



USAID | EASTERN AND SOUTHERN CARIBBEAN

Issue Date: May 03, 2019

Deadline for Questions: May 14, 2019

Closing Date: June 04, 2019

Closing Time: 4:30 PM Eastern Standard Time

Subject: Notice of Funding Opportunity Number (NOFO): 72053819RFA00002

Program Title: Guyana Extractives Sector Transparency

Catalog of Federal Domestic Assistance (CFDA) Number: 98.001 USAID Foreign Assistance Programs for Overseas.

Ladies/Gentlemen:

The United States Agency for International Development Mission in the Eastern and Southern Caribbean Region (USAID/ESC) is seeking applications for a Cooperative Agreement from qualified entities to implement the Guyana Extractives Sector Transparency. Eligibility for this award is not restricted.

USAID/ESC intends to make an award to the applicant(s) who best meets the objectives of this funding opportunity based on the merit review criteria described in this NOFO subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of program sought, application submission requirements and selection process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in Section C of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity and to ensure that the NOFO has been received from the internet in its entirety. USAID/ESC bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

USAID /ESC may not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.6.f. The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin registration early in the process.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID/ESC programs.

Sincerely,


Andrea Plucknett
Agreement Officer

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SECTION A: PROGRAM DESCRIPTION

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as the additional requirements found in Section F.

I. Background

Guyana’s extractive industries have long been a cornerstone of the country’s economy and a major foreign currency earner. The country has a variety of natural and mineral resources (e.g., forests, gold, diamonds, and bauxite) and most recently, significant off-shore oil resources were discovered.

Guyana’s economy grew steadily in the last decade, largely based on exports of natural resources, both agricultural and mineral. In 2016, gold production made up almost 60% of total exports.¹ Recent major discoveries off the country’s coast promise an oil revenue boom by 2020. The discovery is thought to be one of the largest globally in the last five years, with an estimated gross oil resource in excess of 5.5 billion barrels. The size of the discovery in relation to the population puts Guyana among a small number of countries whose oil revenues could have a transformative impact.

Guyana’s candidature to the EITI was approved in October 2017. This began its 18-month journey to the preparation and submission of Guyana’s first EITI Reconciliation report and a quest to attain the global standard for good governance of oil, gas, mineral, forestry and fisheries resources.

The Guyana EITI Secretariat performs technical, administrative and other functions and supports a group of stakeholders from government, industry, and civil society - the Multi-Stakeholder Group (MSG). The MSG makes decisions for the successful implementation of EITI. Guyana needs to achieve and maintain the EITI standard that requires legislative, institutional, and other changes to sustain a culture of transparency in the management of its extractives sector. In many respects it will require changing a culture that has shown unease with open sharing and availability of information.

This program will build capacity for administration and governance of EITI, address gaps that will be identified in the Independent Administrator’s April 2019 report and build capacity to support a culture of transparency in the extractives sector in Guyana. The project will focus on implementing systemic changes in monitoring and reporting systems that will further Guyana’s attainment of the EITI standard, prior to the country’s assessment which is scheduled for April 2020.

¹ www.eiti.org/guyana

II. Objectives

To help Guyana achieve transparency and good governance in the extractive industry, USAID will support achievement of the four (4) objectives:

- 1) Strengthen capacity of the EITI secretariat to perform its coordinating, administrative and other functions.
- 2) Improve capacity of the multi-stakeholder group to perform its decision-making, and oversight role in upholding the EITI standard.
- 3) Address obstacles affecting mainstreamed disclosures by government and private sector entities.
- 4) Improve the capability of civil society actors engaged in this sector to achieve transparency goals.

III. Expected Results

Program activities will focus on achieving four main results which align with the priorities of the MSG and activities set out in its 2017 to 2019 work plan. These results will be critical to Guyana being favourably assessed against the EITI standard, when the country undergoes its first EITI Validation process in April 2020. The program will select indicators which will be used to measure and report on the program's progress towards achieving the desired results.

- 1) Strengthened EITI Secretariat.
- 2) Strengthened MSG.
- 3) Obstacles to mainstreamed disclosures and reporting addressed.
- 4) Capability of civil society to support transparency improved.

IV. Project Activity Approach and Description

The program will support the activities described below. In implementing these activities, the implementing partner is required to coordinate with the Guyana EITI Secretariat, the Guyana EITI MSG and other donors.

1) Strengthen capacity of the EITI secretariat to perform its coordinating, administrative and other functions.

The EITI secretariat was established in 2017 and requires support to acquire full capacity to function effectively as a secretariat for EITI implementation in Guyana. Equipment, materials, and other inputs will be provided to improve the Secretariat's capacity to function more effectively. The program will also provide training (on-the-job and through other methods) to build the capability of the Secretariat's staff to execute its functions, including communications and outreach activities. This will include developing a communications strategy for disseminating

EITI reports and studies, and building citizen awareness regarding the collection, use and impact of extractive sector revenues to benefit all Guyanese citizens. The program will also design, and support the EITI Secretariat to implement, a monitoring system on extractive industry, government, and community compliance with their agreements under the EITI. This will improve the Secretariat's capability to monitor and report on compliance of entities with EITI reporting requirements.

2) Improve capacity of the MSG to perform its decision making and oversight role in upholding the EITI standard and processes.

The MSG performs key functions of oversight in meeting the EITI standard. The MSG Board comprises 12 members and a corresponding number of alternates. MSG members require support to better understand and execute their functions. This may include establishing procedural guides for executing the Terms of Reference, providing orientation sessions on the same and completing other similar activities to strengthen the MSGs processes and function. The program will also support capacity building for the MSG, providing exposure to the successful practices of other countries which are EITI members and lessons learned that can advise and guide decisions about Guyana's implementation of EITI.

Guyana's performance in respect of EITI standards will be assessed in terms of the MSG's oversight and decision-making role. The activity will support improved governance and functioning of this oversight group, which leads the implementation of EITI processes in Guyana.

One-third of the twenty-four (24) individuals making up members and alternates on the MSG are women. The implementing partner will complete an analysis to determine how gender issues, which affect management of the extractives sector, can be resolved and recommend specific measures and actions to improve management and transparency of gender-sensitive issues.

3) Address obstacles affecting mainstreamed disclosures by government and private sector entities.

In order to achieve and maintain the EITI standard, Guyana must identify and address those hurdles that prevent transparent reporting in relation to the extractive sector. The EITI standard requires that information on extractive industries include how licenses and contracts are allocated and registered; who are the beneficial owners of those operations; what are the fiscal and legal arrangements; how much is produced and paid; where are revenues allocated; and what are the contributions to the economy, including employment. This requires data management, collection and reporting from or in collaboration with, a number of agencies across government.

The government of Guyana is utilizing the services of an Independent Administrator, as required by the EITI Standard, to complete its first EITI report, which is due in April 2019. The role of the Independent Administrator also extends to the review of laws and policies guiding the treatment of data within government agencies in respect of EITI reporting requirements; examining the regulatory framework relevant to the standards for reporting and; making recommendations to support achievement of mainstreamed reporting by private sector and government entities, to support the establishment of systems to effectuate greater transparency within the extractives

sector. As a result, the Independent Administrator will set out for the Government of Guyana (GoG), actions that will be necessary to remove barriers and to move towards achievement of: regular and accurate documentation of payments by companies to government; regular and accurate documentation of receipts of revenues and; reporting on use of revenues by government agencies.

Following on the recommendations of the Independent Administrator, the Program will work to address those obstacles which are within its manageable interest, which support achievement of mainstreamed reporting by government and private entities.

This activity addresses issues which are important for Guyana to show improvement in its second EITI report which it hopes to submit by 31st March, 2020 and to receive a favorable assessment at its first validation which commences in April 2020. As such this activity will be a primary focus of the Program.

In the event the Independent Administrator's report has not been made public at the time of this solicitation, firms are required to suggest illustrative initiatives and set aside at least 15% of the programming budget to support this activity. The work plan should include full detail of this activity.

4) Improve the capability of civil society actors to achieve transparency goals.

Civil society has key roles to play in promoting transparency and accountability. This project will work with civil society to perform important transparency functions related to reporting and publicizing EITI information, necessary for more informed public discussions, especially around the data and information published in the first Guyana EITI Report.

The activity also seeks to build the capability of the media and transparency groups, to investigate and report on aspects of governance within the sector, to increase and improve public content on the operation of the extractive sector and to perform an external monitoring and reporting function, increasing transparency within the sector. This will include providing sensitization sessions for members of the media and transparency groups to increase their understanding of EITI issues, to liaise with government and advocate for access to information and to encourage increased reporting on the importance of EITI and its benefits to Guyana.

The program will also target the private sector for sensitization on the elements, benefits and ramifications of EITI. This aspect of the Program will focus on increasing the private sector understanding of the importance of EITI. It will be designed to lead to increased disclosures from private entities. Activities can include national fora, involving both government and private entities to showcase the results from EITI reports and generate discussion on key EITI topics.

V. Performance Metrics

The activity will use a number of performance indicators to determine progress and achievement of results. These indicators will include:

- Number of people trained on EITI standards as a result of USG support

- Percentage of MSG members who have participated in capacity building sessions as a result of USG support.
- Number of articles published about the EITI
- Number of references to EITI in articles, news items and blogs.
- Number of EITI communications and public outreach activities, conducted with USG support.
- Number private entities reporting to the EITI Secretariat as a result of USG support.

These are illustrative indicators. The applicant will be required to present, upon award, a full list of performance indicators.

VI. Gender Considerations

Gender concerns are central to the USAID/ESC approach to achieving the development objectives under its new Regional Development Cooperation Strategy (RDCS). A USAID/ESC Gender Assessment found that gender dynamics in the Caribbean are more complex than in many other regions or countries. Some gender inequalities appear to have tilted toward male marginalization, especially in terms of underachievement and school dropout rates. However, while the educational attainment of women exceeds that of men, women's employment prospects remain limited, with many women confined to low status and low-paying positions. Moreover, both boys and girls (particularly those from poor households) are under performing, which has a major impact on gender relations and labor market outcomes.

The program will support activities and reporting that can highlight gender issues specific to the sector and can provide evidence where there is unequal treatment, to support advocacy efforts, and can agitate for improvements and/or removal of such barriers. Through this activity, the implementing partner will ensure that gender issues are integrated into the program components.

VII. Key Personnel

The applicant should propose a staff structure, including key personnel positions. The proposed key personnel should not to exceed five (5) positions or 5% of the staffing, whichever is greater.

The key personnel that the awardee must furnish for the performance of this program are as follows:

- i. Chief of Party
- ii. Team Leader/Program Manager
- iii. Justice or Civil Society Specialist (JJS)
- iv. Regional Field Coordinator

Chief of Party (COP) will be the key point of contact for this project with USAID regarding day to- day implementation and management matters relating to the award. S/he will also have the overall responsibility for assuring that all assistance provided under the award is technically

sound and appropriate, and for adequately managing and supervising all work performed. The COP must have experience working across different levels of government. S/he must possess strong facilitation, communication, collaboration and leadership skills and a proven track record of interacting and working effectively with a range of government, private sector, civil society and community-based actors on issues relevant to this project. Given the complexity and scope of this project, it is critical that the COP exhibit effective personnel and resource management, coordination, conflict resolution, facilitation, and decision-making skills.

Team Leader (TL)/Program Manager: an expert with strong leadership skills and at least 10 years of experience working within a similar context in managing development programs. He/she shall have a minimum of a Master's Degree in a relevant field, such as social services, criminal law, international development etc. The TL shall have the knowledge, experience, and skills required to facilitate multi-sectorial and multi-country collaboration among various stakeholders (government, police, regional organizations, national entities, donors etc.). He/she must have a sound understanding of the Caribbean culture, justice systems, and political and governance structures. The TL will provide overall technical and administrative leadership of the activity and serve as the primary liaison with USAID/ESC.

Justice or Civil Society Specialist (JJS): an expert with strong leadership skills and at least 7 years of experience working in the rule of law field preferably within the juvenile justice sector. He/she shall have a minimum of a Bachelor's Degree in law or related field. He/She shall serve as the deputy to the Team Leader during his/her absence. He/she must have a sound understanding of the Caribbean culture, justice systems, and political and governance structures.

Regional Field Coordinator: The Regional Field Coordinator manages field based activities and host country engagement. Activities include, building positive and collaborative relationships with national stakeholders, data collection, participating/ leading on targeted training activities or otherwise supporting the planning and implementation of evaluation activities including field activity reporting. The Field Coordinator should possess a Bachelor's Degree in Social Sciences, Criminology, Education, Public Health or related field. The candidate should have a minimum of 5 years previous research and evaluation experience and regional experience in the Caribbean. Strong professional written and verbal proficiency in the English Language and familiarity with the crime and violence and juvenile justice issues is strongly preferred.

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SECTION B: FEDERAL AWARD INFORMATION

1. Estimate of Funds Available and Number of Awards Contemplated

USAID/ESC intends to award one Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide US\$500,000.00 in total USAID funding over a one (1) year period.

2. Start Date and Period of Performance for Federal Awards

The anticipated period of performance is one year. The estimated start date will be upon the signature of the award but before September 30, 2019.

3. Substantial Involvement

a) Review and approval of the work plan and implementation plan.
Review and approval of the work plan and implementation plan, will allow USAID to determine whether the project approach, as designed by the implementer, and the activities, sufficiently address the challenges that exist and are likely to achieve the objectives of the program.

Work Plan: A draft work plan setting out key milestones will be submitted to the AOR no later than thirty (30) days after the start date of the agreement. The work plan is subject to AOR's approval; the AOR will respond with any comments for revision or approval within fourteen (14) days of receipt of the draft work plan. Recognizing that the implementing environment may change, agreement can be reached for the work plan to be updated as necessary.

The final work plan shall represent a joint work plan of the role of different partners in conducting activities and shall be organized into four sections:

- (1) Comprehensive Work plan
- (2) Schedule of activities
- (3) Management plan
- (4) Preliminary performance management plan

Performance Management Plan: The Recipient will submit a preliminary performance management plan, which will be an integral part of the comprehensive work plan, due 30 days after the start of the agreement. A final performance management plan will be due 60 days after the start of the agreement. The performance management plan will include specific benchmarks and indicators for measuring progress. It will specify how data will be collected and analyzed for each of the benchmarks and indicators. Measurement will focus on both output and outcome data, showing the specific impacts and results of program activities. As part of the performance management plan, data will be provided for each benchmark and indicator proposed, including baseline data and any data collected to date. The performance management plan will also highlight how data collected will show the impact and effectiveness of program approaches and

methodologies employed, and it will contribute toward enhancing and understanding of best practices in the sector. USAID can provide examples of templates if needed.

b) Approval of all key personnel, and any changes to these personnel.

The key personnel selected to lead the project will determine whether suitably qualified and experienced individuals are selected to lead activities and how relationships are established in country. USAID involvement in the review and approval of such personnel is desired and seen as critical to success of the program.

c) Collaboration or joint participation in the activity, including the selection of sub-grantees, approval of sub-grants and review and approval of the performance monitoring and evaluation plan. Collaboration, including selection of sub-grantees allows USAID to be assured the focus and impact of the program is as designed and as desired, to attain project objectives. The performance monitoring and evaluation plans, set out the main indicators that will be used to measure results and achievement of objectives of the program, how frequently monitoring will be conducted and the standards to which it will adhere. These elements are essential to quality of programming. USAID review and approval of this information is seen as important.

d) Ensure Agency and Recipient collaboration or joint participation in meetings as necessary.

e) Review of financial and performance reports.

4. Authorized Geographic Code

The geographic code for the procurement of commodities and services under this program is 937².

5. Nature of the Relationship between USAID and the Recipient

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the Guyana Extractives Sector Transparency which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

6. Selection of Instrument

This activity seeks to improve the performance of the Extractive Industries Transparency Initiative (EITI) Secretariat and MSG, and improve the systems and processes designed to support

² <https://www.usaid.gov/sites/default/files/documents/1868/260.pdf>

EITI implementation, in order to improve governance and transparency in Guyana's extractive sector. USAID/ Eastern and Southern Caribbean (USAID/ESC) has no ongoing democracy and governance program, but the goal of its Regional Development Cooperation Strategy (RDSCS) is "A safer, more prosperous Caribbean Community". In keeping with this goal, this activity will build the systems and capacity to support a culture of transparency in the extractive industry in Guyana and will focus on the gaps to be addressed prior to Guyana being assessed on its compliance with the EITI standard. These interventions will improve the governance in Guyana's extractive sector.

The design team recommends the use of an assistance mechanism based on the following:

- The direct beneficiaries of the programs implemented through this requirement will be government agencies, quasi government agencies and civil society organizations.
- The principal purpose of the relationship between the recipient organization and USAID is the transfer of funds to the recipient in order to accomplish a public purpose as the stated goal within the program's description.

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SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this NOFO is not restricted.

USAID welcomes applications from organizations that have not previously received financial assistance from USAID.

2. Cost Sharing or Matching

Cost share is not required but is highly recommended. Such funds may be provided directly by the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. This may include contribution of staff level of effort, office space or other facilities or equipment which may be used for the program, provided by the recipient. For guidance on cost sharing in grants and cooperative agreements see 2 CFR 200.306.

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SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Point of Contact

Ms. Andrea Plucknett

Regional Agreement Officer for USAID/ESC
Regional Office of Acquisition and Assistance
United States Agency for International Development
USAID/Dominican Republic
Avenida República de Colombia #57, Altos de Arroyo Hondo
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Ms. Mercedes Calderón

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Regional Office of Acquisition and Assistance
United States Agency for International Development
USAID/Dominican Republic
Avenida República de Colombia #57, Altos de Arroyo Hondo
Santo Domingo, D.N., Dominican Republic, 10605
E-mail: mcalderon@usaid.gov

2. Questions and Answers

Questions regarding this NOFO should be submitted in writing via e-mail to both Ms. Andrea Plucknett at aplucknett@usaid.gov and Ms. **Mercedes Calderón** at mcalderon@usaid.gov no later than the date and time indicated on the cover letter, as amended. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as an amendment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

3. General Content and Form of Application

Preparation of Applications:

Each applicant must furnish the information required by this NOFO. Applications must be submitted in two separate parts: the Technical Application and the Business (Cost) Application. This subsection addresses general content requirements applying to the full application. Please see subsections 5 and 6, below, for information on the content specific to the Technical and Business (Cost) applications. The Technical application must address technical aspects only while the Business (Cost) Application must present the costs, and address risk and other related issues.

Both the Technical and Business (Cost) Applications must include a cover page containing the following information:

- Name of the organization(s) submitting the application;

- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Program name
- Notice of Funding Opportunity number
- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303).

Any erasures or other changes to the application must be initialed by the person signing the application. Applications signed by an agent on behalf of the applicant must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants may choose to submit a cover letter in addition to the cover pages, but it will serve only as a transmittal letter to the Agreement Officer. The cover letter will not be reviewed as part of the merit review criteria.

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English..
- Use standard 8 ½" x 11", single sided, single-spaced, 12 point Times New Roman font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.
- 10 point font can be used for graphs and charts. Tables however, must comply with the 12 point Times New Roman requirement.
- Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.
- The estimated start date identified in Section B of this NOFO must be used in the cost application.
- The technical application must be a searchable and editable Word or PDF format as appropriate.
- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant's discretion, however, the official cost application submission is the unlocked Excel version.

Applicants must review, understand, and comply with all aspects of this NOFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain a copy of the application and all enclosures for their records.

4. Application Submission Procedures

Applications in response to this NOFO must be submitted no later than the closing date and time indicated on the cover letter, as amended. Late may be considered at the discretion of the Agreement Officer. Applicants must retain proof of timely delivery.

Applications must be submitted by email to both Ms. Andrea Plucknett at aplucknett@usaid.gov and Ms. **Mercedes Calderón** at mcalderon@usaid.gov. Email submissions must include the NOFO number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application, and the desired sequence of the emails and their attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line that states: "[NOFO number], [organization name], Cost Application, Part 1 of 2".

USAID's preference is that the technical application and the cost application each be submitted as consolidated email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending it. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

Applicants are reminded that e-mail is not instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. For this NOFO, the initial point of entry to the government infrastructure is the USAID mail server.

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/ESC cannot guarantee their acceptance by the internet server.

Submission of a Hard Copy Application is not allowed.

5. Technical Application Format

The technical application should be specific, complete, and presented concisely. The application must demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and merit review criteria found in this NOFO.

a) Cover Page (See Section D.3 above for requirements)

b) Table of Contents

Include major sections and page numbering to easily cross-reference and identify merit review criteria.

c) Executive Summary (One page)

The Executive Summary must provide a high-level overview of key elements of the Technical Application.

d) Technical Approach

The technical application should clearly and concisely address the key requirements specified in Section A to this NOFO, demonstrating the applicant's well-conceived, clear, timely, justifiable and technically sound approach. The technical approach should demonstrate knowledge and understanding of the extractive industries environment in Guyana, The country's path to EITI membership, key challenges to achieving transparency in reporting on the management of resources within the sector, and how the applicant intends to address these challenges.

e) Management and Staffing

USAID/ESC will evaluate how well the management approach, staffing plan and institutional capacity addresses meet the needs of the evaluation by using the criteria in section E.

f) Institutional Capacity

The Applicant must provide the best available evidence to demonstrate a proven track record of relevant experience.

6. Business (Cost) Application Format

The Business (Cost) Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, applicants are encouraged to be as concise as possible while still providing the necessary details. The business (cost) application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

Prior to award, applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the applicant's risk in accordance with 2 CFR 200.205. Applicants should not submit any additional information with their initial application.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):

a) Cover Page (See Section D.3 above for requirements)

b) SF 424 Form(s)

The applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at www.grants.gov or using the following links:

Instructions for SF-424	http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html
Application for Federal Assistance (SF-424)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424A	http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html
Budget Information (SF-424A)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424B	http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html
Assurances (SF-424B)	https://www.grants.gov/web/grants/forms/sf-424-family.html

Failure to accurately complete these forms could result in the rejection of the application.

c) Required Certifications and Assurances

The applicant must complete the following documents and submit a signed copy with their application:

- (1) “Certifications, Assurances, Representations, and Other Statements of the Recipient” document found at <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
- (2) Assurances for Non-Construction Programs (SF-424B)
- (3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

d) Budget and Budget Narrative

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award, and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID’s determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program. See Section H, Annex 1 for Summary Budget Template
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

The Detailed Budget must contain the following budget categories and information, at a minimum:

- 1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
- 2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
- 3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
- 4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

- 5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant's budget, including those related to fringe and indirect costs.
- 6) Construction – If applicable
- 7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
- 8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200.414. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only

Eligibility: Any applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA

Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)

Eligibility: Any applicant that has never received a NICRA

Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200.414(f) for further information.

Method 4 - Indirect Costs Charged As A Fixed Amount

Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO

Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year
- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

- 9) Cost Sharing – If Cost-Sharing is considered, the applicant should estimate the amount of cost-sharing resources to be provided over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting award.

e) Prior Approvals in accordance with 2 CFR 200.407

Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by the Agency. If the applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

e) Approval of Subawards

The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:

- Name of organization
- DUNS Number
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.331(b)

- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

f) Dun and Bradstreet and SAM Requirements

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (DUNS number) and System for Award Management (SAM) requirements. Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide a valid DUNS number for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.sam.gov).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

DUNS number: <http://fedgov.dnb.com/webform>

SAM registration: <http://www.sam.gov>

Non-U.S. applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on www.sam.gov, navigate to Help, then to International Registrants.

g) History of Performance

The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits; and
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the applicant encountered problems on any of the referenced Awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an applicant's history of performance from any sources and may consider such information in its review of the applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

h) Branding Strategy & Marking Plan

The apparently successful applicant will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award. The Branding Strategy & Marking Plan is not included in the page count limits shown on section D.5.

1. Branding Strategy – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.
- b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.
- c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.
- d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.
- e. The Branding Strategy must include, at a minimum, all of the following:
 - (1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.
 - (2) The intended name of the program, project, or activity.
 - (i) USAID requires the applicant to use the "USAID Identity," comprised of the USAID logo and brandmark, with the tagline "from the American people" as found on the USAID Web site at <http://www.usaid.gov/branding>, unless Section VI of the RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.
 - (ii) USAID prefers local language translations of the phrase "made possible by (or with) the generous support of the American People" next to the USAID Identity when acknowledging contributions.

- (iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.
 - (iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.
 - (v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.
- (3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.
- (4) Planned communication or program materials used to explain or market the program to beneficiaries.
- (i) Describe the main program message.
 - (ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.
 - (iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, "USAID is from the American People."
 - (iv) Provide any additional ideas to increase awareness that the American people support this project or program.
- (5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.
- (6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.
- a. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.
 - b. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement.

2. Marking Plan – Assistance (June 2012)

- a. Applicants recommended for an assistance award must submit and negotiate a "Marking Plan," detailing the public communications, commodities, and program materials, and other items that will visibly bear the "USAID Identity," which comprises of the USAID logo and brandmark, with the tagline "from the American people." The USAID Identity is the official marking for the Agency, and

is found on the USAID Web site at <http://www.usaid.gov/branding>. Section VI of the RFA or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:

(i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;

(ii) Technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

(iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and 5 (iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

(v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

(i) The program deliverables that the applicant plans to mark with the USAID Identity;

(ii) The type of marking and what materials the applicant will use to mark the program deliverables;

(iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;

(iv) What program deliverables the applicant does not plan to mark with the USAID Identity, and

(v) The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

(i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

(ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.

(iii) Undercut host-country government “ownership” of constitutions, 6 laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.

(iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.

(v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

(vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.

f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

i) Funding Restrictions

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.330 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.

Construction *will not* be authorized under this award.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.4 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

j) Conflict of Interest Pre-Award Term

a. Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an 8 Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.
2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

b. Organizational Conflict of Interest

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

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SECTION E: APPLICATION REVIEW INFORMATION

1. Criteria

The Application submitted in response to this NOFO will be reviewed according to the criteria set forth below.

2. Review and Selection Process

The criterion presented below has been tailored to the requirements of this particular NOFO. Applicant shall note that these criteria serve to: (a) identify the significant matters that Applicant shall address in the application; and, (b) set the standard against which application will be evaluated.

USAID will examine the logic, feasibility and appropriateness of the technical approach, including responsiveness to objectives and expected results and responsiveness to country context and needs. To make an objective review possible, Applicant must clearly demonstrate how the organization and the application meet the criterion.

The technical review will focus on the Applicant's overall ability to achieve results within the timeframe for the activity and under the framework provided in this NOFO.

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.

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.

The criteria listed below are presented by major categories in descending order of importance. Technical Approach when combined with Management & Staffing, and Institutional Capacity will be significantly more important than cost. Applicants should note that these criteria serve as the standard against which all technical information will be evaluated, and serve to identify the significant matters which Applicant should address.

a) Merit Review

USAID will conduct a merit review of all applications received that comply with the instructions in this NOFO. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance:

1. Criteria number one: Technical Approach

- a) Extent to which the proposed approach is well-conceived, clear, timely, justifiable and technically sound to achieve the solicited results and directly address program objectives as identified in the Program Description of this NOFO and demonstrates the Applicant's ability to reach the stated objectives within the required period of performance;
- b) Extent to which the application demonstrates knowledge and understanding of the extractive industries environment in Guyana, the country's path to EITI membership, the key challenges to achieving transparency in reporting on the management of resources within the sector, and how the applicant intends to address these challenges.
- c) The technical approach must consider gender integration and the activities must be designed to address gender issues explained in the Program Description.

2. Criteria number two: Management and Staffing.

USAID/ESC will evaluate how well the management approach and staffing plan addresses the needs of the evaluation by using the following criteria:

- a) Technical qualifications of key personnel, including, professional experience, academic background, language capability, and experience managing activities similar to those outlined in the program description in a developing country context.
- b) Appropriateness of the composition and organizational structure of the in-country and home-office project team which enables the Applicant to successfully implement each of the indicated objectives; a clear, sound, and effective staffing pattern with roles and responsibilities among different positions adequately delineated.

3. Criteria number three: Institutional Capacity

Demonstrated organizational capacity, managerial expertise, and experience of the Applicant and proposed partners in implementing and monitoring community development reform programs of a similar size and scope, ideally within the Caribbean or in a comparable context.

3. Criteria number four: Past Performance

The Evaluation Committee will evaluate past performance of the applicant based on reference checks and relevant past performance information submitted. USAID/ESC will evaluate the applicant's past performance on the following criteria:

Demonstrated success of the applicant to provide similar services including the production of meaningful outputs and results. Demonstrated record of complying with the award requirements and to standards of good workmanship and agreement schedules. Experience working with governments.

b) Cost Review

The Agency will evaluate the cost application of the applicant(s) under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Agency will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

The AO will perform a risk assessment (2 CFR 200.205). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.207).

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

2. Administrative & National Policy Requirements

The resulting award from this NOFO will be administered in accordance with the following policies and regulations.

For US organizations: [ADS 303](#), [2 CFR 700](#), [2 CFR 200](#), and [Standard Provisions for U.S. Non-governmental organizations](#).

For Non US organizations: [Standard Provisions for Non-U.S. Non-governmental Organizations](#).

See Annex 2, for a list of the Standard Provisions that will be applicable to any awards resulting from this NOFO.

3. Reporting Requirements

Reporting Requirements

Quarterly Performance Report: The Recipient) shall submit performance reports to the designated Agreement Officer's Representative (AOR) and the Agreement Officer (AO), in electronic form, on a quarterly basis including the last quarter of the project, which will be due 30 days after the reporting period. Prior to submission to USAID, the implementing partner will be required to submit reports to a coordinating representative of the Government of Guyana, who will be identified, allowing ten (10) business days for review and feedback. Reports shall include:

- a) A brief description of the political context and/or enabling environment in which program activities are implemented. This section may include significant political developments and/or relevant events reported in the press or by local informants which affect the overall implementation environment. This section is important for establishing the overall environment for implementation and is useful for considering how changes in the environment may affect program implementation.
- b) An analytical description of overall progress towards results that reflects and synthesizes achievements of all partners. This should not be a description of activities from each partner,

but rather a broader analysis that examines the progress of all partners in the context of objectives and expected results.

- c) A summary of activities conducted. This section should highlight which partners have conducted activities, and include a description of progress towards results and relevant trends.
- d) Data on all indicators established in the monitoring and evaluation plan. Data should be disaggregated by gender and provide other disaggregated information where relevant.
- e) Problems encountered, reasons why established goals were not met, if appropriate, and how challenges or problems will be overcome during the next reporting period;
- f) A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information;
- g) Priorities for programming during the next reporting period.

Final Report: Within 90 days of the activity end date, the Recipient will submit a final activity report. Prior to submission to USAID, the implementing partner will be required to submit the final report to a coordinating representative of the Government of Guyana, allowing ten (10) business days for review and feedback. The final report should contain the following information:

- a) An executive summary of the accomplishments and results achieved;
- b) An in-depth analysis of impact and results that synthesizes achievements that contributed towards program objectives. This section should clearly describe activities, major accomplishments and results achieved;
- c) 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.
- d) A summary of problems/obstacles encountered during the implementation, and how those obstacles were addressed and overcome if appropriate;
- e) Lessons learned, best practices, and other findings, along with recommendations for future programming under each of the program objectives;

- f) A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information.

The Recipient shall submit the report, in electronic form, to the following three addressees:

- 1) Designated AOR;
- 2) The Agreement Officer; and
- 3) USAID's Development Experience Clearinghouse, at docsubmit@dec.cdie.org.

Financial Reporting

Financial Reports shall be submitted no later than 45 days after the end of each specified reporting period.

The recipient must submit the Federal Financial Form (SF-425) on a quarterly basis via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>). The recipient must submit a copy of the FFR at the same time to the Agreement Officer and the Agreement Officer's Representative (AOR).

The recipient must submit the original and two copies of all final financial reports to USAID/Washington, M/CFO/CMP-LOC Unit, the Agreement Officer, and the AOR. The recipient must submit an electronic version of the final Federal Financial Form (SF-425) to U.S. Department of Health and Human Services in accordance with paragraph (1) above.

Note: The term "program" as used in 2 CFR 200 and this NOFO is typically considered by USAID to be an Activity supporting one or more Project(s) pursuant to specific Development Objectives. Please see 2 CFR 700 for the USAID specific definitions of the terms "Activity" and "Project" as used in the USAID context for purposes of planning, design, and implementation of USAID development assistance.

4. Program Income

The Applicant will account for Program Income in accordance with standard provision "Program Income." Program Income earned under this award shall be added to the activity.

5. Environmental Compliance

The Applicant will ensure environmental soundness and compliance in design and implementation as required by the [22 CFR 216](#) procedures. A special provision will be included in the award providing guidance for compliance.

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

Points of contact (POC) for questions for this funding opportunity are:

Mrs. Andrea Plucknett
Regional Agreement Officer
Regional Office of Acquisition and Assistance
United States Agency for International Development
USAID/Dominican Republic
Tel.: 809-368-7505
E-mail: aplucknett@usaid.gov

Mercedes Calderon
Agreement Specialist
Regional Office of Acquisition and Assistance
United States Agency for International Development
USAID/Dominican Republic
Tel: 809-368-7449
Email: mcalderson@usaid.gov

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SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

Applications with Proprietary Data

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 purpose, should mark the cover page with the following:

“This application includes data that must not be disclosed duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. 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 {insert sheet numbers}.”

Additionally, the applicant must mark each sheet of data it wishes to restrict with the following:

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

ANNEX 1 - USAID BRANDINAG STRATEGY & MARKING PLAN (TEMPLATES)

USAID's policy is that programs, projects, activities, public communications, or commodities implemented or delivered under co-funded instruments – such as grants, cooperative agreements, or other assistance awards– generally are “co-branded or co-marked.” In accordance with 2 CFR 700.16, this policy applies to these assistance awards even when the award does not require any cost sharing. Co-branding and co-marking means that the program name represents both USAID and the implementing partner, and the USAID identity and implementer's logo must both be visible with equal size and prominence on program materials produced for program purposes.

This sample/template based on ADS 320.3.3 and 2 CFR 700.16 branding and marking requirements for assistance awards only. The recipient, by responding to the questions in italics, will be able to substantially comply with the ADS and CFR requirements.

THIS PORTION TO BE COMPLETED BY THE RECIPIENT

“USAID BRANDING STRATEGY”

AWARD TITLE

AWARD NUMBER

DATE OF PLAN

1) Positioning

What is the intended name of this program, project, or activity?

Will a program logo be developed and used consistently to identify this program? If yes, please attach a copy of the proposed program logo.

2) Program Communications and Publicity

Who are the primary and secondary audiences for this project or program?

What communications or program materials will be used to explain or market the program to beneficiaries?

What is the main program message?

Will the recipient announce and promote publicly this program or project to host country citizens? If yes, what press and promotional activities are planned?

Please provide any additional ideas about how to increase awareness that the American people support this project or program.

3) Acknowledgements

Will there be any direct involvement from a host country government ministry? If yes, please indicate which one or ones. Will the recipient acknowledge the ministry as an additional co-sponsor?

ANNEX 2 - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at: <https://www.usaid.gov/ads/policy/300/303maa> and <https://www.usaid.gov/ads/policy/300/303mab>). The actual Standard Provisions included in the award will be dependent on the organization that is selected. The award will include the latest Mandatory Provisions for either U.S. or non-U.S. Nongovernmental organizations. The award will also contain the following “required as applicable” Standard Provisions:

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (DECEMBER 2014)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (DECEMBER 2014)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014)
		RAA4. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
		RAA5. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		RAA6. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
		RAA7. CARE OF LABORATORY ANIMALS (MARCH 2004)
		RAA8. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
		RAA9. COST SHARING (MATCHING) (FEBRUARY 2012)
		RAA10. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
		RAA11. INVESTMENT PROMOTION (NOVEMBER 2003)
		RAA12. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
		RAA13. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
		RAA14. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		RAA15. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
		RAA16. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
		RAA17. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
		RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
		RAA19. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
		RAA20. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
		RAA21. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR

		PRACTICE OF PROSTITUTION (JUNE 2012)
		RAA22. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)
		RAA23. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)
		RAA24. PATENT REPORTING PROCEDURES (DECEMBER 2014)
		RAA25. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
		RAA26. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
		RAA27. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA28. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2017)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (DECEMBER 2014)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (DECEMBER 2014)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
		RAA5. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)
		RAA6. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)
		RAA7. SUBAWARDS (DECEMBER 2014)
		RAA8. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
		RAA9. OCEAN SHIPMENT OF GOODS (JUNE 2012)
		RAA10. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
		RAA11. PATENT RIGHTS (JUNE 2012)
		RAA12. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
		RAA13. INVESTMENT PROMOTION (NOVEMBER 2003)
		RAA 14. COST SHARE (JUNE 2012)
		RAA15. PROGRAM INCOME (DECEMBER 2014)
		RAA16. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
		RAA17. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
		RAA18. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
		RAA19. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
		RAA20. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)

		RAA21. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
		RAA22. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		RAA23. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		RAA24. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
		RAA25. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING(ASSISTANCE) (SEPTEMBER 2014)
		RAA26. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
		RAA28. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA29. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2017)

[Guidance: The AO should review the prescriptions for each provision and determine whether it will apply to the anticipated award. If this cannot be determined at the NOFO stage, use a third column to indicate that it will be dependent on the awardee. As a reminder, the AO must include the full text of all mandatory and required as applicable standard provisions in the award document. If the award will be a fixed amount award or a simplified grant, substitute these provisions with the provisions relevant to that award type.]

