

ANNEX I REQUEST FOR APPLICATIONS

Sustainable Environmental Governance Across Regions **USAID SEGAR**

Request for Applications (RFA) No. 002

Issuance Date: October 13, 2021

Dear Applicant:

USAID SEGAR, implemented by Chemonics International, is seeking grant applications to implement and improve a well-tested, national mobile application for citizen monitoring of citizen-perceived environmental transgressions - threat to forests, biodiversity and other important ecosystems (mangroves, wetlands, etc.), which is linked to a formal, public/private response system.

Specifically, the process of continued expanded use and improvement to the monitoring system will be supported by the Activity by way of introducing and testing the system in three selected USAID SEGAR-supported districts, training communities in its environmental monitoring and reporting value and use, managing and ensuring that any reports are channeled to the relevant response system/institution and are followed-up on, and making specific recommendations for improvements to the mobile application, which will be directed towards the developers of the app. The grantee will also be expected to present a sustainability plan to support TIMBY use once USAID SEGAR support ends.

The grant will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contract, as well as USAID SEGAR's internal grants management policies.

USAID SEGAR will hold an online pre-application meeting on October 27, 2021, from 10.00 to 12.00 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: ids-segar-grantsrfa@chemonics.com. A maximum of two people may attend the workshop from each organization. When confirming attendance, please advise of any special needs affecting the participation of attendees. 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.

The following annexes are included with this RFA:

- Annex A - Grant Application Form
- Annex B – Grant Application Budget Form
- Annex C – Implementation Timeline
- Annex D – Application 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. non-governmental organizations receiving a fixed amount award can be accessed through the following URL:
<http://www.usaid.gov/sites/default/files/documents/303mat.pdf>

SECTION I. PROGRAM DESCRIPTION

I.A. OBJECTIVE

In the context of improving environmental governance and particularly expanding the participation of Indonesian citizens, USAID SEGAR will promote a reporting and monitoring system that lets individuals, groups and communities report on environmental concerns or perceived illegal/destructive practices via a simple software application called “This Is My Back Yard” (TIMBY). Enhanced environmental monitoring by citizens via a platform like TIMBY can improve enforcement and underpin more productive collaboration between the wider public, natural resource managers, and enforcement officers, allowing officers to expand their patrolling reach and allocate resources more effectively. Responsible private sector companies also stand to gain from citizen reporting. TIMBY offers a cost-effective way to monitor their supply chains and to identify labor and environmental violations quickly, so that they can be addressed before they become a reputational risk or endanger sustainability certifications.

This activity will contribute to achieving USAID SEGAR’s expected result A.3.1.3 (Issue grant for introduction and upscaling of TIMBY or other approach) and A.3.1.4 (Pilot TIMBY or other approach in selected target districts) included in its Year 1 Annual Work Plan (Issue grant for introduction of TIMBY and pilot). More broadly it will contribute to the achievement of outcomes A3 (Environmental governance bodies and natural resource managers equitably enforce natural resource laws, policies, and regulations across the range of actors and stakeholders that influence biodiversity conservation and greenhouse gas emissions from land use) and B1 (Private sector entities implement mandatory and voluntary environmental and social standards and requirements)

USAID SEGAR will award a grant to a local non-government organization to expand the use and improve the TIMBY monitoring system by way of introducing and testing the system in USAID SEGAR-supported districts, training communities in its environmental monitoring and reporting value and use, managing and ensuring that any reports are channeled to the relevant response

system/institution and are followed-up on, and make specific recommendations for improvements to the mobile application (when necessary), which will be directed towards the developers of the app.

I.B. BACKGROUND

USAID SEGAR is a five-year (2020 – 2025) 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 and high carbon stock will be supported to improve the management of natural resources that measurably conserves biodiversity, decreases greenhouse gas emissions from unsustainable land use, and promotes sustainable and inclusive economic growth.

USAID SEGAR works to strengthen the role of the government, private sector, and civil society stakeholders in underpinning more consistent compliance with environmental laws and regulations. This will be achieved via three complementary strategies:

1. Improving the reach and quality of monitoring data and reporting undertaken by government, the private sector, and civil society to better meet the requirements of the GOI and national and international market standards.
2. Strengthening the capacity of sub-national government and Forest Management Units (FMUs) to better and more efficiently process monitoring information generated by staff, such as patrollers or forest rangers, the private sector, and the public.
3. Helping national and sub national authorities make best use of improved monitoring data to use incentives and disincentives more effectively. On the one hand, this will involve employing mechanisms for sanctioning environmental transgressions, including “naming and shaming” of offenders, as well as strategic lawsuits. On the other, it will include incentive mechanisms to reward smallholders and businesses who implement measures to reduce threats to biodiversity and GHG emissions from land use.

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

- Aceh Province: Aceh Tamiang, Aceh Utara, Aceh Timur
- West Kalimantan Province: Ketapang, Kubu Raya, Sanggau, Sintang
- East Kalimantan Province: Berau, Kutai Timur, Mahakam Ulu
- Central Kalimantan Province: Seruyan and Kota Waringin Barat.

I.C. DETAILED PROGRAM DESCRIPTION

USAID SEGAR is seeking applications from Indonesian NGOs that are registered and formally constituted with strong experience of community-based environmental monitoring and reporting.

The grantee will be expected to work in three targeted districts, Seruyan (Central Kalimantan) and Ketapang and Sintang (West Kalimantan), to undertake the detailed SOW outlined below.

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

I.C.1. SCOPE OF WORK

The scope of work includes:

1. Introducing TIMBY pilots for citizen and community-based environmental monitoring and reporting in five targeted USAID-SEGAR-supported districts, including conducting the monitoring and reporting with community.
2. Training citizens/community in the use and value of the TIMBY app.
3. Managing the use of the TIMBY app in these five districts, including coordinating the posting of citizen/community reports and ensuring that they are channeled to the relevant authorities (local, provincial, or national).
4. Identifying specific needs for modifying/improving the TIMBY app to better meet user needs, including to meeting the government of Indonesia's (GOI) minimum requirements for public reporting.
5. Presenting a sustainability plan to underpin future use, including identifying possible funding sources and technical support.

I.C.2. EXPECTED RESULT

The expected results of this grant are:

1. TIMBY used in three USAID SEGAR supported districts.
2. Training modules for community-level and Training of Trainers (TOT) developed and imparted, with at least two trainers trained per community.
3. Successful management of TIMBY in three targeted districts.
4. Records of reported cases of identified environmental threats and institutional follow-up, which meet GOI minimum requirements of public reporting to the relevant authorities.
5. A sustainability plan of the use of the apps beyond the project cycle.

I.C.3. INDICATOR

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

1. Indicator 5: Number of institutions with improved capacity to address sustainable landscapes issues as supported by USG assistance
2. Indicator 7: Number of people trained in sustainable landscapes supported by USG assistance.
3. Indicator 8: Number of laws, policies, or regulations that address biodiversity conservation and/or other environmental themes officially proposed, adopted, or implemented because of USG assistance
4. Indicator 13: Number of private-sector companies operating in USAID SEGAR supported districts that are implementing voluntary environmental and social standards

I.D. 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](#), "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](#) (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 always retains the right to terminate, in whole or in part, its grant-making authorities.

SECTION II. AWARD INFORMATION

USAID SEGAR anticipates awarding up to up to IDR 1,000,000,000 (approximately USD 70,000) for this grant. The final amount will be dependent upon grant activities and final negotiations and may be lower or higher than that range. 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 December 1, 2021.

USAID SEGAR's anticipated budget will include all tasks identified in the above SOW.

SECTION III. ELIGIBILITY

III.A. ELIGIBLE RECIPIENTS

- Applicants must be a registered Indonesia Non-Government Organization formally constituted, recognized by and in good standing with appropriate Indonesia authorities, and compliant with all applicable civil and fiscal regulations.
- Applicants must have proven ability and experience in developing and using community-based monitoring and reporting tools for improved environmental governance, preferably TIMBY.

- Applicants must have proven ability and experience in providing assistance to citizens, community and civil society organizations to carry out community-based monitoring and reporting.
- 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 of experience in overseeing community-based environmental monitoring and reporting.
- Applicants may only submit 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 the TIMBY application or similar others and must make clear what advantages TIMBY generates for citizens and communities.
- 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. The USAID SEGAR will 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 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

IV.A. INSTRUCTIONS TO APPLICANTS

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

IV.A.1. 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 I. Applicants that submit full applications that meet or exceed the merit review criteria will be notified of next steps in the application process.

IV.A.2. 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 application must be signed by an authorized agent of the Applicant.

IV.A.3. 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.

IV.B. APPLICATION AND SUBMISSION INFORMATION

Applications shall be submitted in English and may not be more than 15 pages.

Applications (Technical and budget proposals and supporting documentation) should be submitted in electronic to the USAID SEGAR Grants official email at the address below and should reference RFA No. 002. Applications must be submitted no later than 12:00 pm WIB, on November 12, 2021. Late applications, or those that do not respond to the RFA, will not be considered.

USAID SEGAR

Grants Team

Email: ids-segar-grantsrfa@chemonics.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 002, via email to Grants Team at ids-segar-grantsrfa@chemonics.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
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These merit review criteria 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
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