



# USAID | CENTRAL ASIAN REPUBLICS

FROM THE AMERICAN PEOPLE

Issuance Date: April 4, 2012  
Closing Date: May 18, 2012  
Closing Time: 10 AM, Almaty Time

**Subject:** Request for Applications No.: RFA-176-12-000005, Kyrgyzstan Collaborative Governance Program

Ladies and Gentlemen:

The United States Government (USG), as represented by the United States Agency for International Development (USAID) is seeking applications from Private Voluntary Organizations based in the United States (U.S. PVOs) or indigenous, local NGOs (LNGOs), Public International Organizations (PIO) and International Organizations (IO), U.S. and Non-U.S. For-Profit Organizations, U.S. and Non-U.S. Colleges and Universities to implement a five year program entitled "The Kyrgyzstan Collaborative Governance". The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The purpose of the Kyrgyzstan Collaborative Governance Program (CGP) is to foster effective collaboration between civil society and the Government of Kyrgyzstan (GOK) to deliver services, resulting in a more responsive and accountable government and a credible, sustainable civil society. The Recipient will be responsible for ensuring achievement of the program objectives. Please refer to Section I, the "Funding Opportunity Description" for a complete statement of goals and expected results.

Subject to the availability of funds, USAID intends to provide approximately \$8,120,000 in total USAID funding allocated over the five-year period. USAID reserves the right to fund any or none of the applications submitted.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the agreement when awarded. For U.S. organizations, 22 CFR 226, OMB Circulars, and the Standard Provisions for U.S., Nongovernmental Recipients will be applicable. For non-U.S. organizations, the Standard Provisions for Non-U.S., Nongovernmental Recipients will apply. For PIO organizations, Standard Provisions set forth in ADS-308.5.15 will apply. Copies of these documents can be accessed via the USAID website: <http://www.usaid.gov>.

Applications received after the deadline will not be considered unless the reason for delayed submission is deemed justified or it is in the best interests of the Agency to waive this requirement.

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

SECTION I – FUNDING OPPORTUNITY DESCRIPTION .....	3
SECTION II – AWARD INFORMATION .....	10
SECTION III – ELIGIBILITY INFORMATION.....	12
SECTION IV – APPLICATION AND SUBMISSION INFORMATION .....	14
SECTION V – APPLICATION REVIEW INFORMATION.....	22
SECTION VI – AWARD AND ADMINISTRATION INFORMATION.....	24
SECTION VII – AGENCY CONTACTS.....	29

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

If you decide to submit an application, it must be received by the closing date and time indicated at the top of this cover letter at the place designated below for receipt of applications. Applicants are requested to submit both technical and cost portions of their applications in separate volumes in electronic format (email). Applications and modifications thereof shall be submitted electronically with the name and address of the applicant and RFA-176-12-000005 inscribed thereon, to: [AlmatyAASolicitations@usaid.gov](mailto:AlmatyAASolicitations@usaid.gov)

Award will be made to the responsible applicant(s) whose application(s) best meet the objectives set forth in this RFA.

If it is determined that the answer to any question(s) is of sufficient importance to warrant notification to all prospective recipients, a Questions and Answer document, and/or if needed, an amendment to the RFA, will be issued. Therefore, questions should be submitted no later than April 16, 2012, 10 AM (Almaty Time) to Ms. Deborah Simms-Brown, Agreement Officer via email at [dsimmsbrown@usaid.gov](mailto:dsimmsbrown@usaid.gov) and copy at [AlmatyAASolicitations@usaid.gov](mailto:AlmatyAASolicitations@usaid.gov).

If there are problems in downloading the RFA, please contact Ms. Natalia Portnyagina, Negotiator, via email at [nportnyagina@usaid.gov](mailto:nportnyagina@usaid.gov).

Pre-application conference:

USAID/Kyrgyzstan will be hosting a bidder's conference on April 18, 2012, time: 9:30 am – 12:00 pm (local time). Location: "American Information Resource Center Bishkek" Bayalinov Youth and Children's Library, 242 Ogonbaev Street, 2nd floor +996 (0) 312 661 210 (across from the Bishkek Hyatt Hotel). Participants are highly encouraged to please respond with a reservation to Dinah Zeltser-Winant by COB April 16, 2012 [dzeltser@usaid.gov](mailto:dzeltser@usaid.gov) or by phone at +996 770 457 762.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

This RFA is being posted through [www.grants.gov](http://www.grants.gov). This RFA and any future amendments can be downloaded from this website ([www.grants.gov](http://www.grants.gov)). It is the responsibility of the recipient of the application document to ensure that it has been received from [www.grants.gov](http://www.grants.gov) in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

If there are any problems in downloading the RFA, please contact Ms. Natalia Portnyagina at [nportnyagina@usaid.gov](mailto:nportnyagina@usaid.gov). Applicants should retain for their records one copy of all enclosures which accompany their application.

Sincerely,



Deborah Simms-Brown  
Regional Agreement Officer

## **SECTION I – FUNDING OPPORTUNITY DESCRIPTION**

### **Kyrgyzstan Collaborative Governance Program**

#### **A. Purpose**

The purpose of the Kyrgyzstan Collaborative Governance Program (CGP) is to foster effective collaboration between civil society and the government of Kyrgyzstan to deliver services, resulting in a more responsive and accountable government and a credible, sustainable civil society.

The Kyrgyzstan Collaborative Governance Program aims to improve the social compact between the government and the Kyrgyz populace by capitalizing on the increased cooperation between the public and the civil society sectors in Kyrgyzstan.

The program will be composed of three components:

- Promotion of Government Support for Social Procurements
- Capacity Building Support
- Civic Advocacy and Government Oversight

#### **B. Background**

Kyrgyzstan has the most vibrant and dynamic civil society in Central Asia. It has been a key source of resiliency towards conflict, an incubator of nation-level and community leadership, a critical vehicle for the delivery of humanitarian assistance, and a crucial partner for the government – both in terms of providing oversight and accountability, but also as a contributor of expertise and input on key policy issues. NGOs provided the initial humanitarian response to the June 2010 violence in the south, before the government or international organizations could mobilize. Civil society leaders have entered the highest levels of government and led major constitutional, judicial, and electoral reforms. Civil society representation in government has been institutionalized through their guaranteed participation on various Ministries' advisory boards and on the Judicial Selection Committee. Finally, civil society is an avenue to leadership roles for women and minorities. This emerging partnership in governance, leadership, and democratic development is fragile and nascent and therefore, must be strengthened.

The political reforms enacted since the April 2010 revolution and the burgeoning political will to reform public administration provide an entry point for to build upon the relatively developed capacities of local civil society organizations and the government's growing openness to reform and partnership with civil society. Many civil society leaders have assumed leadership positions in the government since 2010 and civil society has participated in providing constructive input to the electoral and judicial reform processes. The government of Kyrgyzstan is increasingly conscious of the positive role civil society can play in the social development of the country and is developing mechanisms for the procurement of social services for delivery by NGOs, as envisioned by the government's medium term development program for 2010 – 2014.

In the 2011 NGO Sustainability Index, Kyrgyz civil society received a rating of 4.1 on a scale of 1 -7, with 7 being the least desirable score, for the seventh year in a row. The composite index noted that while Kyrgyz civil society is approaching enhanced sustainability in its advocacy capacity it continues to face serious challenges in the area of financial viability.

Sources for additional background information are listed in Annex 2 (Background information).

#### **Previous USG Assistance**

USAID has supported Kyrgyz civil society since 1992. The most recent USAID supported civil society program "Civic Advocacy for Reform and Stability" was implemented by PACT between April 2007 and 2010. A copy of the final external evaluation of the program is provided in the Annex of Resources. The recommendations of the evaluation in designing their technical approach shall be used as a valuable source for developing the proposed approach.

#### **International Donors**

The donor community is actively engaged in Kyrgyzstan generally, and by and large donors are interested in promoting civil society and government oversight.

CSO Support: A wide range of donors are active in supporting Civil Society Organizations (CSO) that work on law-related issues, including advocacy, Non-Governmental Organization (NGO) law, court transparency and monitoring, human rights, access to justice, and gender equity. The following donor organizations are playing a leading role: the Soros Foundation, the Aga Khan Foundation Network, EU Commission, DanChurchAid, OSCE, and UNDP.

The successful awardee will coordinate assistance to the civil society and collaborative governance activities with local and international partners to ensure activities are well articulated and that there is no duplication of donor-funded activities.

### **C. Strategic Framework for Foreign Assistance**

USG foreign policy priorities in Kyrgyzstan align with core areas of focus under the Presidential Policy Directive on Global Development, especially core areas of building sustainable governance and investing in country-owned models of inclusive growth and development that are well-governed, economically stable, globally connected and market-oriented. This program supports the U.S. Foreign Policy Objectives in the Central Asia Region, specifically Objective 3: *Encourage Political Liberalization*. This program is also in line with US Government's Strategy for Kyrgyzstan and its Objective 1: *Strengthen Democratic Processes*.

The activities outlined in this document will support the Program Objective: Governing Justly and Democratically and its Program Areas of 2.2 Good Governance and 2.4 Civil Society.

The foremost foreign assistance priority of the United States Government (USG) in Kyrgyzstan is governing justly and democratically. The overall goal is to support the consolidation of democratic reforms in Kyrgyzstan made after the April 2010 revolution. A vibrant Kyrgyz civil society, which is able to exercise many roles in strengthening social cohesion in Kyrgyzstan, is essential to the unfolding democratic transformation in Kyrgyzstan.

### **D. Program Objectives and Illustrative Activities**

The underlying objective of this program is to foster effective collaboration between civil society and the government of Kyrgyzstan to deliver services, resulting in a more responsive and accountable government and a credible, sustainable civil society.

The Kyrgyzstan Collaborative Governance and Civil Society Strengthening Program aims to improve the social compact between the government and the Kyrgyz populace by capitalizing on the increased cooperation between the public and the civil society sectors in Kyrgyzstan.

The proposed program builds upon USAID's and other donors' previous support to Kyrgyz civil society with the goal to:

- Support the Government of Kyrgyzstan's efforts to increase civil society participation in service delivery through social procurement mechanisms.
- Strengthen Kyrgyz civil society's ability to provide multi-faceted services in the areas of government oversight and input to public policy, service delivery and advocacy.

The program will be composed of three components:

- Component A. Promotion of Government Support for Social Procurements
- Component B. Capacity Building Support
- Component C. Civic Advocacy and Government Oversight

Sub-grant activities will support the capacity building and the civic advocacy and government oversight components.

#### **Component A. Promotion of Government Support for Social Procurements**

The objective of this component is to develop and strengthen the systems, procedures and legislation of the government of Kyrgyzstan at the national and local levels so that they may provide direct financial support to civil society organizations for service delivery. This will include the drafting of selection and auditing procedures and development of project management systems for the Kyrgyz Government to undertake social procurements from Kyrgyz civil society organizations.

An assessment will be conducted at the end of year two of this Program of the ability of Kyrgyz ministries and agencies to receive USAID funding for social procurements. Upon the verification of continued transparent and

accountable Kyrgyz government procurement systems for Kyrgyz NGOs, USAID will consider a separate activity (outside the scope of this program description) with the Government of Kyrgyzstan to support social service delivery through Kyrgyz civil society organizations, using the transparent and competitive procurement mechanisms developed through this Program. It is envisioned this support would include significant matching funds by USAID and other donors to the government to manage these social procurements. USAID encourages the use of innovative approaches in knowledge transfer of relevant regional experiences in social procurements.

Illustrative activities:

- Provide technical assistance to government of Kyrgyzstan and Kyrgyz civil society organizations on the following:
  - Thorough review and analysis of existing legislation, by-laws, organizational systems and procedures that apply to government funded social contracting and grants for CSOs.
  - Drafting of new legislation, by-laws/regulations, procedures and amendments on social procurements, as needed, through a process of analysis and mapping of the existing legislative and regulatory environment; formation of expert working groups; and consultations with civil society, government and beneficiary stakeholders reviews.
  - Creating an overarching Government of Kyrgyzstan strategy and action plan for institutionalizing direct financial state support to civil society across the various ministries and agencies.
  - Analyzing and identifying areas of service delivery which could be more efficiently and effectively delivered by CSOs.
- Assist in designing monitoring and evaluation systems for government bodies engaged in social procurement.
- Design a system for and a set of interventions that will foster social procurement and grant-making by municipal bodies to local civil society organizations.
- In partnership with Kyrgyz ministries and agencies, develop manuals, standard forms and processes for use by government and civil society in the procurement process.
- Develop training materials and conduct intensive trainings for affected state and municipal level government officials on how to conduct social procurements.
- Conduct targeted outreach to key stakeholders in the Jogorku Kenesh, the apparatus of the Office of the President and the Prime Minister to build support for required legislative and regulatory changes as determined by expert analysis.
- Develop procedures and sub-normative acts in key national ministries and agencies on commissioning and procurement of evidence-based independent research for the purposes of policy development and execution.
- Analyze the legal framework for philanthropy and provision of expertise on reforming key laws governing charitable contributions such as the Tax Code, the Law on Charitable Organizations, and the Law on Non-Commercial Organizations.

Anticipated Results:

- Institutionalized financial support by the Kyrgyz Government for civil society through adoption of necessary legislation and regulations.
- Internal systems and procedures for executing state support to civil society are developed and implemented.
- Increasing number of ministries and agencies utilize civil society organizations for service delivery in a transparent and accountable manner.
- An improved enabling environment for private philanthropy is enacted.
- Kyrgyz Government establishes systems for procuring third party analytical research to inform evidence-based policy formulation.

**Component B. Capacity Building Support**

The objective of this component is to enhance the capacity and professionalism of Kyrgyz civil society in order to become a more sustainable force in Kyrgyz democratic governance and social development. This component should be implemented with a variable approach to the needs, abilities, and proposals of the organizations and citizens that compose current Kyrgyz civil society. Activities within this component should build upon the nearly two decade long engagement of USAID and other donors with capacity building efforts for civil society, with the recognition that a new generation of civil society organizations is entering the non-profit sector. USAID envisions a two-pronged approach to capacity building: one set of activities will focus on the creation of a university level curriculum which will provide

training for a professional workforce that is going to assume leadership and management roles within Civil Society Organizations (CSOs); simultaneously, a second set of activities will engage new and promising local CSOs in capacity building throughout the country. The efforts under capacity building shall target local CSOs, Community Based Organizations (CBO) and local initiative groups, particularly outside Bishkek.

Illustrative activities:

*Track 1- University Curriculum Support*

- Assess the relevance of current post-secondary curriculum to the capacity building needs of individuals seeking employment in the local non-profit sector and conduct market research of its workforce needs.
- Engage the Ministry of Education to understand better the workforce needs of civil society employers and non-profit marketplace for employment (inter alia, through the use of current workforce assessments).
- Develop and engage a consortium of universities (including those located outside of Bishkek) to support the establishment of a curriculum relevant to a civil society workforce that can be sustained through enrollments. This shall entail but not be limited to the following:
  - Designing or reformatting university level courses such as non-profit accounting, NGO law, civic activism, human rights, public health.
  - Assisting the Ministry of Education in establishing standards for a baccalaureate program related to non-profit management with possible tracks relevant to public health, education, or public policy.
  - Support a professional mentorship program between partner university programs and established non-profits to promote internships and professional fellowships that can lead to future employment for student participants.
  - Develop and support short and mid-term university professor exchange to increase the sharing of information and skills of academics in the consortium program.
  - Establish online learning platforms to enhance educational experience.
  - Enable partnerships with international universities to support the exchange of academics and students and participating Kyrgyz universities.
  - Modernize programmatic information resources including online information resources (such as a Kyrgyz Wikipedia), computer laboratories, and libraries.
  - Support the sustainability of the university degree programs and educational instructors' intellectual development.

*Track 2*

- Build the capacity of local and emerging civil society organizations and actors outside of Bishkek through mobile capacity building events designed to address fundamental skills. These may include but are not limited to:
  - Assessment and prioritization of institutional capacity strengthening needs. (Applicants may use the capacity assessment tools found in USAID paper found here "[Recent Practices in Monitoring and Evaluation Tip: Measuring Institutional Capacity](#)" or any other assessment tool in consultation which they justify in their application or agree to with the designated AOR.)
  - Strengthening the managerial, organizational and programmatic capacity of selected NGOs, with a focus on administrative ability to service as implementing partners for the Government of Kyrgyzstan.
  - Strengthening the technical capacity of CSOs to deliver services via the social procurement mechanisms made available by the Government of Kyrgyzstan.
  - Strengthening the capacity of selected CSOs to undertake action-based research and policy analysis, resulting in the formulation of evidence-based policies.

Anticipated Results:

Universities that participate in offering a curriculum desired by the non-profit and civil society work force should demonstrate capability in such key areas as:

- Sustainable university program(s) that develops the skills of the future workforce based upon needs of civil society and reflecting the values of a democratic and progressive country;
- Encourage an institutional bridge between academia and civil society and ministerial education officials.

NGOs that participate in capacity building should demonstrate capability in key areas such as:

- Auditable human resources, strategic planning, financial and administrative management systems are utilized by selected CSOs;
- Selected CSOs are able to conduct research and policy analysis useful for policy discussions with the Government and Parliament of Kyrgyzstan;

- CSOs are able to provide improved service delivery, with support from the Government of Kyrgyzstan and other donors.

### **Component C. Civic Advocacy and Government Accountability**

The objective of this component is to ensure appropriate citizen oversight of the executive, legislative and judicial branches of government to improve the social contract between the citizens and the government of Kyrgyzstan through better accountability and transparency. The set of activities under this component will support civil society organizations which undertake “watchdog” programs in support of good governance. Of particular interest to USAID is greater transparency and accountability in the following areas: 1) corruption within public service delivery; 2) campaign finance reform; 3) monitoring of judicial decision-making; 4) human rights violations by state actors; 5) free media; 6) and advocacy against the influence of criminal networks or ethnic extremist groups on the government and the legislature. The position of civil society on these issues should be developed through action-based policy research. USAID defines action-based policy research as a process whereby organizations undertake research to improve their strategies, practices and knowledge of the environment leading to social action.

#### **Illustrative activities:**

- Educate civil society organizations on the principles of good governance and how to advocate for such based on the material developed through Component B of this program.
- Establish or re-energize existing alliances among civil society organizations that can be mobilized to address issues of good governance through a unified platform and design of action plans.
- Manage a flexible small grants program described below that will be utilized to address issues raised above and be able to respond to emerging threats to good governance.
- Mobilize constituencies to support specific reform and good governance agendas utilizing above partners or coalitions.
- Monitor and support grantees to ensure effectiveness of projects through active coordination, use of new media and technologies, and engagement of formal and informal leadership.

#### **Anticipated Results:**

- Civic action programs produce tangible change in selected regions or sectors;
- Increased volume of legislation and/or policies is initiated by CSOs or has significant CSO input;
- CSOs are at the forefront of mobilizing the Kyrgyz populace in public processes that contribute to democratic reforms;
- CSO expertise in oversight and publicizing of institutional performance is improved and informs public and policy debates and processes;
- Enduring mechanisms for public stakeholders consultations on policy and legislation are reinforced or established.

#### **Sub-grants program**

USAID anticipates that sub-grants will be awarded to local organizations to undertake activities under components B and C. Support shall be provided primarily for projects that address the aforementioned illustrative activities and results. In addition, some sub-grants may provide institutional support for organizations that can serve as anchors in their communities for civic activism, CSOs that can serve as watchdogs, and those that can promote advocacy in the long term. These organizations must demonstrate demand, buy-in and participation from the citizens for their missions and proposed activities.

The successful applicant will manage this program to seek innovative and bold sub-grant proposals that: a) demonstrate a commitment to citizen outreach and inclusion and effective strategies to engage or mobilize citizens; b) directly support the USAID program objectives for Governing Justly and Democratically as well as in Health, Education and Economic Growth; c) employ, when appropriate, strategic use of media; d) foster partnerships and/or coalitions with other actors (including non-traditional partners such as universities, etc., especially when tackling difficult reform issues; and e) demonstrate a commitment to neutrality.

Final criteria for the competitive sub-grant selection will be determined in cooperation with USAID. USAID will also have substantial involvement in formulating the selection criteria and will approve the recipients of awards. To secure transparency and unbiased selection, the sub-grants selection committee will be comprised of representatives from the implementing organization, USAID, the U.S. State Department, other donor organizations or subject matter experts. Members of the sub-grants committee will sign conflict of interests, rules of conduct, and non-disclosure agreements.

## **Programmatic Approaches:**

### **Linkages**

The applicant shall collaborate and take advantage of linkages with other USAID programs and sectors, in particular but not limited to:

- The US Embassy's Democracy Commission Small Grants Program, administered by the Embassy's Public Affairs Section;
- The Media Support Initiative implemented by Internews, to foster cooperation between the media and civil society in an effort to raise public awareness of civil society issues and civil society achievements in addressing citizen concerns;
- The Parliamentary Strengthening Program to build linkages between civil society and the legislature;
- Current and planned economic growth, health and education to build the capacity of civil society organization working on these issues.

### **Geographic focus**

The general geographic focus is country-wide, with specific emphasis on interventions with national-wide impact.

### **Gender**

Gender is a social construct that refers to relations between and among the sexes, based on their relative roles. USAID's Automated Directive System (ADS) states: "Gender issues are central to the achievement of strategic plans and Assistance Objectives (AO), and USAID strives to promote gender equality, in which both men and women have equal opportunity to benefit from and contribute to economic, social, cultural and political development; enjoy socially valued resources and rewards; and realize their human rights." (ADS 201.3.9.3)

Further, USAID requires that gender integration is incorporated into new program designs. Specifically, gender integration entails the identification and subsequent treatment of gender differences and inequalities during program/project design, implementation, monitoring, and evaluation. The applicant should assess and identify gender issues which impact the participation of men and women equally in this program. The applicant is expected to examine cultural perceptions, economic barriers, and other factors which impact women and men in terms of *participation in civil society*.

Since independence, women in Kyrgyzstan have felt the brunt of transitional upheaval, from decreasing economic opportunities to increasing violence against women (including a resurgence of bride kidnapping and early marriage). The crumbling social safety net, the small numbers of women in top political positions, and the pervasive gender stereotypes have contributed to women's sense of disempowerment since independence. For men, unemployment meant the loss of status and the push to leave school or home to find a job. Men in Kyrgyzstan have responded in different ways to the frustration of economic hardship: some have turned to "traditional values" or religious institutions to redefine their roles; others have turned to violence and unhealthy habits such as alcohol and drugs; still others have simply adapted as best they can.

Increasing gender equity in Kyrgyzstan is a primary cross-cutting objective of the Kyrgyzstan Collaborative Governance Program. For rule of law to be effective, social and cultural attitudes must be consistent with international human rights norms. In this context, civil society organizations are essential to rule of law, as such organizations are best placed to actively pursue an enabling environment conducive to gender equity gradually becoming the legal norm within Kyrgyzstan. Numerous Kyrgyz NGOs are qualified to implement relevant public awareness and outreach campaigns related to the ethical and equity issues of gender.

Kyrgyzstan needs support for protecting the interests of men and women through policy and legislative reform. Women and girls have significant legal challenges with such issues as inheritance, the ability to transfer assets, equal ownership of assets (which exists on paper, but in reality assets are maintained by the husband and his family), rights to legal documentation that is responsive to gender identity as expressed, human trafficking of men/women/children, non-enforcement of domestic violence laws including spousal and child abuse in all forms, and access to health and other services. Many of these challenges to gender equality for, at-risk populations, have their roots in cultural, societal, and religious values and the widespread Kyrgyz belief that claims of gender-based violence or discrimination are instrumental - conjured up as a form of retaliation for something else (e.g., falsely accusing a male head of household). All drafting and policy-making activities should be viewed through the lens of protecting at-risk populations and, thereby, achieving greater gender equity in Kyrgyzstan.

The implementer of the Kyrgyzstan Collaborative Governance Program is expected to place cross-cutting emphasis in all assistance activities on: 1) fostering and sustaining an enabling environment conducive to gender equity, and 2) institutionalizing gender equity considerations within participating GoKG institutions and any legislation.

As part of the application submission, the applicant shall provide USAID with an outline of potential gender issues that might be encountered during the implementation of this program and how these issues will be addressed during the course of the program.

**Ethnicity**

Implementing partners will be encouraged to support initiatives which are ethnically balanced when feasible. CSOs may play an important role as leaders and models for inter-ethnic collaboration and the CGSC Program will be sensitive to opportunities for improve inter-ethnic cooperation, participation and representation across ethnic lines, when appropriate.

[END OF SECTION I]

## **SECTION II – AWARD INFORMATION**

### **A. ESTIMATE OF FUNDS AVAILABLE**

Subject to the availability of funds, USAID intends to provide approximately \$8,120,000 in total USAID funding for the life of the activity.

### **B. NUMBER OF AWARDS CONTEMPLATED**

USAID intends to award one award under this RFA. USAID reserve the right to fund any or none of the applications submitted.

### **C. PERIOD OF PERFORMANCE**

The anticipated period of performance is five years with an estimated start date on/about September 2012 through September 2017.

### **D. TYPE OF AWARD**

USAID intends to award one (1) cooperative agreement as a result of this RFA. USAID/CAR will be substantially involved in the administration of the agreement to help the Recipient achieve the agreement objectives:

#### **a) Approval of the Recipient's Work Plans:**

The initial draft Annual Work Plan shall be submitted with the application under this RFA. The draft Work Plan must be finalized no later than 30 days after the award is made. The AOR must provide written comments on the draft Work Plan within three weeks of receipt and when the plan is finalized, the AOR will provide written approval.

Annual Work Plans for subsequent years are due to the AOR no later than 30 days prior to the end of the USG's fiscal year or approximately August 30th. Work plans may be submitted electronically. Upon acceptance of the work plan by the AOR, any substantial revisions to the plan shall require the written approval of the AOR.

The work plan should include a description of the activities to be completed during the year, the expected results, provide quantitative targets for all indicators outlined in the performance monitoring and evaluation plan (PMEP), list of commodities to be procured and key benchmarks to be met throughout the fiscal year and provide a timeline for the implementation of activities. The work plan shall include the detailed budget with a pipeline analysis of costs incurred and projections of costs for the life of the award implementation plan for achieving project outputs.

Regardless of the start date of this award, work plans will be adjusted to the fiscal calendar of October 1-September 30.

**b) Approval of Specified Key Personnel:** For this program the Applicant should propose Key Personnel positions for USAID approval. Key Personnel positions are limited to 5 individuals or 5% of the recipient's total team size, whichever is greater. All changes to specified Key Personnel will require approval of the Agreement Officer's Representative and the Agreement Officer.

**c) Approval of Performance Monitoring and Evaluation Plan (PMEP):** Within 30 days of award, the recipient shall finalize the PMEP in conjunction with the AOR. The Work Plan must set forth a comprehensive PMEP that measures impact and progress toward achieving results over the life of the award. The PMEP must include indicators, targets, data sources and collection methods, baseline information, benchmarks and periodic evaluations, and data quality assessment reports. Data collected under the PMP shall be submitted with the final report. Regardless of the start date of this award, the PMEP will be adjusted to the fiscal calendar of October 1-September 30. As necessary, the PMEP may be updated each year of this award as part of the work plan approval process.

The Recipient shall adhere to the relevant ADS provisions with respect to monitoring and evaluation activities for the design and final program. The designed activity is expected to include indicators against which results will be measured. These indicators are expected to include USG standard indicators and additional indicators as identified by the recipient in their application.

d) Agency and Recipient Collaboration as follows: USAID and recipient collaboration or joint participation, which includes one or more of the following:

- i. Collaborative involvement of selection of advisory committee members (USAID may also choose to become a member), if applicable;
- ii. USAID concurrence on the selection of sub-award recipients and/or the substantive technical/ programmatic provisions of sub-awards. Agreement Officer's Representative concurrence is required in the selection of any sub-award recipients and on the substantive provisions of these subawards.
- iii. USAID monitoring to permit direction and redirection because of interrelationships with other projects;
- iv. USAID authority to immediately halt a construction activity, if applicable.

e) Any involvement that results in a change in the program or approved budget must be approved by the Agreement Officer.

## **E. FUNDING RESTRICTIONS**

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

## **F. AUTHORIZED GEOGRAPHIC CODE**

The authorized geographic codes for procurement of goods and services under this grant are 937, and 110. Code 937 is defined as the United States, the cooperating/recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources. Code 110 is defined as the United States, the independent states of the former Soviet Union, or developing country, but excluding any country that is a prohibited source. Procurement of Agricultural commodities and related products, motor vehicles and pharmaceuticals is subject to the limitations in 22 CFR 228.19 and will require a waiver.

## **G. COST-SHARE**

Cost share is defined by USAID as "contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the recipient's records." Cost-sharing will be subject to 22 CFR 226.23 and the standard provision entitled "Cost Sharing (Matching)" (U.S. NGOs) or the standard provision entitled "Cost-Sharing (Matching)" for non-U.S. NGOs.

Although there is no general legislative requirement that recipients of cooperative agreements must cost share, USAID policy is that cost sharing is an important element of the USAID-recipient relationship. Applicants must demonstrate their commitment to program success by including cost-sharing as following:

1. Local NGOs - a cost-share match equivalent to, or greater than 3 percent of the of the total project amount.
2. U.S. PVOs, International Organizations and PIOs - a cost-share match equivalent to, or greater than 10 percent of the of the total project amount.

## **H. Program Income**

If the successful applicant(s) is/are a non-profit organization, any program income generated under the award(s) will be added to USAID funding (and any cost-sharing that may be provided), and used for program purposes. However, pursuant to 22 CFR 226.82, if the successful applicant is a for-profit organization, any program income generated under the award(s) will be deducted from the total program cost to determine the amount of USAID funding. Program income will be subject to 22 CFR 226.24 for U.S. NGOs or the standard provision entitled "Program Income" for non-U.S. NGOs.

If the successful applicant(s) is/are a PIO, any program income generated under the award(s) will be added to USAID funding (and any non-USAID funding that may be provided) and used for program purposes.

[END OF SECTION II]

## **SECTION III – ELIGIBILITY INFORMATION**

### **A. APPLICANTS**

All qualified applicants are eligible to apply. USAID encourages applicants from potential new partners and from local organizations. USAID is particularly interested in applications which include coalitions or other partnership arrangements among local and/or other organizations that draw on each organization's unique skills. Assistance provided under this program is intended to develop and complement rather than to supplant local initiatives and resources.

USAID will not accept applications from individuals. All applicants must be legally recognized organizational entities under applicable law. The following types of organizations may apply for funding under this RFA:

#### **1. U.S. PVOs and Non-U.S. PVO**

To be eligible for this program, U.S. PVOs must be registered (or in the process of being registered) with USAID to compete for a grant under this RFA. Only U.S. PVOs whose complete registration materials have been received by USAID at the time of application submission are eligible. For registration information, see: [http://www.usaid.gov/our\\_work/crosscutting\\_programs/private\\_voluntary\\_cooperation/reg.html](http://www.usaid.gov/our_work/crosscutting_programs/private_voluntary_cooperation/reg.html)

U.S. PVO definition and 501(c)(3) status: The definition of PVO for USAID can be found under 22 CFR 203.2 "Definitions". See definition No. (p) at the link: [http://edocket.access.gpo.gov/cfr\\_2006/aprqtr/22cfr203.2.htm](http://edocket.access.gpo.gov/cfr_2006/aprqtr/22cfr203.2.htm).

U.S. organizations submitting applications should explicitly state in their applications any partners in their applications, if those partners are known at the time.

An indigenous PVO, which by definition is a non-U.S. PVO operating in the same foreign country in which it is organized, is eligible to receive funding. In accordance with 22 CFR 203., a U.S. PVO and an "International PVO," which by definition is a non-U.S. PVO that performs development work in one or more countries other than the country in which it is domiciled, must be registered with USAID to be eligible to receive funding. For more information on registering with USAID as a PVO, please see: [http://www.usaid.gov/our\\_work/cross-cutting\\_programs/private\\_voluntary\\_cooperation/reg.html](http://www.usaid.gov/our_work/cross-cutting_programs/private_voluntary_cooperation/reg.html)

#### **2. Local NGOs**

To be eligible for this program, Local NGO applicant must:

1. Be a local Non-Governmental Organization organized under the laws of the cooperating country or under the laws of a country in the region of the proposed activity;
  2. Have its principal place of business in the cooperating country or region;
  3. Be managed by a governing body, the majority of whom are citizens or lawful permanent residents of the cooperating country or region; and
  4. Attach official documentation of their formal legal status as an NGO in the host country or in a country in the region.
- Local NGOs are not required to register with USAID.

#### **3. U.S. and Non-U.S. For-Profit Organizations**

U.S. and non-U.S. private for-profit organizations may apply for funding under this RFA. Foreign government-owned parastatal organizations from countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible. Potential for-profit applicants should note that, pursuant to 22 CFR 226.81, the payment of fee/profit to the prime recipient under grants and cooperative agreements is prohibited. However, if a prime recipient has a (sub)-contract with a for-profit organization for the acquisition of goods or services (i.e., if a buyer-seller relationship is created), fee/profit for the (sub)-contractor is authorized.

#### **4. Public International Organizations and International Organizations**

PIO - an organization composed principally of governments, in which the U.S. participates.

IO – a non-governmental organization with an international membership, scope, or presence.

PIOs and IOs are eligible to apply for funding under this RFA.

#### **5. U.S. and Non-U.S. Colleges and Universities**

U.S. and non-U.S. colleges and universities may apply for funding under this RFA. USG and USAID regulations generally treat colleges and universities as NGOs, rather than governmental organizations; hence, both public and

private colleges and universities are eligible. Non-U.S. colleges and universities in countries that are ineligible for assistance under the FAA or related appropriations acts are ineligible.

**“New” Partners**

USAID encourages applications from new partners. However, resultant awards to these organizations may be delayed if USAID must undertake necessary pre-award reviews of these organizations to determine their “responsibility” as discussed above. These organizations should take this into account and plan their implementation dates and activities accordingly.

**Other USG Agencies**

USG departments and agencies may not apply for funding under this RFA.

**“Responsibility” of Applicant**

In order for an award to be made, the Agreement Officer must make an affirmative determination that the applicant is “responsible,” as discussed in ADS 303.3.9. This means that the applicant must possess, or have the ability to obtain, the necessary management and technical competence to conduct the proposed program, and must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID. In the absence of an affirmative “responsibility” determination, an award can ordinarily not be made. However, in rare cases, an award can be made with “special award conditions” (i.e., additional non-standard award requirements designed to minimize the risk presented to USAID of making an award to an NGO for which an affirmative determination of “responsibility” cannot be made), but only where it appears likely that the applicant can correct the deficiencies in a reasonable period.

**B. COST-SHARE REQUIREMENTS**

Applicants must:

1. Provide a cost-share match equivalent to, or greater than 3 percent for LNGOs and 10 percent for U.S. PVOs, International Organizations and PIOs of the total project amount. The match may be in cash, in-kind, or a combination of both. All cash and in-kind contributions committed by partners must be documented;
2. If proposing a public-private alliance with an organization or business, provide a copy of informal or formal agreements stipulating cash and/or in-kind contributions.

[END OF SECTION III]

## SECTION IV – APPLICATION AND SUBMISSION INFORMATION

### A. POINT OF CONTACT

Any questions concerning this RFA should be submitted in writing to Ms. Deborah Simms-Brown, Agreement Officer via email at [dsimmsbrown@usaid.gov](mailto:dsimmsbrown@usaid.gov) and copy at [AlmatyAASolicitations@usaid.gov](mailto:AlmatyAASolicitations@usaid.gov) not later than April 16, 2012, 10 AM (Almaty Time). Applicants should retain for their records one copy of all enclosures which accompany their application.

If there are problems in downloading the RFA, please contact Ms. Natalia Portnyagina, Negotiator, via email at [nportnyagina@usaid.gov](mailto:nportnyagina@usaid.gov).

### B. REQUIRED FORMS

All Applicants must submit the application using the SF-424 series, which includes the:

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

Copies of these forms may be found at <http://apply07.grants.gov/apply/FormLinks?family=15>.

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

In addition to the certifications that are included in the SF 424, both U.S. and non-U.S. organizations (except as specified below) must provide the following certifications, assurances and other statements. Complete copies of these Certifications, Assurances, and Other Statements may be found at <http://www.usaid.gov/policy/ads/300/303.pdf>.

- a. For U.S. organizations, a signed copy of the mandatory reference, *Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs*.
- b. A signed copy of the certification and disclosure forms for "Restrictions on Lobbying" (see 22 CFR 227);
- c. A signed copy of the "Prohibition on Assistance to Drug Traffickers" for covered assistance in covered countries;
- d. A signed copy of the "Certification Regarding Terrorist Funding";
- e. A signed copy of "Key Individual Certification Narcotics Offenses and Drug Trafficking"
- f. Survey on Ensuring Equal Opportunity for Applicants;
- g. All applicants must provide a Data Universal Numbering System (DUNS) Number;
- h. A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking when applicable;
- i. A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking, when applicable; and

### D. SUBMISSION INSTRUCTIONS

Submit applications to the USAID/CAR Mission according to the instructions below.

1. **Electronic.** Applications and modifications thereof shall be submitted in two separate volumes (electronically): (a) technical and (b) cost applications. Email submissions must include the following in the subject line:
  - a. "Technical application under RFA RFA-176-12-000005, submitted by: [name of Applicant organization]."
  - b. "Cost application under RFA RFA-176-12-000005, submitted by: [name of Applicant organization]."
2. Send emails the following email address: [AlmatyAASolicitations@usaid.gov](mailto:AlmatyAASolicitations@usaid.gov).
3. **Fax:** Faxed applications will not be accepted.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Late or incomplete applications will not be considered.

Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.

Each applicant shall provide the information required by this RFA. Applicants shall sign the application and print or type their name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

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

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

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

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

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

The application should be prepared according to the structural format set forth below.

## **E. TECHNICAL APPLICATION FORMAT**

Technical applications must not exceed **28** pages, utilizing Times New Roman 12-font size, single spaced. Cover Page, dividers, table of contents, annexes (e.g. performance monitoring and evaluation plan; personnel resumes; applicant past performance reports short-form, see Annex 3; certificates; forms; acronym list etc.) will not count toward the page limitation. Any pages that exceed the page limitation will not be furnished to the Evaluation Committee. There is no page limit on attachments or cost application.

The technical application should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this project. Therefore it should be specific, complete and presented concisely. It should take into account and be arranged in the order of the technical evaluation criteria specified in Section V.

**Application Contents:** The Technical Application, at a minimum, shall contain the following:

**1. Cover Page (does not count toward the page limitation)** A single page with the project title and RFA number, the names of the organizations/institutions involved, and the lead or primary Applicant clearly identified. Any proposed sub grantees (or implementing partners) should be listed separately. In addition, the Cover Page should provide a contact person for the prime Applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, telephone and fax numbers and e-mail address. State whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed with contact information. If applicable, the TIN and DUNS numbers of the Applicant shall also be listed on the cover page.

**2. Table of Contents (does not count toward the page limitation):** Listing all parts of the technical application, with page numbers and attachments.

**3. Executive Summary (2 pages):** Briefly describe a) the proposed goals, b) the key activities and anticipated results, and c) managerial resources of the Applicant, and how the overall project will be managed.

**4. Technical Approach (15 pages):**

In this section, applicants are not to merely repeat what is already described in this RFA. Applicants should focus on describing how they propose to achieve the project objective(s) and how the project will make a significant

contribution towards achieving the strategic objectives and areas for action identified in the project description. Applicants shall elaborate in their technical approach the most effective way to develop and realize the objectives of this project including the reasonable course of action and tasks that are relevant to the current needs of Kyrgyzstan. Applicants should present a convincing and compelling articulation of their technical approach.

At a minimum, the approach shall address the following:

- Discussion of the concrete expected results and how they will be achieved, including results and interventions applicants believe should be prioritized and why;
- Discussion on the coordination with other USAID activities, stakeholders and other donor activities. Applicants should provide specific examples on how to capitalize on possible synergies with other implementing partners, and therefore strengthen the impact of CGP;
- Strategy for the phase-out and sustainability of project activities and impact; Substantive attention on how applicants will incorporate gender considerations and other cross-cutting themes under the USAID Mission Strategy into the implementation of the program ; Implementation timelines schedule; and
- The proposed plan for effective rapid launch of activities.

As an annex to this section, applicants shall submit a draft Performance Monitoring and Evaluation Plan (PMEP). The PMEP must explain how the applicant proposes to monitor the project performance and measure indicators and impact. The PMEP must include results, indicators, targets, consisting of data sources, frequency of data collection, collection methods, data verification, and responsible parties of data collection, baseline information, and benchmarks. The applicant must discuss the ways in which the collection, analysis and reporting of performance data will be managed under the project. All data collected must be disaggregated. It is the applicant's responsibility to ensure that all costs, if any, related to the implementation of the PMEP are included in the cost proposal.

The application shall also include as an annex, a draft Annual Work Plan for the first year, including a detailed Implementation Schedule for achieving expected program results. The applicant is encouraged to propose innovative implementation mechanisms to reach the desired results and an aggressive but realistic schedule of performance milestones as steps toward achieving proposed results. The implementation plan should clearly outline the links between the proposed results, conceptual approach, and performance milestones, and should include a realistic timeline for achieving semi-annual, annual, and end-of-program results.

### **5. Key Personnel (5 pages)**

Applicants may propose up to five key personnel positions to include a Chief of Party and other key senior professionals. Also, applicants are free to propose one Lead to head/manage two components.

1. Chief of Party: The Chief of Party will be the primary point of contact with USAID/Kyrgyzstan with regard to day-to-day activity implementation and management matters relating to the Agreement. The Chief of Party must have overall responsibility for assuring that all assistance provided under the award is technically sound and appropriate for the needs to be addressed and for adequately managing and supervising the work of all staff in country.

Applicants shall identify and clearly describe the professional qualifications, education and relevant experience of its proposed key Chief of Party.

The Chief of Party should possess the following:

- Relevant experience in managing similar civil society programs in complex environments, with a minimum of 8 years in a senior management position in a program of similar magnitude to CGP.
- Excellent negotiation, conflict prevention and resolution skills and the ability to lead and build consensus, cooperation, and coalitions among individuals with competing interests.
- Technical experience in several of the following areas: lobbying, advocacy, coalition-building, grant management, media relations, and organizational capacity building. Experience mentoring local staff and organizations and transferring skills and knowledge.
- Experience working in civil society in Kyrgyzstan or the Central Asian region is strongly preferred.
- Ability to coordinate with other donor programs on civil society and seek synergies, and complementarities to maximize results.

2. **Senior Professionals:** Applicants should propose sufficiently qualified and experienced professional staff to technically support project implementation and local office operations throughout the project. Local professional staff should be fluent in English.

As an annex to this section, applicants shall submit resumes for key personnel. The resumes must be no more than two pages each and should include at least three professional references with current telephone numbers or email addresses for each reference. Each resume shall be accompanied by a SIGNED letter of commitment from each candidate indicating his/her (a) availability to serve in the stated position on a specific date and for a definitive term of service and (b) agreement to the compensation levels as set forth in the cost proposal. Please note that documentation that reflects an exclusive relationship between an individual and an applicant is NOT requested and should NOT be submitted.

#### **6. Management Plan and Organizational Capacity (3 pages):**

The applicant should have experience in civil society development and be able to propose a staffing/teaming structure which will provide a wide range of strategic and technical assistance to grantees at varying levels of competency in areas such as lobbying, advocacy, constituency building, media relations, and coalition building. The applicant shall propose an organizational arrangement that clearly demonstrates an effective mechanism for managing project resources and working with partners.

This section shall address the following:

- a) Composition and organizational structure of the proposed project team and a description of each long-/short-term key or non-key team member's role, technical expertise, estimated amount of time to be devoted to the activity for each person,
- b) How the structure will ensure effectiveness and efficiency, in order to achieve maximum benefits and results at minimum cost,
- c) Proposed partners, if any, their expertise, and their roles and responsibilities.
- d) Effective management systems and procedures for personnel, sub-contracts, commodities, training and information technology solutions; and
- e) Capability to mobilize long-/short-term technical assistance in areas that are within and those not included in the illustrative areas of technical assistance.

#### **7. Past Performance (2 pages):**

This section shall address the following in brief summary:

- a) Brief description of organizational history and experience.
- b) Examples of accomplishments in developing and implementing similar projects.
- c) Relevant experience with proposed approaches.
- d) Institutional strength as represented by breadth and depth of experienced personnel in project relevant disciplines and areas.

Describe any number of contracts, grants, and cooperative agreements which the organization, both the primary Applicant as well as an substantive sub-grantee, if any, has implemented involving similar or related programs over the past three years.

Please include the following information in an annex under past performance information using Applicant Past Performance Reports Short-Form, see Annex 3:

- a) Name, address, current telephone number and email address of responsible representative(s) from the organization for which the work was performed;
- b) Contract/grant name and number, if any, annual amount received for each of the last three years and beginning and end dates;
- c) Brief description of the project/assistance activity.

#### **8. Cost Share Component (1 page) – Required but not scored**

It is required that a minimum of 3% for LNGOs or 10% for U.S. PVOs, PIOs, International Organizations of the proposed budget will be generated from non-USG funding or in-kind support for the proposed program. The match may be a combination of cash and in-kind. The Applicant must demonstrate ability to raise the match proposed. Actual and/or expected sources and amounts of the cost-share amount from all sources (other donors, community members, businesses, etc.) must be stipulated.

Funds received by the Applicant directly from the U.S. Government or USAID intermediaries or foreign governments are not allowable elements of the match but should be identified as sources in the overall budget if they are critical to the program.

Applications should identify all critical sources of support for the program, including private and public cash receipts recorded in the organization's accounts and in-kind contributions of goods and services and other contributions not recorded in the organization's accounts but directly supporting its grant program activities. Criteria for acceptance and allowability for the non-U.S. federal contributions are set forth in 22 CFR 226. (Copies of 22 CFR 226 may be obtained through the Government Printing Office, Washington, D.C. 20401 or from Internet address: <http://www.usaid.gov/policy/ads/cfr.html#22>.)

## F. COST APPLICATION FORMAT

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

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

The cost application must detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts as detailed below. These amounts are subject to revision depending on availability of funds. Successful applicants may be asked to scale back portions of their programs to accommodate funding constraints. The U.S. Government will require the following detailed information from the applicant organization:

1. The Cost Application must be submitted using SF-424 and SF-424A "Application for Federal Assistance."
2. The **Detailed Budget** shall be submitted in the Development-Focused Budget format ((DFB) by each proposed activity) and broken-down by years.

Cost information should be summarized in both the SF424A and DFB categories by the corresponding program elements. If an input serves multiple development results and program elements, the applicant must allocate the input across the corresponding results and provide a rationale in the budget narrative for the method used for each allocated input.

The Cost application should include sufficient detail information to evaluate and support your proposed costs. At a minimum, this should include an explanation of the salaries, supplies, travel, other direct costs and indirect cost components of your budget. Please indicate which items, if any, are being cost-shared and their value.

a) Summary Cost Breakdown

Please provide a breakdown, by element and by years, in the following format:

<u>ACTIVITY</u>	<u>USAID</u>	<u>Other Sources</u>	<u>Total</u>
-----------------	--------------	----------------------	--------------

b) Salaries

Please provide a separate line item for each proposed individual and identify each by name, title and the level of effort and salary rate. Also include position descriptions for all employees and consultants whose compensation will be charged as a direct cost to the agreement. This information will also be required for subrecipients. Also, specify key personnel and all essential personnel under the program and include CVs for all those individuals.

c) Fringe Benefits

Please provide a breakdown of proposed fringe benefits. This breakdown should include the rate at which the benefit is charged and the base against which it is applied.

d) Travel/Per Diem

Please provide the destination and duration of each trip, the individuals traveling, and a breakdown between the per diem and airfare and the basis for each.

e) Other Direct Cost

Please provide a breakdown and explanation for all other direct costs (ODCs).

3. **Budget Notes:** to support the costs proposed, please provide detailed budget notes/narrative for all costs that explain how the costs were derived.

**Salary and Wages** - Direct salaries and wages should be proposed in accordance with the applicant's personnel policies.

**Fringe Benefits** - If the applicant has a fringe benefit rate that has been approved by an agency of the Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application should propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

**Travel and Transportation** - The application should indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem should be based on the applicant's normal travel policies (applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).

**Other Direct Costs** - This includes communications, report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the applicant's fringe benefits), equipment (procurement plan for commodities), office rent abroad, etc. The narrative should provide a breakdown and support for all and each other direct costs.

**Branding and Marking.** The cost application must incorporate the estimated cost for Branding and Marking. Additional guidance is available in ADS 320 <http://www.usaid.gov/policy/ads/300/320.pdf>.

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

Local Institutions usually do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government. Therefore no indirect costs should be included in the cost/business application submitted by local NGOs. Local institutions submitting applications should treat all indirect costs as direct costs.

**Seminars and Conferences** - The applicant should indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

**Foreign Government Delegations to International Conferences:** Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences or as approved by the CTO [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>].

4. Pursuant to the requirements set forth in 22 CFR 226, please provide details on cost-sharing contributions that will be leveraged or provided for this program, including the donors, a narrative explanation of the contributions and other information allowing us to evaluate cost-efficiency of the proposed contributions, if any.
5. Applicants should assume notification of an award approximately sixty (60) days after the date established as a deadline for receipt of applications.
6. In the case of a group application, the Cost Application must include a copy of the legal relationship between the prime applicant and its partners. The application document should include a full discussion of the relationship between the applicant and its partners, including identification of the applicant with which USAID will treat for purposes of Agreement administration, identity of the applicant which will have accounting responsibility, how Agreement effort will be allocated and the express Agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.
7. The required Representations and Certifications should be included with the cost proposal. Complete copies of these Certifications, Assurances, and Other Statements may be found at <http://www.usaid.gov/policy/ads/300/303.pdf>.
8. The proposed budget should provide cost estimates for the management of the program (including program monitoring). Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities. Accordingly, those applications with minimal administrative costs may be deemed to offer a "greater value" than those with higher costs for program administration. Additionally, those applications with a greater proportion of cost share may be deemed to offer a "greater value."
9. The cost/business portion of the application should describe headquarters and field procedures for financial reporting. Discuss the management information procedure you will employ to ensure accountability for the use of U.S. Government funds. Describe program budgeting, financial and related program reporting procedures.
10. Please include information on the organization's financial status and management, including:
  - (a) Audited financial statements for the past three years,
  - (b) Organization chart, by-laws, constitution, and articles of incorporation, if applicable,
  - (c) If the applicant has made a certification to USAID that its personnel, procurement and travel policies are compliant with applicable OMB circular and other applicable USAID and Federal regulations, a copy of the certification should be included with the application. If the certification has not been made to USAID/Washington, the applicant should submit a copy of its personnel (especially regarding salary and wage scales, merit increases, promotions, leave, differentials, etc.), travel and procurement policies, and indicate whether personnel and travel policies and procedures have been reviewed and approved by any agency of the Federal Government. If so, provide the name, address, and phone number of the cognizant reviewing official.
  - (d) If applicable, approval of the organization's accounting system by a U. S. Government agency including the name, addresses, and telephone number of the cognizant auditor.
11. The application should include information that substantiates that the applicant:
  - (a) Have adequate financial resources or the ability to obtain such resources as required during the performance of the Agreement.
  - (b) Has the ability to comply with the Agreement conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental.
  - (c) Has a satisfactory record of performance. In the absence of evidence to the contrary or circumstances properly beyond the control of the applicant, applicants who are or have been deficient in current or recent performance (when the number of grants, contracts, and Cooperative agreements, and the extent of any deficiency of each, are considered) shall be presumed to be unable to meet this requirement. Past unsatisfactory performance will ordinarily be sufficient to justify a determination of non-responsibility, unless there is clear evidence of subsequent satisfactory performance. The Agreement Officer will collect and evaluate data on past performance of applicants using information from sources provided in accordance with Paragraph 6 above.

- (d) Has a satisfactory record of integrity and business ethics.
- (e) Is otherwise qualified and eligible to receive a Cooperative Agreement under applicable laws and regulations (e.g., EEO).

Applicants may submit any additional evidence of responsibility considered necessary in order for the Agreement Officer to make a determination of responsibility. Please note that a positive responsibility determination is a requirement for award, and all organization shall be subject to a pre-award survey to verify the information provided and substantiate the determination.

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

[END OF SECTION IV]

## **SECTION V – APPLICATION REVIEW INFORMATION**

### **A. EVALUATION CRITERIA**

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated.

Recognizing that various approaches may have merit, this RFA seeks an implementing partner that, on the basis of its experience, can propose cost-effective ways of implementing this program. USAID may reject all applications if they are not deemed sufficiently responsive. An award will be made based on the ranking according to the evaluation criteria below. Approximate weighted points indicate the relative importance of each technical criterion, of which 100 points are possible and against which technical applications shall be evaluated. Applications will be evaluated in accordance with the evaluation criteria set forth below:

- Technical Approach - 40 points
- Key Personnel - 25 points
- Management Plan and Organizational Capacity - 25 points
- Past Performance - 10 points
- Total Possible Technical Evaluation Points - 100

#### **1. Technical Approach (40 Points Total)**

The degree to which: the proposed approach is technically and managerially sound, meets the objectives of the project as described in this solicitation, is based on theory of change to address the development challenge through activities which must prove to be logical and appropriate to the cultural and national context presented, provides a logical and sequential approach indicating achievable milestones through measurable outputs and outcomes, seeks to maximize results within budgeted resources, proving cost effectiveness and reflecting, realistically, the cost of design, implementation and finalization of project. (25 points)

2) The degree to which the draft Annual Work Plan and the Performance Monitoring and Evaluation Plan demonstrate the following: an innovative and robust program which understands the critical nature of the work, clearly outlined links between the proposed results, conceptual approach, and performance milestones; and aggressive but realistic approaches to measurements and quality selection of methods that result in effective and useful data collection. (10 points)

3) The degree to which the application seeks to build local capacity and sustainability to the extent possible, involves a variety of partners with specific expertise in the proposed activities, including local civil society, local consultants/businesses, or others and demonstrates and understanding of the political, governance, anti-corruption, and operational challenges and opportunities in Kyrgyzstan. (5 points)

#### **2. Key Personnel (25 Points)**

b) Demonstrated capability, field and relevant management experience in similar projects, education and qualifications of proposed Chief of Party. (15 Points)

c) Demonstrated relevant experience in similar projects, appropriate academic backgrounds, and qualifications of proposed other Key Personnel. (10 Points)

#### **3. Management Plan and Organizational Capacity (25 Points Total)**

a) The extent to which composition and the overall staffing plan, including sub-recipient/sub-contractors, and their roles and expertise is adequate, and technically sound for the implementation of the proposed activities., as well as, the extent to which the applicant convincingly demonstrates an effective management approach, in which composition and structure of managerial /supervisory / advisory boards adds value to project implementation. The extent to which the applicant's corporate and institutional capability allows to promptly launch and effectively implement the proposed activity. Demonstrated utilization of local expertise and local organizations involved in program implementation. (15 Points)

a) Demonstrated relevant experience, including quality of performance in promoting similar democracy and governance programs country with challenges resembling those Kyrgyzstan and presentation of how lessons learned will be applied to this program. Areas of relevant experience would include; engaging civil society and government,

mobilization and education processes, behavioral change, NGO training and capacity building. USAID will evaluate the relevance of the past work and how well this work was performed / quality of past performance. (10 points)

#### 4. Past Performance (10 Points Total)

Applicants and any proposed partners will be evaluated in accordance with ADS 303.3.6.3. The Technical Evaluation Committee will validate an applicant's past performance reference information by relying on existing evaluations to the maximum extent possible; and making a reasonable, good faith effort to contact all references to obtain verification or corroboration on the below evaluation criteria:

- How well an applicant performed,
- The relevancy of that the program work,
- Instances of good performance,
- Instances of poor performance,
- Significant achievements,
- Significant problems, and
- Any indications of excellent or exceptional performance in the most critical areas.

#### 5. Cost Application

The Applicant's cost application will be reviewed for cost reasonableness, allowability and allocability. The cost application will also be reviewed for accuracy and congruity with the activities proposed in the technical application. USAID is looking for innovative applications that clearly articulate how limited USAID funds can be best applied for maximum impact and results.

#### B. AWARD

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

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

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

[END OF SECTION V]

## **SECTION VI – AWARD AND ADMINISTRATION INFORMATION**

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

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Applicants are advised that costs incurred prior to receipt of either a fully executed Agreement (in electronic or print form) or a specific, written authorization from the Agreement Officer are not allowable and therefore are ineligible for reimbursement under the Agreement.

USAID may choose to change the Applicant's proposed award type, Grant or Cooperative Agreement, prior to award.

For organizations that are new to USAID or for organizations with outstanding audit findings, USAID may perform a pre-award survey to assess the applicant's management and financial capabilities. If notified by USAID that a pre-award survey is necessary, applicants must prepare, in advance, the required information and documents. Please note that a pre-award survey does not commit USAID to make any award.

Issuance of this RFA does not constitute an award or commitment on the part of the U.S. Government to make any awards, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. Please be advised that only limited funding is currently available.

### **1. PRE-AWARD SURVEYS**

For organizations that are new to working with USAID or for organizations with outstanding audit findings, USAID may perform a pre-award survey to assess the applicant's management and financial capabilities. If notified by USAID that a pre-award survey is necessary, applicants must prepare, in advance, the required information and documents. Please note that a pre-award survey does not commit USAID to make any award.

### **2. RELEVANT DOCUMENTATION**

Resulting awards to U.S. non-governmental organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS-303), 22 CFR 226, 2 CFR 220 for universities (formerly OMB Circular A-21), 22 CFR 230 for non-profit organizations (formerly OMB Circular A-122), and OMB Circular A-133 for both universities and non-profit organizations or 48 CFR 31.2 (for for-profit organizations), and Standard Provisions for U.S. Nongovernmental Organizations.

These policies and federal regulations are available at the following web sites:

- ADS-303:  
<http://www.usaid.gov/policy/ads/300/303.pdf>
- 22 CFR 226:  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_03/22cfr226\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/22cfr226_03.html)
- 22 CFR 220 (formerly OMB Circular A-21)  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a21.pdf)
- 22 CFR 230 (formerly OMB Circular A-122)  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a122.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf)
- OMB Circular A-133 - Audits of States, Local Governments and Non-Profit Organizations  
<http://www.whitehouse.gov/omb/circulars/index.html>
- 48 CFR 31.2:  
<http://www.arnet.gov/far/>
- Standard Provisions for U.S. Nongovernmental Organizations:  
<http://www.usaid.gov/pubs/ads/300/303maa.pdf>

Resulting awards to non-U.S. non-governmental organizations will be administered in accordance with Chapter 303 of USAID's Automated Directives System (ADS-303), 22 CFR 220 for universities (formerly OMB Circular A-21), 2 CFR 230 for non-profit organizations (formerly OMB Circular A-122), or 48 CFR 31.2 (for for-profit organizations), and Standard Provisions for non-U.S. Nongovernmental Organizations. Standard Provisions for Non-U.S. Nongovernmental organizations are available at <http://www.usaid.gov/policy/ads/300/303mab.doc>.

Resulting awards to public international organizations will be administered in accordance with Chapter 308 of USAID's ADS (ADS-308), including the Standard Provisions set forth in ADS-308.5.15.

These documents are available for further information:

- ADS-308  
<http://www.usaid.gov/policy/ads/300/308.pdf>
- Survey on Ensuring Equal Opportunity for Applicants  
<http://www.ed.gov/fund/grant/apply/appforms/surveyeo.pdf>
- SF-424 Cost application/Cost Application Documents  
[http://www.grants.gov/agencies/approved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/approved_standard_forms.jsp).

### 3. MIDTERM EVALUATION

USAID will fund and conduct an external midterm evaluation, which will be conducted in year three of the project. The outcome of the evaluation should be included in the year two work plan. Recommendations and analyses will be used to inform on-going implementation of the project.

## 4. REPORTING REQUIREMENTS

### 1. Financial Reporting

Financial reporting will depend on the payment provisions of the award, which cannot be determined until after the successful applicant(s) is/are selected. Quarterly program performance reports will be due 30 days after each reporting period. The final report will be due not later than 90 days after the expiration of the agreement.

### 2. Program Reporting

The Recipient shall provide the following reports to the Agreement Officer's Representative (AOR) and to the Agreement Officer at [AlmatyAAReporting@usaid.gov](mailto:AlmatyAAReporting@usaid.gov) as specified below and the Substantial Involvement provisions.

a) Quarterly/Annual Performance Reports: Pursuant to TBD the Recipient shall submit quarterly performance reports within 30 calendar days after the end of each standard USG fiscal quarter (i.e. October 30, January 30, April 30, July 30) to the AOR. The fourth quarterly report (October 30) shall serve as an annual report summarizing the fiscal year achievements including participant training and indicator data for the fiscal year. Reports may be submitted electronically. Regardless of the start date of the cooperative agreement all reporting will be adjusted to the USG fiscal year calendar.

The report should include the following:

- An analytical description of overall program progress toward results that reflects and synthesizes achievements. This should not be a description of activities but rather a broader analysis that examines the progress in the context of program objectives and expected results.
- A summary of activities conducted. This section should highlight conducted activities, and include a description of progress toward results in relevant trends and clippings of press articles that mention the project.
- Data on all indicators established in the monitoring and evaluation plan for this cooperative agreement. Data should be disaggregated by gender and other historically disenfranchised populations, where relevant. See monitoring and evaluation plan for further guidance on reporting on indicators.
- A comparison of accomplishments to the goals and objectives established for the period.
- Problems encountered, reasons why established goals were not met, if appropriate, and how challenges or problems will be overcome during the next reporting period.
- A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information, as relevant.
- Priorities for programming during the next reporting period including a quarterly list of public events to be organized by the project during the coming three months, including approximate date, location, and audience. Note: The project will coordinate with USAID about all planned events with press participation, press activities, press releases, as well as inclusion of USAID promotional materials for the participants, participation of USAID/USG representatives.

- Reports shall also contain, as an attachment, a summary list of sub-grants and loans (if any) issued during the quarter.
- Reports shall also contain, as an attachment, an indicator data table outlining quarterly indicator achievements. A sample table is provided below:

Indicator	Year 1: 1 <sup>st</sup> Quarter Results	Year 1: 2 <sup>nd</sup> Quarter Results	Year 1: 3 <sup>rd</sup> Quarter Results	Year 1: 4th Quarter Results	Year 2: 1 <sup>st</sup> Quarter Results	Year 2: 2 <sup>nd</sup> Quarter Results	Year 2: 3 <sup>rd</sup> Quarter Results	Year 2: 4th Quarter Results

As Part of Quarterly Performance reporting the recipient will address the following:

1. Participant Training Reports. The recipient will collect training data on technical trainings (i.e., conferences and workshops) provided for beneficiaries that were held in the United States, third countries, or in-country under this cooperative agreement. The training data will be entered into TraiNET and submitted to the AOR quarterly no later than 45 days following the end of each fiscal quarter measured from October 1, as relevant. The recipient will follow ADS 252 policy, which provides detailed information regarding visa compliance guidelines, and ADS 253, which provides guidance on how to implement USAID funded training programs.

**TraiNet and USAID Sponsored J-1 Visas**

All host country nationals being funded fully, partially, directly, or indirectly by USAID must enter the U.S. on a J-1 Visa, regardless of the type or duration of the activity. In order to secure a J-1 visa, each participant must first secure a DS-2019 form (Certificate of Eligibility for Exchange Visitor J-1 Status). TraiNet is the only means of obtaining a DS-2019 for USAID-funded Exchange Visitors.

USAID/CAR delegates the TraiNet data entry, verification, and reporting responsibilities to its implementing partner who is responsible for data entry (the R1 role) and verification (the R2 role) of all training programs and participants that are funded by USAID. USAID/CAR/SPO is responsible for approval (the R3 role) and the COR/AOR and Program Managers are responsible for working with their implementing partners to obtain the data needed by the R3. USAID/Washington is responsible for submission of the data (the R4 role) to SEVIS. The DS-2019 approval process is as follows:

- Data is entered into TraiNet by the implementing partner’s Data Entry Initiator (R1);
- The R1 submits the information to the Visa Compliance System (VCS);
- The designated Verifier (R2) verifies the accuracy of the data in the VCS, uploads documents, and either submits the information to the R3 if all is correct, or rejects the file if there are errors in the data;
- A designated United States citizen in the Central Asia Mission – the Approver (R3) – reviews the electronic versions of documents and either approves or rejects the files (for missing data or other concerns based on review of the files) sending them back to the R1 with comments;
- When the R3 approves a file, the information is electronically transferred to the Responsible Officer (R4) in USAID/Washington who provides the final approval before the information is submitted to the Department of Homeland Security SEVIS database;
- The DS-2019 form is created, printed and mailed to the R3;
- The R3 gives the form to the USAID COR or AOR who provides it to the implementing partner. The implementing partner is responsible for delivering the form to the participant so that he/she can present it to the Consular Officer during their appointment for a J-1 visa at the U.S. Embassy consular section, or designated Consulate. Exchange visitors apply online at the U.S. State Department’s website in each respective CAR countries. When asked to enter a “Program Number”, applications should enter USAID’s Exchange Visitor Program Number **G-2-00263.**”

2. Marking and Branding

As per USAID/CAR’s Mission Order on Marking and Branding, the recipient will be requested to provide the following information:

- An updated quarterly list of public events to be organized by the project during the coming three months, including approximate date, location, and audience. The project will coordinate with USAID about all planned events with

press participation, press activities, press releases, as well as inclusion of USAID promotional materials for the participants, participation of USAID/USG representatives.

- Two success stories a year for each country where the project is implemented with an accompanying photograph (see item c. for specifications). The success stories will be provided in a Word Document format, using a standard USAID success story template (available at [www.usaid.gov/templates.html](http://www.usaid.gov/templates.html)).
  - The fourth quarterly performance report shall also include a CD with a collection of minimum of 20 photographs a year that are illustrative of project's achievements in jpeg format. The photographs will comply with a guidance provided in the USAID Graphic Standards Manual, and be at least 1MB in size each. Each photograph will have a brief explanation about its subject, and identify: the author and his/her organization, person(s) featured in the photograph, and the location where the photograph was taken.
  - Clippings of press articles that mention the project.
  - At least 2 copies of all public communications materials produced by the project. In addition, the recipient shall submit one electronic and/or one hard copy of all final documents to USAID's Development Experience Clearinghouse.
3. Gender Reporting. As part of its regular reports, the recipient shall collect, analyze and submit sex-disaggregated data and propose actions that will address any gender-related challenges that might arise from that data. The recipient shall report any challenges to the AOR who, in turn, shall work with the USAID/CAR Mission's gender specialist to find reasonable solutions.

b) Final Report: The Recipient shall submit the original copy to the Agreement Officer's Representative, one copy to the Agreement Officer, and one copy to USAID Development Experience Clearinghouse, ATTN: Document Acquisitions, 1611 N. Kent Street, Suite 200, Arlington, VA 22209-2111 (or e-mail: [docsubmit@dec.cdie.org](mailto:docsubmit@dec.cdie.org)).

The final report shall be submitted no later than 90 calendar days after the expiration of the award. The final report shall also consolidate activities and analyses of all partners into one document and their activities and progress towards results. The final performance report shall contain the below information, as relevant.

- An executive summary of the accomplishments and results achieved;
- An in-depth analysis of progress and results that synthesizes achievements that contributed towards program objectives. This section shall clearly describe activities, major accomplishments and results achieved, including results for all of the activities under the cooperative agreement;
- Final data, compared to baseline data, for all indicators included in the monitoring and evaluation plan. This section should include disaggregated data by gender, historically disenfranchised groups and other relevant groups identified.
- A summary of problems/obstacles encountered during the implementation, and how those obstacles were addressed and overcome if appropriate;
- Lessons learned, best practices, and other findings, along with recommendations for future programming in this sector.
- A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information, as relevant.

## 5. ENVIRONMENTAL COMPLIANCE

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

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

No activity funded under this Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO).

The BEO-approved IEE (Democracy and Conflict Mitigation Office's Amendment #6 to its Initial Environmental Examination (IEE) is included as ANNEX 1.

USAID has determined that project activities including technical assistance, training, analyses, studies and information transfers qualify for a Categorical Exclusion under 22 CFR Part 216.2(c)(2) (no effect on the natural or physical environment) and, therefore, these activities are excluded from an environmental review.

USAID has determined that a Negative Determination with Conditions qualifies for activities, when following normal good practices, engineering methods, and standard instructions will help to avoid potential environmental problems. This includes possible limited procurement of equipment, including electric and electronic equipment (computers, printers, etc.). The proposed action is that the Implementer should provide evidence that equipment is procured from certified retailers; environmental safety and quality certificates conforming with national and/or international standards are available; it's used in an environmentally sound and safe manner, and properly disposed of, when applicable, at the end of its useful life in a manner consistent with best management practices according to USG, European Union or equivalent standards acceptable to USAID.

If new information becomes available which indicates that activities to be funded by the project might have some adverse effects on the environment, an implementer will report to USAID in accordance with requirements outlined in the IEE Amendment #6, specifically they will submit Environmental Review and Assessment Checklists for USAID approval

As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the AOR and Mission Environmental Officer shall review all ongoing and planned activities under this CA to determine if they are within the scope of the approved IEE Amendment #5. If the recipient plans any new activities outside the scope of the approved IEE, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments. Respondents to the RFA should include as part of their proposal their commitment to achieving environmental compliance and management.

## **6. MARKING AND BRANDING**

All USAID-funded foreign assistance (including programs, projects, activities, public communications, or commodities) must be communicated, promoted, and marked as coming from the American people through USAID. Specific communications and promotion measures shall be described in the "Branding Strategy" and "Branding Implementation Plan," and specific marking will be described in the "Marking Plan" for the this award. Branding and marking under this award shall comply with the USAID Automated Directive System Chapter 320 Branding and Marking (ADS320).

ADS 320 requires that, after the evaluation of the applications, the USAID Agreement Officer will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. USAID will not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website:

<http://iapp1.usaid.gov/notices/LoadAttachmentFileName.cfm?Attachment=3626>

In preparation of the branding implementation plan and the marking plan, the Applicant should request from the Agreement Officer the templates for these documents. Additional guidance is available at <http://www.usaid.gov/branding>. The cost application must incorporate the estimated cost of the proposed Branding Implementation and Marking Plans.

[END OF SECTION VI]

**SECTION VII – AGENCY CONTACTS**

Any questions concerning this RFA should be submitted in writing to Ms. Deborah Simms-Brown, Agreement Officer via email at [dsimmsbrown@usaid.gov](mailto:dsimmsbrown@usaid.gov) and copy at [AlmatyAASolicitations@usaid.gov](mailto:AlmatyAASolicitations@usaid.gov) *not later than April 16, 2012, 10 AM (Almaty Time)*. Applicants should retain for their records one copy of all enclosures which accompany their application.

If there are problems in downloading the RFA, please contact Ms. Natalia Portnyagina, Negotiator, via email at [nportnyagina@usaid.gov](mailto:nportnyagina@usaid.gov).

[END OF SECTION VII]

**ANNEX 1 - Initial Environmental Examination (IEE) – Amendment #6)**

(See enclosed as a separate file)

## **ANNEX 2 – Background Documents**

1. Government of Kyrgyzstan Action Program for 2012
2. Draft Law on Amendments to the Kyrgyzstan Law on Social Services Contracting – English Version
3. Draft Law on Amendments to the Kyrgyzstan Law on Social Services Contracting – Russian Version
4. Approved Medium Term Development Strategy for 2012 -2014
5. CARS Final Evaluation Report
6. 2010 NGO Sustainability Report for Kyrgyzstan  
[http://www.usaid.gov/locations/europe\\_eurasia/dem\\_gov/ngoindex/2010/complete\\_document.pdf#page=119](http://www.usaid.gov/locations/europe_eurasia/dem_gov/ngoindex/2010/complete_document.pdf#page=119)

**Annex 3. APPLICANT PERFORMANCE REPORT SHORT FORM**

<b>APPLICANT PERFORMANCE REPORT - SHORT FORM</b>
<b>PART I: Applicant Information (to be completed by Prime)</b>
1. Name of Awarding Entity:
2. Award Number:
3. Award Type:
4. Award Value (TEC): (if subaward, subaward value)
5. Problems: (if problems encountered on this award, explain corrective action taken)
6. Contacts: (Name, Telephone Number and E-mail address)
6a. Agreement officer:
6b. Technical Officer (COR):
6c. Other:
7. Recipient/Contractor(Applicant):
9. Information Provided in Response to RFA No. :
<b>PART II: Performance Assessment (to be completed by Agency)</b>
1. Quality of product or service, including consistency in meeting goals and targets, and cooperation and effectiveness of the Prime in fixing problems. Comment:
2. Cost control, including forecasting costs as well as accuracy in financial reporting. Comment:
3. Timeliness of performance, including adherence to award schedules and other time-sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient operation of tasks. Comment:
4. Customer satisfaction, including satisfactory business relationship to clients, initiation and management of several complex activities simultaneously, coordination among subawardee and developing country partners, prompt and satisfactory correction of problems, and cooperative attitude in fixing problems. Comment:
5. Effectiveness of key personnel including: effectiveness and appropriateness of personnel for the job; and prompt and satisfactory changes in personnel when problems with clients were identified. Comment:

[Note: The actual dollar amount of subawards, if any, (awarded to the Prime) must be listed in Block 4 instead of the Total Estimated Cost (TEC) of the overall award. In addition, a Prime may submit attachments to this past performance table if the spaces provided are inadequate; the evaluation factor(s) must be listed on any attachments.]

[END OF RFA RFA-176-12-000005]