

## Request for Application (RFA)

**REQUEST FOR APPLICATIONS (RFA)**

**for [Insert project name]**

**Issuance Date:** MM/DD/YYYY

**Closing Date:** MM/DD/YYYY (30 days after issuance date)

**Closing Time**: Midnight

**Subject:** Request for Applications (RFA) Number [RFA number]

 [project name]

**Reference:** Issued Under a WaterAid (WA) USAID COAG Number [insert number]

This Request for Applications outlines the information required by the applicant for the development and submission of a proposal for consideration. The potential applicant is expected to review, understand, and conform with specifications contained in this RFA. Failure to do so will be at the applicant’s own risk.

All reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (2 CFR 200 Subpart E Cost Principles or the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be charged under the grant. Construction is not eligible for reimbursement under this award.

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply. For US organizations, 2 CFR 200 and the Standard Provisions for U.S. Nongovernmental Recipients will apply. (See Standard Provisions in Annex 1) [Guidance: Please remove the last sentence or the reference to US organizations if this is only for Non-US applicants]

This RFA is being issued and consists of this cover letter, Schedule A, and Annexes.

Issuance of this RFA does not constitute an award commitment on the part of [project name]/WA nor does it commit [project name]/WA to pay for costs incurred in the preparation and submission of an application. The application is submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in [project name]/WA activities.

Sincerely,

[name of COP]

Chief of Party

[project name]

**SCHEDULE A**

 **SECTION I: FUNDING OPPORTUNITY DESCRIPTION:**

The [project name] is a [number of years]-year program funded by the United States Agency for International Development (USAID) and implemented by WA. [insert general description of the program with an indication of the range of activities that might be involved and the established goals of the activity which the applicant must meet].

Program Objectives:

* X
* X
* x

USG Regulation:

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply. For US organizations, 2 CFR 200, 2 CFR 700 and the Standard Provisions for U.S. Nongovernmental Recipients apply.

**SECTION II: AWARD INFORMATION:**

Subject to the availability of funds, WA expects to award [number] [type of grant if known] grants, ranging from $[Insert amount] to $[Insert amount]. The total amount available is $[Insert amount]. The expected duration of WA’s support or the period of performance is [MM/DD/YYYY-MM/DD/YYYY]. [project name]/WA reserves the right to fund any or none of the application submitted.

**SECTION III: ELIGIBILITY INFORMATION:**

The applicant / application must meet the following requirements

* Be officially registered and working in compliance with all applicable civil and fiscal regulations, including, but not limited to pertinent local laws and status. In lieu of official registration, a grantee may show proof of effort to secure registration, exemption from registration, or show cause why such registration is either not optional or practicable
* Meet the projects objectives and principles
* Contain expected outcomes and results consistent with and linked to the projects objectives
* Applicant is not a debarred organization

Types of Grantees Eligible:

[Please delete the type of organization listed below that are not eligible to respond to the RFA]

* U.S Non-Governmental Organizations (U.S. NGOs)
* Non-US Nongovernment Organizations (Non-US NGOs)
* International Non-Governmental Organizations (INGOs)
* Community Based Organization (CBOs)
* Civil Society Organizations (CSOs)
* Private Enterprises
* Professional Associations
* Universities

[If applicable, describe the cost sharing or leveraging element and state whether the inclusion of cost share is required or suggested. If cost share is not required delete the preceding sentence and replace it with the following*:* Cost share is not required.]

[If there are any other minimum qualifications requirements they must be stated here]

**Section IV: APPLICATION AND SUBMISSION INFORMATION:**

Any questions concerning this RFA should be submitted in writing not later than [number of days] days prior to the closing date shown above to [name, title, fax number, email address]. Responses to questions will be made available the same way the RFA was communicated. Applicants should retain for their records one copy of all enclosures which accompany their application.

The application must be received at [project name]/WA’s office at the location indicated below no later than the closing date listed on the front page of this RFA. Pre-award costs are not allowable and will not be reimbursed. An application and modifications thereof shall be submitted in electronic format and/or hard copy to the following address:

[project name]

[name of receiver and title]

[full address]

[email address, phone and fax number]

Application must be submitted in both hard copy and/or electronic form. The complete application packet must be submitted in the required format with the required attachments.

* Application:
	1. DUNS number
	2. Organizational background
	3. Program description [page limitation]
	4. Beneficiaries, outcomes and expected impact
	5. Communication Plan
	6. Monitoring
	7. Budget
	8. Work-plan
	9. Statement of liability (should be part of the application form)
	10. Other material
* Due Diligence Questionnaire
* Required Certification as per ADS 303.3.8

*Restrictions:*

* grant funds provided under the terms of this RFA shall not be used to finance any of the following commodities as per ADS 312 Eligibility of Commodities:
* **Ineligible Commodities:** Military equipment, surveillance equipment, commodities or equipment for the support of police or other law enforcement activities, abortion equipment and services, luxury goods, gambling equipment, weather modification equipment.
* **Restricted commodities include**: Agricultural commodities, motor vehicles, pharmaceuticals, contraceptives and condoms, pesticides, used equipment, fertilizer.
* **Others:** Purchases of goods or services restricted or prohibited under the prevailing USAID source and nationality and other regulations found under ADS 310 or from countries and suppliers as may be identified by USAID’s consolidated list of debarred, suspended or ineligible subcontractors at SAM.gov
* Any purchases or activities deemed unnecessary to successfully complete the activity, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed project.
* Previous obligations and/or bad debts.
* Fines and /or penalties.
* Other costs unallowable under USAID and/or federal regulations such as referenced 2 CFR 200 Subpart E Cost Principles and FAR 31.2 Cost Principles for Commercial Organizations.

[If there are any other restrictions or limitations on allowable activities or direct costs for this program they should be listed here]

Late Application

Late applications are marked as “late” and are ineligible for review or award; however, WA reserves the right to accept and include late applications in the review and award process when it is considered within the best interest of WA to do so and if applications that were received on time have not been opened and reviewed. Applications that are submitted late or incomplete run the risk of **not** being considered for review.

**SEXTION V: APPLICATION REVIEW INFORMATION:**

Within [number of days] working days of the deadline for submitting applications, a technical review committee will convene. Throughout the evaluation process, [project name] shall take steps to ensure that members of the committee do not have any conflicts of interest or the appearance of such with regard to the organizations whose applicants are under review. An individual shall be considered to have the appearance of a conflict of interest “if that person, or that person’s spouse, partner, child, close friend or relative works for or is negotiating to work for or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted an application currently under the panel’s review.” Members of the committee shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

*Note: Under unusual circumstances the technical review committee may be delayed.*

Verification of the application submission requirements will be conducted by the field grants manager. Awards will be made within [number] working days after the technical evaluation committee completes its review.

The application will be evaluated according to the evaluation criteria set below. To the extent necessary (if an award is not made based on initial applications), negotiations may be conducted with each applicant whose application, after discussion and negotiation, has a reasonable chance of being selected for award.

[If cost-share was required, it must be weighed in the evaluation and added to the criteria for cost effectiveness].

*Evaluation Criteria:*

(Guidance: Please adjust the evaluation schedule below as needed)

**a. Technical Merit X points**

* Relevance to program goals
* Sustainability of project results
* Anticipated impact on the beneficiaries
1. **[Insert criteria] X points**
* X
* X
1. **Past Performance / Organizational Capacity X points**
* Past performance in similar projects
* Relevant staff skills to the proposed project
* Experience in geographical region
* Written accounting and procurement procedures
* Capacity to adhere to USAID financial guidelines
1. **[insert criteria] X points**
* X
* X
1. **Feasibility and Cost Effectiveness X points**
* Are costs reasonable, allowable, and allocable
* Is the proposal cost effective?
* Does the proposal have the required percentage of cost share/leveraging if required?

[Guidance: In unusual circumstances scoring points can be omitted if the criteria are ranked. Delete this sentence before issuing the RFA]

**Section VI: AWARD AND ADMINISTRATION INFORMATION**

The recommendation or selection of an application in accordance with established procedures does not guarantee an award. All applicants must demonstrate that they possess, or have the ability to obtain, the necessary management competence to practice mutually agreed upon methods of accountability for funds and other assets provided.

A successful applicant can expect to receive an Award Letter, signed by the program. The award letter will be addressed to the organizations point of contact as stated in the application. Applicants that were not successful can expect a letter explaining the reason for their unsuccessful application.

Following the Award Letter, final negotiations will take place before the signing of a grant agreement.

Reporting Procedures:

A description of reporting requirements will be included in the Grant Agreement. The types of reporting required, along with the schedule of reporting, will depend on the grant type and project duration. Reporting forms will be provided to grant recipients. Types of reporting will include the following:

* Program report to be submitted during project implementation according to a schedule described in the grant agreement. This report will include a description of progress made during the period, problems in project implementation; actions taken to overcome them; and activities planned for the next period.
* Final program report will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation.
* Financial reports will be submitted according to a schedule described in the grant agreements. Types of financial reports, as well as the schedule of reporting, will depend on the type of grant, length of project, and amount of funding. In addition, the grantee is required to submit a detailed Final Financial Report.
* [please add any other report that the grantee will be expected to submit and is included in the grant agreement]

Issuance of the final installment of grant funds is contingent upon [project name] receipt and acceptance of Final Financial and Final Program Reports.

**SECTION VII - OTHER INFORMATION**

Issuance of this RFA does not constitute an award or commitment on the part of WA, nor does it commit [project name]/WA to pay for costs incurred in the preparation and submission of an application.

WA reserves the right to fund any or none of the applications submitted. Further, WA reserves the right to make no awards as a result of this RFA.

# Annex 1: Mandatory Standard Provisions

[Chose the applicable Standard Provisions and delete the others and delete this guidance]

Mandatory Standard Provisions for US Nongovernmental Organizations: <http://www.usaid.gov/policy/ads/300/303maa.pdf>

or

Mandatory Standard Provisions for Non-US Nongovernmental Recipients:

<http://www.usaid.gov/policy/ads/300/303mab.pdf>

or

Standard Provisions for Fixed Amounts Award for Nongovernmental organizations

<http://www.usaid.gov/policy/ads/300/303mab.pdf>