



USAID
FROM THE AMERICAN PEOPLE

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Subject: Request for Applications for Title II Non-Emergency Food Aid Programs

Title: Fiscal Year 2011 Title II Non-Emergency Food Aid Programs

The United States Agency for International Development, Office of Food for Peace, (USAID) 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 Non-Emergency 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, under this Request for Applications (RFA), USAID/Office of Food for Peace plans to enter into awards, for a maximum of five years each, depending on the duration stated in the country-specific information, for the following countries:

- Burkina Faso – Up to one award for a total of approximately \$6.5 million in the first year.
- Democratic Republic of the Congo (DRC) – Several awards for a total of approximately \$30 million in the first year.
- Ethiopia – Up to five awards for a total of approximately \$110 million in the first year.
- Southern Sudan – Up to one award for a total of approximately \$15 million in the first year.

USAID reserves the right to adjust the number of awards and funding levels.

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.

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

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/

Brooke Isham
Director, Office of Food for Peace

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

1. General Description

The Office of Food for Peace, in USAID's Bureau for Democracy, Conflict and Humanitarian Assistance, is the U.S. Government leader in international food assistance. Through FFP, USAID provides development food aid as part of multi-year, non-emergency 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, non-emergency 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, non-emergency 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).

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, 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. Considering 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. Also, FFP will not consider applications with monetization of food aid commodities for the animal feed industry.

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 to 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, under this RFA, USAID plans to enter into awards, for a maximum of five years each, depending on the duration stated in the country-specific information, for the following countries:

- Burkina Faso – Up to one award for a total of approximately \$6.5 million in the first year.
- Democratic Republic of the Congo (DRC) – Several awards for a total of approximately \$30 million in the first year.
- Ethiopia – Up to five awards for a total of approximately \$110 million in the first year.
- Southern Sudan – Up to one award for a total of approximately \$15 million in the first year.

USAID reserves the right to adjust the number of awards and funding levels.

2. Anticipated Start Date and Performance Period

A start date of July 2011 is anticipated. 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 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 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 consortia or individuals and 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

No cost share is required.

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@amexdc.com or via mail to AMEX International at the address below:

AMEX International
Attention: FY 2011 Title II Non-Emergency 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 “FY11 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/approved_standard_forms.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 and Commodities for additional budget and commodity information requirements.

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

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>) upon submission.

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 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 2011 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, 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, and sources of risk and vulnerability.

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. The Prevention of Malnutrition in Children Under Two Approach (PM2A) is one model that may be used where feasible. Technical reference materials are found at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/pm2a.html and <http://www.fantaproject.org/pm2a/index.shtml>;
- Additional nutrition technical reference materials are found on the MChip website with technical reference materials: <http://mchipngo.net/lib/components/documents/trms/tech/Nutrition%202007.doc> and on the CORE website: http://www.coregroup.org/storage/documents/Workingpapers/NPDA_workbook_web.pdf;

- If an applicant proposes maternal child health, nutrition or family planning community-based services strengthening, FFP strongly encourages applicants to consult the Knowledge for Health e-toolkits website: <http://www.k4health.org/Toolkits/topics> and technical reference materials at the MChip website: http://www.mchipngo.net/controllers/link.cfc?method=tools_tech;
- 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;
- 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://www.fantaproject.org/> or http://pdf.usaid.gov/pdf_docs/PNACA947.pdf);
- Description of how the proposed food aid program will integrate with other programs;
- Description of how gender roles 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. (Include appropriate indicators in the Monitoring and Evaluation (M&E) Plan in the Indicator Performance Tracking Table);
- Critical assumptions of the proposed activities, any risks that may negatively impact expected results (e.g., shocks, 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 *FFP Occasional Paper No. 5: Trigger Indicators and Early Warning and Response Systems for Multi-Year Title II Assistance Programs* at: <http://www.fantaproject.org/> or http://www.usaid.gov/our_work/humanitarian_assistance/ffp/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/> or <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; 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 required indicators as described in 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 and applicants should 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.

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 of the proposed Chief of Party as annexes.
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/pipelineres.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. Given the manual is from 1998, 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

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 or for all members of the consortium in the past performance section of the application:

- Detailed description of prior performance within the past five years implementing food aid programs in the proposed country or other countries, if applicable;
- Detailed description of prior performance within the past five 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 five 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 five years in the proposed country and is submitting an application to assist beneficiaries in a similar region or in similar technical sectors in that country, the applicant must explicitly incorporate lessons learned from prior activities into the description of Technical Sector Interventions and respond to any concerns raised in the final evaluation and/or in any audits of the expired program in the application for itself or for all members of the consortium.

Only the applicant submitting on its own or the applicant as the lead of a consortium must include its final evaluations and audit reports for those programs described in the bullets above with the application as annexes. In addition, the applicant's responses to final evaluations must be included and any audit findings must be addressed in this section.

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 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 2011 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.

2. *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.

3. *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 Tables:
 - Anticipated Monetization Proceeds and Cost Recovery Data;
 - Anticipated Monetization Results Analysis;
 - Anticipated Life of Award Analysis for Monetization Proceeds;
6. Annual Estimate of Requirements and Commodity Pipeline;
7. Results Framework (For additional information see Section VIII below.);
8. Indicator Performance Tracking Table (For additional information see Section VIII below.);
9. Initial Environmental Examination (For additional information, see Section VIII below.);
10. Motor Vehicle Procurement Table (For additional information, see Section VIII below.);
11. Negotiated Indirect Cost Rate Agreement (NICRA): Applicants who do not currently have a NICRA from their cognizant audit agency (USAID or another agency of the U.S. Government), but request funding for indirect costs, shall also submit the following information:
 - Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant;
 - Projected budget and cash flow;
 - Organizational chart; and
 - Copy of the organization's accounting manual.
 - In addition, applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual, personnel policies, travel policies, and procurement policies, and audit reports received for the past three years. If this material has already been submitted to the U.S. Government, the applicant should advise which Federal Agency has a copy.
12. Letters of Commitment from planned consortium members and sub-awardees;
13. Letters of Support from host country government or other entities involved with the program design, development or execution;
14. Host Country Agreement (For additional information, see Section VII below.);
15. Country Map with proposed (and any on-going) Activity Area(s);
16. Final Evaluation(s) as described in *e. Past Performance*;
17. Audit Reports referred to in the application as described in *e. Past Performance*;

18. Applicant Organizational Chart (and information on consortium or sub-awardee structure, if applicable);
19. Curriculum Vitae (C.V.) of Chief of Party upon submission (however, other C.V.s may be requested if application is accepted and key staff are identified in the award);
20. Glossary and List of Acronyms;
21. Three U.S. Government References for the applicant, who would also be the lead of a consortium, or other appropriate references if no U.S. Government awards have been received to date by the applicant; and
22. Certifications, Assurances and Other Statements of the Recipients

5. Submission

The application submission deadline is **Monday, March 7, 2011, 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.

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@amexdc.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@amexdc.com.

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 provided 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 constraints and opportunities that may limit or affect the availability, access, or utilization/consumption of food resources by men and women, boys and girls as well as maximization of gender integration in program design and equity in program results;
- 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, including sex-disaggregated indicators that demonstrate progress in minimizing identified gender-related disparities or that highlight new or unexpected disparities affecting men, women, boys, or girls. For example, the plan may include indicators to assess the impact of proposed activities on women's workload and status and/or demonstrate progress in minimizing identified gender-related disparities or that highlight new or unexpected disparities affecting men, women, boys, or girls.

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 documented in final evaluations or described by donors or references, and as demonstrated expertise implementing programs similar to the one proposed.

The applicant is requested to submit a minimum of three references as described above in Section IV, Application and Submission Information, *g. Annexes, item 20*.

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). 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 (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. 22 CFR 216 Environmental Compliance: Initial Environmental Examination

In 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 C.F.R. 216) and in USAID’s [Automated Directives System \(ADS\) Chapter 204](#), which, in part, require that the potential environmental impacts of USAID-financed activities are identified and that appropriate environmental safeguards are adopted for all activities and managed over the life of the program. In addition, any awardees must comply with host country environmental regulations unless otherwise directed in writing by USAID.

To ensure consistent standards in environmental compliance, Food for Peace developed a Programmatic Initial Environmental Examination, which lays out common compliance measures for typical activities under a Food for Peace non-emergency program. Successful applicants will, however, be required to tear off from this Programmatic Initial Environmental Examination with a project specific Initial Environmental Examination, which will lay out additional environmental impact mitigation measures specific to geographic implementation zones.

No activity funded under a Food for Peace cooperative agreement or grant will be implemented unless an environmental threshold determination, as defined by 22 C.F.R. 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE) and/or in an Initial Environmental Examination (IEE) drafted by the applicant to the RFA for final clearance by the [Bureau Environmental Officer \(BEO\)](#) for the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”)

USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. Applicants should therefore include as part of their application their approach to achieving environmental compliance and management. When the IEE contains one or more **Negative Determinations with Conditions** the applicant must:

1. Prepare an Environmental Impact Indicator Framework through development of an environmental mitigation and monitoring plan (EMMP) and addition of environmental impact indicators to the program-level M&E system, i.e., the Indicator Performance Tracking Table (IPTT), describing how the applicant will, in specific terms, implement and monitor all key IEE conditions that apply to proposed project activities within the scope of the award.
2. Integrate actions relevant to the completed EMMP or M&E Plan into the implementation plans. Integrate an EMMP or M&E Plan into subsequent/updated implementation plans,

making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

3. Make provisions in the detailed and comprehensive budget for implementing the environmental compliance activities. For the purposes of this solicitation, applicants must reflect illustrative costs for environmental compliance mitigation measures, monitoring, evaluation, training and consultancies in their cost proposal.

If proposed activities are under **Categorical Exclusion**, as part of its initial implementation plan, and all revised implementation plans thereafter, the applicant, in collaboration with the USAID Agreement Officer Technical Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this award to determine if they are within the scope of the approved RCE.

In order to ensure compliance with this 22 C.F.R. 216 requirement, the applicant is highly advised to refer to *Initial Environmental Examination Guidance and Compliance Information for Title II Programs* containing relevant templates and regulatory and technical operational guidance found on the FFP website:

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

2. Host Country Agreement

The Host Country Agreement (HCA), formerly the Host Country FFP Agreement or HCFFPA, is expected upon submission. 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 upon submission of the application, the applicant may include 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 yet signed, an explanation should be included with the application, along with a timetable for HCA negotiations and anticipated receipt.

3. Monitoring and Evaluation Materials

As part of the Monitoring and Evaluation Plan, successful applicants must include as annexes 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 gender equity and gender integration that may require specific indicators or more; see **c) Gender Equity and Gender Integration** below.

a) Results Framework

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 monitoring 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. IPTTs also lay out estimated baseline and target values for each indicator, ensure that target values are appropriate for the indicator type (i.e. at baseline and final evaluation only vs. annual targets), and make it clear whether target values are cumulative or annual.

c) 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 USAID website on Women in Development 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?

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.

4. Motor Vehicle Procurement Table

Applications that include non-U.S. vehicles should include a rationale for their purchase or long-term lease. Applicants should refer to ADS E312.5.3b Motor Vehicles 2) Source/Origin (<http://www.usaid.gov/policy/ads/300/312.pdf>) for justifications to approve non-U.S. vehicles using Title II funds. If non-U.S. vehicles are approved, all vehicles will be subject to the order of preference and file documentation requirements in paragraph (b)(1) of the standard provision titled *USAID Eligibility Rules for Goods and Services* and a supplemental descending order of preference, as follows: U.S.-manufactured vehicles; vehicles assembled in the cooperating country or a Code 941 country using a substantial number of parts and sub-assemblies manufactured in the U.S.; vehicles manufactured in any Code 935 country by a subsidiary of a U.S. manufacturer; and vehicles manufactured in a Code 935 country by other than subsidiaries of U.S. manufacturers (see <http://www.usaid.gov/policy/ads/200/260.pdf> for geographic codes).

If procurement of 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;

- 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

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. 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.

5. Branding Strategy and Marking Plan

The Branding Strategy and Marking Plan are 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. As stated, a BS/MP need not be included with the initial submission. Applicants who choose not to include their BS/MP with their application will not be penalized during the evaluation process, but should be aware that, if the applicant is an apparently successful applicant, the applicant will be required to submit an acceptable BS/MP as a prerequisite for any resulting award. This would delay any such award, pending receipt and review of the applicant's BS/MP. Moreover, 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).

The successful applicant will be required to submit a branding strategy and marking plan, as stated above. 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.

6. Country Specific Information

Country-specific information for Burkina Faso, Democratic Republic of Congo, Ethiopia, and Southern Sudan 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.