Annex 1 Request For Applications

**Sustainable Environmental Governance Across Regions**

**USAID SEGAR**

**Request for Applications (RFA) No. 006**

Issuance Date: 25 May 2022

Dear Applicant:

USAID SEGAR*,* implemented by Chemonics International, is seeking applications from Indonesian NGOs/CSOs that are registered and formally constituted with strong experience of conducting community-based forest management, conservation, and smallholder association strengthening linked to greening commodity supply chains, and conservation-based village planning. The grantee is expected to work with selected villages in Kubu Raya, Sanggau, Sintang, and Ketapang in West Kalimantan Province to undertake the indicative activities in each village (see below for more detail).

The Activity will hold a pre-application meeting on June 3, 2022 (online) from 09.30.00 to 11.30 WIB. This meeting will provide eligible and interested applicants with the opportunity to ask questions about the RFA and receive guidance on how to complete the application form. Interested applicants that meet the eligibility requirements defined in Section III below and would like to attend this workshop must confirm their attendance by sending both the organization´s and participant’s name(s) to the USAID SEGAR Grants Team at the following e-mail address at **segar.grantsac@gmail.com**. A maximum of two people may attend the workshop from each organization. When confirming attendance, please note if any of the attendees has any special needs affecting their participation. No reimbursement for costs of attendance will be covered by USAID SEGAR.

USAID SEGAR and Chemonics´ employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a USAID SEGAR employee should be reported to the USAID SEGAR chief of party (COP) or directly to Chemonics at: [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com).

The following annexes are included with this RFA:

- Annex A - [Grant Application Form](https://docs.google.com/document/d/1uB0noPKGoMm-OGJifcOX64_n0okLudt6/edit?usp=sharing&ouid=108840632446243478381&rtpof=true&sd=true)

- Annex B – [Grant Application Budget Form](https://docs.google.com/spreadsheets/d/1qF3wsvgpfpDG53FvNWVM_hxNSwauMQQA/edit?usp=sharing&ouid=108840632446243478381&rtpof=true&sd=true)

- Annex C – [Implementation Timeline](https://docs.google.com/document/d/1gle74aLMbYgarMQhjWKwfrN8EkiiBAkp/edit?usp=sharing&ouid=108840632446243478381&rtpof=true&sd=true)

- Annex D – [Grant Applicant Self Assessment Form](https://docs.google.com/document/d/1poeT7hXMTEc55NiGNd5EZZ7WWL76SIwv/edit?usp=sharing&ouid=108840632446243478381&rtpof=true&sd=true)

- Annex E – Required Certifications

* *Certification of “Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction (AAPD 14-03, August 2014)”*
* *Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (April 2015)*

- Annex F – Mandatory and Required as Applicable Standard Provisions:

* Standard Provisions for U.S. and Non-U.S. non-governmental organizations receiving a fixed amount award can be accessed through the following URL: <http://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>

**SECTION I. PROGRAM DESCRIPTION**

**IA. OBJECTIVE**

USAID SEGAR looks to engage smallholders and communities to adopt sustainable practices that require addressing complex issues related to community-based conservation, livelihoods, green commodity supply chains, land tenure, and the roles of women and youth. To do so, USAID SEGAR will strengthen the capacity and access to resources for communities and smallholders to facilitate their integration into green supply chains, improve their environmental stewardship and make more efficient use of their existing agricultural land. At the same time, USAID SEGAR will broaden the range of sustainable, income-generating livelihood options available to them.

USAID SEGAR will award at least four grants to Indonesian Non-Government Organizations (NGO) and Community Society Organizations (CSO) to undertake smallholder and community engagement.

**IB. BACKGROUND**

USAID SEGAR is a five-year (2021 – 2026) Activity designed to advance Indonesia’s development objectives in balancing biodiversity conservation and sustainable land use with inclusive economic and livelihoods development. To accomplish this, targeted subnational jurisdictions with high conservation values (HCV) and high carbon stock (HCS) will improve management of natural resources (NR) that measurably conserves biodiversity, decreases greenhouse gas (GHG) emissions from unsustainable land use, and promotes sustainable and inclusive economic growth.

At the village level/district level, USAID SEGAR will seek to achieve the following:

1. Empower priority villages adjacent to critical/vulnerable HCV/HCS areas, to build and implement a vision for sustainable village-level biodiversity conservation and improved land management, with a particular focus on the conservation of orangutans.
2. Work with small and medium-scale smallholders in priority villages to link them to broader supply-chains, as well as working with companies to ensure that a greater percentage of profits from the commercialization of sustainably produced goods is shared with them. This will serve as an important market incentive for smallholders to change to more environmentally friendly production practices.
3. Support natural resource-based, income generating livelihood options for women, youth, indigenous people, and other marginalized groups in subnational jurisdictions, especially in priority villages and smallholder groups. This will include employing targeted investments in environmentally friendly businesses for these same stakeholders.
4. Facilitate multi-stakeholder fora (MSF) in subnational jurisdictions to foster mutually beneficial partnerships between communities, private sector entities, smallholders, NGOs, and local governments to underpin improved local environmental governance.

USAID SEGAR works in the following four provinces and twelve districts:

1. Aceh Province: Aceh Tamiang, North Aceh, East Aceh
2. West Kalimantan Province: Ketapang, Kubu Raya, Sanggau, Sintang
3. East Kalimantan Province: Berau, East Kutai, Mahakam Ulu
4. Central Kalimantan: West Kotawaringin and Seruyan

**IC. DETAILED PROGRAM DESCRIPTION**

USAID SEGAR is seeking applications from Indonesian NGOs/CSOs that are registered and formally constituted with strong experience of community-based development, forest management, conservation, and sustainable commodity production, as well as linking smallholders to commodity green supply chains. The grantee is expected to work with selected villages in Kubu Raya, Sanggau, Sintang, and Ketapang in West Kalimantan Province, to undertake the indicative activities described below.

At the village level the first stage of strengthening will involve the following indicative activities in each village:

Table 1. Indicative Activities

| District | Village | Indicative Activity |
| --- | --- | --- |
| 1. Kubu Raya | 1. Teluk Bakung | * Community based forest conservation * Developing and expanding natural resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services * Developing and strengthening GESI (gender and social inclusive) activities related with resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services |
| 1. Teluk Bayur 2. Pasak Piang 3. Sungai Asam 4. Mega Timur | * Implementing sustainable commodity practices by supporting STDB registration and sustainable certification such as ISPO/RSPO. * Strengthening smallholder groups and linking them to green supply chains and sustainable markets. * Strengthening smallholder capacity to access potential incentives for sustainable land management such as the replanting program and revolving funds from BPDPKS and BPDLH. |
| 2. Sanggau | * + - 1. Pisang | * Community based forest conservation * Developing and expanding natural resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services * Developing and strengthening GESI (gender and social inclusive) activities related with resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services |
| 1. Rahayu 2. Palem Jaya 3. Kelompu 4. Subah | * Implementing sustainable commodity practices by supporting STDB registration and sustainable certification such as ISPO/RSPO. * Strengthening smallholder groups and linking them to green supply chains and sustainable markets. * Strengthening smallholder capacity to access potential incentives for sustainable land management such as the replanting program and revolving funds from BPDPKS and BPDLH. |
| 3. Sintang | 1. Gurung Mali | * Community based forest conservation * Developing and expanding natural resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services * Developing and strengthening GESI (gender and social inclusive) activities related with resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services |
| 1. Jaya Mentari 2. Sungai Buluh 3. Bangun | * Implementing sustainable commodity practices by supporting STDB registration and sustainable certification such as ISPO/RSPO. * Strengthening smallholder groups and linking them to green supply chains and sustainable markets. * Strengthening smallholder capacity to access potential incentives for sustainable land management such as the replanting program and revolving funds from BPDPKS and BPDLH |
| 4. Ketapang | 1. Kuala Satong | * Community based forest conservation * Developing and expanding natural resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services * Developing and strengthening GESI (gender and social inclusive) activities related with resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services. |
| 1. Sungai Bakau 2. Sungai Besar 3. Pematang Gadung 4. Lamon Satong 5. Kuala tolak | * Implementing sustainable commodity practices by supporting STDB registration and sustainable certification such as ISPO/RSPO. * Strengthening smallholder groups and linking them to green supply chains and sustainable markets * Strengthening smallholder capacity to access potential incentives for sustainable land management such as the replanting program and revolving funds from BPDPKS and BPDLH |

USAID SEGAR recognizes that some grantees may require some technical assistance (TA) to carry out the proposed activity effectively. Consequently, applicants are encouraged to specify their needs for TA and/or training in their application.

**C.1. SCOPE OF WORK**

The scope of work includes:

1. Strengthening community-based conservation efforts both in the non-state forest (APL) and state forest through social forestry and partnership with Forest Management Units (FMU)/concessions to protect critical/vulnerable HCV/HCS areas and key species habitat.
2. Providing technical assistance to small and medium-scale smallholders to apply sustainable commodity practices by expanding smallholder mapping, STDB registration, and commodity certification.
3. Providing technical assistance and facilitation services to small and medium-scale smallholders to link them to sustainable markets.
4. Developing and expanding natural resource-based income-generating livelihood options, forest-friendly livelihoods such as, non-timber forest product (NTFP), ecotourism, and environmental services for women, youth, indigenous people, and other marginalized groups.
5. Developing and strengthening GESI (gender and social inclusive) activities related with resource-based income-generating livelihood options, forest-friendly livelihoods such as non-timber forest products (NTFP), ecotourism, and environmental services

**C.2. EXPECTED RESULT**

The expected results of this grant are:

1. Number of critical/vulnerable HCV/HCS areas and key species habitat protected.
2. Number of smallholders registered in STDB or sustainable certification such us ISPO/RSPO certification.
3. Number of small and medium-scale smallholders served by supporting functions (extension services, agriculture input services provider, financial service provider, and research and development provider) and/or connected to sustainable value chain.
4. Number of small and medium-scale smallholders included in sustainable market’s broader supply-chain and established partnerships with private investment for increasing the productivity of existing land while reducing production costs and pressures on surrounding ecosystems.
5. Natural resource-based income-generating and forest-friendly livelihoods are created.
6. GESI (gender and social inclusive) activities related with resource-based income-generating livelihood options, forest-friendly livelihoods developed and strengthened

**C.3. INDICATOR**

This section identifies contributions (direct and indirect) of the grant to USAID SEGAR indicators:

1. Indicator 1: EG.10.2-2 Number of hectares of biologically significant areas under improved natural resource management as a result of USG (United States Government) assistance.
2. Indicator 2: EG.13-8 Number of hectares under improved management expected to reduce Green House Gas Emissions as a result of USG assistance.
3. Indicator 5: EG.13-2 Number of institutions with improved capacity to address sustainable landscapes issues as supported by USG assistance
4. Indicator 7: Number of people trained in environmental governance, sustainable landscapes, natural resources management, and biodiversity supported by USG assistance.
5. Indicator 8: EG.10.2-5 Number of laws, policies, or regulations that address biodiversity conservation and/or other environmental themes officially proposed, adopted, or implemented as a result of USG assistance.
6. Indicator 10: EG.13-5 Number of people receiving livelihood co-benefits (monetary or nonmonetary) associated with the implementation of USG sustainable landscapes activities.
7. Indicator 11: Total actual or imputed value of sales for goods and services associated with the implementation of USG sustainable landscapes activities
8. Indicator 14: Commercial transaction value of sustainable commodities from targeted landscapes.
9. Indicator 15: Amount of private investment leveraged (in USD) for green supply chains targeted landscapes.
10. Indicator 17: Number of smallholders registered/certified in STDB or other platforms as result of USG assistance.
11. Indicator 18: Number of initiatives that strengthen women, youth, or minority group participation in managing natural resources, or that increase their access to natural and productive economic resources.
12. Indicator 4. EG.13-4 Amount of investment mobilized (in USD) for sustainable landscapes as supported by USG assistance.

**ID. AUTHORITY/GOVERNING REGULATIONS**

USAID SEGAR grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID’s Advanced Directive System (ADS) 302.3.5.6, “Grants Under Contracts.” Awards made to non-U.S. organizations will adhere to guidance provided under [ADS Chapter 303](https://www.usaid.gov/ads/policy/300/303), “Grants and Cooperative Agreements to Non-Governmental Organizations” and will be within the terms of the USAID Standard Provisions as linked in the annexes, as well as the USAID SEGAR grants procedures.

ADS 303 references two additional regulatory documents issued by the U.S. Government’s Office of Management and Budget (OMB) and the U.S. Agency for International Development:

* 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](http://www.ecfr.gov/cgi-bin/text-idx?SID=2e11c56f4c402a68fd92aee657de8475&mc=true&node=sp2.1.200.e&rgn=div6) (U.S. applicants are subject to 2 CFR 200 in its entirety)

Full text of 2 CFR 200 can be found at <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> and 2 CFR 700 at <http://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5>. USAID SEGAR is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards.

Under the USAID SEGAR grant program, USAID retains the right at all times to terminate, in whole or in part, its grant-making authorities.

**SECTION II. AWARD INFORMATION**

USAID SEGAR anticipates at least four grant awards. The anticipate value of each grant is estimated to be IDR 900.000.000,- (approx. USD 64,286) per district to implement the indicative village-level activities described here in each district. The final amount will be dependent upon specific activities and final negotiation and may be lower or higher than this value. The duration of any grant award under this solicitation is expected to be no more than 12 months. The estimated start date of grants awarded under this solicitation is 30 June 2022.

**SECTION III. ELIGIBILITY**

**IIIA. ELIGIBLE RECIPIENTS**

* Applicants must be a registered Indonesian Organization formally constituted, recognized by and in good standing with appropriate Indonesian authorities, and compliant with all applicable civil and fiscal regulations. It is highly recommended to organization based in Kubu Raya, Sanggau, Sintang, and Ketapang in West Kalimantan Province to apply.
* Applicants must have proven ability and experience in facilitating village and smallholder strengthening activities.
* Applicants must have proven ability and experience in working and assisting community and smallholder groups to carry out community-based conservation and development activities
* Applicants must clear to choose the proposed activities in each district as mentioned in the Table 1, Indicative Activities.
* Applicants will ideally have experience in working with the villages mentioned in the document.
* Applicants must demonstrate a record of objectivity and constructive engagement with multiple stakeholder groups, including environmental civil society groups, government agencies, and private sector actors.
* Applicants should include in their proposal one team member with at least five years' experience in conducting community-based development, biodiversity conservation, sustainable land use, and sustainable green supply chain activities.
* Applicants may only submit only one application per prime organization under this RFA.
* Applicants must be able to demonstrate successful past performance in implementation of integrated development programs in designated landscapes.
* Applicants must have established outreach capabilities with linkages to TIMBY application. This should be reflected by the incorporation of a beneficiary perspective in the application.
* Applicants must display sound financial, administrative, and technical management and associated policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. USAID SEGAR will assess this capability prior to awarding a grant.
* The following are required to be submitted as part of the application package in response to an RFA found in Annex E.
  + Certification of “Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction (AAPD 14-03, August 2014)”
  + Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (April 2015)
* Additionally, applicants must sign the following required certifications prior to receiving a grant. The certifications are attached to this solicitation (Annex E) and USAID SEGAR will review them with applicants.
* For any grant award(s) resulting from this solicitation that is other than in-kind and equivalent to $25,000 USD or more, grantees will be required to provide a Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a DUNS number, it should be included in their application. Otherwise, applicants will be expected to get a DUNS number before an award is made. TheUSAID SEGARwill assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

The Activity will work with the successful grantee to draft a marking strategy and branding (M&B) plan which will be annexed to the grant agreement.

USAID SEGAR encourages applications from new organizations who meet the above eligibility criteria.

**SECTION IV – APPLICATION AND SUBMISSION INFORMATION**

**IVA. INSTRUCTIONS TO APPLICANTS**

Applicants must propose strategies for the implementation of the program description described above, that are appropriate to their organizational strengths.

**IVA1. APPLICANT SELF-ASSESSMENT**

All organizations selected for award are subject to a pre-award risk assessment conducted by USAID SEGAR, to ascertain whether the organization has the minimum management capabilities required to handle US government funds. The applicant self-assessment is the first step in the pre-award risk assessment process. The Applicant Self-Assessment Form is contained in Annex D.

Instructions and a template for the *full application* are in Annex 1. Applicants that submit full applications that meet or exceed the merit review criteria will be notified of next steps in the application process.

**IVA2. GRANT APPLICATION**

Templates to be utilized when developing the application are provided in Annexes A and B. Applicants shall present their technical application and budget in the formats provided and shall follow the instructions and guidelines listed in these annexes.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

The applicationmust be signed by an authorized agent of the Applicant.

**IVA3. INELIGIBLE EXPENSES**

USAID SEGAR grant funds may not be utilized for the following:

* Construction or infrastructure activities of any kind.
* Ceremonies, parties, celebrations, or “representation” expenses.
* Purchases of restricted goods, such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, used equipment; without the previous approval of USAID SEGAR, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.
* Alcoholic beverages.
* Purchases of goods or services restricted or prohibited under the prevailing USAID source/ nationality (Cuba, Iran, North Korea and Syria).
* Any purchase or activity, which has already been made.
* Purchases or activities unnecessary to accomplish grant purposes as determined by the USAID SEGAR Project.
* Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
* Creation of endowments.

**IVB. APPLICATION AND SUBMISSION INFORMATION**

Applications shall be submitted in Bahasa Indonesia or Englishand may not be more than 15 pages.

Applications (Technical and budget proposals and supporting documentation) should be submitted in electronicto the USAID SEGAR Grants official email at the address below and should reference RFA No. 006. Applications must be submitted no later than 12:00 am WIB, on 25 June 2022*.* Late applications, or those that do not respond to the RFA, will not be considered.

**USAID SEGAR**

Grants Team

Email: [idn-segar-grantsrfa@chemonics.com](mailto:idn-segar-grantsrfa@chemonics.com)

Cc to: [segar.grantsac@gmail.com](mailto:segar.grantsac@gmail.com)

In addition to the application forms and budget, applicants should submit the following to USAID SEGAR*.*

* Implementation Plan
* Signed and dated Required Certifications listed under section III.A
* Applicant Self-Assessment form
* A copy of the Applicant’s valid legal registration, under Indonesia law.
* A copy of the organization´s latest audited financial statements or annual financial statement signed by the head of organization.

Please submit all questions concerning this solicitation to the attention of RFA 006,via email to Grants Team at [idn-segar-grantsrfa@chemonics.com](mailto:idn-segar-grantsrfa@chemonics.com) cc segar.grantsac@gmail.com

USAID SEGAR will assist applicants in understanding the application process and can provide coaching in applying at the request of applicants.

**SECTION V. APPLICATION MERIT REVIEW CRITERIA**

Full applications will be evaluated against the merit review criteria in the table below.

|  |  |
| --- | --- |
| **Merit Review Category** | **Rating (Points)** |
| Feasibility of Design & Technical Approach | 30 |
| Impact on Target Group | 15 |
| Management & Programmatic Capacity | 15 |
| Sustainability/Financial Self-Reliance | 15 |
| Cost Effectiveness | 10 |
| Past Performance | 10 |
| Gender Awareness | 5 |
|  |  |
| **Overall Rating (out of 100 points)** | **100** |

These merit review criteria elements are described more fully below.

A. *Feasibility of Design & Technical Approach.* The quality and feasibility of the application in terms of the viability of the proposed technical approach, (i.e., the proposed technical approach can reasonably be expected to produce the intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project objectives to offer significant impacts on trade and investment in Egypt. The technical approach must directly contribute to the achievement of the ECP Program’s expected results and performance under the activity and must be measurable under one or more of the ECP Program’s indicators for regulatory reform, streamlined business processes, workforce development or financial sector strengthening. Evaluation of approaches may include either approaches proven to be effective or new untried approaches with promise. Proposed mechanisms for monitoring and evaluation with objectively measurable indicators will also be appraised. **30 points**

B. *Impact on Target Group.* The extent to which the proposed activity corresponds to the needs of target group(s) and will directly benefit them. Also, the degree to which it will directly or indirectly stimulate other organizations and resources to replicate, develop, or implement activities supporting the objectives of ECP. **15 points**

C. *Management and Programmatic Capacity.* Evidence of the capability to undertake and accomplish the proposed activities and positively strengthen the environment for trade and investment. The application should demonstrate the organization’s effectiveness in terms of internal structure, technical capacity, and key personnel, in meeting economic development goals. In addition, the organization must demonstrate adequate financial management capability. The evaluation will be based principally on the background, qualifications, reputation, appropriateness, and skills of its key personnel; and the “track record,” reputation, and achievements (including development of self-sufficient, sustainable activities) of the organization. **15 points**

D. *Sustainability/Financial Self-Reliance.* The extent to which the funded activity will result in building and strengthening the capacity of the community and local organizations, and whether the activity itself is sustainable or will promote sustainability of the organization. **15 points**

E. *Cost Effectiveness.* The degree to which budgeting is clear and reasonable and reflects best use of organizational and grant resources. **10 points**

F. *Past Performance.* Previous or ongoing experience implementing similar activities. This examines an Applicant’s references and experience, which is a critical factor in assessing the capacity of the organization to implement the activity. **10 points**

G. *Gender Awareness.* The extent to which the proposed activity includes a gender component or represents a strong commitment to women as beneficiaries. **5 points**

Additionally, USAID SEGAR will ensure environmental compliance with all USAID regulations in the design and implementation of the award as required by 22 CFR 216.

**SECTION VI. AWARD AND ADMINISTRATION INFORMATION**

All grants will be negotiated, denominated, and funded in *Indonesia rupiah*.

All costs funded by the grant must be allowable, allocable, and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.

Issuance of this RFA and assistance with application development does not constitute an award or commitment on the part of USAID SEGAR, nor does it commit USAID SEGAR to pay for costs incurred in the preparation and submission of an application. Further, USAID SEGAR reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the offerors. Applicants will be informed in writing of the decision made regarding their application.

**LIST OF ANNEXES**

**Annex A** – Grant Application Form

- **Annex B** – Grant Application Budget Form

- **Annex C** – Implementation Timeline

- **Annex D** – Applicant Self-Assessment Form

- **Annex E** – Required Certifications

* *Certification of “Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction (AAPD 14-03, August 2014)”*
* *Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (April 2015)*

- **Annex F** – Mandatory and Required as Applicable Standard Provisions:

* Standard Provisions for U.S. and Non-U.S. Nongovernemtal organizations receiving a fixed amount award
* Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants

**Annex A**

**GRANT APPLICATION TEMPLATE**

**A.1. General Instructions**

USAID SEGAR will assist applicants in understanding the application process, answer questions from applicants, and may provide coaching in application development at the request of applicants. Annex B includes a detailed budget format that must be completed and submitted with your application. Annex C, Implementation Plan Timeline, and Annex C.1, Monitoring & Evaluation Indicator Form, should also be completed at the time of submission of the grant application. *This application may not exceed 15 pages in length.* Pages exceeding 15 will not be reviewed *(does not include Annex C, Implementation Plan Timeline, Annex C1, M&E Indicator Form, or Annex B, Detailed Grant Budget).*

**A.2. Instructions by Section**

Templates for presentation of both the technical and budget aspects of the application are provided in Annexes A. Applicants shall present their proposals in the formats provided. Those applications that are not submitted according to the formats requested and in accordance with the instruction in this RFA will be considered as non-responsive and will be disqualified.

The application elements and guidelines are summarized below:

**Section I (Basic Information).** TheApplicant provides basic contact information and information regarding the status of the organization.

Items 1-2: Organization’s name, date organization was founded, and current registration status.

Item 3: Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between USAID SEGAR and the Applicant. This applies to all aspects of the grant, from initial application, negotiation, award, and close out. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.

Item 4: Organizational Structure— List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart.

Item 5: Briefly describe the organization and its activities — Should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. This section must not exceed 15 pages in length.

Item 6: References—List three donors, partner organizations, or community leaders that can provide references for your organization’s ability to successfully carry out the financial, administrative, and technical requirements of the grant activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email address.

**Section II (Program Description).** The Applicant describes overarching program elements such as objective of the grant and the linkage to USAID SEGAR’s objectives, results, the activity’s beneficiaries, and plan for disseminating activity deliverables. This section **must not exceed 10 pages in length**.

Item 7: Grant Activity Title—The title given to the activity should relate to the grant activity objective.

Item 8: Background—Identify the problem that the grant activity proposes to address. This section must not exceed 2 pages in length.

Item 9: Grant Objective – Briefly state the objective of the proposed grant activity.

Items 10: Grant Activity Detail – Provide a thorough, detailed description of the activity, including how the activity links to USAID SEGAR’s objectives, and the expected results. This section must not exceed 8 pages in length. Please refer closely to the merit review criteria and program description sections of the RFA 001

Item 11: Beneficiaries – Identify beneficiaries/participants, disaggregated by gender if possible, estimated number, and location. Identify how the grant activities will reach the intended beneficiaries, how they will benefit from the grant, and how the beneficiaries will be identified or selected.

**Section III (Program Implementation Plan).** This section covers information regarding activity implementation, including proposed personnel and descriptions of each task. This should be the most detailed section and must not exceed 5 pages in length, depending on the nature of the grant activity and tasks involved.

Item 12: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks.

Item 13: Main tasks of the activity— Provide details regarding the specific tasks of the activity in Annex C.1. The implementation plan must be supported by Annex C, Implementation Plan Timeline, listing all identified main tasks over the duration of the activity. Please include all events, trainings, publications, etc. For each task, provide the following information:

Task # / Title

1. Task description

2. Target Audience

3. Grant-financed resource required & detailed explanation of use

4. Non-grant-financed resources required

5. Start and end dates

6. Person(s) responsible

7. Milestone or indicator of achievement

Each task must be:

* Complete and sound
* Integrated and scheduled with dependent tasks
* Assigned to a responsible party
* Defined in terms of resources required
* Concluded with a viable milestone of achievement—milestones must be linked to results.

The tasks listed must show a logical, thoughtful approach to the overall implementation plan. Tasks should describe actions and be logically sequenced. The Applicant should also describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the tasks.

List all indicators for the grant activity in Annex B.2, Monitoring & Evaluation Indicator Form, including a precise definition of the indicator, targets, and how the data will be collected and disaggregated.

Item 14:Applicant lists the location(s) of the activity, adding rows as needed.

Item 15: Applicant lists the personnel who will be involved in implementing the grant activity. Attach updated CVs and Annex B.4, Salary History Form, for all grant activity personnel.

**Section IV (Experience and Capacity).**

Item 16: Applicant should describe past experience or on-going carrying out similar technical activities. This is a critical factor in assessing the capacity of the applicant to implement the activity. If the applicant does not have similar experience, state that here and describe any other relevant qualifications that will allow you to successfully implement the grant activity.

**Section V (Cost).** This is a summary of the information provided in the application budget forms, and includes total grant request, Grantee's cash or in-kind contributions for the activity, and contributions from other sources (co-funding) for the activity. Applicant also describes any other US Government funding they are currently receiving for other purposes. Applicant must identify any long-term, recurrent commitments resulting from activity, and Applicant’s plan for sustainable coverage.

Item 17: Detailed cost of this activity (cash, in-kind [i.e. donated goods or services], and third-party sources)

Item 18: Discuss strategies for ensuring the sustainability of the proposed activity and organization, expected program income generation (if any), and third party leveraging of funds (if any). Program income is defined as gross income earned by the Grantee that is directly generated by a supported activity or earned as a result of this grant, during the period of the grant.

Item 19: List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity.

Applications must be supported by Annex B, Detailed Grant Budget.This excels’ budget template, when properly completed, reviewed, and approved by USAID SEGAR, will serve as the mutually agreed-upon guide for activity financial management. All activity costs must be identified. Cost data must be accurate; proposed amounts should not be unrealistically high or low.

It is important that the budget clearly indicate where specific project funds are to come from (from USAID, co-funding by another donor, or the applicant’s contribution). Furthermore, contribution from other donors and Applicant resource commitment will be investigated and documented. In order to avoid double financing/ billing, USAID SEGAR will require full disclosure by all involved parties and will maintain contact with co-funders to verify their contributions. Budgeted amounts must also be supported by justification, and the applicant must be able to provide such backup to USAID SEGAR if requested.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

**(please take out the instruction from the grant application upon submission)**

**Section A.3. Grant Application Form**

The application must be signed by an authorized agent of the Applicant.

This application is in response to RFA No.\_\_006 on Village Strengthening \_\_\_

**Section I. Basic Information**

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

|  |  |
| --- | --- |
| Key contact person(s) and title: | |
| Office address: | Office phone: |
| Mobile: |  |
| Email: | Website: |

1. Organizational Structure – List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart.
2. Briefly describe the organization, its purpose, and past related experience:

**Program Activity Matrix**

| **No.** | **Activity** | **Objective** | **Activity Description** | **Expected Outcome** | **Target participants** | **Time (Weeks/Months, How Many Times)** | **Verification Evidence** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A. | | | | | | | |
| A.1 |  |  |  |  |  |  |  |
| A.2… etc |  |  |  |  |  |  |  |
|  | | | | | | | |
| B.1 |  |  |  |  |  |  |  |
| B.2… etc |  |  |  |  |  |  |  |

1. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Agency or Organization | Nature of Relationship or  Title of Project, Location | Start & End Dates of Collaboration | Contact Person |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |

1. Have any of the key personnel or leadership of this NGO been terminated or resigned in lieu of termination for any misconduct, including fraud or sexual harassment? If yes, please list name and title.

**Section II. Program Description**

1. Title of the proposed grant activity:
2. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?
3. Objective of the proposed grant activity:
4. Describe the proposed activity and expected results in detail (or attach a project description). Describe the main tasks that are proposed to meet the grant objective, the expected results to be achieved, and how the tasks are linked to the grant objective. Describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the grant objective. This activity detail should keep in mind the merit review criteria contained in the solicitation:
5. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and beneficiaries:

**Section III. Implementation Plan**

1. Anticipated duration of the grant activity:

|  |  |
| --- | --- |
| Overall length (total number of months) |  |
| Start and end date (day, month, and year) |  |

1. All implementation plans must be supported by Annex B.1 that lists all identified tasks over the duration of the activity.
2. Location(s) of the activity (add rows as needed).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Community | Municipality | Department | State |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

1. List personnel who will be involved in implementing this project. CVs & salary history forms are required for all project personnel. See Annex B.4, Salary History Form.

**Section IV. Experience and Capacity**

1. Describe the organization’s experience implementing similar activities:

**Section V. Cost**

*Note:* All applications must be supported by the attached Annex B.3, Detailed Grant Budget.

1. Cost in local currency per the attached budget:

|  |  |
| --- | --- |
| Amount requested from USAID SEGAR project: |  |
| In-kind (i.e. donated goods or services) or other contribution from organization: |  |
|
|
| Other donors or third-party resources: |  |
|
|
| Total Estimated Grant Activity Cost: |  |
|

1. Discuss strategies for ensuring the sustainability of the proposed activity and organization, including expected program income generation (if any), and third party leveraging of funds (if any).
2. List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity. Add additional lines if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Agency | Title of Project, Location, & Start & End Dates | Total Funding  (in local currency) | Donor Contact Person |
|  |  |  | Name: |
| Email: |
| Tel: |
|  |  |  | Name: |
| Email: |
| Tel: |
|  |  |  | Name: |
| Email: |
| Tel: |

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |
| --- |
| FOR PROJECT USE ONLY |
| Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its *Grant Application*, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the prospective grantee has been advised as to the review and appraisal process, and its primary project point of contact.  Grants Manger\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX B – Detailed Grant Budget Template (Excel*)***

**ANNEX C - Sample Implementation Plan Timeline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IMPLEMENTATION PLAN** | | | | | | | | | | | | | | | | | |
| **Task**  List each task. Please be as specific as possible. Use additional pages if necessary. | **Target Audience**  Who is the audience targeted for the task? | **Grant Resources Required** and Detailed Explanation of Use | **Non-Grant Resources Required** (Grantee or Third Party Contribution) and Detailed Explanation of Use | **12 Month Timeline**  Place an X in the appropriate box to indicate the first and last month of the task, with approximate start and end dates. (Add more months if necessary) | | | | | | | | | | | | **Person(s) Responsible**  Who is responsible for overseeing and implementing the task? | **Evaluation Indicators and Milestones**  How will you measure the success of the task? |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **Indicator** | **Precise definition** | **To be reported (Y/N)** | **Data Collection** | **Targets** | **Disaggregation** |
| XX project indicators | | | | | |
| To be filled out by M&E specialist |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Grantee-proposed indicators | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Annex C.1 - Grantee Monitoring and Evaluation Indicators and Results Form