



USAID
FROM THE AMERICAN PEOPLE

Issuance Date: November 3, 2011

Closing Date: February 3, 2012

Closing Time: 11:59 a.m. (Eastern Standard Time)

CFDA Number: 98.007

Subject: Request for Applications for Title II Development Food Aid Programs

Title: Fiscal Year 2012 Title II Development Food Aid Programs

The United States Agency for International Development (USAID), Office of Food for Peace (FFP), is seeking applications (proposals for funding) from private voluntary organizations or cooperatives that are, to the extent practicable, registered with the USAID Administrator, or intergovernmental organizations for Title II Development Food Aid Programs. This includes U.S. and non-U.S. nonprofit organizations. Please refer to the Program Description for a complete description.

Subject to the availability of funds and commodities, under this Request for Applications (RFA), FFP plans to enter into awards for the following countries:

- Guatemala – Up to two awards for a total of approximately \$15 million in the first year.
- Niger – Up to two awards for a total of approximately \$15 million in the first year.
- Uganda – Up to two awards for a total of approximately \$15-20 million in the first year.

USAID reserves the right to adjust the number of awards or funding levels. A separate RFA will result for any additional countries.

Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense.

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

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

- Section I – Funding Opportunity Description
- Section II – Award Information
- Section III – Eligibility Information
- Section IV – Application and Submission Information
- Section V – Application Review Information
- Section VI – Award and Administration Information
- Section VII – Agency Contacts
- Section VIII – Other Information

To be eligible for the award, the applicant must provide all required information in its application, including the requirements found in any attachments to this www.grants.gov opportunity. Any future amendments to this RFA can be downloaded from www.grants.gov. This information may also be posted on the FFP website, but it is the responsibility of the applicant to ensure that it has the most up-to-date versions of all of the documents related to this RFA.

Applicants should retain for their records one copy of all enclosures that accompany their electronic application.

Pursuant to 22 C.F.R. 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (22 C.F.R. 226, 2 C.F.R. 230 (formerly known as OMB Circular A-122)) may be paid under the agreement.

USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application (see Section V - Application Review Information). USAID intends to award predominantly cooperative agreements, but reserves the right to award grants. USAID may waive informalities and minor irregularities in applications received.

Assistance made available pursuant to this RFA may be used to meet emergency/exceptional circumstances as provided in accordance with the terms of those awards and 22 C.F.R. 211.5(o). In this past this had been capped at 10 percent, however, based on the use of trigger indicators, this level may be exceeded.

In the event of any inconsistency between this RFA and the referenced documents in the RFA or any inconsistency between the sections comprising this RFA, note that the RFA shall take precedence over any referenced documents, except statute, regulations and country-specific information, and the inconsistency shall be resolved by the following order of precedence:

- (1) Country-specific information
- (2) Section V – Application Review Information
- (3) Section IV – Application and Submission Information
- (4) Section I – Funding Opportunity Description
- (5) This Cover Letter

Thank you for your interest in USAID programs.

Sincerely,

/S/

Dina Esposito
Director, Office of Food for Peace

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

1. General Description

The Office of Food for Peace (FFP), in USAID’s Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA), is the U.S. Government leader in international food assistance. Through FFP, USAID provides development food aid as part of multi-year, development programs integrated with USAID strategies to address the underlying causes of chronic food insecurity. USAID also provides emergency food aid to address needs arising from natural disasters, such as floods or droughts, and complex emergencies often characterized by insecurity and population displacement. More information on USAID food assistance programs can be found here:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/index.html

This Request for Applications (RFA) provides information on funding opportunities for multi-year, development food aid programs. Food security is the cornerstone of the Title II program because “...enhancing food security in the developing world through the use of agricultural commodities...” is a policy of the United States as stated in the Food for Peace Act, which authorizes Title II food aid. Thus, FFP’s goal for multi-year development programming is to reduce risks and vulnerabilities to food insecurity and increase food availability, access and utilization/consumption. Title II programs must target the vulnerability of food insecure individuals, households and communities directly. Note that assistance made available pursuant to this RFA may be used to meet emergency/exceptional circumstances as provided in accordance with the terms of those awards and 22 C.F. R. 211.5(o). In this past this had been capped at 10 percent, however, based on the use of trigger indicators, this level may be exceeded.

The range of activities may include, but is not limited to, sustainable agricultural production and marketing, natural resource management, non-agricultural income generation, health, nutrition, water and sanitation, education, gender equity, emergency preparedness and mitigation, vulnerable group feeding, and social safety nets.

For all programs, applicants must demonstrate that (a) proposed distribution and monetization food aid commodity levels will not result in disincentives to or interference with local agricultural production or marketing and will not disrupt commercial markets and (b) importation of agricultural commodities and the use of local currencies generated under the proposed award will not have a disruptive impact on the farmers or the local economy of the recipient country.

More specific information on the objectives, activities and/or geographic locations targeted within each specific country covered by this RFA may be found on the Food for Peace website, under Country Specific Information,

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/countryspec.html. It is essential that applicants review this information carefully because detailed information contained in the country-specific information takes precedence over the generalities contained in this RFA.

2. Authorizing Legislation

The Food for Peace Act authorizes the USAID Administrator to establish programs to provide agricultural commodities to foreign countries on behalf of the people of the United States and to provide assistance to address famine and food crises; combat malnutrition, especially in children and mothers; carry out activities that attempt to alleviate the causes of hunger, mortality and morbidity; promote economic and community development; promote food security and support sound environmental practices; carry out feeding programs; and promote economic and nutritional security by increasing educational, training, and other productive activities.

3. Program Eligibility Requirements

To be eligible for assistance under this RFA, the program must use Title II food aid resources for direct distribution. Given this eligibility requirement, FFP will not consider applications for 100 percent monetization. The direct distribution activities should be accompanied by complementary activities that increase availability, access and utilization/consumption of food and reduce vulnerability to food insecurity.

4. Award Administration

Awards will be made and administered in accordance with the Food for Peace Act, U.S. Government regulations and USAID Standard Provisions, which are available on the USAID website (<http://www.usaid.gov/pubs/ads>). The award will be administered under 22 C.F.R. 211, 22 C.F.R. 216, 22 C.F.R. 226, OMB Circulars, USAID Standard Provisions, and FFP information bulletins. Notwithstanding the foregoing, because intergovernmental organizations are subject to different requirements, USAID reserves the right to make awards to such organizations on different terms and conditions than those made to private voluntary organizations and cooperatives and to require different documentation prior to an award.

SECTION II – AWARD INFORMATION

1. Estimate of Funds Available

Subject to the availability of funds and commodities, under this RFA, USAID plans to enter into a select number of awards for the following list of countries.

- Guatemala – Up to two awards for a total of approximately \$15 million in the first year.
- Niger – Up to two awards for a total of approximately \$15 million in the first year.
- Uganda – Up to two awards for a total of approximately \$15-20 million in the first year.

USAID reserves the right to adjust the number of awards and funding levels. A separate RFA will result for any additional countries.

2. Anticipated Start Date and Performance Period

A start date in June or July 2012 is anticipated. Typically, the award will be issued for a performance period of five years, unless otherwise noted in the country-specific information.

3. Assistance Awards

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application. USAID intends to award predominantly cooperative agreements, but reserves the right to award grants. USAID may waive informalities and minor irregularities in applications received.

USAID may award the resulting assistance award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a technical and cost standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

SECTION III – ELIGIBILITY INFORMATION

1. Eligibility Requirements

To be considered for an award, the applicant must be a private voluntary organization or cooperative that is, to the extent practicable, registered with the USAID Administrator, or an intergovernmental organization, such as the World Food Program. This includes U.S. and non-U.S. nonprofit organizations as defined in Section 402 of the Food for Peace Act and as described in the Private Voluntary Organization Conditions of Registration on the USAID website: http://www.usaid.gov/our_work/cross-cutting_programs/private_voluntary_cooperation/conditions.html.

Consortia of private voluntary organizations and/or cooperatives are neither encouraged nor discouraged from submitting applications. The actual applicant must be the consortium lead and/or should identify any other members of the consortia or individuals tied to the implementation of the application, along with all sub-awardees. The respective roles (e.g., targeting, food aid distribution, etc.) of any other members of the consortia or individuals, including all sub-awardees, must be described and separate budgets must be attached for each.

2. New Partners

USAID encourages applications from potential new partners.

3. Cost Share

While cost share will not be required for FY12 applications, FFP does anticipate exploring further this option for FY13 applications.

4. Minimal Qualification Requirements

USAID has no additional minimal qualification requirements.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

1. Point of Contact

Any questions concerning this RFA must be submitted in writing to Juli Majernik, FFP grants manager, at jmajernik@usaid.gov with a copy to FACG@amexdc2.com or via mail to AMEX International at the address below:

AMEX International
Attention: FY 2012 Title II Development Food Aid Programs RFA
USAID Food for Peace Institutional Support Project
Ronald Reagan Building, North Tower
1300 Pennsylvania Avenue, NW
Suite 270
Washington, DC 20004, USA

Note: please include “FY12 RFA” in the subject line for email correspondence.

2. Budget Information

Applicants may submit budgets using Standard Form 424, 424A, and 424B, as appropriate, which can be downloaded from the USAID website. Alternatively, the forms are found on grants.gov: http://www.grants.gov/agencies/aforms_repository_information.jsp.

Sample budget formats prepared by FFP’s Program Operation Division are also available on the USAID website. In addition, applicants may use budget formats they have developed that contain the requested information.

Applicants may propose up to 13 percent of Section 202(e) funding unless otherwise noted in the country specific information. Applicants should review and follow the most recent version of the FFP Information Bulletin on eligible uses of Section 202(e) and ITSH funding located on the FFP website: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffpib.html

For additional budget and commodity information requirements, see 4. Application Format, d) Management and Logistics, and f) Budget for additional budget and commodity information requirements.

3. Pre-Award Certifications, Assurances, and Other Statements of the Recipient

Apparently successful applicants must provide a signed copy of *Certifications, Assurances, and Other Statements of the Recipient* (located on the USAID website: <http://www.usaid.gov/policy/ads/300/303sad.pdf>) in response to the issues letter.

4. Application Format

The Application should be specific, complete and presented concisely. Applications that do not substantially meet the requirements of this RFA will not be considered for award. The application shall be divided into the following sections, with the maximum number of pages given per section, including any endnotes and/or footnotes, as follows:

- Cover Page (1 page)
- Executive Summary (2 pages maximum)
- Program Description and Design (35 pages maximum)
- Management and Logistics (10 pages maximum)
- Past Performance (2 pages maximum)
- Budget (no page limit, see requirements in sections d) and f) below)
- Annexes (no page limit)

The above bullets correspond to the sections of the RFA described below and constitute the general application format.

a) Cover Page

The Cover Page should have the following:

- Name of the applicant's organization and country involved in the proposed application
- Name and title of the organization's representative who has signatory authority and authority to submit the application
- Name, title, and contact information of the organization's Point of Contact with whom USAID should coordinate on matters related to the application (if different from the organization's representative with signatory authority and authority to submit the application). Contact information should include mailing address, e-mail, and telephone and fax numbers.
- Food aid commodity request in metric tons by direct distribution and/or monetization and the percent monetization request (i.e., percentage of total metric tons requested) and
- Budget request including monetization budget request in U.S. dollar equivalents, Section 202(e) funding request in U.S. dollars, internal transport, shipping and handling (ITSH) funding request in U.S. dollars, and cost share

b) Executive Summary

The application's executive summary should provide a concise synopsis of the following:

- Underlying cause of food insecurity to be addressed
- Proposed goal, objectives and intermediate results

- Technical sectors and activities, and
- Proposed target population(s)

Separate from the Executive Summary, a Fiscal Year 2012 Executive Summary Table for the Life of Award is listed as one of the annexes and the sample format is provided with the budget templates.

c) Program Description and Design

The program description should include, at a minimum, the following:

1. *Adherence to Country-Specific Information.* Provide an explanation of how the proposed program adheres to the information in terms of the objectives, activities and/or geographic location targeted within the country as outlined in Section VIII – Other Information of this RFA, which may include integration with the Feed the Future Initiative (FtF), where appropriate.

2. *Linkage between Food Insecurity in the Region and Program Design.* This should include:

- Rationale for geographic and beneficiary targeting; and
- Brief description and analysis of the underlying causes of food insecurity (including food access, availability and/or utilization/consumption) and how these causes impact the vulnerable population of the country in the proposed target area. At a minimum, this analysis should include and/or reference appropriate and current national and local data, major determinants and underlying causes of food insecurity, sources of risk and vulnerability, and gender issues as they relate to food insecurity.

3. *Technical Sector Interventions.* Applicants should explain how the proposed technical sector interventions address country-specific causes of food insecurity. Proposed interventions should be described in sufficient detail to assess their operational and technical appropriateness and feasibility. This should include, at a minimum, the following:

- Type, purpose, location and feasibility of activities;
- Description of how activities relate to intermediate results and objectives;
- Detail of how the proposed activities will be implemented and by whom. Note that if an applicant proposes maternal-child health and nutrition (MCHN) activities, FFP strongly encourages applicants to focus specifically on preventing malnutrition in pregnant and lactating women and children under the age of two years, also called “first 1000 days approach.” Additional information on this preventive approach is found in Section VIII - - Other Information, 5. First 1000 Days Approach: Preventing Chronic Malnutrition.
- Description of the target population and the proposed program’s direct beneficiaries within this target population, including criteria to be used to select and graduate direct beneficiaries. Include an estimate of what proportion of the residents living in the program’s geographic area/target population will be direct beneficiaries. Also, include an estimate of how many beneficiaries will benefit from more than one sector (for multi-

sector applications). Awardees are encouraged to use a Venn diagram to show how many beneficiaries are expected to overlap across sectors;

- Description of how gender will be integrated in the proposed program across the interventions. Note gender integration should either be identified as a cross-cutting objective or as its own strategic objective
- Details of and justification for ration size and content by activity;
- Description of how activities in different sectors will be integrated (for multi-sector applications); and
- Description of the geographic area of interventions (including a map as an annex).

4. *Program Design*. This section should include the following components:

- Results framework with measurable, context-specific objectives and intermediate results stated as end results (not activities). This framework should demonstrate how the program will address country-specific food availability, access and/or utilization/consumption constraints. (See *USAID Performance Monitoring and Evaluation TIPS #13 Building a Results Framework* for further information at: http://pdf.usaid.gov/pdf_docs/PNACA947.pdf);
- Description of how the proposed food aid program will complement existing local government, U.S. Government, or other donor health, nutrition, and agriculture programs as well as FtF and Global Health initiatives;
- Description of how gender constraints and men's and women's socially ascribed roles and responsibilities will affect program activities and how program activities will affect men's and women's relative access to and control over resources and benefits. Include a description of how men and women targeted by the program are affected differently by availability, access and utilization/consumption and a description of how the proposed program in general and the technical interventions specifically would ensure equitable participation by and benefit to both men and women, as well as the impact of proposed activities on women's workloads. Proposed activities should consider recent study indications that climate change will make life even more arduous for adolescent girls in the developing world. See <http://www.scientificamerican.com/article.cfm?id=will-climate-change-make-life-harder-for-girls>. (Include appropriate indicators in the Monitoring and Evaluation (M&E) Plan in the Indicator Performance Tracking Table); Also see FFP Occasional Paper #7, *Gender Integration in DCHA/FFP Operations* found at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/gendemainstreaming.pdf;
- Critical assumptions of the proposed activities, any risks that may negatively impact expected results (e.g., shocks, drought, changes in government policies, etc.) and how the applicant would mitigate the impact of such occurrences along with proposed resulting changes to the program;
- If appropriate, identification of the early warning indicators and trigger levels that will be monitored and utilized by the applicant in determining potential changes to program if shocks occur. More guidance on trigger indicators can be found in the FFP Information Bulletin (10-01), *Trigger Indicators in Multi-Year Title II Assistance Programs* found at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffpib_trigger.indicator.pdf;
- Description of an exit strategy, including sustainability of activities and plan for graduating beneficiaries before the end of the award for each aspect of the program. (See *Program Graduation and Exit Strategies: A Focus on Title II Food Aid Development*

Programs for further information at:

<http://www.fantaproject.org/publications/tn9.shtml>);

- Description of M&E Plan, supported by a Results Framework, including output, outcome and impact indicators and targets in the Indicator Performance Tracking Table (IPTT) with appropriate sex-disaggregated indicators, see USAID ADS 303 <http://www.usaid.gov/policy/ads/300/303.pdf>; plans for baseline study, mid-term evaluation, external final evaluation and data collection throughout the life of the award; a description of how the data will be used to improve food aid program activities; and the personnel and funding required. In addition, applicants should review and include applicable FFP Standard Indicators as described in the FFP Information Bulletin (11-03) entitled, *Revision to Food of Peace Standard Indicators to be Collected in Baseline Surveys and Final Evaluations* found at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffpib.indicator.11.03.pdf, and the FFP Information Bulletin (07-02) entitled, *New Reporting Requirements for Food for Peace* found at: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/fy08_ffpib_new_reporting.pdf. Applicants should also review monitoring and evaluation requirements in FFP Information Bulletin (09-06) entitled, *Monitoring and Evaluation Responsibilities of Food for Peace Multi-Year Assistance Programs Awardees* found at: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffpib_09.06.pdf; and
- Select M&E materials, i.e., the Results Framework and the Indicator Performance Tracking Table should be included as an annex. Note that the M&E Plan is part of 4. *Program Design*, as indicated above, and requests additional information. The Detailed and General Implementation Plan Table and Performance Monitoring Plan Table will be required at a later date.
- A more detailed description of the applicants' approach to gender may be submitted as an annex to the application.

For further information on Title II programming approaches, applicants are encouraged to review resources found on the FFP website:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/resources.html

d) Management and Logistics

The management and logistics section of applications should include, at a minimum, the following:

1. *Management Structure*. This section should include a full description of the management structure of the proposed program, including any consortium arrangement, and detail any relationships with anticipated sub-awardees or sub-contractors. Specifically, if implementation will be done through a consortium or any potential sub-awards or sub-contracts, it should include an explanation of the scopes of the proposed activities, the individuals or organizations responsible, and why they are being selected. If the applicant proposes a consortium or any sub-awards, applicants should include signed "letters of commitment" from consortium members or sub-awardees in an annex and refer to these in the application text.

2. *Staffing*. This section should describe the applicant's staffing plans for all activities with descriptions of the number and type of staff and their roles and responsibilities. It should also include an organizational chart and the curriculum vitae (CV) of the proposed Chief of Party as annexes. During the issues letter phase, successful applicants may be requested to identify other senior staff and to provide their CVs as well.

3. *Logistics Plan*. This section should include an overview of the proposed food aid commodity use, along with commodity-related issues concerning direct distribution and monetization components of the program including, but not limited to, commodity requests and acceptable substitutions should select planned commodities not be available, port and warehouse infrastructure, and commodity transportation (including inland and internal transport). The applicant should also include an Annual Estimate of Requirements and Commodity Pipeline form (AER & CP) found at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/progpolicy.html as an annex. If the applicant has a current Title II award, the applicant should indicate any anticipated carry-over commodities. For landlocked countries, applicants should note the designated points of entry (which are limited to four). For special procurement or shipping requests, such as containerization or through-bills of lading, a detailed justification must be provided.

4. *Monetization and/or Distribution Plan*. The monetization plan should be developed as outlined in the *FFP Monetization Field Manual* found at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/govdoc.html. Note that the country-specific information, RFA and FFP Information Bulletins take precedence over the manual, should there be a discrepancy. Key points should include a justification for the proposed monetization (including the level of monetization expressed as a percentage of total tonnage), description of the proposed mechanics of the monetization (e.g., type of sale, type of buyer, anticipated food aid commodities, and whether the potential sale will be conducted with other awardees), and a discussion of the local market factors and potential risks that may affect distribution as well as monetization. Complete the following monetization tables and submit as an annex: Anticipated Monetization Proceeds and Cost Recovery Data; Anticipated Monetization Results Analysis; and Anticipated Life of Award Analysis for Monetization Proceeds.

For the Distribution Plan, the applicant must discuss the local market factors and potential risks that may affect distribution. Both food aid commodity monetization and distribution programs need to be familiar with and understand the implications of the FFP Information Bulletin (09-02) entitled, *New Procedures to Determine Compliance of P.L. 480 Title II Food Aid Program Proposals with the Conditions of the Bellmon Amendment* found at: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffpib.09.02.pdf

Information on the status of the Host Country Agreement should be included as well. Please see Section VIII – Other Information for more information.

e) Past Performance

The applicant acting on its own or acting as the lead of the consortium should include, at a minimum, the following items for itself (in the case of no consortium) or for all members of the consortium including itself (in the case of a consortium) in the past performance section of the application for U.S. Government and non-U.S. Government funded programs:

- Detailed description of prior performance within the past three years implementing food aid programs in the proposed country or other countries, if applicable;
- Detailed description of prior performance within the past three years implementing non-food aid programs with similar sectors or activities (e.g., nutrition, agriculture, etc.) in the proposed country or other countries in the region; and
- Any other evidence of the technical, financial and managerial capability within the past three years to design, implement, and monitor the proposed activities, including the number and size of programs managed or proposed.

If the applicant has previous experience within the past three years in the proposed country and is submitting an application to assist beneficiaries in a region similar or identical to where it has previous experience or in similar technical sectors in which it has worked in that country, the applicant must explicitly incorporate lessons learned from prior activities into the description of Technical Sector Interventions. The applicant must respond to any concerns raised in the final evaluation and/or in any audit findings of the prior activities in the application for itself or for any members of the consortium to which the concerns apply.

Only the applicant (either submitting on its own or as the lead of a consortium) must submit its final evaluations and audit reports for those U.S. Government funded programs described in the bullets above, if selected to continue with the award process.

f) Budget

Cost proposals include the executive summary table, comprehensive budget, detailed budget, and budget narrative and must be submitted as a separate section, which is not subject to the page limitation of the program application. Cost proposals must be in U.S. dollars only and include budget details as described below for the applicant, each member of the consortium (if applicable), sub-awardees and/or sub-contractors. Note that for restricted goods, the applicant (or prime in the case of sub-awards or lead in the case of a consortium) must ensure that they are identified in each budget and follow up with any approvals, as required.

1. *Executive Summary Table for the Life of Award.* Separate from the Executive Summary, a Fiscal Year 2012 Executive Summary Table for the Life of Award is listed as one of the annexes and the sample format is provided with the budget templates. It captures the proposed resources for the life of the award.
2. *Comprehensive Budget.* The comprehensive budget should pull together all planned costs by object class category and funding source for each year of the program.
3. *Detailed Budget.* The detailed/itemized budget should list and account for individual line items within each *object class category* for each program element. Object class categories are logical groupings of costs, such as staff salaries, fringe benefits, travel, capital equipment,

supplies, and indirect costs. A suggested budget format organized by program elements, grouped by object class category and itemized by suggested individual line items, is available on http://www.usaid.gov/our_work/humanitarian_assistance/ffp/progpolicy.html. Also, if reimbursement for inland transport charges will be requested, include an estimate of total U.S. dollars needed for inland transport in the detailed budget. If this information is not yet available, please include the estimate and state in the budget narrative when the information will be submitted to FFP.

4. *Budget Narrative.* The budget narrative justifies proposed expenses and explains how costs were estimated. Applicants should provide their rationale for cost development, such as the methodology and assumptions used to determine individual costs. A thorough budget narrative will expedite the cost proposal review and prevent the applicant's staff from having to revisit the application and provide justifications following application submission. For ease of review, budget narratives should follow the order of line items in the detailed budget.

g) Annexes

The following is a list of annexes that should be included with the application. Applicants may include additional annexes, as needed.

1. Executive Summary Table for the Life of Award
2. Comprehensive Budget;
3. Detailed Budget;
4. Budget Narrative;
5. Monetization Table: Anticipated Monetization Proceeds and Cost Recovery Data for Year One;
6. Annual Estimate of Requirements and Commodity Pipeline;
7. Results Framework and IPTT (For additional information see Section VIII below.);
8. Initial Environmental Examination (For additional information, see Section VIII below.);
9. Country Map with proposed (and any on-going) Activity Area(s);
10. Applicant Organizational Chart (and information on consortium or sub-awardee structure, if applicable);
11. Curriculum Vitae (CV) of Chief of Party upon submission of the application (however, other CVs may be requested in response to the issues letters if application is accepted, prior to the first obligation of resources, and/or if key staff are identified in the award); and
12. Glossary and List of Acronyms

(Note that a more detailed description of the applicants' approach to gender may be submitted as an additional annex to the application, if appropriate.)

5. Submission

The application submission deadline is **Friday, February 3, 2012, 11:59 a.m., Eastern Standard Time**. The applicant is responsible for ensuring that the electronic application is

received by the due date and time specified in Washington, DC, and in the field (i.e., either the respective country USAID Mission or Regional Office, according to applicant's discussion with FFP in the field.) In the event of inconsistencies in the electronic versions received by FFP in Washington or in the field, the version received by Washington shall prevail.

Applications that are received late or are incomplete run the risk of not being considered in the review process. Such late or incomplete applications will be considered with FFP's sole discretion depending on the status of application review process as of the time of receipt and/or the quality of other applications received.

All submissions should be completed in accordance with the format detailed in this RFA and must adhere to the following:

- Written in English and in 12-point Times New Roman font, including all text in tables or charts;
- Narratives should be prepared in Microsoft Word with print areas set to 8.5 x 11 inch, letter-sized paper and one-inch margins, left justification and a footer on each page including page numbers, date of submission, proposed country, and applicant name;
- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper. Only the indicator performance tracking tables (IPTT) may be submitted on 8.5 x 14 inches, legal-sized paper;
- Official (signed) documents, memoranda and certifications may be submitted as Adobe PDF files;
- Faxed applications and hard copies are not acceptable.
- The maximum file size is 14MB per email; this includes the email message and all attachments.

At each application submission location, only an electronic copy must be submitted.

The electronic application submission to FFP in Washington must be sent to FFPdocs@amexdc2.com. Submissions should: (1) in the subject line of the email, reference the potential country or region, name of applicant, and fiscal year; (2) in the text of the email message, specify the name and location of the contact(s) in the applicant's field and headquarters' offices; and (3) specify how many emails make up the complete application submission with the contents of each email detailed in the text of the message(s) accordingly. USAID email accounts cannot accept zipped files; therefore, applicants should follow up with the Mission or Regional Offices to ensure all files were received. Applicants may confirm that their e-mail submissions were received by the required due date by contacting FFPdocs@amexdc2.com.

The electronic application submission to FFP in the field must be sent, following the format and deadline outlined above, to the following individuals:

- For Guatemala: Ms. Julia Maria Asturias - jasturias@usaid.gov
- For Niger: Ms. Zema Semunegus, zemunegus@usaid.gov; and Mr. Dramane Mariko - dmariko@usaid.gov
- For Uganda: Ms. Dianna Darsney de Salcedo - ddarsney@usaid.gov

Should any of the necessary documents listed in the RFA not be submitted according to the format and/or deadline referenced in the RFA, FFP will consider the application incomplete. FFP shall notify the applicant headquarters and the relevant FFP field contact by email with this determination and consequences.

6. Funding Restrictions

For special considerations and information pertaining to ineligible and restricted goods, services, and countries, please see the USAID Automated Directives System (ADS) *Major Functional Series 300: Acquisition and Assistance, Chapter 312 - Eligibility of Commodities* on the USAID website: <http://www.usaid.gov/policy/ads/300/312.pdf>. Additionally, it is the legal responsibility of USAID recipients to ensure compliance with all U.S. laws and regulations, including those that prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. These laws, rules and requirements may affect the program design, budget, timing of award, and/or timely program implementation and post-award administration.

7. Pre-Award Costs

The award will not allow reimbursement of pre-award costs.

8. Other Submission Requirements

Certain documents may be required to be submitted by the applicant in order for the Agreement Officer to make a determination of financial responsibility. Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; along with qualifications and eligibility to receive a grant under applicable laws and regulations.

SECTION V – APPLICATION REVIEW INFORMATION

1. Evaluation Criteria

For each application, the technical application and cost proposal will be evaluated separately. The technical application will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost proposal of each applicant submitting a technically acceptable application will be evaluated for general reasonableness, allowability, and allocability. There are three criteria against which applications will be evaluated: Program Design and Description; Management and Logistics; and Past Performance. The maximum possible points according to criteria are in the table below:

Technical Evaluation Criteria	Maximum Possible Points
A. Program Design and Description	55
B. Management and Logistics	35
C. Past Performance	10
Total Possible Points	100

a) Program Design and Description

Factors under this criterion include, but are not necessarily limited to, the following:

- Adherence to country-specific information on the objectives, activities and/or geographic locations specific to the country in the RFA;
- Soundness of technical sector interventions;
- Linkage between assessment of underlying causes of food insecurity and program design;
- Soundness of program design, including cross-cutting constraints and opportunities that may limit or affect the availability, access, or utilization/consumption of food resources by men and women, boys and girls such as limiting factors related to climate change, conflict and governance;
- Maximization and integration of gender equity in program design and results, for example, through civil society opportunities about agriculture and natural resources management where men and women often play different roles;
- Well-defined exit strategy, including realistic support for the sustainability of activities and plan(s) for graduating beneficiaries before the end of the award; and
- Well-defined M&E Plan with clear performance indicators, as indicated on page 10. In addition to these indicators, the M&E Plan should include gender and environmental impact indicators to permit the measurement of food security gains while promoting gender equity and safeguarding environmental goods and services. Sex-disaggregated indicators will demonstrate progress in minimizing identified gender-related disparities or highlight new or unexpected disparities affecting men, women, boys, or girls. Integration of gender in program design is required, and given this requirement, a set of gender indicators that measure the gender objective given in the Results Framework is required. For example, the Plan may include indicators to assess the impact of proposed activities on women's workload and status; demonstrate progress in minimizing identified gender-related disparities; highlight new or unexpected disparities affecting men, women, boys, or girls; or demonstrate progress in promoting gender equity. Gender and environmental impact indicators are described in Section VIII. Finally, the Plan should indicate that the Awardee will submit the full Baseline evaluation datasets on a properly labeled CD-ROM, along with the data dictionary and program files used to process the data.

b) Management and Logistics

Factors under this criterion include, but are not necessarily limited to, the following:

- Suitability of management structure;
- Appropriateness of positions and quality of staff;
- Adequacy and feasibility of logistics plan; and

- Appropriateness and sufficiency of monetization plan.

c) Past Performance

The applicant's past performance will be evaluated based on accomplishments, quality of performance as described by donors or references, and as demonstrated expertise implementing programs similar to the one proposed.

The applicant will be requested to submit final evaluations, audit reports and a minimum of three references, if selected to continue with the award process.

2) Review of Cost Proposal

The review of the cost proposal seeks to determine if the level of resources is appropriate for the number of beneficiaries and degree of change being proposed. Aspects to be considered under this criterion include the justification for program costs: general reasonableness, allowability under the cost principles and according to FFP policies, and the allocability of the costs reflected in the budget. Technical Evaluation Committee (TEC) members will also review whether the applicant's application is consistent with its cost accounting practices, policies and procedures, including ensuring that the indirect cost rates are consistent with any negotiated indirect cost rate agreements. Based on the review, the TEC will determine whether the cost proposal will pass with no revisions or pass with revisions.

For further information on costs considered reasonable, allowable, and allocable, please refer to 22 C.F.R. 230, *Cost Principles for Non-Profit Organizations*, which was formerly OMB Circular A-122 at: <http://www.whitehouse.gov/omb/circulars/index.html>

3) Review and Selection Process

Consistent with the requirements set forth in the Food for Peace Act, FFP shall determine whether to accept an application no later than 120 days after receipt of a complete application (subject to availability of funds and commodities). FFP is committed to meeting this mandate; however, its ability to do so depends upon the quality of applications and their responsiveness to the standards and requirements set forth in the RFA.

Once an application is deemed complete, FFP will review each application based on the RFA evaluation criteria and FFP policies. FFP field offices will collaborate closely with FFP in Washington in the review of applications. Following its review of a complete application, FFP may accept the application, deny the application or withhold a decision on whether to accept or deny the application pending resolution of outstanding issues.

FFP may determine that a particular application meets all requirements and warrants funding. In this case, FFP will notify the applicant that its application has been accepted. Within two weeks or according to the period decided upon by FFP, the applicant must then submit the remaining components of the application (e.g., branding strategy and marking plan along with other

components such as certifications). Updated materials may also be required to reflect any changes in program design (e.g., Initial Environmental Examination or IEE). After receipt and examination of the remaining components, FFP will send a signed award letter with relevant attachments to the applicant (i.e., future awardee) for review and signature.

If FFP determines that an application generally meets food aid program requirements, but has deficiencies that can and should be addressed prior to approval, FFP will send a final proposal request letter to the applicant, consolidating the comments from the technical evaluation. Given the importance to the funding decisions of the applicant's responses to the request letter, applicants are strongly encouraged to respond promptly to the appropriate contact as indicated in the letter. Any delays will adversely affect the process, lead to subsequent delays in finalizing the award documentation, and may ultimately lead to denial of the food aid application. If FFP accepts the response to the final proposal request letter, the applicant must submit a revised proposal, incorporating the changes accordingly and all the remaining components of the application. When a complete revised proposal and all components are received, FFP will review the entire submission. If FFP determines the revised proposal has adequately incorporated all of the issues cited in the final proposal request letter, all remaining components are complete and correct, and funds are available, then FFP will approve the application and send a signed award letter with relevant attachments to the applicant (i.e., future awardee) for review and signature.

Should FFP determine that an application has major deficiencies that cannot be resolved within the 120-day timeframe for acceptance or addressed in a letter, or should FFP determine that the applicant failed to adequately respond to the issues raised with sufficient detail and relevant information within the required period, FFP will then deny the application. Key reasons for the denial will be outlined in the denial letter.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

Awards will be made in accordance with the USAID Standard Provisions and other applicable U.S. Government regulations, which are available on the USAID web site (<http://www.usaid.gov/pubs/ads>). The award will be administered under the 22 C.F.R. 211, 22 C.F.R. 216, 22 C.F.R. 226, OMB Circulars and the USAID Standard Provisions.

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 a fully executed Agreement. (In extreme cases, a specific written authorization from the Agreement Officer may be necessary and completed.)

SECTION VII - AGENCY CONTACTS

Agency contacts may be found in Section IV – Application and Submission Information, 1) Point of Contact.

SECTION VIII – OTHER INFORMATION

1. Environmentally Sound Design and Management and 22 C.F.R. 216 Compliance

Sound management of environmental resources is critical to achieving sustainable food security gains. While it is often assumed that much of the developing world has experienced irreversible environmental degradation worsened by climatic changes, examples of community-driven, equitable environmental protection and recovery are on the increase.¹ USAID has a robust history of commitment to sound environmental design and management for all programs across the relief to development continuum. The Foreign Assistance Act of 1961, 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 over the life of the program. This mandate is codified in Federal Regulations (22 C.F.R. 216) and in USAID’s Automated Directives System (ADS) Part 204.

All activities funded in response to this RFA will require an Environmental Threshold Decision (ETD), as in 22 C.F.R. 216, documented in an Initial Environmental Examination (IEE). The IEE is drafted by the applicant and final clearance is granted by the Bureau Environmental Officer (BEO) for DCHA. In order to achieve these results, RFA applicants are required to include environmental management work planning, expertise, and budget in their proposals. When the program contains activities that would be classified as a **Negative Determinations with Conditions** the applicant must:

- I. *Design*: Include in the program design and description a focus on the role of climate change and environmental management. Specifically, applicants are required to consider the following two questions: 1) how will climate changes affect the achievement of sustainable results?; and 2) how will proposed activities affect the relative quality and sustainability of environmental resources?
- II. *M&E*: Prepare an Environmental Impact Indicator Framework both through development of an Environmental Mitigation and Monitoring Plan (EMMP) and addition of environmental impact (or “green”) indicators to the program-level M&E. Additional information on “green” indicators is available in the Green Recovery and Reconstruction Toolkit (GRRT) for Humanitarian Aid, Module 2: “Project Design, Monitoring and Evaluation,” found at <http://green-recovery.org/> as well as in the FRAME Toolkit: Framework for Assessing, Monitoring, and Evaluating the environment in refugee-related

¹ Reij, C., G. Tappan, and M. Smale. 2009. Agroenvironmental transformation in the Sahel: Another kind of “Green Revolution.” IFPRI Discussion Paper. Washington, D.C.: International Food Policy Research Institute, <http://www.ifpri.org/sites/default/files/publications/oc64ch07.pdf>).

operations, Module V: “Environmental Indicator Framework found at <http://www.unhcr.org/4a97d1039.html>.

- III. *Planning*: Integrate actions relevant to the completed EMMP or M&E Plan into the implementation plans.
- IV. *Budget*: Provisions for implementing the environmental compliance activities should be included in the detailed and comprehensive budgets, integrated into other cost items, as appropriate, and highlighted in the budget narrative. Applicants must reflect illustrative costs for environmental compliance mitigation measures, monitoring, evaluation, training and consultancies in their cost proposal.

In order to ensure compliance with this 22 C.F.R. 216 requirement, the applicant is *highly* recommended to utilize the Food for Peace “**Initial Environmental Examination Guidance and Compliance Information for Title II Programs**” containing relevant templates and regulatory and technical operational guidance.

2. Host Country Agreement

The Host Country Agreement (HCA), formerly the Host Country FFP Agreement or HCFFPA, is expected prior to finalization of the award. However, additional information is provided here for the applicant’s consideration.

The HCA establishes the terms and conditions by which an applicant will be able to conduct a Title II program in a specific country in accordance with the applicable requirements of USAID 22 C.F.R. 211 (i.e., Regulation 11). As such, the applicant shall enter into a written HCA with the government of the country in which it is proposing to implement a Title II program. If the program will be implemented in a number of countries within a region, an HCA must be negotiated with each government. Applicants submitting applications to work in countries for which they do not have an HCA should make arrangements well in advance to ensure that a signed HCA is prepared prior to the food aid program approval.

Even though the HCA is expected and preferred prior to finalization of the award, the applicant may submit when asked during the review and approval process (if selected) either the HCA or the Mission Director’s determination that the proposed food aid program can be effectively implemented in compliance with USAID Regulation 11. Note that the Mission Director’s determination is not a substitute for an HCA. Instead, there must first be a written decision by the Mission Director that it is “not appropriate or feasible” for the applicant to have an agreement with the government. Following that determination, programs may only be implemented after the Mission Director’s determination is made that the program can be implemented without an agreement. If an HCA is not in place prior to finalization of the award, an explanation should be included with the award, along with a timetable for HCA negotiations and anticipated receipt of a signed HCA.

3. Monitoring and Evaluation Materials

As part of the Monitoring and Evaluation Plan, applicants must include as an annex the Results Framework (RF) and Indicator Performance Tracking Table (IPTT) **upon submission.**

(However, the Detailed and General Implementation Plans (Tables) and Performance Monitoring Plan (Table), along with any updates or revisions to the RF or IPTT, will be required **within 45 days** from the date of the monitoring and evaluation workshop for new awardees.) In addition, applicants must include in the program design and description an enhanced focus on environmental impact and management as well as gender equity and gender integration that may require specific indicators or more. See **1. Environmentally Sound Design and Management and 22 CFR 216 Environmental Compliance** above and **4) Gender Equity and Gender Integration** below. Also, applicants must indicate that they will submit the full Baseline evaluation datasets at the end of the project on a properly labeled CD-ROM, along with the data dictionary and program files used to process the data. For more information on the submission of Baseline evaluation datasets, please refer to any applicable FFP Information Bulletin.

a) Results Framework

Applicants must include as an annex an RF or other type of logic model that represents the food aid program's theory of change by laying out the activities and outputs that will lead to short, medium and long term outcomes and objectives. RFs are described further in *USAID Performance Monitoring and Evaluation TIPS #13 Building a Results Framework* found at: http://pdf.usaid.gov/pdf_docs/PNACA947.pdf

b) Indicator Performance Tracking Table

The IPTT includes output, outcome, and impact performance indicators linked to the food aid program application's objectives and intermediate results (IRs). The IPTT is an awardee's primary tool for organizing and reporting on its performance indicators. The IPTT also lays out estimated baseline and target values for each indicator, ensures that target values are appropriate for the indicator type (i.e., at baseline and final evaluation only vs. annual targets), and makes it clear whether target values are cumulative or annual. The IPTT is submitted along with the RF as an annex.

4. Gender Equity and Gender Integration

Although the objectives of food aid programs and activities will need to be context-specific, one underlying aspect of food insecurity in all Title II programs that deserves careful consideration is the widely prevalent issue of gender inequity. Gender inequity affects food security through various pathways. For example, access to and rights over land differ between men and women, affecting food production, availability and ultimately food security. Men and women engage in different livelihood activities and often women earn much less than men, limiting women's food access. Many women are married and bear children during their adolescent years, at a time when they have the least access to resources and decision-making power in the household, which affects food utilization and nutrition outcomes. Gender inequity varies from one host country context to another and therefore affects each dimension of food security in different ways. Understanding gender constraints as they affect food security and integrating gender considerations into food aid programming is essential and a mandatory requirement to ensure, promote and sustain food security. Please consult USAID Automated Directives System (ADS) 200, 201, 203, 302, and 303 for more information on this requirement.

Gender integration seeks to take into account both the differences in men's and women's roles in the community context and the inherent inequalities between men and women in program planning, implementation and assessment. Accounting for inequalities in designing food aid programs in order to reduce the disparities should contribute not only to more effective multi-year development programs but also to increased social equity and greater reductions in food insecurity.

Applicants must recognize the pervasive additional obstacles that poor women face and give serious attention to those impediments as roadblocks not only to women but also to effective national development. Gender relations are at the center of how men and women are socialized to interact with each other; considering this relationship and the balance between them is critical to ensure equitable participation and benefits to both men and women. Applicants should incorporate elements that support gender equity when designing all activities for the proposed food aid program. For more information on gender integration in food aid program design, applicants should visit the website for USAID's Office of Gender Equality and Women's Empowerment found at http://www.usaid.gov/our_work/cross-cutting_programs/wid/.

Applicants should include in the program design and description an enhanced focus on gender. Specifically, applicants are required to include a gender approach in their proposals, considering the following two questions: 1) how will gender relations affect the achievement of sustainable results?; and 2) how will proposed results affect the relative status of men and women? All Title II programs are required to integrate gender into their program, either as a cross-cutting objective or as its own strategic objective. The gender objective must appear in the RF. The specific domains of gender equality addressed by the program must be described as no one program can affect all the aspects of promoting gender equality.

For example:

For programs that plan to implement agriculture and livelihoods activities, domains of gender equality that they can affect could include, but are not limited to:

- Access to an control over resources and assets
- Economic empowerment

For programs that plan to implement maternal and child health and nutrition activities, domains of gender equality that they can affect could include, but are not limited to:

- Gender relations and dynamics
- Male involvement in maternal and child nutrition
- Shared responsibility between men and women for young child nutrition
- Decision-making related to health
- Mobility related to health-seeking behaviors

For programs that plan to implement early warning and disaster risk reduction activities, domains of gender equality that they can affect could include, but are not limited to:

- Community planning for risk reduction and disaster mitigation that identifies men and women's risks/vulnerabilities, roles, responsibilities, and permissions by age and life-stage
- Gender relations and dynamics that are affected by shocks and disasters

For programs that plan to promote gender equity as its own strategic objective, the domains of gender equality that will be affected by this approach should be clearly identified.

All Title II programs are required to identify a set of gender indicators that they will collect both at baseline and final evaluation and annually that measure the gender objective they identify in their results framework. Gender indicators should be proposed at both the output and outcome levels.

Considering this mandatory requirement, FFP expects that applicants will have the necessary gender expertise and capacity available to ensure gender is integrated and addressed at every point in the food aid program cycle, and to that end, applicants will identify in their proposals the gender expertise and capacity they have. In addition, it is essential that applicants include in proposals meaningful approaches to address gender issues of specific relevance to food security. Proposals must demonstrate a sound understanding of gender issues as they affect food security directly along the dimensions of food availability, access, and utilization in the proposed host country and possibly the proposed project area. Priority will be given to proposals that demonstrate the integration of gender as a means to improve food security.

5. First 1000 Days Approach: Preventing Chronic Malnutrition

The over-arching goal of preventing malnutrition is related to Millennium Development Goal 1, Target 1c is...*reduce by half the proportion of people who suffer from hunger*. In contributing to the achievement of this goal, FFP aims to reduce chronic malnutrition among children under five years of age.

In order to achieve this overarching goal, FFP expects development partners to focus on a preventive approach during the first 1,000 days of life (from conception to two years of age) because this is the period in which infants and children are most vulnerable to malnutrition. For FFP, this preventive approach may be food-assisted where and when appropriate and necessary. The appropriateness and necessity of including food rations must be substantiated with contextually relevant evidence. This approach targets a package of preventive health and nutrition interventions to *all* pregnant and lactating women and children under two years of age, regardless of nutritional or economic status. Participants in targeted food-insecure areas may receive a conditional food ration based on program participation to prevent the onset of malnutrition *before* it occurs. This population-based approach differs from many MCHN interventions that target children *after* they have become malnourished to help them recuperate from malnutrition. The conditional food transfer in this population based approach has two aspects. The first and most important aspect is a "biological" supplementary ration for the mother-child pair that ensures that both mother and child receive essential nutrients during the critical first 1,000 days of life that will help to prevent chronic malnutrition. Secondly, there may or may not be a household ration. The household ration's purpose would be to "protect" the

biologically necessary ration for the mother-child pair. This protection has two aspects and both would require assessment and evidence to determine if they are necessary. The first aspect would be humanitarian and determine a response if and when the levels of food insecurity are so high that a humanitarian response is necessary in the targeted communities. This response might be seasonal or may only be necessary in the early years of a multi-year program before value chains are developed enough to provide families with additional resources and dietary diversity is improved. The second aspect would be as an incentive to participation in the program and may be negotiated to offset the opportunity costs of participation in the program while the community begins to develop its own capacity for protection of the mother-infant pair. In either or both cases, the protection ration should be the minimum necessary for support to the preventive package. The inclusion of such rations – even when and where appropriate – has the potential to undermine exit strategies and distract from key behavioral change messaging. Interventions incorporating protection rations must take this into account in program design and implementation. To ensure long term benefits from prevention, other program components (such as agriculture, microfinance, disaster risk reduction, etc.) must serve the same population, bringing improvements to their food and livelihood security.

This approach should consider at a minimum:

- Improving infant and young child feeding practices (including early initiation and exclusive breastfeeding, adequate and timely complementary feeding, promotion of improved complementary feeding using locally available and affordable foods, feeding during and after illness, etc.);
- Improving maternal nutrition and health, with a focus on pregnant and lactating women as well as adolescent girls;
- Improving nutritional status and nutrition awareness among single and newly married adolescent girls and their families;
- Improving access to safe drinking water and appropriate sanitation and improving hygiene practices;
- Increasing diet diversity and dietary quality at the household level, with particular focus on women and children. Activities to support improved dietary diversity and quality may include homestead food production, such as home gardens and a small livestock programs, as well as social and behavior change interventions;
- Improving adoption of key essential nutrition, hygiene and health practices through effective use of behavior change and communication (BCC) interventions;
- Improving prevention and treatment of childhood illnesses in children under five years of age;
- Improving access and quality of health services, including family planning services, as well as nutrition services in coordination with partners; and
- Improving detection and referral of children under five years of age with Severe Acute Malnutrition (SAM).

Baseline quantitative and qualitative assessments may show that emphasis should be placed on one or more of these interventions or on a sub-set of these interventions, but the proposal should contain information on what the approach will be to these community-based health and nutrition actions.

Note that additional considerations in relation to rations for 1000 days as well as household rations, programming and links to references are found in the updated Questions and Answers (i.e., the updated frequently asked questions) on Fiscal Year 2012: Questions and Answers on Health and Nutrition Programming: Title II Development Programs posted on the FFP website: (http://www.usaid.gov/our_work/humanitarian_assistance/ffp/fy12.qna.pdf).

6. Motor Vehicle Procurement Table

If procurement of any motor vehicles is requested in the application for the prime, members of a consortium, and/or sub-awardees, the applicant (i.e., the prime) should include a table with the following information for all vehicles and specify who will use the vehicles and when and how purchases and transfers to consortium members and/or sub-awardees would occur:

- Type and number of motor vehicles (includes motorcycles);
- Model, make and year of motor vehicles, for illustrative purposes;
- Planned uses of motor vehicles, including who will retain title;
- Estimated cost of each motor vehicle;
- Funding source for each motor vehicle;
- Fiscal year during which each procurement is planned; and
- Justification for using non-US vehicles to address file document in the first paragraph under 5. Motor Vehicle Procurement Table

For subsequent applications from previous or expiring Title II programs, applicants should provide in table format:

- The size and condition of the current motor vehicle fleet;
- Age of each motor vehicle;
- Funding source for each motor vehicle;
- Use of motor vehicles by activity; and
- Plans for maintenance and replacement

Supporting text regarding the history of the motor vehicle fleet and its procurement by the applicant in the country should also be included.

Applications that include non-U.S. vehicles should include a rationale for their purchase or long-term lease.

Applicants should discuss all procurement plans with the Agreement Officer's Technical Representative and FFP in the field prior to the submission of the application.

A Mission concurrence cable is required prior to the signing of an award with details pertaining to Mission vehicle procurement policies.

7. Branding Strategy and Marking Plan

The Branding Strategy and Marking Plan is required for successful applicants only; it is **not** required upon submission of the application. Additional information on branding strategies and marking plans is provided here for the applicant's consideration. Nonprofit applicants are required to comply with 22 CFR 226.91 and USAID Acquisition and Assistance Policy Directive (AAPD) 05-11

(http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf) and complete a branding strategy and marking plan (BS/MP) with each award. If the application is apparently successful, the applicant will be required to submit an acceptable BS/MP as a prerequisite for any resulting award.

Note that because USAID's branding and marking requirements have cost implications, such costs should be included in the application budget even if the applicant does not submit its BS/MP with the application. These rules do not apply to public international organizations (PIOs).

USAID approved Marking Plans may be waived pursuant to conditions set forth in 22 C.F.R. 226.91(j).

Agency branding and marking guidance can be found at the following websites:

http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf (contains instructions on how to prepare the branding strategy and marking plan);

<http://www.usaid.gov/branding/> (contains samples of the USAID logo in various formats).

USAID requires the recognition of the contributions of the American people extended under this Agreement. In this regard, awardees are reminded of the requirements to acknowledge USAID funding of projects and programs as required by the Standard Provisions. In publications and media products, awardees will apply, where appropriate, the Agency branding standards published in the Agency's *Graphics Standards Manual* (available at www.usaid.gov/branding/). Awardees should also note that the acknowledgement of the U.S. Agency for International Development as a funding source may be applied where texts are publicly published.

8. County Specific Information

Country-specific information for Guatemala, Niger, and Uganda is found under each country on the USAID/FFP website under the heading "Country Specific Information" on the FFP website: http://www.usaid.gov/our_work/humanitarian_assistance/ffp/countryspec.html.