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Issue Date: February 6, 2013
Clarification Questions Due: February 15, 2013
Closing Date for Concept Papers: March 01, 2013
12:00 hrs Lusaka Time

Subject: Amendment 01 to Request for Applications (RFA) Number: RFA-611-13-000001 for Various Incentive-based Grant Opportunities and Rewards (VIGOR)

The purpose of this letter is to amend the subject Request for Applications published on January 29, 2013. This amendment identifies the target geographic areas as Eastern Province and the peri-urban areas in Central and Lusaka provinces. All other due date, terms and conditions remain the same.

Questions regarding this amended RFA must be submitted by e-mail to Mr. John Loongo (jloongo@usaid.gov), **Acquisition & Assistance Specialist** for USAID/Zambia with a copy to Ms. Ayana Angulo (aangulo@usaid.gov), **Agreement Officer** for USAID/Zambia. If you decide to submit a concept paper, it should be received by the closing date and time indicated at the top of this cover letter via email to oaa-solicit-lusaka@usaid.gov.

Sincerely,

Ayana Angulo
Agreement Officer

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I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM DESCRIPTION

Introduction

USAID/Zambia's intention is to support qualified local organizations that seek to improve forest conservation, sustainable forest management practices, or upgrade access to renewable energies through innovative activities, as described below. Acceptable VIGOR activities must have an impact on forested areas within the Eastern Province or peri-urban areas (defined here as customary land or game management areas outside of an urban center, not including national parks) within the Central and Lusaka Provinces. At the end of the grant period, USAID/Zambia expects the Recipient(s) to have engaged communities in forest conservation, forest management practices, or the adoption of renewable energy technologies with the overarching goal of reducing greenhouse gas emissions from deforestation and forest degradation.

This program is designed to support the Government of the Republic of Zambia's (GRZ) initiative to implement the United Nations (UN) Reducing Emissions from Deforestation and Forest Degradation (REDD+) by providing quick-start funding to local, environmentally-conscious organizations. The implemented interventions will demonstrate approaches to generate scalable impacts to reduce deforestation in rural or peri-urban forested communities using small grants. The result of these grant activities will encourage attitude and behavior changes in communities towards forest conservation, engage community leaders in developing sustainable forest management plans, provide access to sustainable energy sources, and promote alternative livelihoods to those reliant on unsustainably-harvested forest products. Successful activities will be innovative, replicable, scalable, and sustainable; they will serve as examples for other communities across the nation.

Activity Statement

Of key importance to the Zambia UN-REDD+ initiative are focused activities that demonstrate novel approaches to reducing deforestation rates at the provincial, district and community levels, that provide models that could be eventually scaled up to the national level. Further, to implement these activities, capable local organizations are needed to act at the grassroots level to determine what interventions work to provide forest-dependent people alternatives to charcoal and timber production for income or energy sources, to establish incentives that successfully promote sustainable forest management, or to promote the adoption of energy-saving technologies.

Examples of potential *acceptable* activities include:

- Social and economic safeguards to forest communities during "lean" months
- Alternative livelihoods to unsustainable charcoal and timber production
- Programs to alleviate pressures on natural forests
- Increased stakeholder collaboration in managing forest resources
- Increased capacity building related to local or national forest management
- Innovative ways on developing forest carbon data or analysis tools
- Increased land tenure rights assistance, promotion, and advocacy
- Activities that build on synergies between forest management and health, agriculture, education, and governance sectors
- Improved sustainable energy resources to reduce dependence on wood or charcoal
- Reduction in quantity of forest products used by rural areas for cooking or home heating
- Improved monitoring and enforcement of GRZ forest laws and policies by communities
- Community-wide behavior change towards activities that conserve forest resources
- Sustainable afforestation and rehabilitation projects of forested lands
- Technical guidance in more efficient charcoal production and promoting this behavior change
- Conservation agriculture bordering forested areas
- Household adoption of biogas for cooking
- Developing renewable energy that is directly linked to reducing deforestation or forest degradation

- Expansion of electricity networks directly linked to reducing deforestation or forest degradation
- Hybrid mini-electric or -heating grids directly linked to reducing deforestation or forest degradation
replace charcoal house heaters
- Innovative water heaters to heat rural homes to

Examples of unacceptable activities will include aspects such as:

- Colonization of forested lands
- The conversion of forest lands to the rearing of livestock or agriculture
- The construction, upgrade, or maintenance of roads in forest lands
- Construction of dams or other water control structures
- Promotion of farming techniques in non-forested areas
- Promotion / development of renewable energy without a clear linkage to reducing deforestation or forest degradation
- Charcoal production or charcoal kiln usage without clear linkage to reducing deforestation or forest degradation
- The export of wood products to foreign countries
- Any activity deemed detrimental to the health of a forest or unrelated to improved forest management
- The purchase of any single item with a useful life of more than one year valued at KR 25,000 (\$5,000 USD) or more
- Timber extraction

Gender and Youth

In rural parts of Zambia, women rely on forests for carrying out subsistence activities, be they charcoal and timber production or non-timber forest products. Once forested areas are under improved management the tendency for illegal use of forest resources decreases while the sale of legal forest products increases impacting lower income households the most, namely female headed households. Further, the incorporation of women into the management process of forest resources produces beneficial results for the health of forests as well as improved resource access to both men and women, as opposed to management processes that exclude women or men. This information compels USAID/Zambia to mandate that all VIGOR activities integrate women into the management, protection, and conservation of forests. Furthermore, USAID/Zambia advocates for all VIGOR activities to enhance integration of gender based violence prevention and response to all programming.

Further, it will be important to incorporate youth into sustainable forest conservation and management issues as they are the nation's future. Youth are often disenfranchised, not having skills to find gainful employment and not having the political clout to advocate for themselves. As the prospects of youth foreshadow the prospects of a country, USAID/Zambia encourages all VIGOR activities to incorporate and empower youth with trainings, new life skills, activities that reduce gender-based violence, and opportunities to be entrepreneurial.

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 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

The applicant's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA. In addition, the recipient 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 Fixed Obligation Grant (FOG) 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). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”)

An Initial Environmental Examination (IEE) 611-002 has been approved for the Global Climate Change program funding this RFA. The IEE covers activities expected to be implemented under this grant. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this award.

As part of its Work Plan, the recipient, in collaboration with the USAID Agreement Officer Representative and Mission Environmental Officer, shall review all ongoing and planned activities under this Fixed Obligation Grant to determine if they are within the scope of the approved Regulation 216 environmental documentation.

If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, 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.

Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

The Recipient shall:

- (a) Integrate an Environmental Mitigation and Monitoring Plan (EMMP), describing what actions the Recipient will take to mitigate and monitor potential negative impacts on the environment, into the work plan;
- (b) Undertake regular field visits to monitor and evaluate program activities to assess their environmental impact, and the effectiveness of USAID-proposed mitigation measures and Best Management Practices (BMPs);
- (c) Include in requests for milestone approvals a brief update on mitigation and monitoring measures being implemented, and results/findings of environmental monitoring visits;
- (d) Complete an environmental mitigation and monitoring summary of activities undertaken during the grant period. This report will be submitted to the Agreement Officer’s Representative (AOR) together with the final request for milestone approval. This reporting requirement shall be incorporated into the project’s milestone schedule and work plan.

B. AUTHORIZING LEGISLATION

The authority for this RFA is found in the Foreign Assistance Act of 1961, as amended, and the resulting award will be administered in accordance with OMB Circulars, 22 CFR 226, and USAID’s ADS Chapter 303, “Grants and Cooperative Agreements with Non-Governmental Organizations” as applicable.

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 this program and are in accordance with applicable cost standards (2 CFR 230 for non-profit organizations, 2 CFR 220 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the fixed obligation grant.

C. RESPONSIBILITY FOR PERFORMANCE

a) Recipient

The Recipient of this award is responsible for devising, implementing, and continually refining a technical approach for achieving the overall outcomes and objectives specified in the Program Description. The Recipient will articulate its major activities and milestones in a work plan to be discussed with the AOR. Finally, the Recipient will be responsible for documenting and sharing the results and lessons learned from implementing this activity.

b) USAID

The Agreement Officer will designate an Agreement Officer Representative (AOR) to monitor the Recipient's progress and provide technical assistance. The AOR, based in USAID/Zambia, will be the primary day-to-day liaison between USAID and the recipient of this award. The AOR's primary responsibilities are to ensure compliance with the terms and conditions, to maintain contact (including site visits and liaison) with the Recipient, **and to approve completed milestones.**

D. APPLICABLE REFERENCES

Regulations & References

- Mandatory Standard Provisions for Fixed Obligation Grants to Nongovernmental Recipients
<http://www.usaid.gov/policy/ads/300/303mat.pdf>
- OMB Circular A-122
<http://www.whitehouse.gov/omb/circulars/a122/a122.html>
- OMB Circular A-110
<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

[END OF SECTION I]

II. AWARD INFORMATION

A. Estimated Funding

USAID expects to award up to twenty (20) Fixed Obligation Grants (FOGs) based on this RFA. The anticipated total federal funding amount is US\$500,000 for the VIGOR program. The amounts of individual FOGs will be in the Kwacha equivalent of between US\$5,000 and US\$50,000, and in special circumstances described below up to US\$100,000.

The Government may issue awards resulting from this RFA to the responsible applicants if the applications conforming to this RFA are responsive to the objectives set forth in this document. The Government may (a) reject any and all applications, and (b) waive informalities and minor irregularities in applications received.

The Government reserves the right to make awards on the basis of initial full applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The Government reserves the right (but is not under obligation to do so), however, to enter into discussions with the applicant in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed award may be incurred before receipt of either a signed Fixed Obligation Grant or a pre-award expense authorization letter.

B. Performance Period

The anticipated project start date and period of performance will vary by applicant; however, USAID anticipates projects will begin **between June and August 2013 and last for eight to ten months.**

C. Award Type

USAID anticipates the awards will be **Fixed Obligation Grants**. The intended purpose of Agreement Officer Representative (AOR) involvement during the award is to assist the recipient in achieving the supported objectives.

[END OF SECTION II]

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

An Applicant must be a Local Civil Society Organization (CSO), Non-Governmental Organization (NGO), business, or educational institution that is: 1) organized under Zambia laws, 2) has the principal place of business in Zambia, 3) is majority owned (in the case of businesses) or controlled (in the case of NGO or CSO Boards) by citizens or lawful permanent residents of Zambia, and 4) is not majority controlled by foreign entities or individuals.

USAID encourages applications from organizations with no prior experience working with USAID. All applicants are eligible for 1st Tier grants of KR 25,000 (US\$5,000) up to KR 250,000 (US\$50,000).

Applicants that have received grants and successfully implemented activities or organizational reforms with funding from Zambia's Civil Society Environment Fund, the UN's Global Environment Fund, the Zambian Governance Foundation, or USAID are eligible for 2nd Tier level grants of up to KR 500,000 not to exceed US\$100,000.

2. Cost Sharing or Matching

Recipients will not be responsible for cost share.

[END OF SECTION III]

IV. CONCEPT PAPER/ APPLICATION AND SUBMISSION INFORMATION

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1. PHASE I - CONTENT AND FORM OF CONCEPT PAPER SUBMISSION

This is a two-step application process. **The first phase consists of concept papers from prospective Applicants.** The second phase is through an invitation process to submit Full Applications from a select pool of Applicants.

a. Concept Paper Format

All concept papers must comply with the following requirements to be considered by USAID:

- i. Text must be in a recent Windows-compatible version of MS Word (version 2000 or later)
- ii. Font - Times New Roman and 12-point
- iii. No less than 0.75" margins (left, right, top, and bottom).
- iv. *Two pages maximum not including Cover Page*
- v. Cover Page - a single page with the program title and RFA number, the names of the organizations/institutions involved, and the lead or primary Applicant clearly identified. In addition, the Cover Page should provide a contact person for the 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.

b. Content and Form of Application Submission

All concept papers are required to include three sections:

- i. **Organizational Overview** – Describe the overall function of the applicant's organization and its relation to forest conservation or management.
- ii. **Technical Approach** - Describe the applicant's proposed activity and address the following:
 - The project's anticipated contribution to or impact on reduced deforestation or forest degradation in targeted areas
 - How the project will address at least one of the five indicators listed in the RFA Section VI (**Monitoring and Reporting**).
 - How the project would incorporate women and youth
- iii. **Cost and Period of Performance** – Provide an overall estimated cost and brief timeline listing the activities that will be undertaken and expected achievements.

c. Notification of Concept Paper Status and Request to Submit Full Application

The USAID/Zambia Agreement Officer will notify applicants whose proposed projects will receive further consideration by issuing invitations to submit a full application. *Only those applicants receiving an invitation by the Agreement Officer should follow the application instructions below.*

2. PHASE II- CONTENT AND FORM OF FULL TECHNICAL APPLICATION SUBMISSION

a. Full Application Format

- i. All full applications must comply with the following requirements to be considered by USAID:
- ii. Font - Times New Roman and 12-point
- iii. No less than 0.75" margins (left, right, top, and bottom).
- iv. Six pages maximum (not including annexes and cover page)
- v. Cover Page - a single page with the program title and RFA number, the names of the organizations/institutions involved, and the lead or primary Applicant clearly identified. In addition, the Cover Page should provide a contact person for the 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.
- vi. Document must be in a recent Windows-compatible version of MS Word (version 2000 or later)

b. Full Application Content

The technical application should expand upon the description included in the concept paper and shall contain the following sections:

- i. *Technical Approach* - Sufficient description of how the proposed project will address at least one of the five indicators described in the RFA Section VI Monitoring and Reporting.

The applicant is encouraged to design an aggressive but realistic schedule of performance milestones as steps towards producing results and describe how they will be managed. The work plan will describe activities to be conducted at a greater level of detail than in the Program Description, but shall be cross-referenced with the applicable sections in the Program Description. All work plan activities must be within the Program Description and shall not change the Program Description. The applicant must propose a list of milestones in the following format:

Milestone	Description of Milestone	Required Deliverable	Completion Date (express in terms of # of weeks or months after award date)
1	<i>Example: Acceptance of detailed work plan & Monitoring and Evaluation plan</i>	<i>Example: AOR approved work plan and M&E plan with proof that the Ministry of Agriculture agrees</i>	<i>Example: 15 days after award signed</i>

2	<i>Example: 500 trees planted</i>	<i>Example: Diagram/map of locations where all trees were planted and representative pictures of tree planting activity</i>	<i>Example: Three months after the work plan and M&E plan are accepted</i>
3	<i>Example: 10 Workshops on biodiversity delivered in 5 communities</i>	<i>Example: Copy of workshop material presented and attendance sheets</i>	<i>Example: 60 days after 500 trees planted</i>

- ii. *Management and Organizational Capacity* - The application must include a detailed description of the management approach for implementing the proposed program, which includes specifying the composition and organizational structure of the entire implementation team (including home office support) describing each team member's role, and a brief summary of the key personnel and their qualifications that will enable them to be successful in the defined team member roles. The application must include a description of relevant activities carried out in the past.
- iii. *Annex* – The following information should be submitted as a one page annex. This annex is not included in the 6 page limit:
 - *Past Performance Information* - The applicant must provide performance information for itself in accordance with the following:
 - List in an annex to the technical application up to 5 of the most recent and relevant activities for efforts similar to the work in the subject application.
 - Provide for each of the contracts listed above a list of contact names, job titles, mailing addresses, phone numbers, e-mail addresses, and a description of the performance to include:
 - Description of tasks
 - Primary location(s) of work
 - Term of performance

(USAID recommends that you alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed activities if and when USAID requests it.)

3. COST APPLICATION FORMAT

The Cost Application must be submitted via a separate email from the technical application.

The following sections describe the documentation that applicants for assistance awards must submit to USAID prior to award. Applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

- A detailed/itemized budget in MS Excel with all formulas included;
- Applicants must provide detailed budget notes or narrative for all costs, and explain how the costs were derived, consistent with the following guidance on required information:

The breakdown of all costs associated with the project - Applicants must provide the following cost element details at a minimum and should add additional elements, as applicable and in accordance with the proposed technical approach:

- Salary and Wages – Applicants must propose direct salaries and wages in accordance with their personnel policies;
- Fringe Benefits – These benefits are non-wage compensation that an organization can provide to its employees in addition to their salaries. Since the Applicant does not have a fringe benefit rate approved, the application should propose a rate and explain how the Applicant determined the rate; in this case, 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 U.S. dollars and as a percentage of salaries;
- Travel and Transportation – The Applicant should indicate the number of trips estimated as necessary to carry out the proposed program description, and their estimated costs. Applicants must specify the origin and destination for each proposed trip, the duration of travel, and number of individuals who would be traveling. If applicable, applicants should base per-diem calculations on current, published U.S. Government per diem rates for the localities concerned.
- Environmental Compliance and Mitigation Costs
- Other Direct Costs – Applicants should detail any other direct costs, including the cost of communications, report preparation, passport issuance, visas, medical exams and inoculations, insurance (other than insurance included in the applicant’s fringe benefits), equipment, office rent, etc.

ADDITIONAL DOCUMENTATION

USAID/Zambia’s Agreement Officer will request the following information from Applicants with a high probability of being awarded a Fixed Obligation Grant:

- Branding Strategy And Marking Plan - The successful Recipient will be required to submit a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer with concurrence from the Agreement Officer Representative. A Branding Implementation Strategy and Marking Plan shall be in accordance with the USAID Branding and Marking plan as required per ADS 320. Refer to ADS 320, (<http://www.usaid.gov/policy/ads/300/>) specifically 320.3.3.3 for more information.
- Required certifications, assurances, and other statements. These forms include:
 - Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs
 - Certification Regarding Lobbying
 - Prohibition on Assistance to Drug Traffickers for Covered Countries
 - Certification on Terrorist Financing Certification of Recipient Key Individual and Participant Certifications Narcotics Offence and Drug Trafficking
 - Certification Of Compliance With The Standard Provisions Entitled “Condoms” And “Prohibition On The Promotion Or Advocacy Of The Legalization Or Practice Of Prostitution Or Sex Trafficking”
 - Survey On Ensuring Equal Opportunity For Applicants
 - Applicant Information
 - Procurement Information

4. SUBMISSION DATES AND TIMES

Concept Papers are due to USAID by March 1, 12:00 p.m. Zambia time.

Full Application due dates are To Be Determined and selected Applicants will be informed at the time an invitation is sent.

CONCEPT PAPERS MUST BE SUBMITTED ELECTRONICALLY VIA E-MAIL TO oaa-solicit-lusaka@usaid.gov by the date and time indicated on the cover letter. No hand delivered applications will be accepted or reviewed. NO EXCEPTIONS. The applicant is responsible for ensuring that the complete application is received by the deadline. The time of receipt for electronic submission will be based on the automatic electronic delivery time stamp from the usaid.gov e-mail server. **Please do not send files in ZIP format.** Following are the procedures for submission of applications by e-mail:

1. Before sending your documents to USAID as e-mail attachments, convert them into Microsoft Word and Excel. Signature pages must be converted to Adobe PDF format.
2. Once sent, check your own e-mails to confirm that your attachments were indeed sent. If you discover an error in your transmission, re-send the material again and **note in the subject line of the email that it is a "corrected" Submission.** Do not send the same e-mail more than once unless there has been a change, and if so, note that it is a corrected e-mail. Do not wait for USAID to advise you that certain documents intended to be sent were not sent, or that certain documents contained errors in formatting, missing sections, etc. The applicant is responsible for its submission.
3. To avoid confusion, duplication, and congestion problems with our e-mail system, only one authorized person from your organization should send the e-mail submission.

Other Submission Requirements

- Proprietary Information – Applicants which 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:
 1. 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 cooperative agreement 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 agreement. 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 pages ___; and"
 2. 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."
- Explanation to Prospective Applicants – Any prospective applicant desiring an explanation or interpretation of this RFA may request it via email. Oral explanations or instructions given before award of a Fixed Obligation Grant will not be binding.
- Telegraphic or Faxed Applications – Telegraphic or faxed applications will not be considered; however, applications may be modified by written or telegraphic notice, if that notice is received by the time

specified for receipt of applications.

- Language – All applications must be in English.

5. PRE-AWARD EXPENSES

Pre-award expenses are not authorized. USAID will not reimburse applicants for pre-award expenses incurred.

[END OF SECTION IV]

V. CONCEPT PAPER AND FULL APPLICATION REVIEW INFORMATION

The evaluation will occur in two stages and requires two different methodologies.

PHASE I – CONCEPT PAPER REVIEW

The 1st methodology involves a pass / fail rating system for the concept papers. Concept Papers will be determined acceptable or unacceptable based on the criteria below.

Acceptable:

- Sufficiently states how the project would reduce deforestation or forest degradation in targeted areas either by incorporating one of the approved activities or by describing a novel activity which would be suitable.
- Sufficiently states how the project will address at least one of the five indicators listed in the RFA Section VI Monitoring and Reporting.
- Sufficiently states how the project will include women and youth.
- Proposed project is achievable given the organization’s capacity, funds available, and period of time allotted.

Unacceptable:

- States the project will conduct an activity that is on the “not approved list of activities set in the RFA” or the described activity fails to suitably address how the reduction of deforestation or forest degradation in targeted areas would occur.
- Does not sufficiently address how the project would address at least one of the five indicators listed in the RFA.
- Does not sufficiently state how the project would include women and youth.
- The proposed activities are in areas outside of Eastern Province and peri-urban areas in Central and Lusaka provinces.

PHASE II – FULL APPLICATION REVIEW

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.

A. TECHNICAL EVALUATION CRITERIA

Technical Approach (Feasibility of Project to Reduce Deforestation or Forest Degradation with an Emphasis on Incorporating Women and Youth) - Applications will be selected based on their innovation, sustainability, scalability, replicability, emphasis on involving women and youth populations, capacity to achieve milestones set forth, collaboration between the forest sector and other sectors like health and education, and overall impact on reducing deforestation and forest degradation. Activities proposed within these applications should be designed to last no more than 10 months and be prepared to show results within eight months. Activities must have a direct impact on forested areas, which are defined by the United Nations’ Food and Agriculture Organization as land areas with a minimum area of 0.5 hectares, a canopy cover of at least 10%, and a minimum tree height of 5 meters.

Organization Capacity to Achieve Goals Set Forth - The applicant must have the technical and managerial capacity to successfully complete the proposed project and comply with the terms and conditions of the award.

Past Performance - (a) Performance information will be used for both the responsibility determination and best value decision. USAID may use performance information obtained from other than the sources identified by the applicant. USAID will solicit information from the references provided in response to the RFA.

(b) If the performance information contains negative information on which the applicant has not previously been

given an opportunity to comment, USAID will provide the applicant an opportunity to comment on it prior to its consideration in the evaluation, and any applicant's comment will be considered with the negative performance information.

(c) USAID will initially determine the relevance of similar performance information as a predictor of probable performance under the subject RFA. USAID may give more weight to performance information that is considered more relevant and/or more current.

(d) The applicant performance information determined to be relevant will be evaluated in accordance with the elements below:

(1) Quality of service, including consistency in meeting goals and targets

(2) Schedule, including the timeliness against the completion of the milestones, delivery schedules, and administrative requirements

(3) Business relations, addressing the history of professional behavior and overall business-like concern for the interests of the stakeholder, including the applicant's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), stakeholder satisfaction, cooperative attitude in remedying problems, and timely completion of all administrative requirements

(4) Management of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified

(e) An applicant's performance will not be evaluated favorably or unfavorably when:

(1) The applicant lacks relevant performance history,

(2) Information on performance is not available

When this occurs, an applicant lacking relevant performance history is assigned a "neutral" rating. Prior to assigning a "neutral" past performance rating, the Agreement Officer may take into account a broad range of information related to an applicant's performance.

Order of Importance

The technical approach (Feasibility of Project to Reduce Deforestation or Forest Degradation with an Emphasis on Incorporating Women and Youth) is considered more important than Organization Capacity to Achieve Goals Set Forth, which is considered more important than Past Performance.

B. COST EVALUATION CRITERIA

Cost Effectiveness and Realism

Proposed costs will be analyzed for cost realism, reasonableness, completeness, and allowability in accordance with USAID's cost principles. In its analysis USAID will assess: Are the costs realistic for the effort? Do the proposed costs demonstrate that the applicant understands the RFA requirements? Are costs consistent with the applicant's technical application?

C. TECHNICAL VERSUS COST CONSIDERATION

For this RFA, the technical evaluation is more important than cost. The applicant will be rated in accordance with the selection criteria identified above. USAID reserves the right to determine the resulting level of funding for the Fixed Obligation Grants.

D. REVIEW AND SELECTION PROCESS

The technical and cost applications will be evaluated by a committee comprised of U.S. Government representatives. The Agreement Officer is the only individual who may legally commit the U.S. Government to

the expenditure of public funds.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth above. To make an objective evaluation possible, applications must clearly demonstrate how the organization and the application meet these criteria. Thereafter, the cost application will be opened and costs will be evaluated for general reasonableness, allowability, and allocability. Awards will be made to responsible applicants whose applications offer the greatest value, cost and other factors considered.

[END OF SECTION V]

VI. AWARD AND ADMINISTRATION INFORMATION

1. Award Notices

Notice of Award signed by an Agreement Officer is the authorizing document, which shall be transmitted to the individual with the authority to enter agreements on behalf of the Recipient for countersignature to the authorized agent of the successful organization electronically, to be followed by original copies for execution.

2. MANDATORY STANDARD PROVISIONS FOR FIXED OBLIGATION GRANTS

M1. SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND DATA RIGHTS (JUNE 2012)

M2. MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (JUNE 2012)

M3. DRUG TRAFFICKING AND DRUG-FREE WORKPLACE (JUNE 2012)

M4. DEBARMENT AND SUSPENSION (JUNE 2012)

M5. PREVENTING TERRORIST FINANCING (JUNE 2012)

M6. TRAFFICKING IN PERSONS (JUNE 2012)

M7. VOLUNTARY POPULATION PLANNING ACTIVITIES – MANDATORY REQUIREMENTS (MAY 2006)

M8. EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUNE 2012)

3. REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR FIXED OBLIGATION GRANTS

RAA2. CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER (OCTOBER 2010)

RAA3. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (OCTOBER 2010)

RAA4. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (JUNE 2012)

RAA7. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)

RAA8. PATENT RIGHTS (JUNE 2012)

4. Monitoring and Reporting

Each VIGOR activity will be expected to set milestones to show its progress over time and report when each milestone is completed. Milestones will be set as achievements leading up to the success of the entire activity and the receipt of funding from USAID/Zambia will be associated with the attainment of these milestones. Further, milestones will be structured in a manner that enables USAID to capture progress against a selected indicator and incorporated in the final award. Each VIGOR activity should clearly link to at least one standard indicator, as shown below. Target levels will be set for each selected indicator in collaboration with USAID. All VIGOR activities must include within the final milestone at least one success story to illustrate the impact of their activity on an individual or community.

Indicators to Select from:

- Quantity of greenhouse gas emissions, measured in metric tons of CO₂, reduced or sequestered as a result of USG assistance;
- Number of laws, policies, strategies, plans, agreements, or regulations addressing climate change and/or biodiversity conservation officially proposed, adopted or implemented as a result of USG assistance;
- Number of hectares of biological significance and/or natural resources under improved natural resource management as a result of USG assistance;
- Number of communities participating in joint management of natural resources or pay for performance programs; and
- Number of people adopting technologies and methodologies as a result of USG assistance.

[END OF SECTION VI]

VII. AGENCY CONTACTS

Any questions concerning this RFA must be submitted in writing to John Loongo, with a copy to Ayana Angulo via email as specified in the cover letter.

John Loongo

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Ayana Angulo

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Lusaka, Zambia
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[END OF SECTION VII]

VIII. OTHER INFORMATION

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. USAID reserves the right to fund or not fund the application submitted. In addition, final award 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, the potential applicant is hereby notified of these requirements and conditions for award. Concept papers and applications are submitted at the risk of the applicants; should circumstances prevent award of a Fixed Obligation Grant, all preparation and submission costs are at the applicant's expense.

[END OF SECTION VIII]