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U.S.-Pakistan Partnership for Agricultural Market Development (AMD)

Request for Applications (RFA) No. RFA/E Beam/01

Matching grant for technical support and establishment of E-Beam commercial facility in the province of Sindh.

Issuance Date: April 19, 2017

Closing Date: May 18, 2017

Closing Time: 05:00 pm [Lahore, Pakistan]

Subject: Request for Application (RFA)

Dear Applicant:

The U.S. – Pakistan Partnership for Agricultural Market Development (AMD), implemented through the United States Agency for International Development (USAID), is seeking grant applications for implementation of its vegetable sector activity in **“Support for Establishment of Commercial E Beam irradiation facility in Sindh province for agriculture products to enhance/diversify high end export markets.”** AMD provides technical assistance and grants in order to support the development of Pakistan’s commercial agriculture, particularly through improving the ability of Pakistan’s agriculture and livestock sectors to meet both international and domestic demand in its targeted product lines of high value/off season vegetables, livestock, citrus and mango.

The grants will be awarded and implemented in accordance with USAID and U.S. Government regulations governing grants under contracts and AMD’s internal grant management policies (AMD Grants Manual).

Award will be made to responsible applicant, whose application best meets the requirements of this RFA and the selection criteria contained herein. Issuance of this RFA does not constitute an award commitment on the part of the AMD nor does it commit the AMD project to pay for costs incurred in the preparation and submission of an application. Further, the AMD project reserves the right to reject any or all applications received. In addition, final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a grant, all preparation and submission costs are at the applicant's expense.

Annexes included with this Request for Applications:

- **Annex A** – Grant Application Form
- **Annex B** – Applicant Self-Assessment Form
- **Annex C** – Required Certifications
- **Annex D** – Survey on Ensuring Equal Opportunity for Applicants
- **Annex E** – Standard Provisions for non-U.S. Nongovernmental Organizations



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SECTION I.A PROGRAM DESCRIPTION

The U.S.-Pakistan Partnership for Agricultural Market Development (AMD) activity in Pakistan is a \$21.2 million activity funded by USAID and implemented by CNFA with the goal of supporting the development of Pakistan's commercial agriculture, particularly through improving the ability of Pakistan's agriculture and livestock sectors to meet both international and domestic demand in its targeted product lines of livestock, high value/off season vegetables, citrus and mango. AMD aims to achieve this through two complementary objectives:

- Increase the efficiency, quality and profitability of select product lines through the adoption of production, marketing, and business organization management practices that will transform supply-chains of specific product lines to higher levels of production. AMD will facilitate increased demand for Pakistani agricultural products and foster supply-demand synergies between producers and buyers.
- Improve market linkages within targeted product line chains and develop the institutional capacity of catalytic actors within chains. AMD will work with processors, traders, retailers, and ancillary service providers that support the targeted value chains.

To reach these goals, the AMD team envisions transforming the four targeted product lines into efficient, private sector-led value chains that deliver competitive products to domestic and export markets. AMD's targeted training, matching grants, and technical assistance will leverage private sector investment and encourage innovation. Together, these approaches will support the upgrade and streamlining of supply chains, optimization of profit margins, increase in the participation of women entrepreneurs, and ultimately making Pakistani meat, HV/OSV, citrus and mango more profitable and competitive.

I.B E-Beam Food Irradiation Project

Food products sector includes: Fruits, Vegetables, Processed Foods, Spices, Prepared Foods, Poultry Products, Fish and Dairy Products except milk. In 2011-12, in the Fruits and Vegetable Sector, Pakistan produced 6.7 million MT of fruits of which only 0.7 million MT were exported generating USD \$360 million in foreign exchange. Pakistan produced 6.9 million MT of vegetables in 2011-12 of which only 0.5 million MT were exported.

Pakistan is a major producer of the following fruits:

- Citrus (2.15 million MT; 12th largest producer in the world)
- Mangoes & Guavas (2.3 million MT; 5th largest producer in the world)
- Dates (0.56 million MT; 5th largest producer in the world)
- Apples (0.6 million MT)
- Apricots (0.2 million MT; 6th largest producer in the world)

The Country does not have fully developed grading, transportation, storage and processing infrastructure for fruits and vegetables. High-end export markets are increasingly imposing international food safety regulations that impact the export ability of Pakistan's agri-products, constraining the sector in achieving its full potential. Further, a large quantity perishes because of over ripening and insect infestation. A large part of the crop is wasted. There are opportunities in sorting, grading, processing, storage and export of vegetables to reduce waste and increase quality.



Electron beam irradiation technology, or E-Beam, uses ionizing radiation to disrupt the DNA strands of living organisms, such as bacteria, molds and insects, resulting in their elimination and extending the shelf life of food products. Moreover, by interfering with cell division, irradiation inhibits premature germination and sprouting in tubers, bulbs, and root vegetables (potatoes and onions). Extended shelf life directly impacts food security, enabling food stocks to be held safely for extended periods of time.

Irradiation decreases post-harvest food losses. Large amounts of agriculture produce are wasted due to insect infestation, molds, and bacteria, all which irradiation can eliminate or control. Irradiation offers an effective and safe alternative to fumigants and pesticides, resulting in reduced chemical residues on food and their associated health hazards.

Irradiation of food is the use of ionizing radiations from accelerators that produce controlled amounts of beta rays or x-rays on food. Benefits of E-beam irradiation treatment are dramatic and impact a wide cross section of agricultural products by Extending Shelf Life: Irradiation extends the shelf life of certain foods by deactivating molds, killing spoilage organisms and, in some products, delaying ripening. Irradiated foods are kept fresh for longer periods of time. Moreover, by interfering with cell division, irradiation inhibits sprouting in tubers, bulbs, and root vegetables (potatoes, onions). Extended shelf life directly helps in food security by holding stocks safely for extended periods and for extended delivery range for the domestic and international markets by improving food quality. Irradiation decreases post-harvest food losses due to spoilage and deterioration in quality. Large amount of agriculture produce is wasted due to insect infestation, molds and premature germination, all which irradiation can eliminate or control.

Irradiation is an effective plant quarantine treatment against possible infestations in foods. It is an accepted official post-harvest quarantine treatment for products such as fresh fruits, fresh vegetables, cereals, legumes, spices and dried vegetable seasonings, as well as other stored foods.

AMD proposes to encourage private sector investment in this technology by mitigating risks through a matching grant and the provision of technical assistance. This cross cutting activity has the potential to transform the agriculture sector in Pakistan by decreasing post-harvest food losses due to spoilage and deterioration in quality and increasing market access by extending the shelf life of foods. Extended shelf life directly helps in food security by holding stocks safely for extended periods and for extended delivery range for the domestic and international markets.

I.C GRANT OBJECTIVE AND SCOPE

In Pakistan, there is a shortage of fruit and vegetable processing units leading to approximately wastage of 35-40% post-harvest losses in fruits and vegetables. The proposed intervention will facilitate in reduction of post- harvest losses by providing healthy and clean horticultural produce for local and export markets. Moreover, this activity can be considered as a lucrative investment



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for the long run since the potential of export and demand in local market for fruits and vegetables is ever increasing. Processing is a value addition activity, which improves the physical purity and health of products by removing various contaminants including microorganisms, germs and insect pest attack on fresh fruits and vegetables.

E-Beam irradiation technology has very high initial cost but its rate of return is also very high since it can also be used for pharmaceuticals, condiments, processed and packed products. E-Beam technology is an approved technology by USDA, FAO and WHO organizations as compared to irradiation through Co 60 source or other means of irradiation for fresh products.

The broad objective of AMD's EB accelerator technology for irradiation facility establishment in Pakistan under HV/OSV grants is to support the development of Pakistan's exports for fruits and vegetables at commercial scale to sustain both international and domestic market demand. The aim of this AMD partnership is to improve the ability of Pakistan's commercial exports of vegetables and fruits so that it can compete in international markets. The AMD partnership envisions transforming the horticulture sector into an efficient, private-sector-led value chain that delivers competitive products to domestic and export markets. **To that end, this RFA envisions awarding grants in the activity area of strengthening the horticulture sector through establishment of commercial E-Beam facility development for exporters and processing units in the Sindh province of Pakistan.**

a. Objective

The prime objective of this grant is to help processors and exporters through the commercial sector by using the modern system of irradiation for horticulture produce for local and export markets.

b. Expected Outcomes

- Support the processors and exporters by providing a commercial level E-Beam production/ processing unit for the marketing of horticulture produce from Pakistan.
- Provide platforms to the processors/packers/exporters to maximize their production using efficient and quality processing irradiation facility.
- To increase the Export of Fresh Fruits such as Mangoes, Papaya & Other Fruits, Vegetables, Spices, Seafood, Meat and Poultry, Processed Food Products, Market
- Control of Post-Harvest Losses in horticultural crops through Extended Shelf Life
- Value Addition for Pakistani Horticulture Produce
- Marketing and technical support for horticulture products being exported from Pakistan as irradiation treatment of fresh fruits and vegetables is mandatory for some countries.
- Increase employment of women in the technical sector.



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I.D E Beam Accelerator Technology

The Plant and machinery of the Electron Beam Accelerator will have the following main features:

- Accelerator
- Material Handling System
- Dosimetry System
- Radiation Monitoring System
- X-Ray Converter

USAID AMD project will assist the selected guarantee for the following technical areas and support for the accessories required to supplement operations for the processing of fruits and vegetables.

- Provision of technical advisory services for EB processing unit and equipment;
- Provide support in marketing the irradiation services to the food sectors;
- Be available for technical support to the selected guarantees on regular basis.

The project grant will result in increased exports and capacity building of selected E-Beam private sector stakeholder in terms of availability of increased and good quality product by introducing commercial scale irradiation facility.

I.E DESCRIPTION OF MATCHING GRANT

a. Description

Proposed In-Kind grant will be available on cost-sharing bases to commercial producers, processor, packers and or exporters. This grant will be available on a 1:2 (AMD:Grantee) contribution ratio (depending upon the grant amount), where up to 50% of the investor's share can come from existing assets, while remaining 50% or more would be in new investments, which must be considered at time of budgeting and planning.

An In-Kind grant for an E-Beam irradiation processing unit or accesories and their installation, as per AMD's specifications, access to funds of 50,000–124,000 USD, with 1:2 (AMD: Grantee) contribution. The applicant will provide 2/3 of the total amount of the grant, which can be funded from non-USG sources, may include own equity, private sector or bank finance. AMD will fund the remaining 1/3 of the activity amount.

Similarly, if the activity cost is high, an In-Kind grant for an E-Beam irradiation processing unit or accessories and their installation, as per AMD's specifications, access to funds of 125,000–150,000 USD with 1:3 (AMD:Grantee) contribution. The applicant will provide 3/4 of the total amount of the grant, which can be funded from non-USG sources, which may include own equity, private sector or bank finance. AMD will fund the remaining 1/4 of the activity amount.



b. Who can apply?

Commercial export oriented food businesses, producers, processors, packers and exporters who have multiple years of experience in the export of horticultural and food products and can take part in the cost-shared activity.

AUTHORITY/GOVERNING REGULATIONS

USAID's AMD grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Advanced Directive System (ADS) 302.3.5.6, "Grants under Contracts." Awards made to non-U.S. organizations will adhere to guidance provided under the following:

- ADS Chapter 303, "Grants and Cooperative Agreements to Non-Governmental Organizations";
- Standard Provisions for non-U.S. NGOs;
- 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS; and
- 2 CFR 700.

All awards made to non-U.S. organizations will be within the terms of the Prime Award and AMD's grants procedures. AMD is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the above regulations, as applicable to the respective terms and conditions of their grant awards.

SECTION II. AWARD INFORMATION

AMD anticipates awarding an In-Kind grant, with a range of grant amount from **US\$ 50,000 to US\$ 250,000**. The award funding can be increased depending on the nature and size of the project/grant. These grants will be awarded to privately-held, commercial production/processing/packing units and/or exporters possessing strong financial capacity to meet the required cost-share contributions.

The duration of the grant awards under this solicitation will vary depending on the nature and size of the project/grant. It is expected that these grants will be issued for 12 months. AMD may increase the period of grant and funding depending on the performance of the project, availability of funds, and USAID approval. The estimated start date of grants awarded under this solicitation is six months after the issuing date of this RFA.

II.A. TYPE OF GRANT

The project expects to award an In-Kind grant, whereby goods and services will be procured directly by AMD in close correspondence with the grantee. Once purchased, goods and services are delivered immediately to the grantee or to the grant activity. All procurement undertaken on the grantees' behalf by AMD will be done in compliance with USAID's procurement regulations. No financial disbursements are made directly to the grantee under an



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In-Kind Grant, rather AMD procures all necessary commodities and services on behalf of the grantee.

Using the criteria described below, and the information provided by the applicant in the grant proposal, the AMD finance team will assess the size of the award, and the grantee's financial capability in determining grant type and disbursement terms. Factors in determining the appropriate grant instrument include:

- Nature of the grant activity;
- Whether the applicant requires advance payments of grant funding, or will be paid on a cost reimbursement basis;
- Whether the applicant's administrative and financial systems are adequate to meet USAID accountability and reporting requirements;
- Value of the project, as expressed in Pakistani Rupee (PKR);
- Extent of cost-share required.

If an applicant is not financially stable or has a management system that does not meet the standards prescribed in the U.S. Government regulations, AMD may impose additional requirements, known as "special award conditions" to mitigate risk. Some of these conditions may be approvals before certain procurements are done, financial management training, or extra reporting.

SECTION III. ELIGIBILITY

To be eligible for grant assistance from AMD the applicant must meet ALL criteria listed below. Final award is determined by AMD through a competitive process and is subject to available funding and USAID approval.

III. A Eligible Organizations

AMD grant support may be extended to private Pakistani businesses, cooperatives, industry associations, and other relevant HV/OSV value chain actors. Expected grantees include:

- Commercial producer or producers' organization;
- Food Wholesalers;
- Food Processors;
- Food Packers;
- Food Exporters.

III.B Conditions of Eligibility

- Applicants must have the ability to impact a significant number of beneficiaries in their immediate market area, leading to increased employment and incomes;
- Applicants must be legally registered, private, for-profit or not for-profit Pakistani entities (LLC, JSC, cooperatives, or sole proprietorships);
- Applicants must be committed to adherence to high ethical business standards, including transparency in business dealings and record keeping;



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- Applicants should be implementing Pakistani Accounting Standards — all grant recipients must be prepared to undertake an independent financial review or audit as requested;
- All applicants must show proof of their ability to match the grant funds using existing capital, proposed construction and commercial finance. Other forms of cost-share, including but not limited to cash or commercial finance, will be accepted.
- Operations and practices of those enterprises engaged in processing and packaging must reflect internationally recognized food safety and quality standards;
- The assisted enterprise must agree to abide by acceptable environmental standards and to present information regarding potential environmental risks and mitigation measures and a negative environmental assessment can be a condition for disqualification for the applicant;
- The assisted enterprise must agree to abide by AMD-USAID's Gender Integration Plan;
- The assisted enterprise must agree to abide by the Government of Pakistan Labor Laws regarding prohibition of child labor.

In addition, to be eligible for an award a recipient or its senior personnel shall not be included in the U.S. government's System for Award Management (www.sam.gov) as debarred, suspended, or otherwise prohibited from receiving funding from the United States.

III.C Eligible Activities:

- The proposed project must be commercially viable — profitable within a reasonable timeframe and with good prospects for long-term growth;
- Enterprises must provide, or plan to provide, market-based goods and/or services to smallholder and commercial farmers;
- Grant activities awarded under AMD will meet the following general criteria: Applicants' plans for the integration of women into the proposed activity as owners, managers, employees, clients and/or consumers throughout the life of the activity may be given up to a 20% increased point value. Successful applicant shall designate a staff member who will cooperate with the AMD project on issues related to the integration of women.

III.D Cost Sharing.

Cost-sharing will be required for all grantees and will be calculated in accordance with 2 CFR 200.306. The cost-share requirement is intended to increase the sustainability of the grant activity by creating a financial stake for the grantee in the success of the program.

Because of AMD's focus on investment project design, AMD is requiring that 66% of the grant activity cost be covered by the applicants, with the remaining 34% of the value of the activity funded by AMD. AMD requires new investment in the form of cash contributions for financing new constructions, facilities, equipment, or operating costs for a 12-month period and/or commercial financing for at least 50% of the cost-share requirement. The remaining cost-share requirement can be achieved through contributions made directly to the implementation of the grant of existing facilities, tools, equipment, machinery and infrastructure related to business activities if current market value is assessed by an independent source.



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USAID's policy is not to apply its source and nationality requirements of 22 CFR 228 and the restricted commodities provision established in the Standard Provision entitled "USAID eligibility Rules for Commodities and Services" to cost-sharing contributions. Only costs that are allowable under Subpart E—Cost Principles of 2 CFR 200 can be counted as cost-share.

Cost-sharing becomes a condition of the award when it is made part of the approved award budget. Cost-sharing must be verifiable from the recipient's records, is subject to the requirements of 2 CFR 200.306, and can be audited.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

IV.A. INSTRUCTIONS TO APPLICANTS

Applicants must propose strategies for the implementation of the program description described above, introducing innovations that are appropriate to their organizational strengths.

IV.A.1. APPLICANT SELF-ASSESSMENT

All organizations selected for award are subject to a pre-award responsibility determination conducted by AMD, to ascertain whether the organization has the minimum management capabilities required to handle U.S. government funds. The applicant self-assessment is the first step in the pre-award responsibility determination process. The Applicant Self-Assessment Form is contained in Annex B.

Instructions and a template for the full application are in Annex A. Applicants that submit full applications that meet or exceed the evaluation criteria shall be notified of the next steps in the application process.

IV.A.2. GRANT APPLICATION

Templates to be utilized when developing the application are provided in Annex A-B. Applicants shall present their technical application in the formats provided and shall follow the instructions and guidelines listed in these annexes.

An applicant can apply for multiple funding streams/regions but the applicant will only be awarded one grant at a time. For any queries related to the RFA and application form, kindly email AMD via email grant.questions@pakistan-amd.org.

An authorized agent of the applicant must sign the application.

IV.A.3. INELIGIBLE EXPENSES

AMD grant funds may *not* be utilized for the following:

- Private ceremonies, parties, celebrations, or "representation" expenses;
- Purchases of restricted goods, such as agricultural commodities, motor vehicles, pharmaceuticals and contraceptive items, pesticides, used equipment, and fertilizers without the prior approvals or waivers required by the applicable regulations. Additionally, in accordance with the AMD Initial Environmental Examination,



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procurement of seeds or seedlings of non-native or invasive species will require additional approval from USAID/BEO. As such, grantees are strongly discouraged from requesting project funding for these restricted goods and are encouraged to finance the purchase of any such goods from the grantee share of the grant program, as these limitations on restricted goods only apply to goods purchased with the project share of grant funds;

- Prohibited goods under USAID regulations, including but not limited to: police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment;
- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by AMD, 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;
- Creation of endowments;
- Other costs unallowable under USAID and/or federal regulations, such as alcoholic beverages — refer to the “General Provisions for Selected Items of Cost” in 2 CFR 200 for more information;
- Indirect costs such as, but not limited to, overhead or indirect fringe (unless the applicant has documented proof of such rates through audits or USAID-issued NICRA).

Grant funds may **not** be utilized for activities that:

- Affect endangered species;
- Result in wetland or biodiversity degradation or loss;
- Support extractive industries (e.g. mining and quarrying);
- Promote timber harvesting;
- Provide support for regulatory permitting;
- Result in privatization of industrial or infrastructure facilities;
- Lead to new construction of buildings or other structures;
- Procure or use genetically modified organisms.

IV. B. Application and Submission Information

Applications shall be submitted in *English* and may not be more than 10-15 pages, excluding Annexes.

Applications (Technical and budget proposals and supporting documentation) should be submitted electronically to grant.application@pakistan-amd.org and should reference RFA No. **RFA/E-Beam/01**. Applications must be submitted no later than **May 18th, 2017 - 1700 hours' local time**. Late or unresponsive applications will only be considered at the discretion of the AMD Project.

In addition to the application forms (Annex A), applicants should submit the following to AMD:

- Copy of valid Pakistani registration certificate and related GOP documentation;
- Copy of last 3 annual financial reports, and income and expenditure report audited by licensed audit firm or practitioner, if available;



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- Applicant Self-Assessment Form (Annex B);
- Signed copies of the required certification package (included in the Annex C);
- Copy of the organization's charter and by-laws.

Please submit all questions concerning this solicitation via email to grant.questions@pakistan-amd.org. AMD will assist applicants in understanding the application process, and can aid in application development at the request of applicants. **Please note that no applications shall be accepted by hand.**

Note: Failure to submit necessary documentations and information (within due date) to substantiate basic criteria may result in disqualification of the application for the next steps.



SECTION V. APPLICATION EVALUATION

V. EVALUATION CRITERIA

Grants applications will be evaluated by Selection Committee (SC) of the AMD project as per the evaluation criteria in the table below.

ILLUSTRATIVE CRITERIA	ILLUSTRATIVE WEIGHT
1. Project Goals and Business Strategy	30
Application relevance to project objectives	10
Market Assessment	5
Supplier relations	3
Operational plan	6
Clarity of specific project activities	6
2. Personnel	20
Number of technical and support staff	10
Relevant education and experience	10
3. Gender considerations	20
Female Applicant	5
Women integration into grant activities	15
4. Corporate Capability and Experience	30
Professional background of personnel	3
Demonstrated ability to conduct similar activities	15
Experience managing donor funds	2
Financial status, management and record-keeping capabilities, cost-share capability	10
Total	100

These evaluation criteria elements are described more fully below.

1. Project Goals and Business Strategy

- Application relevance to project objectives. The vision for the proposed project in detail. Indications of its long-term viability.
- Market Analysis. A realistic and detailed description of the targeted clients, market, expected costs and methods for operating in the market.
- Relationship with suppliers. Detailed information about material- technical supplies for the project implementation & their potential providers.



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- Operational Plan. A clear & detailed description of implementation schedule for 12 months is presented, including all key operations & timetable for introduction of new technologies.
- Clarity of specific project activities. How much the application represents a clear picture of the activity that will be performed.

2. Personnel

- Number of technical and support staff. Number of technical staff that will be implementing the grant activity. Clear explanation of the technical staff will result in more scoring.
- Relevant education. Relevant education and experience of implementing staff in their field.

3. Gender considerations

The extent to which the proposed activity includes a gender component beyond the required project impacts, and the extent to which the proposed activity represents a strong commitment to women as beneficiaries, including special consideration for women-owned enterprises.

Applicants should demonstrate how their proposed activities would benefit women in terms of job creation, economic activity for women-owned enterprises, or links with women producers.

4. Corporate Capability and Experience

- Professional background: includes information about organization's governance and key personnel, their qualifications and professional backgrounds related to the project.
- Demonstrated ability to conduct similar activities: the extent to which the applicant has experience conducting activities like those proposed in the grant application (Registration as an official business entity; length of registration as a legal entity; preference for enterprises with a long track record of profitable operation). Asset base and history of business operations, including successful track record providing services to farmers (input supply, machinery services, extension, output marketing, etc.) will be key considerations. This examines an applicant's track record, which is a critical factor in assessing the capacity of the grantee to implement the activity.
- Experience managing donor funds: the extent to which the applicant has previous experience managing grants funds from international or local donors.
- Financial management and record-keeping capabilities: ability to manage finances and keep accurate records including but not limited to timesheets, employment agreements, accounting documents, and other expenditures related to the organization's operation. Information about existence of financial resources (likely sources: incomes from current activities, owner's savings, bank credit); demonstrated ability to make the required matching investment.

Additionally, AMD will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.



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SECTION VI. AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated and funded in *local currency*.

All costs funded by the grant must be allowable, allocable and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.

All grants will be managed in accordance with:

[ADS Chapter 303](#), “Grants and Cooperative Agreements to Non-Governmental Organizations”;

[Standard Provisions for non-U.S. NGOs](#);

[2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#); and [2 CFR 700](#).

The AMD project will notify successful applicants via email within 60 days.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of AMD, nor does it commit AMD to pay for costs incurred in the preparation and submission of an application. Further, AMD reserves the right to accept or reject any or all applications received. Applicants will be informed in writing of the decision made regarding their application. Also, the preparations of all materials for submittal against this RFA to AMD will be at the applicant’s sole cost and expense, and AMD shall not under any circumstances be responsible for any cost or expense incurred by the applicant. All documentation and/or materials submitted with the RFA document shall become and remain the property of AMD.

Prior to being awarded a grant and signing any grant agreement, applicants will be required to obtain a DUNS number, as detailed in Section IV.

Note: Other than the time, effort, and organization/individual expense required to develop an application for this solicitation, applying to this RFA is free, and neither USAID, CNFA, nor the AMD Project require any fee to be paid. If anyone claiming to represent any of these organizations approaches you requesting a fee for assistance or for any other purpose related to this RFA, please contact the CNFA Fraud Hotline at fraudhotline@cnfa.org.



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Annex A - Grant Application

A.1. General Instructions

AMD will assist applicants in understanding the application process, answer questions, and may aid in application development at the request of applicants. Annex B, Self-Assessment Form, should also be completed at the time of submission of the grant application. This application may not exceed 10-15 pages in length. Pages exceeding the limit will not be reviewed (*does not include Annex B*).

A.2. Instructions by Section

Templates for presentation of both the technical and budget aspects of the application are provided in Annexes A-B. Applicants shall present their proposals in the formats provided. Those applications that are not submitted according to the formats requested and in accordance with the instruction in this RFA will be considered as non-responsive and will be disqualified.

The application elements and guidelines are summarized below:

Section I (Basic Information). The Applicant provides basic contact information and information regarding the status of the organization.

Items 1-2: Organization's name, founding date, and current registration status.

Item 3: Contact name, title within the organization, office address, email, fax, mobile number, office phone number. The contact person should be the one who will be in contact with AMD staff throughout the grant implementation period and should have full authority to act on behalf of applicant.

Item 4: Provide three references, organizations, donor, supplier or clients who can provide references for your organization's ability to successfully carry out the technical requirements of the grant activity. Briefly describe your relationship to the reference and the nature and duration of your work together. Be sure to provide complete information, including a point of contact, with telephone and email address.

Item 5: Describe the organization and its activities — should elaborate the organization background on its formation and related experience including accomplishments made during life of business. Also discuss your current activities in targeted area.

Section II (Program Description).

Item 6: Explain your existing organization setup and how you are planning to implement the activities with respect to AMD integrated objectives of the HV/OSV product line.

Item 7: Your current market analysis, discuss any gaps in the same and how you plan to fill those gaps to improve your market position and its overall HV/OSV sector. How AMD intervention is going to contribute/fill existing gaps in your current business?



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- Item 8: Describe your 12-month implementation plan, including all key operations, for e.g., selection of production clusters, capacity development initiatives for the supply chain farmers in production and post-harvest technologies, embedded extension services, hiring and training of staff, corporate farming methodology and its documentation tools.
- Item 9: How will your activity impact women beneficiaries? Please provide a clear numerical estimate of the number of women who will benefit and a description of how you will document proof of proposed impact on female beneficiaries.

Section III (Experience and Capacity).

- Item 10: What is your current area of business, explaining list of commodities, quantum, annual sales, clients, markets and countries that your enterprise is addressing (if possible, AMD will keep this information confidential).
- Item 11: Briefly describe your supply-chain with respect of different vegetables, types, seasons and production clusters. Please elaborate your procurement methodology and illustrate competitiveness of your services and product in market.
- Item 12: List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity.
- Item 13: Current staff (technical and support), assets and infrastructure
- Item 14: What will be the contribution of this AMD intervention to your enterprise in terms of new jobs, increase in expected sales (domestic and foreign)?



Section A.3. Grant Application Form

Matching Grant for Strengthening Chili Sector Through Establishment of Commercial Seeds Processing Units in Sindh Province

An authorized agent of the Applicant must sign the application.

This application is in response to **RFA No. ---/---/---**

Section I. Basic Information

1. Organization/ Business Entity name:
2. Name and contact details of CEO/organization head:
3. Date organization was founded and registration status:
4. Contact information:

Key contact person(s) and title:	
Office address:	Office phone:
Mobile:	Fax:
Email:	Website:

5. Provide three references with whom you have collaborated, which may include donors, clients or suppliers for past two years:
6. Briefly describe your organization, its purpose, and past related experience:

Organization/ Donor	Nature of Relationship (Donor, client or supplier)	Duration (Start – End Date)	Contact details
			Name & Position: Email: Tel:



Section II. Program Description

- 7. Explain your business strategy and how it can support the AMD project objectives.
- 8. Share existing market scenario, show gaps analysis and explain your methods to operate in the market to cover these gaps.
- 9. Give a clear and detailed description of your implementation schedule for 12 months.
- 10. Provide details of women employment in your current business and women integration plan while implementing the program.
- 11. Provide details of your current business geographical location and targeted area.

Section III. Experience and Capacity

- 12. Describe the organization’s experience implementing similar activities.
- 13. Share details of your current supply-chain of and the competitiveness of the products and services.
- 14. Do you have experience of working with donor agencies, if yes, please explain.

Donor Name	Title of Project, Location, & Start & End Dates	Total Funding (in local currency)	Donor Contact Person
			Name: Email: Tel:
			Name: Email: Tel:
			Name: Email: Tel:

The undersigned certify that, to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): _____

Signature: _____ Date: _____

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Date received _____ Grant Reference No. _____

The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its *Grant Application*, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the prospective grantee has been advised as to the review and appraisal process, and its primary project point of contact.

Grants Manager _____ Date _____



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Annex B – Applicant Self-Assessment Form

The purpose of this self-assessment form is pre-award responsibility determination for the applicant to complete. The form provides the basis for the formal pre-award determination.

Applicant Self-Assessment Form

Accepting a grant from AMD creates a legal duty for the grantee to use the funds/In-Kind assistance according to the grant agreement and United States federal regulations.

In filling out the Questionnaire, each question should be answered as completely as possible, using extra pages if necessary. Please return your completed questionnaire to AMD.

APPLICANT INFORMATION

Name of Organization

Name, Title, Contact Information of Individual Completing Questionnaire:

SECTION A: INTERNAL CONTROLS

Internal controls are procedures that ensure:

- a. Financial transactions are approved by an authorized individual and follow laws, regulations and the organization's policies,
- b. Assets are kept safely,
- c. Accounting records are complete, accurate and kept on a regular basis.

Please complete the following questions concerning your organization's internal controls:

1. List the name, position/title, and telephone number for the individuals responsible for checking expenditures to make sure they are allowable:

2. Responsible for maintaining accounting records:



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3. Responsible for preparing financial reports:

4. Responsible for preparing narrative reports:

5. Are timesheets kept for each paid employee? Yes: ___ No: ___

6. Is your organization familiar with U.S. government regulations concerning costs that can be charged to U.S. grants (OMB Circular A-122 "Cost Principles for Nonprofit Organizations" or OMB Circular A-21 "Cost Principles for Educational Institutions")?

Yes: ___ No: ___

SECTION B: ACCOUNTING SYSTEM

1. Briefly describe your organization's accounting system including: a) any manual ledgers used to record transactions (general ledger, cash disbursements ledger, suppliers ledger etc.); b) any computerized accounting system used (please indicate the name); and c) how transactions are summarized in financial reports, (by the period, project, cost categories)?



6. How do you allocate costs that are “shared” by different funding sources, such as rent, utilities, etc.?

7. How often are financial reports prepared?

a. Monthly ___ b. Quarterly ___ c. Annually ___ d. Never: ___ (explain)

9. How often do you do cash reconciliation?

a. Daily ___ b. Weekly ___ c. Monthly ___ d. By Accountant’s decision ___

10. Do you keep invoices, vouchers and timesheets for all payments made from grant funds?

Yes: ___ No: ___ N.A. ___

SECTION C: FUNDS CONTROL

1. Do you have a bank account registered in the name of your organization?

Yes: ___ No: ___

3. Are all bank accounts and check signers authorized by the organization's Board of Directors or Trustees or other authorized persons?

Yes: ___ No: ___

SECTION D: AUDIT



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AMD may require an audit of your organization's accounting records. An audit is a review of your accounting records by an independent accountant who works for an accounting firm. While audit report contains your financial statements as well as an opinion by the accountant that your financial statements are correct. Please provide the following information on prior audits of your organization.

1. Does your organization have regular independent audits that you contract and pay for?

Yes: __ (please provide the most recent copy) No audits performed: __

2. If yes, who performs the audit?

—

3. How often are audits performed?

a. Quarterly __ b. Yearly __ c. Every 2 years: __ d. Other: __ (explain)

4. If your organization does not have a current audit of its financial statements, please provide a copy of the following financial information, if available:

- a. A "Balance Sheet" for your prior fiscal or calendar year; and
- b. A "Revenue and Expense Statement" for your prior fiscal or calendar year.



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CHECKLIST AND SIGNATURE PAGE

AMD requests that your organization submit a number of documents along with this completed questionnaire. Complete this page to ensure that all requested information has been included.

Please complete the checklist below, then sign and return the questionnaire and any other requested documents to AMD.

Complete the checklist

- a. All questions have been fully answered.
- b. Copy of valid Pakistani registration provided AMD
- c. Signed copies of the required certification package provided (included in the Annex C)
- d. Copy of last 3 annual financial report, income and expenditure report audited by licen
audit firm or practitioner (if available) provided to AMD
- e. An authorized individual has signed and dated this pa

The Accounting Questionnaire must be signed and dated by an authorized person who has either completed or reviewed the form.

Approved by:

Print Name

Signature



Annex C – Required Certifications

[To be submitted as part of an Applicant's application. To be signed by an authorized agent of the applicant at the end of this Section]

I. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the grant for which application is being made, it will comply with the requirements of:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;
2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;
3. Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;
4. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
5. USAID regulations implementing the above nondiscrimination laws set forth in Chapter II of Title 22 of the Code of Federal Regulations. and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance



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extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

Signature _____ Date _____

Name _____

Organization _____



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II. CERTIFICATION REGARDING TERRORIST FINANCING

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a) Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - b) Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c) Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d) The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."



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b. "Terrorist act" means—

i. An act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>); or

ii. An act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub-national groups or clandestine agents; or

iii. Any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Signed: _____

Name and Title: _____

Name of Organization: _____

Date: _____



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III. CERTIFICATION REGARDING LOBBYING

(Required for all grants over \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature _____ Date _____

Name _____

Organization _____



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IV. Requirement and Guidelines for obtaining Data Universal Numbering System (DUNS) number

(To be submitted with the sub-award application)

Data Universal Numbering System (DUNS) Number

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

*(c) Recipients located outside the United States refer to the appended guidelines for obtaining DUNS number which is a web-enabled process. The information in clause b (1) to b (8) must be available even for filing the form online.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____ (Provide your DUNS # here)

Guidelines for obtaining DUNS number

Definition

The **Data Universal Numbering System**, abbreviated as **DUNS** or **D-U-N-S**, is a system developed and regulated by [Dun & Bradstreet](#) (D&B) that assigns a unique nine-character numeric identifier, referred to as a "DUNS number" to a single business entity.



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Purpose

The DUNS number is entered into a publicly available, searchable website that contains information of each Federal award and the entities receiving US Government funds through Federal awards such as Federal contracts and their sub-contracts and Federal grants and their sub-grants.

Form and Instructions

Obtaining a DUNS number is **FREE**. Do not trust any website that requires a payment.

- Click on the link below to request your DUNS number
- <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- The website will first determine whether your organization already have a DUNS number. The screen will first prompt you to select the country where your company is physically located. Once you select the country, you will be prompted to enter the name of your company.
- If you do not see your company listed, click on Request for a New DUNS number”.
- Fill out the form to request the DUNS number and click on the “Submit Your Request” button at the bottom of the page.

Help

Send an e-mail to govt@dnb.com

Please be sure to include your contact information and a brief description of the problem you experienced.



--	--	--	--	--	--

C. Summary of recommended determinations

The activity contains. . .	<i>(equivalent regulation 216 terminology)</i>
<input type="checkbox"/> Very low risk sub-activities	<i>categorical exclusion(s)</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have no significant adverse impacts	<i>negative determination(s)</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have no significant adverse impacts, given appropriate mitigation and monitoring	<i>negative determination(s) with conditions</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have significant adverse impacts	<i>positive determination(s)</i>

D. Certification:

I, the undersigned, certify that:

1. The information on this form is correct and complete
2. The following actions have been and will be taken to assure that the activity complies with environmental requirements for the under the Code of Federal Regulations 22 CFR 216:
 - These design elements and best practices will be followed in implementing this activity, except with the approval of AMD.
 - Any specific mitigation or monitoring measures described in the attached information will be implemented in their entirety.
 - Compliance with these conditions will be regularly confirmed and documented by on-site inspections during the activity and at its completion.

Solicitation Number: _____

Grant Agreement Number (if applicable): _____

Date of Application: _____

Name of Grantee Organization: _____

Name and Title of authorized representative: _____

Signature: _____ Date: _____



Annex D - SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

www.usaid.gov/sites/default/files/surveyeo.doc contains a survey on ensuring equal opportunity for applicants. The applicant's completion of the survey is voluntary. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process; applicants who chose to submit the survey shall include it in the technical application in the "annexes" section.



Annex E – STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

MANDATORY STANDARD PROVISIONS FOR NON-U.S., NON-GOVERNMENTAL GRANTEES

Mandatory Standard Provisions for Non-U.S., Nongovernmental Recipients are listed below and can be accessed online at <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>. Should the grantee be unable to access the standard provisions electronically, the Project will provide the full text upon request:

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