricultural Sector Capacity: Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices, expanded access to markets and credit, increased organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.

Strengthen Microenterprise Productivity: Support the start-up and expansion of self-employment and micro and small enterprises owned and operated by low-income people.

Inclusive Financial Markets: Support equitable access to essential financial services (credit, savings, insurance, leasing, remittances and payment services) of diverse providers (including banks, credit unions, NGOs, non-bank financial institutions, buyers, and suppliers) to low-income families and female and male-owned micro-scale enterprises/activities.

Natural Resources and Biodiversity: Conserve biodiversity and manage natural resources in ways that maintain long-term viability and preserve the potential to meet the needs of present and future generations. Activities include combating illegal and corrupt exploitation of natural resources and the control of invasive species. Programs in this element should be integrated with the Agriculture Area under Economic Growth and Conflict Mitigation and Reconciliation Area under the Peace and Security Objective, when applicable and appropriate.

Protection and Solutions: Ensure full respect for the rights of the individual and communities in accordance with the letter and the spirit of the relevant bodies of law (international humanitarian, human rights, and refugee law). This involves both legal and practical approaches for implementation in humanitarian situations, including efforts to ensure humanitarian access, incorporate protection strategies in assistance programming and other measures to reduce vulnerability and uphold human dignity for all victims of conflict and disasters. Activities included herein should be linked to relevant GJD/Human Rights elements.

Assistance and Recovery: Provide goods, personnel, services and assistance to meet basic human needs in order to foster transition from relief according to principles of universality, impartiality and human dignity. This element should be employed, when possible, as part of an integrated, coordinated and/or multi-sectoral approach.

Capacity Building, Preparedness and Planning: Improve the ability of the USG, host countries and other partners to prepare for and mitigate the effects of disasters, including both natural disasters and complex emergencies, in a manner that accommodate varying physical, cultural and social abilities to move freely and access information and services. Activities under this component include any efforts to enhance the capacities of the USG (in Washington and in the field), humanitarian assistance providers, national host-country authorities, and local communities to engage in disaster reduction and response activities. Activities consist of standardized and coordinated assessments, monitoring, information sharing, data and situational analysis, joint planning; enhancement of coping mechanisms, including the capacity to address adaptation to constantly changing situations on the ground including climate variability and climate change.

DRAFT

ANNEX II: Past Performance Reference Questionnaire

Applicants must upload the completed section A of this questionnaire to FFP MIS per Section V (e. Past Performance) of this RFA. The remaining sections shall be completed by USAID.

A. CONTRACT/GRANT/COOPERATIVE AGREEMENT INFORMATION:

Name of Company/Organization Being Evaluated:
Address:
Contract/Award Number:
Contract/Award Value:
Contract/Award Type:
Period of Performance:

B. DESCRIPTION OF CONTRACT/AWARD:

During the contract/award being evaluated, this firm was the
Prime Contractor/Awardee
Significant sub-contractor/sub-awardee
Team Member
Other (Describe):

Does anything other than a customer/supplier relationship exist between the firm being evaluated and your organization?

No
Yes

If yes, please describe the nature of this relationship:

C. EVALUATOR:

Name:
Title:
Organization:
Address
Telephone No:
Email Address:

D. PERFORMANCE

O = Outstanding, VG = Very Good, G = Good, F = Fair, P = Poor, N/A = Not Applicable

Please rate the Contractor/Grantee's technical performance and/or management abilities in the following areas:

Quality of service, including consistency in meeting goals and targets.	O	VG	G	F	P	N/A
Cost control, including forecasting costs as well as accuracy in financial reporting.	O	VG	G	F	P	N/A
Timeliness of performance, including adherence to agreement schedules and other time sensitive project conditions and effectiveness of home and field office management to make prompt decisions and ensure efficient completion of tasks.	O	VG	G	F	P	N/A
Customer satisfaction with performance including responsiveness to client needs and requests and to host country partners (Government, private sector) in implementation.	O	VG	G	F	P	N/A
Effectiveness of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified.	O	VG	G	F	P	N/A
Overall	O	VG	G	F	P	N/A

DRAFT