



**Issuance Date:** August 18, 2020

**RFA Submission Date:** September 18, 2020 17:00 hours EST

**Total RFA Grants under Contract Amount:** \$235,000

**Anticipated Number of Grants:** up to two grants

**Subject: Request for Applications (RFA) Number: EDGE BUY-IN GAP 2020-001 - Full Application**

Dear Prospective Applicants,

The United States Agency for International Development (USAID) Economic Development, Governance and Enterprise Growth Project (EDGE), implemented by International Development Group Advisory Services, LLC (International Development Group LLC or IDG), is seeking applications from qualified applicants in Ukraine with the objective of building capacity of the civil society sector in ensuring fair and transparent privatization of state-owned assets, and supporting the Government of Ukraine's (GOU) privatization communication strategy whereby the public will have access to real-time information and a clear understanding of the privatization process and its benefits for the Ukrainian society.

The RFA is comprised of the following main sections:

- 1. Program Description**
- 2. Award Information**
- 3. Eligibility Requirements**
- 4. Application Review Information**
- 5. Award Administration Information**
- 6. Submission Requirements**

Successful Applicants will be responsible for ensuring achievement of the program objectives. Please refer to the Program Description section of this RFA for a complete statement of goals and expected results.

Subject to availability of funds, IDG intends to provide up to \$235,000 in total funding for activities to be implemented between October 15, 2020 and ending on October 15, 2021, with one award up to \$135,000 for Result I, and one award up to \$100,000 for Result II and duration of 12 months for each of the grants. Matching contributions to the funds requested from EDGE are highly encouraged and will be evaluated as an additional criterion to break ties among applications with equivalent scores after evaluation against all other criteria. IDG reserves the right to fund any or none of the applications submitted.

Applicants are invited to submit a Full Application. To be eligible for an award, Applicants must provide all required information in their applications, including the requirements found in the annexes to this RFA. Late, incomplete, or non-responsive applications will not be considered. Awards will be made to the

responsive applicants whose applications best meet the requirements of this RFA and the evaluation criteria contained herein.

Applicants should send all questions and expressions of interest concerning this RFA to Saudamini Mohan, EDGE IDG Project Coordinator, at [smohan@internationaldevelopmentgroup.com](mailto:smohan@internationaldevelopmentgroup.com) and [EDGEgrants@internationaldevelopmentgroup.com](mailto:EDGEgrants@internationaldevelopmentgroup.com) no later than **September 1, 2020 at 17:00 hours EST**.

IDG requires that the full applications be submitted electronically (e-mailed) to [smohan@internationaldevelopmentgroup.com](mailto:smohan@internationaldevelopmentgroup.com) and [EDGEgrants@internationaldevelopmentgroup.com](mailto:EDGEgrants@internationaldevelopmentgroup.com) in PDF format no later than **September 18, 2020 at 17:00 hours EST**. The full application should be single-spaced, written in A4, in no smaller than 12-point font, and in Times New Roman. Each page should be consecutively numbered. Full applications should have margins of not less than one inch on all sides.

**Note: Applicants are requested to propose activities that will target one of the two results (not both results). Applicants can only submit one application.**

Issuance of this RFA does not constitute an award commitment on the part of IDG, nor does it commit IDG to pay for any costs incurred in the preparation and submission of an application. Further, IDG reserves the right to reject any or all applications received. Applications are submitted at the risk of the Applicant, and all preparation and submission costs are at the Applicant's own expense.

## **1. PROGRAM DESCRIPTION**

### **EDGE PROJECT GOAL**

EDGE is a 3 to 5-year regional activity in Europe and Eurasia (E&E) that aims to create inclusive, sustainable economic growth and to support intra-regional and Euro-Atlantic integration. EDGE aims to generate synergies among USAID projects working in economic growth and bring together stakeholders across countries to work on mutual problems, giving the USAID E&E portfolio a regional dimension. The Development Objective (DO) of EDGE is **Inclusive, sustainable economic growth supporting intra-regional and Euro-Atlantic integration**.

The primary objective of the support in Ukraine under the EDGE buy-in component is to support the reform and privatization of State-Owned Enterprises (SOE) with the overarching goal of reducing corruption and helping Ukraine achieve Euro-Atlantic integration. This RFA will support the following Results:

- I.** Building capacity of the civil society sector in ensuring a fair and transparent privatization of state-owned assets; and,
- II.** Supporting the implementation of the Privatization Communication Strategy whereby the public will have access to real-time information and a clear understanding of the privatization process and its benefits for the Ukrainian society.

## GRANTS UNDER CONTRACT PROGRAM DESCRIPTION

### Local Capacity Building and Greater Intra-Regional Linkages through Grants Under Contract (GUC)

A primary objective of the EDGE GUC Program is to build the capacity of local organizations to enable them to implement EDGE activities in support of EDGE's Development Objective (DO). EDGE will use a GUC mechanism for this purpose, to promote capacity building and sustainability of local associations and organizations, government entities, and the private sector. The GUCs will address local sustainability and capacity building when applicable, while contributing to the achievement of the DO. This approach supports USAID's focus on building Self-Reliance, in which government entities, the private sector and other stakeholders assume greater ownership of development initiatives.

### ILLUSTRATIVE ACTIVITIES TO BE FUNDED THROUGH THE GUC PROGRAM

This activity will provide funds to finance innovative approaches and applications that have the potential to generate sustained watchdog and monitoring activities resulting in improvements in the process of privatization of SOEs and putting the sold or leased assets into productive use. Enhancing private sector-led economic growth is the ultimate goal of the privatization process.

We recognize that COVID-19 might have some impact on the proposed activities, since it is uncertain how long the present situation will continue, and how it will evolve. During the co-creation process of the Full Application, EDGE can and will work in partnership with you to address associated issues and the potential impact of the pandemic on the performance of the grants and will help applicants to revise activities accordingly.

Areas of attention and illustrative activities for grants may include:

#### ***Result 1: Building capacity of the civil society sector in ensuring fair and transparent privatization of state-owned assets***

- Monitoring and reporting on compliance with the prevailing laws, regulations, and policies regarding the privatization of SOE assets;
- Supporting advocacy for public-private dialogue on transparent bidding procedures and the consequences for not following the rules and procedures;
- Supporting advocacy efforts on monitoring and overseeing the privatization process;
- Sharing best practices and information related to the transparency and accountability aspects of privatization and its impact on the overall business environment;
- Supporting information dissemination and promoting free access to public documents;
- Monitoring the official Government messaging on the privatization process and addressing missing pieces and inconsistencies;
- Improving information flow through collecting questions from the public regarding the privatization and publishing official government responses;

- Delivering the training, organizing events and conducting media outreach regarding points described above.
- Monitoring the implementation of the new lease law and its implications on the prior lease agreements;
- Providing organizational, informational and technical support and capacity building to facilitate transparent privatization and SOE reform

***Result II: Supporting the implementation of the Privatization Communication Strategy whereby the public will have access to real-time information and a clear understanding of the privatization process and its benefits for the Ukrainian society.***

- Supporting the implementation of the newly-developed Privatization Communication Strategy (Details available in a separate attachment);
- Working with relevant entities, organizations and other relevant NGOs and CSOs in monitoring institutions responsible to implement the Privatization Communication Strategy;
- Sharing best practices and information related to the Privatization Communication Strategy in terms of transparency and accountability;
- Support stakeholder analysis as part of the Privatization Communication Strategy;
- Provide inputs and recommendations on the SWOT analysis as presented in the Privatization Communication Strategy;
- Support the implementation of the Action Plan of the Privatization Communication Strategy;
- Creating a repository of information, news, materials published in the media, and conducting brief analyses on the content of the information collected;
- Identifying and addressing knowledge and information gaps of the public regarding the benefits of a properly implemented privatization process and providing recommendations for the revision and improvement of the Privatization Communication Strategy.

## **GENDER CONSIDERATIONS**

Applications must reflect gender considerations relevant to proposed activities.

## **ELIGIBLE APPLICANTS**

The following legal entities registered in Ukraine are eligible to apply:

- Business Support Organizations (BSOs): chambers, clusters, associations, incubators, innovation centers that are locally registered
- Non-Governmental Organizations (NGOs) that are locally registered
- Private sector firms and consulting firms
- Public private partnerships
- Educational institutions and training centers; and
- Coalitions of these entities.

## 2. AWARD INFORMATION

Financial allocation under this RFA is up to **US\$ 235,000** to be awarded to up to two Grantees. Grant performance period will be **12 months**. Grant awards will start o/a October 15, 2020, with the performance period of 12 months until o/a October 15, 2021.

### TYPES OF GRANTS

The types of Grants that will be awarded are the following:

Type of Grant	Features	Illustrative Eligible Organizations
Simplified Grant	<ul style="list-style-type: none"> <li>• Payment occurs on reimbursement basis based on costs incurred</li> <li>• Maximum value: Simplified Acquisition Threshold “(currently \$150,000)”</li> <li>• EDGE may provide assistance for financial capacity-building of the organization</li> <li>• No advance payments</li> <li>• May include an in-kind element</li> <li>• Indirect costs are never allowed</li> <li>• The recipient will not purchase any goods or services, except as authorized pursuant to 22 CFR 228 or ADS 310, Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID or any applicable waivers, and the recipient will not purchase any single item that has a useful life over one year and a cost of \$5,000 or more.</li> <li>• The recipient has signed pre-award certifications as required in 303.3.8.</li> </ul>	<ul style="list-style-type: none"> <li>• Established CSOs (including established NGOs, business associations)</li> <li>• Individual Firms</li> <li>• Nascent CSOs (community-based organizations, women and youth groups) with a strong focus on in-kind elements of the grant</li> </ul>

Type of Grant	Features	Illustrative Eligible Organizations
Fixed Amount Award (FAA)	<ul style="list-style-type: none"> <li>• Specific milestones to be completed under the grant are pre-determined and grantee receives payment upon successful completion of these milestones</li> <li>• Adequate, fixed, and known cost available during budget determination providing limited risk of changes or failure in program</li> <li>• No advance payments but initial milestone payment allowed not exceeding 30% of overall grant amount and adhering to other requirements</li> <li>• May include an in-kind element</li> <li>• Tranche payments will not be made for milestones that are not completed.</li> <li>• Recipient may not purchase real property</li> <li>• The duration of the FAA must not exceed three years.</li> </ul>	<ul style="list-style-type: none"> <li>• Organizations proposing activities that include programmatic accomplishments or results to establish grant milestones</li> <li>• Organizations capable or positioned to produce reports, studies, consultancies, or surveys that would benefit the overall programmatic objectives of EDGE.</li> <li>• Organizations implementing a short-duration quick-impact activity that can be quickly negotiated and awarded</li> <li>• Organizations must have capacity to effectively plan both technical and financial resources with a high degree of certainty about expected costs and the duration of the activity with support from EDGE. EDGE may provide capacity building to assist with the planning.</li> </ul>
Standard Grant	<ul style="list-style-type: none"> <li>• EDGE may provide advances to the grantee; an initial advance may not be more than 30 days' worth of expenses, 30% of the total budget, or \$150,000, whichever is less. Subsequent advances can be for no more than 30 days' worth of expenses.</li> <li>• Larger costs can be supported over a longer period of time.</li> <li>• Receipts must be presented to EDGE to liquidate the advance and request a subsequent advance.</li> <li>• May include an in-kind element</li> <li>• EDGE may provide assistance for capacity-building of the organization</li> </ul>	<ul style="list-style-type: none"> <li>• Organizations with demonstrable experience at managing financial resources effectively and long-term activities that require funding in advance.</li> </ul>

Type of Grant	Features	Illustrative Eligible Organizations
In-Kind Grant Agreement	<ul style="list-style-type: none"> <li>• Used for organizations with lower financial/ management capacity, or quick impact activities, allowing for in-kind procurement of services/goods directly by EDGE</li> <li>• All activities are paid for in-kind directly by EDGE</li> </ul>	<ul style="list-style-type: none"> <li>• Organizations with limited financial/ management capacity</li> <li>• Organizations proposing activities that include programmatic accomplishments or results to establish grant milestones</li> <li>• Organizations capable or positioned to produce reports, studies, consultancies, or surveys that would benefit the overall programmatic objectives of EDGE.</li> <li>• Organizations implementing a short-duration quick-impact activity that can be quickly negotiated and awarded.</li> </ul>

**3. MINIMUM ELIGIBILITY REQUIREMENTS**

Regardless of the grantee or grant type, all GUCs will follow the grant award process.

Given that Grant applications might include multiple beneficiaries and/or implementers, the Grant Agreement will be signed with one organization/entity that will be responsible for management and oversight of the grant. The other beneficiaries and/or implementers will have to sign a Partnership statement confirming their roles, responsibilities and contribution to the grant. Minimum eligibility criteria are criteria with which an organization must comply in order for its grant application to be accepted for Grant Evaluation Committee (GEC) review. The minimum eligibility criteria are as follows:

1. Grantees must be one of the defined types of entities as listed in the Eligible Applicants section above.
2. Grantees must be in good standing with the respective country authority in Ukraine, and in compliance with all applicable civil and fiscal regulations
3. Grantees must display sound management in the form of financial, administrative, and technical policies and procedures that are in written format 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. (An overview of grantee compliance requirements, as set forth in the U.S. government’s OMB Circulars A-110, A-122, and A-133.) <https://www.usaid.gov/who-we-are/agency-policy/external-reference-links/omb> The grantee must also sign a *Recipient Certificate of Compliance*.
4. Sub-agreements are not permitted, i.e. the grantee must have full responsibility and accountability for grant activity implementation.
5. Prior to grant negotiation, all applicants must be vetted with USAID with regard to the U.S. Government’s prohibition of transactions with, and the provision of resources and support to individuals and organizations associated with terrorism.
6. Prior to grant negotiation, all applicants will undergo a Pre-Award Survey that is conducted:

- To determine whether the organization has sufficient financial and managerial capacity to manage USAID funds in accordance with U.S. Government and USAID requirements,
  - To determine the most appropriate method of financing to use under the potential USAID award, and
  - To determine the degree of support and oversight necessary to ensure proper accountability of funds provided to the organization.
7. Grantees must also be willing and able to certify the following:
- They have not and will not provide support to any individuals and organizations associated with terrorism, in accordance with the terms of the Certification Regarding Terrorist Financing.
  - They have not or will not use U.S. Government funds for lobbying a U.S. Government official according to the terms of the Certification Regarding Lobbying.

### Grant Specifications

All grants provided under EDGE must adhere to the following specifications:

- **Maximum grant amount:**
  - The total value of an individual grant to non-U.S. NGO is not limited.
- **Maximum total grant period:** Three (3) years (unless expressly approved by the GEC and USAID).
- **Application and budget format:** All grant applications and budgets must be submitted in the format provided. Applications and budgets written in a different format will not be considered. IDG is willing to assist potential grantees with their application documents (see Full Application template).
- **Geographic area:** The beneficiaries and the execution of the grant activities **must** take place in Ukraine.
- **Cost share:** Matching contributions to the funds requested from EDGE are highly encouraged and will be evaluated as an additional criterion to break ties among applications with equivalent scores after evaluation against all other criteria.

TYPE OF MATCHING CONTRUBUTIONS			
CASH		IN-KIND	
Items	Valuation	Items	Valuation
Cash contributions	Cash value paid for acquired goods, supplies and services	Volunteer service	Rates for volunteer services must be consistent with those paid for similar work
Cash contributions, Per Diem	Cash value	Donated employee time	Employee's regular rate of pay

		TYPE OF MATCHING CONTRUBUTIONS	
CASH		IN-KIND	
Cash contributions, Travel	Cash value	Donated Supplies	Fair market value of the supplies at the time of the donation
		Donated equipment, building or land	Fair market value at the time of the donation
		Project co-funding	Actual cost incurred

Contributions must be directly or indirectly allocable to the achievement of the grant objective. All contributions must be clearly identified, and all assigned costs must be reasonable and in accordance with prevailing open market conditions. Third-party contributions and VAT are acceptable and may be considered part of the grantee contribution. The nature and amount of this contribution will be clearly defined in the Grant Application and in the Grant Agreement.

- **Construction:** Is not allowable costs with EDGE funding.
- **Payment type:**
  - In-kind support provided by IDG,
  - reimbursement of allowable expenses supported by legitimate receipts from the grantee;
  - fixed awards based on defined deliverables.
- **Grant disbursement:** Funds will be reimbursed by wire transfer to the grant recipient’s bank account from IDG. For in-kind grants including the procurement of goods and services, IDG will procure those directly while working closely with the grantee, unless otherwise agreed on a case by case basis. The procured items will then be delivered to the grantee.
- **VAT:** Grantee is responsible for registering the Grant with the government institutions and obtaining a VAT exemption where the national legislation allows for VAT exemption registration. VAT in countries where there is no exemption can be used as part of the matching contributions as long as it is clearly identified in the Grant application, in a separate budget line item and in the final grant award. IDG will not reimburse VAT.
- **Application language:** All grant application documents must be submitted in English.

**COST ALLOWABILITY**

The beneficiary will not be reimbursed for expenditures incurred which are considered unallowable or in excess of the approved grant budget. The beneficiary should therefore be very careful to adhere to the grant budget and when in doubt as to whether a cost may be unallowable, should consult with the EDGE Technical Team and/or EDGE Grants Manager.

### Allowable costs and activities

Generally, EDGE Buy-In will support beneficiary activities which are consistent with both the grantee and project objectives. Grant activities funded by IDG under the EDGE Buy-In component will meet the following general criteria.

- Grants supported by EDGE Buy-In must promote the overall EDGE objectives set forth in the relevant RFA.
- Grants will cover only necessary and allowable costs linked to the execution of the activity such as program staff salaries, consultant fees, training, meetings and seminars, publications, equipment and rental of equipment, office and travel expenses, and other direct costs. The specific costs to be funded under the EDGE Buy-In component must conform to the USAID guidelines for funding activities.
- Should it be deemed necessary, grants will also cover costs associated with mitigating the environmental impact of grant activities. These mitigation measures should be clearly outlined to determine associated resource needs.
- Activities can only begin upon signature of the agreement between the applicant and IDG. Costs incurred before execution of the agreement will not be reimbursed.

### Unallowable costs and activities

Costs that are not allowed for funding under a GUC may include, but are not limited to the following:

- Costs which are not in line with EDGE related activities, goals of an applicant and proposed activities;
- Immovable Property (real estate) and construction;
- Value-Added Tax (VAT);
- Purchase of goods or services restricted under USAID regulations, including but not limited to the following: surveillance equipment, military equipment and/or arms, police and/or law enforcement equipment, abortion equipment and/or services, weather modification equipment, luxury goods, alcohol, gifts and/or gambling equipment; certain agricultural commodities, motor vehicles, pharmaceuticals and contraceptives, pesticides, fertilizer, used equipment;
- Purchase of goods or services that have their origin in countries or suppliers prohibited by the US as may be identified by USAID's consolidated list of debarred, suspended or ineligible contractors;
- Bad debts of the grantee;
- Any previous obligations by USAID to the grantee;
- Fines and/or penalties imposed on the grantee;

- Expenses related to ceremonies, parties and/or celebrations;
- Creation of endowments;
- Profit and fees;
- Sub-agreements;
- Purchases or activities which are illegal under local or US law; and
- Indirect costs such as but not limited to overhead or indirect fringe (unless the applicant has documented proof of such rates through audits or USAID-issued NICRA). Indirect costs are never allowed under simplified grants.

In general, costs not included in the approved budget may not be allowed unless approved in writing by IDG.

### **REQUIRED CERTIFICATIONS FOR LEAD APPLICANT**

Regardless of the type of grant to be awarded, EDGE requires all grantees to sign the following certifications. As these may change over the life of EDGE the Grants Agreement may be updated accordingly. Required Certifications and Assurances can be found at <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>

- Representation by Corporation Regarding A Delinquent Tax Liability or a Felony Criminal Conviction (An assurance that the organization applying for the grant through a RFA has not been convicted of a felony criminal violation under any U.S. Federal law within the preceding 24 months and the organization does not have any unpaid federal tax liabilities.)
- Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs
- Certification Regarding Terrorist Financing (Required for all grants)
- Certification Regarding Lobbying (Required for all grants over \$100,000)
- Certification of Recipient (Required for all grants)

For grants over the USD equivalent of \$25,000, the grantee will provide IDG with its Duns and Bradstreet Number (DUNS) prior to grant execution or immediately following execution. A DUNS is not required for 100% in-kind grants.

#### 4. APPLICATION REVIEW INFORMATION

EDGE Grants Evaluation Committee will review all submitted applications. Full Applications will be scored and ranked according to the following selection criteria:

<b>Evaluation Criteria</b>	<b>Full app. Stage: Maximum Score</b>
<b>Project Description</b>	<b>20 points</b>
<ul style="list-style-type: none"> <li>• Proposed activity is in line with the Objectives of the RFA.</li> <li>• Extent to which the applicant demonstrates that the project will solve or diminish the identified problem/need.</li> <li>• Level of partnership, networking, alliance and constituency- building involved in the project.</li> <li>• Project objectives are clear, specific, measurable, and achievable within the proposed timeframe.</li> </ul>	
<b>Project Impact</b>	<b>20 points</b>
<p>Clear and credible articulation of the grant’s impact on EDGE Buy-In Indicators and other programmatic indicators related to the privatization activities. (Indicators available in Annex 2)</p>	
<b>Project Implementation Plan &amp; Milestone Schedule</b>	<b>10 points</b>
<ul style="list-style-type: none"> <li>• Gantt chart of planned activities and a timeline with a brief narrative submitted.</li> <li>• Applicant describes milestones as a verifiable product, task, deliverable, or goal.</li> <li>• Applicant describes how they will document the completion of the product, task, deliverable, or goal. Applicant indicates dates when the milestone is expected or required to be completed.</li> </ul>	
<b>Experience and Capacity</b>	<b>10 points</b>

<b>Evaluation Criteria</b>	<b>Full app. Stage: Maximum Score</b>
<ul style="list-style-type: none"> <li>● The applicant demonstrates technical, managerial and financial capacity to implement the proposed activity.</li> <li>● Extent to which project proposal falls within the mission of the organization.</li> <li>● Extent of prior experience in building or participating in regional partnerships or alliances to address critical economic issues.</li> <li>● Organizational capacity and prior experience in managing grant funding to achieve program objectives.</li> <li>● Demonstrated willingness to participate in the grant program’s capacity building component.</li> </ul>	
<b>Cost and Budget</b>	<b>20 points</b>
<ul style="list-style-type: none"> <li>● Applicants provides budget and narrative, including the summary of the information provided in the application budget forms and includes total grant request</li> </ul>	
<b>Monitoring and Evaluation Plan</b>	<b>10 points</b>
<ul style="list-style-type: none"> <li>● Describe monitoring and evaluation methods and tools used to measure and evaluate the program activities, targets, results and gender consideration.</li> </ul>	
<b>Sustainability Results/Plan</b>	<b>10 points</b>
<ul style="list-style-type: none"> <li>● Presents a vision for how new activities contribute to the organizational sustainability;</li> <li>● The ability of applicant to finance USAID-funded activities, after the end of USAID support including a general timeline.</li> </ul>	
<b>Total</b>	<b>100 points</b>

Additional Criteria	Yes/No
<ul style="list-style-type: none"> <li>Applicant’s ability to co-finance or mobilize additional resources to support activities.</li> </ul>	

Following USAID approval, successful applicants will be notified of the award.

**5. AWARD ADMINISTRATION INFORMATION**

Upon successful evaluation and approval by USAID, the Grantee will receive a notice of award signed by the International Development Group LLC, EDGE Chief of Party.

Grants will be administered in accordance with the following regulations as applicable:

- Automated Directives System (ADS) Chapter 303 Grants & Cooperative Agreements to Non-Governmental Organizations: 303.3.25 Fixed Amount Awards to Non-Governmental Organizations
- A Mandatory Reference for ADS Chapter 303: 303\_mak Fixed Amount Award Entity Eligibility Checklist
- A Mandatory Reference for ADS Chapter 303: 303\_mat Fixed Amount Awards to Non-Governmental Organizations
- ADS 302.3.4.13 Grants Under Contracts (GUCs)
- 2 C.F.R. 200.45 Definition Fixed Amount Awards
- 2 C.F.R. 200.201 Use of grant agreements cooperative agreements, and contracts (as referenced in ADS 303.3.25.a.)
- 2. C.F.R. 200 Subpart E – Cost Principles for non-profit and educational organizations – used to negotiate award amounts and terminations per 2 C.F.R. 200.201 (b)(1))
- FAR Part 31 – Cost Principles for For-Profit organizations used to negotiate award amounts and terminations per 2 C.F.R. 200.201 (b)(1))

The Grantee will be required to submit periodic financial and performance reports to EDGE’s Technical Team. Reporting formats will be provided upon signing of the award documents.

The Grantee must comply with the approved Branding Strategy and a Marking Plan as required in Annex A: Request for Additional Information for Shortlisted Applicants. The Marking and Public Communications Under USAID-Funded Assistance provision requires marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient’s, subrecipient’s, other donor’s, or third party. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity. The USAID Identity is the official marking for USAID, comprised of the USAID logo and brandmark with the tagline “from the American people,” available on the USAID Web site at [www.usaid.gov/branding](http://www.usaid.gov/branding). All activities implemented by the Grantee will be in compliance with the USAID Environmental Guidelines

and 22 CFR 216. Prior to implementation of any activity, the Grantee will seek IDG's written approval to assure that all stipulated environmental measures and conditions are met.

## 6. SUBMISSION REQUIREMENTS

All documents must be sent via email to Saudamini Mohan, Project Coordinator at [smohan@internationaldevelopmentgroup.com](mailto:smohan@internationaldevelopmentgroup.com) and [EDGEgrants@internationaldevelopmentgroup.com](mailto:EDGEgrants@internationaldevelopmentgroup.com) in PDF format of originals.

This Request for Application (RFA) is open until **September 18, 2020 17:00 hours EST.**

For the Full application stage, applicants must submit the following documents:

- **ANNEX 1 Full application narrative with the original stamp and signature and a copy in MS Word** (template available in Annexes)
- **ANNEX 2 Monitoring and Evaluation Plan** (details available in annexes)
- **ANNEX 3 Budget Template** (shared as a separate excel attachment)
- **Copy of the organization's Annual Financial Report for the year 2019;**
- **Copy of the organization's registration document not older than six months;**
- **Copy of the project manager's CV;**

Shortlisted applicants will be requested to provide additional information as listed in Annex A.

Please state the name of your organization in the Subject field of your e-mail.

The submitted Full Application must be the original and sole work of the applicant organization. Plagiarism will result in disqualification from the grant competition. Request for grant support for the same or overlapping activities supported by other donor organizations will result in disqualification from the grant competition.

EDGE will retain all materials and documents submitted by applicants. It will not use this information for purposes other than application review and will not share it with other persons or institutions.

After the evaluation process, the decision will be communicated to the Applicants via e-mail.

### **ANNEX A: REQUEST FOR ADDITIONAL INFORMATION FOR SHORTLISTED APPLICANTS**

- 1) **Basic Information:** The applicant provides basic contact information and information regarding the status of the organization. General information includes: (1) Legal Name of Organization, (2) Tax ID number, (3) Mailing Address, (4) Physical Location, (5) Contact Information, (6) Organization's Legal Representative.
- 2) Copy of the organization's chart and by-laws and Power of Attorney of authorized signer
- 3) Copy of organization's legal registration under the local laws

- 4) Copies of the last Annual Financial Reports completed by an authorized/certified accountant. Any other supporting document(s) as requested in the RFA.
- 5) **Project Description** : The applicant describes the program activities, overarching program elements such as objective of the grant and the linkage to the Project objectives or how the proposed project will contribute to these objectives, results and indicators for measuring results, intended beneficiaries, and plan for disseminating activity deliverables. The applicant will outline how the proposed elements will support progress toward organizational sustainability.
- 6) **Project Impact**: This section describes the project's impact on the overall program objectives.
- 7) **Project Implementation Plan and Milestone Schedule**: Project Implementation Plan is a Gantt chart of planned activities and a timeline with a brief narrative. Milestones are for a verifiable product, task, deliverable, or goal of the recipient. The milestones will generally have three parts: (1) a description of the product, task, deliverable, or goal to be accomplished; (2) a description of how the recipient will document the completion of the product, task, deliverable, or goal; and (3) the amount that IDG will pay the recipient for the deliverable. Some milestones may also have dates indicating when the milestone is expected or required to be completed. The individual milestone payments do not necessarily have to reflect costs incurred for that milestone, but the combined total of the milestone payments must reflect the total costs expected to be incurred for performance of the award. In other words, the total cost of the award must be reasonable. Milestones must be objectively verifiable regarding completion and quantity and within the recipient's span of management control to successfully complete as designed.
- 8) **Experience and Capacity**: Applicant lists previous and ongoing experience implementing similar activities. This is a critical factor in assessing the capacity of the grantee to implement the activity. Applicant also provides contact information of at least three references that can speak to the applicant's performance and capabilities.
- 9) **Cost and Budget**: This includes a summary of the information provided in the application budget forms and includes total grant request. The recipient must provide a budget, budget narrative and adequate cost, and historical or unit pricing data to establish a reasonable cost and the assurance that the recipient will not realize any profit above actual cost. Within the budget notes, applicant also describes their contribution and any other donor funding and how it will be allocated.
- 10) **Monitoring and Evaluation Plan**: Description of the monitoring and evaluation methods implemented by the recipient as well as the tools used to measure and evaluate the program activities, targets and results.
- 11) **Sustainability Results/ Plan**: Description of a vision of how new services will contribute to the organizational sustainability and ability of the applicant to finance USAID-funded activities, after the end of USAID support.
- 12) Certifications and Provisions Required as part of Application in accordance with ADS 303\_mav **Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions** :

- Assurance of Compliance with Laws and Regulations Governing Non-discrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
- Certification Regarding Lobbying (22 CFR 227);
- Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
- Certification Regarding Terrorist Financing;
- Certification Regarding Trafficking in Persons;
- Certification of Recipient;
- Key Individuals Certifications Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;

13) **DUNS and SAM Unique Identifying Numbers** in the application, unless exemption applies (awards less than \$25,000 performed by foreign entities overseas 2 CFR 25.110 (d)(2)). Guidance on obtaining DUNS and Sam can be found here

[https://usaidlearninglab.org/sites/default/files/media/articulate/DUNS\\_SAM\\_Portal2/story\\_html5.html](https://usaidlearninglab.org/sites/default/files/media/articulate/DUNS_SAM_Portal2/story_html5.html)

14) **Branding Strategy and a Marking Plan:** The applicant must follow the mandatory standard provision for Grant recipients entitled MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (July 2015) in preparing the Branding and Marking Plan. Proposed Marking Plan may include a request for approval of one or more exceptions to the marking requirements in 2 CFR 700.16

15) **References:** At least three references from previous donors, businesses, or other clients will be provided in writing. The list must include name and position of the authorized representative of the referee's organization, and their contact information.