



**USAID**  
FROM THE AMERICAN PEOPLE

**Issue Date:** April 27, 2022  
**Deadline for Questions:** May 3, 2022  
**Submission Closing Date:** May 18, 2022  
**Submission Closing Time:** 4:00 PM EST

**Subject:** Notice for Funding Opportunity (NFO) - Request for Application (RFA) Number 7200AA22RFA00018

**Program Title:** Just and Secure Energy Transition (J-SET)

**Federal Assistance Listing #:** 98.001

Dear Applicant:

The United States Agency for International Development (USAID) is seeking applications for a cooperative agreement from invited applicants to implement the Just and Secure Energy Transition (J-SET) activity. Eligibility for this award is not restricted. See Section C of this notice for eligibility requirements.

Subject to the availability of funds, USAID intends to make an award to the applicant who best meets the objectives of this funding opportunity based on the merit review criteria described in this NFO subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this NFO thoroughly to understand the type of program sought, application submission requirements and selection process. This NFO will use a two-phase process.

- **Phase I:** Submission of Concept Note
- **Phase II:** Co-Creation with the most highly rated Applicant. Invitation to submit a revised Concept Note and a full technical and cost Application

Phase I involves the submission of a Concept note that will be evaluated in accordance with the evaluation criteria provided in Section E. The most highly rated Applicant(s) identified in Phase I will be invited to participate in Phase II.

Phase II will involve Co-Creation to further refine the concept of the highly rated Applicants. After the Co-Creation, USAID will identify the Applicant that will be invited to submit a full technical and cost Application. Instructions on submission and review criteria for the full application are provided in this NFO.

To be eligible for award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO. This funding opportunity is posted on [www.grants.gov](http://www.grants.gov), and may be amended. It is the responsibility of the Applicant to regularly check

the website to ensure they have the latest information pertaining to this NFO and to ensure that the NFO has been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on [www.grants.gov](http://www.grants.gov) or accessing the NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at [support@grants.gov](mailto:support@grants.gov) for technical assistance.

USAID may not award to an Applicant unless the Applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.III. The registration process may take many weeks to complete. Therefore, Applicants are encouraged to begin registration early in the process.

**The Applicant must submit applications in electronic format ONLY as described in Section D.** Applicants must submit both technical and cost portions of their applications in separate volumes. An award will be made to the responsible Applicant whose application offers the best value to the Government.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions is shown on this cover page above. Responses to questions received prior to the deadline will be furnished to all potential applicants through an amendment that will be posted on [www.grants.gov](http://www.grants.gov).

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

/s/

**Trenae Bonner**  
Agreement Officer  
M/OAA/RM/AEM

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## **SECTION A: PROGRAM DESCRIPTION**

**TITLE:** Just and Secure Energy Transition (J-SET)

### **1. Purpose**

The purpose of J-SET is to support utilities, regulatory agencies, and energy sector stakeholders in the Europe and Eurasia region in progressing through the clean energy transition while also maintaining reliable, affordable and secure energy supplies.

### **2. Background**

The world is in the midst of an energy transition requiring not only the replacement of fossil fuels, but also a complete rethinking of the energy system, including production, delivery, and even the relationship between consumers and energy markets. Electricity transmission and distribution systems will need to evolve from the traditional hub-and-spoke model to incorporate smaller, decentralized generation systems. New fuels and storage technologies will need to be developed and incorporated into power systems. Perhaps most importantly, utilities, regulatory agencies, and host government ministries will have to carefully plan the steps of this transition to ensure consistent delivery of cost-effective energy throughout. Ultimately, the impacts of this work will extend well beyond the energy sector itself, reshaping entire economies, remaking workforces and impacting local communities through land use policy, shifts in tax revenue, etc.

The energy transition is already underway in Europe and Eurasia (E&E). Regional governments, regulatory agencies, and utilities, with the support of USAID and other donors, improved energy sector governance; engaged in joint electric transmission system planning; and began steps towards development of electricity markets that incentivized private sector interest. To date, regional utilities have invested billions of dollars to reduce power system congestion and improve reliability. Regulatory agencies and host government ministries have also been proactive in defining incentives for energy efficiency and renewable energy. For example, Southeast Europe alone increased its non-hydro renewable energy sources from only 500MW in the mid-2000s to roughly 13GW in 2020.

Unfortunately, it appears that this transition will not meaningfully accelerate without additional support. System operators, who were able to integrate initial tranches of variable renewable energy, have stated that they will be pressed to integrate significantly more renewables, leaving countries well short of long-term national targets. Host government ministries have also expressed concerns over short-term security of supply constraints as renewable energy replaces firm thermal generation resources and nascent wholesale electricity markets experience price volatility. The promise of private sector interest has not materialized as market integration has lagged behind projections and regional governments continue to favor donor-funded infrastructure projects. The long-term transition of the workforce away from fossil fuel industries -- as well as vested interests from malign actors willing to obstruct reform efforts with promises of low-cost natural gas and national monopolies -- is another area of concern that will play an outsized role in public opinion, which continues to harbor skepticism about energy reform efforts.

Most of the USAID partner countries in Europe and Eurasia region aspire to join the European Union (EU) and are members or observers of the Energy Community (EnC). The Energy Community Treaty requires these countries to adopt the EU directives and EnC energy, environmental, and competition policies and standards, which would facilitate the region's integration in the pan-European energy market. The Energy Community Treaty is only a framework, however, and each country will have to operationalize this framework in their own national context, address occasionally competing priorities between decarbonization and security of supply, and garner/maintain popular support for the reform agenda.

As such, furthering the clean energy transition must address multiple factors - investor concern over small market size; malign actors leveraging fuel supply for political gain; aging and poorly maintained infrastructure; artificially low tariffs stymieing investment; embedded patronage systems in national energy companies; and public skepticism to name a few. In short, the region is faced with the dual challenge of addressing the legacy of centralized planning and patronage while simultaneously facilitating a once-in-a-generation energy transition that has forced even countries with the most advanced energy systems and resources to reconsider how they structure markets, plan/build infrastructure, and deliver reliable public services at an affordable cost.

### **3. Development Hypothesis**

*The preliminary development hypothesis underlying the Program is as follows:*

*IF the countries of Europe and Eurasia integrate their energy markets into Europe, and IF regional energy sector institutions adopt the practices and technologies to cost effectively and securely scale clean energy integration, THEN the clean energy transition can occur while maintaining or improving energy security and economic growth.*

### **4. Program Goal**

To establish liquid, transparent, and competitive energy markets that incentivize private investment and enable a just and secure energy transition in Southeast Europe and the Black Sea region.

### **5. Objectives**

The five (5) program objectives are to:

1. To operationalize and integrate regional energy markets (wholesale, retail, capacity, ancillary services, etc.)
2. To adopt best practices for energy system operation and to integrate cost-effective clean energy technologies into energy networks while maintaining or improving overall system reliability
3. To improve regional energy sector resilience and response capabilities to disasters and extreme events
4. To increase adoption of U.S.-developed or supplied grid-enhancing and other advanced technologies and best practices by E&E energy sector institutions

5. To improve understanding among local stakeholders and the public of the clean energy transition and the benefits to local communities and citizens

## **6. Geographical Coverage**

The geographical location/coverage of this activity is the region served by the Bureau of Europe and Eurasia (E&E) which includes the following countries: 1) Albania, 2) Armenia, 3) Azerbaijan, 4) Bosnia and Herzegovina, 5) Georgia, 6) Kosovo, 7) Moldova, 8) Montenegro, 9) North Macedonia, 10) Serbia and 11) Ukraine. At the direction of USAID, the geographic location/coverage may include additional focus countries that contribute to the energy security of USAID's partner countries.

## **7. Implementation Approach**

Historically, USAID applied an inclusive and participatory approach where technical staff from U.S., European, and regional utilities, regulators, and energy sector stakeholders have worked together on issues of common interest, thus ensuring local ownership and sustainability. USAID is therefore seeking partners that will leverage U.S. and European energy industry expertise, professional networks, and resources to provide technical assistance, expand regional cooperation, and build the capacity of energy sector stakeholders to integrate clean energy and operate in advanced energy markets throughout the Europe and Eurasia region.

This program will be required to coordinate with other mechanisms supporting E&E energy sector development and reforms.

## **8. Activity Description**

This section describes each objective in more detail and highlights illustrative high-level results. Applicants are expected to propose achievable results and corresponding interventions.

### **1. Operationalize and Integrate Regional National Energy Markets.**

Interventions under this objective could focus on support to energy transmission system and market operators, as well as energy regulators to plan for and finalize the developments of domestic energy markets and work with their neighboring counterparts on harmonizing regulatory, system and market preconditions to enable regional market integration.

#### *Illustrative Results*

1. Regulators have adopted and implemented the necessary market rules to support market integration
2. System operators are equipped to determine future resource needs and network upgrades based on domestic and regional market considerations
3. Market operators have established and are moving progressively toward more complex market operations (day-ahead, intraday, balancing, capacity, etc)

### **2. Adopt Best Practices and Integrate Cost-Effective Clean Energy Technologies.**

Interventions under this objective could focus on supporting transmission and distribution system operators in taking steps to efficiently integrate renewable energy and other low emission

investment projects and/or making necessary network upgrades to increase system flexibility and accelerate the transition to cleaner energy sources. Interventions could also include working with the regulators and other national institutions to use the techno-economic planning efforts to inform decision making.

#### Illustrative Results

1. Countries have adopted rules that accelerate the project development timeframes for clean energy projects
2. Transmission system operators have established improved systems to expedite renewable energy interconnection studies
3. Transmission system operators take steps to improve absorptive capacity of renewable energy, such as implementing pooled reserve sharing agreements, finding optimal renewable energy injection locations, etc.
4. System operators identify and take steps - including gaining support from Ministries/regulatory institutions - to procure grid modernization equipment, supporting the integration of variable renewable energy and management of distributed energy resources

### **3. Improve Regional Energy Sector Resilience and Response Capabilities**

Interventions under this objective could focus on strengthening energy system reliability and resilience by supporting energy system operators in taking steps to ensure resource adequacy and network redundancy, increase investment in and to establish and implement processes to respond to and recover from service disruptions.

#### Illustrative Results

1. Regulators sufficiently consider costs related to utility emergency response and contingency planning in setting tariffs
2. System operators assess vulnerabilities and adopt/implement plans to improve capacity to prepare for and respond to emergency events
3. Energy system operators invest in equipment or other interventions to improve energy system efficiency and stability and to strengthen climate resilience.

### **4. Increase Adoption of U.S developed or Supplied Grid-Enhancing and Other Technologies**

Interventions under this objective could focus on sharing information and establishing connections between regional counterparts and U.S. equipment and service providers with capabilities to support the region's needs for market development and integration, energy sector resilience and the clean energy transition

#### Illustrative Results

1. Advanced U.S. technology deployed through targeted demonstration projects to improve energy sector operations
2. Beneficiaries have invested in U.S. technology to improve energy sector operations
3. Regulators and utilities have adopted best practices on clean energy integration shared by U.S. counterparts



## **5. Improve understanding among local stakeholders and the public of the benefits of the clean energy transition**

Interventions under this objective could focus on working with energy system and market operators, and regulators to communicate market reforms and decisions on the benefits of and necessary steps to advance the clean energy transition to decision-makers and the public

### Illustrative Results

1. System operators are better able to communicate network investment requirements to decision-makers
2. Regulators and system operators are better able to communicate technical and market issues impacting sector decisions to the public
3. Improved capability of energy sector operators and regulators to effectively communicate technical, market, and policy issues in support of the clean energy transition

## **9. Authorizing Legislation**

This funding opportunity is authorized under the Foreign Assistance Act (FAA) of 1961, as amended. The resulting award will be subject to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as the additional requirements found in Section F. The following are applicable for the administration of this award:

- For U.S. organizations, 2 CFR 200 and 2 CFR 700, and the Standard Provisions for U.S. Non-Governmental Recipients are applicable (ADS 303maa).
- For non-U.S. organizations, the Standard Provisions for Non-U.S. Non-Governmental Recipients will apply (ADS 303mab).

**[END OF SECTION A]**

## **SECTION B: FEDERAL AWARD INFORMATION**

### **1. Estimate of Funds Available and Number of Awards Contemplated**

Subject to funding availability and at the discretion of the Agency, USAID intends to provide approximately \$20,000,000 (\$20 million) in total funding over a five (5) year period as a result of this NFO. USAID anticipates awarding one (1) Cooperative Agreement.

USAID reserves the right to fund any or none of the applications at any stage.

### **2. Expected Performance Indicators, Targets, Baseline Data, and Data Collection**

Applicants are encouraged to propose performance indicators that will track the impact of program implementation. Additional standard indicators that should be tracked and evaluated, as they relate to the work performed, may include:

- Number of laws, policies, regulations or standards to enhance energy sector governance formally proposed, adopted, or implemented as supported by USG assistance.
- Number of people trained in technical energy fields supported by USG assistance, including gender disaggregation.
- Amount of investment mobilized (in USD) for energy projects as supported by USG assistance.
- Number of people trained in clean energy supported by USG assistance.
- Number of institutions with improved capacity to address clean energy issues as supported by USG assistance.
- Number of laws, policies, regulations, or standards addressing clean energy formally proposed, adopted, or implemented as supported by USG assistance.
- Amount of investment mobilized (in USD) for clean energy as supported by USG assistance.
- Clean energy generation capacity supported by USG assistance that has achieved financial closure.
- Greenhouse gas (GHG) emissions, estimated in metric tons of CO<sub>2</sub> equivalent, reduced, sequestered, or avoided through clean energy supported by USG assistance.
- Projected greenhouse gas emissions reduced or avoided from adopted laws, policies, regulations, or technologies related to clean energy as supported by USG assistance.
- Number of individuals who have received USG supported cybersecurity training.

### **3. Start Date and Period of Performance for Federal Awards**

The anticipated period of performance is five (5) years. The estimated start date will be on or about September 2022.

#### **4. Substantial Involvement**

USAID shall be substantially involved during the implementation of this award in the following ways:

**a. Approval of the Recipient's Implementation Plans.**

This includes approval of annual Work Plans, performance monitoring plans (PMP), safety and security plans, and annual Activity Monitoring, Evaluation and Learning Plans (AMELP). The Recipient will work in consultation with the Agreement Officer's Representative (AOR) on the formats and content. The implementation plans may be revised as appropriate on an ongoing basis in collaboration with the USAID AOR.

**b. Approval of Key Personnel.**

This approval includes designation and changes in key personnel.

**c. USAID and Recipient Collaboration or Joint Participation.**

USAID anticipates continued co-creation efforts and collaboration across program areas and objectives.

**d. USAID review and approval of substantive provisions of proposed subawards/contracts.**

2 CFR 200.308 already requires the recipient to obtain the AO's prior approval for the subaward, transfer, or contracting out of any work under an award.

**e. USAID direction and coordination with other projects.**

Monitor to permit specific kinds of direction or redirection of the work because of the interrelationships with other projects or activities.

Specifically, USAID requires the Recipient to seek approval for the following:

**(1) Subaward Templates**

The Recipient must submit proposed sub-award agreements and sub-contracts templates in writing to the USAID AOR and Agreement Officer for prior written approval before implementation of that sub-award begins. All subawards submitted for approval must use the approved templates.

The templates must include the following:

- USAID Award Number
- Period of performance
- Award/contract type, e.g., grant, cooperative agreement, Fixed Price contract, etc.
- Amount of Subaward and Method of Payment
- Substantial Involvement (if any)
- Controlling law governing the agreement (jurisdiction)
- Flow down provisions
- Program description / statement of work
- Termination and Suspension clauses
- The Terrorist Financing standard provision, in its entirety, as shown below.

**“M12. PREVENTING TERRORIST FINANCING -- IMPLEMENTATION OF E.O. 13224 (AUGUST 2013)**

a. The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx>) or the United Nations Security designation list (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)).

b. This provision must be included in all subagreements, including subawards and contracts issued under this award.

[End of Provision]”

**(2) Prior Approval of Subawards and Subcontracts**

The USAID AO and AOR must approve all subawardees and concur on the substantive provisions of subawards in accordance with 2 CFR 200.308 which requires the recipient to obtain Federal awarding agency approval for the subaward, transfer, or contracting out of any work under an award. For all proposed subawards, the recipient must provide the following information:

- (i) Name of the subawardee, and
  - in the case of a for-profit commercial organization, the place of incorporation; or
  - in the case of a partnership, the place where legally organized; or
  - in the case of a non-profit organization, the place where legally organized:
- (ii) The program description, statement of work, or terms of reference;
- (iii) Estimated duration of performance;
- (iv) Country of performance;
- (v) **The total estimated cost**, including a detailed line-item budget and budget narrative that also includes proposed cost share, if applicable, and a copy of any current indirect cost rate agreement between the U.S. Government and the subawardee. Note: *The recipient must also document how they determined subaward budget line items to be fair and reasonable.*
- (vi) The rationale for the proposed subawards, including:
  - method of procuring and screening of potential partners
  - verification that the subrecipient is not on the OFAC list or UN Sanctions List as ineligible
  - that the particular activity or services is technically justified within the existing program description

- verified that the subaward does not include construction, pharmaceutical, vehicles, agricultural commodities, or other restricted goods
- (vii) The subawardee must submit requests to enter further subawards or subcontracts to the Agreement Officer, through the prime recipient, for approval if not already approved as part of the original award:
- Requests to enter further subawards or subcontracts, including subcontracts with program consultants; and
  - Approval to purchase commodities.

Subawards will not be considered approved unless all the requirements noted above are met and the recipient receives a signed letter to such effect from the Agreement Officer. Performance of a sub-award shall not begin before the date of the Agreement Officer’s letter of approval or the date of the authorization by the prime recipient, whichever is later.

**Recipient Responsibility:** The recipient will retain overall management responsibility for all aspects of the project, including management of any subawards, in addition to adhering to the policies, laws, and regulations governing assistance awards.

**(3) Key Personnel**

The following positions are designated as key. The responsibilities and qualifications are indicated below:

**Position #1 up to #5 [TBD]**

**Responsibilities**

TBD

**Minimum qualifications:**

TBD

**Designation:**

The following individual has been designated as key to the successful completion of the objective of this award:

<u>Title</u>	<u>Name</u>
Position #1	<b>TBD</b>
Position #5	<b>TBD</b>

The positions above are considered essential to the work being performed hereunder. Prior to replacing any of the individuals currently in these positions, the Recipient shall notify both the cognizant USAID Agreement Officer and the cognizant USAID AOR reasonably in advance and shall submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. Requests for approval of new Key Personnel shall include (a) written justification; and (b) CV curriculum vitae in English. As appropriate, any related changes to the agreement budget or sub-award arrangements must be included in the

request for approval of new Key Personnel. **No replacement shall be made by the Recipient without the written consent of the Agreement officer, unless this authority is delegated to the AOR.**

#### **5. Authorized Geographic Code**

The geographic code for the procurement of commodities and services under this program is **935**.

#### **6. Nature of the Relationship between USAID and the Recipient**

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of the J-SET program which is authorized by Federal statute. The successful Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

**[END OF SECTION B]**

## **SECTION C: ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

Eligibility for this NOFO is not restricted.

USAID welcomes applications from organizations that have not previously received financial assistance from USAID.

Faith-based organizations are eligible to apply for federal financial assistance on the same basis as any other organization and are subject to the protections and requirements of Federal law.

The Recipient must be a responsible entity. The AO may determine a Pre-Award survey is required and if so, would establish a formal survey team to conduct an examination that will determine whether the prospective Recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program.

While for-profit firms may participate, pursuant to 2 CFR 200.400(g) it is USAID’s policy not to award profit to prime Recipients and sub-recipients under assistance instruments. However, while profit is not allowed for sub-awards, the prohibition does not apply when the Recipient acquires goods and services in accordance with 2 CFR 200.317 -326, “Procurement Standards.” This is discussed more specifically in ADS 303sai “Profit Under USAID Assistance Instruments,” which can be found at this link: <https://www.usaid.gov/sites/default/files/documents/1868/303sai.pdf>. Program income is not anticipated to be generated under this award; if it is generated, it will be subject to the deduction approach in accordance with 2 CFR 200.307(e) for US NGOs and the Required as Applicable Provision “Program Income” (December 2014) in ADS 303 for non-US NGOs. It must be used in a manner allowable under the CFR and ADS references above.

### **2. Cost Sharing or Matching**

Cost share or "matching" refers to the resources a recipient contributes to the total cost of an agreement. It becomes a condition of an award when it is part of the approved award budget. It is verifiable from the recipient's records, and it **can** be audited. Cost share includes all cash and in-kind contributions from the recipient or third parties. This may include the contribution of staff level of effort, office space, or other facilities or equipment which may be used for the program, provided by the recipient. Any proposed cost share must be in accordance with 2 CFR 200.306. For non-US NGOs, all cost sharing would be subject to the Required as Applicable Provision “Cost Sharing” in ADS 303mab.

Applicants must include a cost share of at least 5% of the estimated total USAID funding.

### **3. Other Eligibility Requirements**

Applicants can only submit one (1) application (there is no limitation on whether an individual associated with an organization can also submit an application). Applicants are directed to review

the other requirements for applications specified herein, including, but not limited to, Sections D and E herein.

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## SECTION D: APPLICATION AND SUBMISSION INFORMATION

### 1. Agency Points of Contact

Trenae Bonner  
Agreement Officer  
Email: [tbonner@usaid.gov](mailto:tbonner@usaid.gov)

Joseph Tembo  
Senior Contract Specialist  
[jtembo@usaid.gov](mailto:jtembo@usaid.gov)

Mail Address:  
Office of Acquisition & Assistance  
M/OAA/RM/AEM Branch - Regional & Management Support  
U.S. Agency for International Development  
500 D Street, SW  
Washington, DC 20547

### 2. Questions and Answers

Questions regarding this NFO should be submitted to Joseph Tembo and Trenae Bonner via e-mail no later than the date and time indicated on the cover letter, or as amended. This is intended to provide sufficient time to prepare answers to questions before the applications are due. There will only be one round of questions and answers throughout the NFO process. Therefore, Applicants should submit all questions prior to the deadline listed on the cover page. When submitting questions, the email subject must reference the NFO # and title. Any information given to a prospective applicant concerning this NFO will be furnished promptly to all other prospective applicants through an amendment to this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

### 3. General Instructions

The applications for this funding opportunity will be processed in two phases.

#### 1. Phase I – Concept Note (Technical Information only)

All eligible applicants can submit a concept note. USAID will evaluate the submitted concept based on the merit review criteria set forth in this funding opportunity. The most highly rated Applicant(s) will be invited to participate in Phase II.

#### 2. Phase II – Full Application (Technical and Cost Information)

In Phase II, USAID reserves the right to invite only one Applicant or more to submit a revised concept note and/or full Application. USAID will evaluate the submitted full Application based on the merit review criteria set forth in this funding opportunity.

The table below outlines the phased approach of the **Application Evaluation Process**.

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Phases	Submission Requirements	Application Co-Creation
Phase I: {Concept Note – All Applicants}	1. Concept Note	No
Phase II: {Full Application – Only the Most highly rated Phase I Applicant(s)}	1. Revised Concept Note, if necessary 2. Full Technical Application 3. Full Business/Cost Application	Yes, after evaluation of concept notes.

#### 4. Application Submission Procedures

All written applications in response to this NFO shall be due no later than the time specified on the cover page to this NFO or as amended. Consistent with ADS 303.3.6.6, applications that are submitted late may be eliminated from the competition. If a late application is evaluated and considered for award, all similarly situated late applications (in terms of time of receipt) will also be evaluated and considered for award. Applicants must retain proof of timely delivery in the form of confirmation from the receiving office mail receipt.

##### a. Overview of the Application Process

- **Phase I:** Submission of Concept Note.
- **Phase II:** Only the most highly rated applicants from Phase I will be contacted to participate in Phase II. USAID will facilitate co-creation with the most highly rated Applicants to explore areas of improving concept notes/applications. After the co-creation is concluded, the highly rated Applicant(s), will be invited to submit a revised concept note and/or full technical Application and a full Business/ Cost Application.

##### Phase I - Concept Note

###### 1. Concept Note

The Applicants must submit a concept note that addresses the J-SET program purpose and objectives as stated in the Program Description. Please see subsection 7, below, for information on the content specific.

##### Phase II - Revised Concept Note/Full Technical Application and Full Cost Application

This phase will be facilitated by USAID which will consist of a co-creation process involving ONLY the most highly rated Phase I applicant(s) and their respective selected strategic partners. Following the co-creation process, USAID will invite the co-creation participants to submit a revised concept note. After review of the revised concept notes, USAID will invite the most highly rated Applicants to submit a full technical and cost Application. However, USAID reserves the right to invite only one Applicant or none to submit a full technical and cost Application.

Please note that USAID may, at its discretion, choose to skip the co-creation process and only invite the most highly rated Applicant to submit a technical and full cost application and be given the opportunity to refine and co-create approaches to activity and award coordination with USAID.

## **5. Preparation of Applications**

Each applicant must furnish the information required by this NFO. Applications must be submitted in two separate parts: the Technical Application and the Business (Cost) Application. This subsection addresses general content requirements applying to the full application. Please see subsections 7 and 8, below, for information on the content specific to the Technical and Business (Cost) applications. The Technical application must address technical aspects only while the Business (Cost) Application must present the costs, and address risk and other related issues.

### **Cover Page**

Both the Technical and Business (Cost) Applications must include a cover page containing the following information:

- Name of the organization(s) submitting the application;
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Activity Title.
- Notice of Funding Opportunity number
- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303.
- Organization Unique Entity Identify (UEI) (Formerly DUNS Number).

Any erasures or other changes to the application must be initialed by the person signing the application. Applications signed by an agent on behalf of the applicant must be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the issuing office.

Applicants may choose to submit a cover letter in addition to the cover pages, but it will serve only as a transmittal letter to the Agreement Officer. The cover letter will not be reviewed as part of the merit review criteria.

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English.
- Use standard 8 ½" x 11", single sided, single-spaced, 12-point Times New Roman font, 1" margins, left justification and headers and/or footers on each page including consecutive page numbers, date of submission, and applicant's name.
- 10-point font can be used for tables, graphs and charts.

- Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel.
  - The technical application must be a searchable and editable Word or PDF format as appropriate.
  - Cost/Business Application must be in MS Excel with appropriate tabs e.g Tab 1 - summary budget, Tab 2 – detailed budget, Tab 3 – Subaward #1 budget, etc. The budget in MS Excel must have all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the applicant’s discretion, however, the official cost application submission is the unlocked Excel version.
  - Cost/Budget narratives must be submitted in MS Word/PDF.
- The **estimated start date identified in Section B** of this NFO must be used for budget developing the cost application.

Applicants must review, understand, and comply with all aspects of this NFO. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain a copy of the application and all enclosures for their records.

## 6. Application Submission Procedures

Applications in response to this NFO must be submitted no later than the closing date and time indicated on the cover letter, or as amended. Late applications will not be reviewed nor considered. Applicants must retain proof of timely delivery in the form of system generated documentation of delivery receipt date and confirmation from the receiving office.

If you have not received confirmation of USAID receipt and ability to access your application within two days of sending it, please contact Joseph Tembo at [jtembo@usaid.gov](mailto:jtembo@usaid.gov) and Trenae Bonner at [tbonner@usaid.gov](mailto:tbonner@usaid.gov) to inquire if your application was received.

Email submissions must include the NFO number and applicant’s name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the technical or cost application, and the desired sequence of the emails and their attachments (e.g. "No. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line that states: "[NFO number], [organization name], Cost Application, Part 1 of 2".

USAID’s preference is that the technical application and the cost application each be submitted as consolidated email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending it. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

Applicants are reminded that email is NOT instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. For this NFO, the initial point of entry to the government infrastructure is the USAID mail server.

There may be a problem with the receipt of \*.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID cannot guarantee their acceptance by the internet server. File size must not exceed 25MB.

## **7. Technical Application Format**

This guidance applies both to Phase I and Phase II.

The technical application should be specific, complete, and presented concisely. The application must demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The application should take into account the requirements of the program and merit review criteria found in this NFO. Applicants should note that the illustrative results in Section A are provided as a guide. USAID expects Applicants to propose a full scope of possible interventions under each of the program objectives. USAID encourages applicants to propose impactful activities that are necessary to comprehensively address the program objectives.

### **1. Application Format**

**(a) Cover Page** (1 page, see Section D.5 above for content to be included)

**(b) Table of Contents** (1 page)

Include major sections and page numbering to easily cross-reference and identify merit review criteria.

**(c) Executive Summary (One page)**

The Executive Summary must provide a high-level overview of key elements of the Technical Application.

**(d) Merit Review Criteria**

**i) Concept Note (no more than 5 pages, excluding required Appendices)**

1. Technical Approach (3 pages)
2. Organizational Capability (2 pages)

**ii) Full Application (no more than 15 pages, excluding required Appendices)**

1. Technical Approach (10 pages)
2. Key Personnel (3 pages)
3. Past Performance (2 pages)

**e) Required Appendices for Full Application (not included in the page limit)**

1. Organizational Chart/Organogram
2. Résumé and References for Key Personnel (CV/Resume may not exceed 4 pages)
3. A list of partners, including information on their capabilities
4. Preliminary environmental compliance approach (not to exceed 3 pages)

**f) Optional Appendices for Full Application (not included in the page limit)**

1. Illustrative First Year Work Plan (not to exceed 3 pages)
2. Letter of Commitment for Key Personnel (exclusive commitments are not recommended)
3. Letters of Commitment for any partner organizations (exclusive commitments are discouraged)
4. Other Appendices, as applicable (This provides flexibility to include information deemed important by the Applicant. Otherwise, leave blank if there is nothing to include).

**2. Criteria Content**

**2.1 Concept Note**

**2.1.1 Technical Approach**

The Technical Approach section should include information sufficient to evaluate the application under the Technical Approach Criterion. This Section should address the overall approach to accomplish the objective(s) stated in the Program Description in an integrated fashion. The technical approach design should clearly demonstrate how each activity relates to the objectives.

This section should also address the overall approach the applicant will take to coordinate with other implementers under the E&E EI Division portfolio.

The applicant must demonstrate an understanding of the challenges and opportunities for E&E countries in undertaking a just energy transition while ensuring the region's energy security.

**2.1.2 Organizational Capability**

The section should include information sufficient to properly evaluate the application under the Organizational Capability Criterion. This section must detail the overall organizational capability of the applicant and its partners to deliver programs in the E&E region, focused on the J-SET objectives.

The applicant must demonstrate that the organization (or consortium, if applicable) has the capability and expertise to implement the objectives and scope of J-SET.

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## **2.2 Full Application**

### **2.2.1 Technical Approach**

The Technical Approach Section should include information sufficient to evaluate the application under the Technical Approach Criterion. This Section should address the overall approach to accomplish the objective(s) stated in the Program Description in an integrated fashion. The technical approach design should clearly demonstrate how each activity relates to the objective(s).

The applicant must demonstrate an understanding of the challenges and opportunities for E&E countries in undertaking a just energy transition while ensuring the region's energy security. The proposed approach must enable and empower beneficiaries and stakeholders to make tangible progress over the life of the project and be coordinated with other regional and bilateral USAID and other donor activities.

Applicants may provide an optional draft first year work plan as a supplemental annex. If they choose to do so, this should consist of a Gantt chart or similar chart that shows the timetable for the implementation of all planned activities intended to make progress toward the agreement's objectives as well as institutional responsibilities.

In addition to the information authorized in this Section, the following annex is authorized:

➤ Draft Work Plan for the first year.

### **2.2.2 Key Personnel**

The Applicant should include information sufficient to properly evaluate the key personnel proposed. The applicant should propose no more than five (5) Key Personnel. Key Personnel should include the individuals who will be responsible for providing technical and strategic direction for the activity. The applicant should indicate the key personnel positions, describe the responsibilities and minimum qualifications and propose candidates for each of the positions.

This section should concisely address the skills, experience and education requirements of key personnel positions and describe how the proposed personnel will contribute to the achievement of the program objectives. The applicant must propose candidates and qualifications for each position. In the event that a group of organizations are applying as a consortium, USAID encourages at least one key personnel from a major subrecipient(s). It is expected that the Prime applicant will be responsible for the submission of all required documents.

In support of this section, the Applicant will also provide the resumes/CV of key personnel and an organizational chart in an annex. The Resume/CVs must demonstrate the communication skills, managerial capabilities, and technical capacities of key personnel, among other relevant factors as determined by the applicant. The resume/CV should include at least 3 professional references who have worked with key personnel within the last 3 years, along with an email address and phone number for each reference. The references can be listed on a fourth page. The applicant may submit letters of commitment for key personnel in an optional Annex. Exclusive commitments are not recommended.

In addition to the information required in this Section, the following annexes are required:

- Organizational Chart; and
- Resume for key personnel - The Resume/CVs for Key Personnel positions should detail the individual's qualifications and experience relevant to this NFO and objectives. CVs will be in chronological order starting with the most recent experience.

### **2.2.3 Past Performance**

The section should include information sufficient to evaluate the Applicant's past performance. The applicant—including all members of a consortium, if applicable—must have documented past performance demonstrating they have the capacity to undertake a project of this size and complexity.

The Applicant must demonstrate experience working in the energy sector in the E&E region, with a focus on experience that will advance a just energy transition. Past experience must be recent (within the last five years), relevant (have a direct connection to the work proposed under this application), and of similar size, scope, and complexity.

The Applicant must provide Past Performance Information as an Appendix (Other Appendix). The Applicant shall provide summaries of five (5) recent, relevant projects that are relevant in terms of similar nature/scope and size. The five projects should fully encapsulate the relevant past performance of the lead applicant and, if applicable, all members of a consortium.

## **8. Business/Cost Application Format**

The Business/Cost Application must be submitted separately from the Technical Application. While no page limit exists for the full cost application, applicants are encouraged to be as concise as possible while still providing the necessary details. The business/cost application must illustrate the entire period of performance, using the budget format shown in Annex 1 Budget Summary.

Prior to award, applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the applicant's risk in accordance with 2 CFR 200.206. Applicants should not submit any additional information with their initial application.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):

[Intentionally left blank]



## 1. Phase I

**No cost information submission is required under Phase I.**

## 2. Phase II

While no page limit exists for the full Business (Cost) Application, Applicants are encouraged to be as concise as possible while still providing the necessary details. The Business (Cost) application must illustrate the entire period of performance, and include the information required under Phase I and the following additional information:

### i. Cover Page:

Please follow the guidance in subsection D.5 above.

### ii. SF 424 Form(s):

The Applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at [www.grants.gov](http://www.grants.gov) or using the following links:

- Instructions for SF-424: <http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html>
- Application for Federal Assistance (SF-424): <https://www.grants.gov/web/grants/forms/sf-424-family.html>
- Instructions for SF-424A: <http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html>
- Budget Information (SF-424A): <https://www.grants.gov/web/grants/forms/sf-424-family.html>
- Instructions for SF-424B: <http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html>
- Assurances (SF-424B): <https://www.grants.gov/web/grants/forms/sf-424-family.html>

Failure to accurately complete these forms could result in the rejection of the application

### iii. Pre-Award Certifications, Assurances and Other Statements of the Recipient:

The applicant must complete the following documents and submit a signed copy with their application:

- (1) “Certifications, Assurances, Representations, and Other Statements of the Recipient”  
ADS 303mav document found at  
<http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
- (2) Assurances for Non-Construction Programs (SF-424B)
- (3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

#### **iv. Budget and Budget Narrative**

Under Phase II, Applicants should not submit Budget Applications unless they are explicitly requested by USAID.

The Budget must be submitted as one Excel file (MS Office) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share, if applicable) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost review time required to make an award, and may result in a rejection of the cost application. However, an Applicant may encrypt the document provided the password to open the document is provided to USAID. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as environmental compliance. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are realistic and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

1. Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential sub-applicants for the entire period of the program. The cost summary should include the following:
  - Summary budget using sample in Annex 1:
  - SF-424A, Budget Information – Non-construction Programs
  - SF-424, Application for Federal Assistance
2. Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Detailed Budget must contain the following budget categories and information shown in Annex 2 (Full Cost Application Guidelines).

#### **v. Prior Approvals in accordance with 2 CFR 200.407**

Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by the Agency. If the applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

[Intentionally left blank]

## vi. Approval of Subawards

The applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the applicant must provide the following:

- Name of organization
- Unique identifier Number (from [www.SAM.GOV](http://www.SAM.GOV))
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.332(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

Applicants may reference sensitive organizations or individuals by code numbers or names for security purposes. However, applicants should ensure that USAID has access to an identity list that allows for decoding. Any necessary code identity lists should be submitted separately via the applicant's preferred secure platform or method to the USAID POC listed in Section D.I.

## vii. SAM Requirements

USAID may not award to an applicant unless the applicant has a unique entity identifier (UEI), formerly called a DUNS number and is registered in System for Award Management (SAM).

Registration in SAM can be done on: <https://sam.gov/content/entity-registration>.

Each applicant (unless the applicant is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide a valid unique entity identifier for the applicant and all proposed sub-recipients;
2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient ([www.sam.gov](http://www.sam.gov)).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video, on [www.sam.gov](http://www.sam.gov), navigate to “Video: Entity Registration.”

### **viii. History of Performance and Risk Assessment**

USAID reserves the right to obtain relevant information concerning an applicant’s history of performance from any sources and may consider such information in its review of the applicant’s risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

### **ix. Branding Strategy & Marking Plan**

The apparently successful applicant for the J-SET activity will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award. Pre-award terms can be found in [ADS 303mba](#) under the sections “Branding Strategy – Assistance” (June 2012) and “Marking Plan – Assistance” (June 2012).

#### **BRANDING STRATEGY**

The Applicant shall comply with the requirements of the USAID branding policies available at: [www.usaid.gov/branding](http://www.usaid.gov/branding) and appropriately mark all deliverables and public communications with the USAID brand. Materials and communications prepared under the agreement will make clear that the product was produced with the support of the U.S. Agency for International Development. All reports, publications, web sites, and all informational and promotional products will contain the following provision:

This research/report/publication/website [specify] is made possible by the support of the American people through the United States Agency for International Development (USAID). The contents are the sole responsibility of the [name of organization] and do not necessarily reflect the views of USAID or the United States Government.

**Activity Name:** This activity will be named the “USAID Just and Secure Energy Transition” or “USAID J-SET”. It is anticipated that materials produced under this Award will be visibly branded as a USAID activity and include the visual identity of the “USAID U.S.-Europe Energy Bridge” or “USAID Energy Bridge” project utilizing the appropriate USAID templates.

**Desired level of visibility:** All publications, public materials and documents, public communication, media releases, press conferences, and public events will incorporate the message “From the American People” and the USAID identity. Approval by the USAID Bureau for Europe and Eurasia (E&E) Development Outreach and Communication (DOC) Specialist to be obtained through the Assistance Officer’s Representative (AOR) should be received before using any materials which incorporate the USAID brand. Should USAID cooperate with other donors in

the implementation of this agreement, this may require those other donors organizations to be acknowledged, e.g. using their logo next to USAID's. News releases/media alerts must be coordinated with AOR, who will work with the USAID E&E DOC and relevant Mission DOCs, as appropriate.

**Limitations:** USAID branding may not be appropriate in some program materials, such as instances when the materials produced must appear to be coming directly from the host-country government or local organization. USAID also places limitations on the release of sensitive or confidential information in the materials produced. The Implementing Partner should consult with the AOR and the AOR will engage the DOC, Agreement Officer, and General Counsel, as appropriate. In all cases, a formal exception or waiver must be granted by USAID in order for materials to be exempted from branding and marking requirements. When developing the Branding & Marking plan, please consider whether an exception for any foreseeable communications materials might be needed and incorporate those requests into the plan. Please consult ADS 320.3.2.5 for a list of programmatic reasons an exception may be approved.

#### **x. Funding Restrictions**

- Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.331 for assistance in determining whether a sub-tier entity is a subrecipient or contractor.
- Construction will not be authorized under this award.
- USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.5 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

#### **xi. Conflict of Interest Pre-Award Term**

##### **a. Personal Conflict of Interest**

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

**[End of Section D]**

## SECTION E: APPLICATION REVIEW INFORMATION

### 1. Criteria

The merit review criteria prescribed here are tailored to the requirements of this particular NFO. Applicants should note that these criteria serve to: (a) identify the significant matters which the applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. The Technical Application will be scored by a Selection Committee (SC) using the criteria described below.

Adjective	Merit Review Criterion
<b>Exceptional</b>	An <b>Exceptional</b> application has the following characteristics: <ul style="list-style-type: none"> <li>• A comprehensive and thorough application of exceptional merit.</li> <li>• Application meets and fully exceeds the Government expectations or exceeds NFO objectives and presents very low risk or <b>no</b> overall degree of risk of unsuccessful performance.</li> <li>• Strengths <b>significantly outweigh</b> any weaknesses that may exist.</li> </ul>
<b>Very Good</b>	A <b>Very Good</b> application has the following characteristics: <ul style="list-style-type: none"> <li>• An application demonstrating a <b>strong</b> grasp of the objectives.</li> <li>• Application meets NFO objectives and presents a <b>low</b> overall degree of risk of unsuccessful project performance.</li> <li>• <b>Strengths significantly outweigh any weaknesses that exist.</b></li> </ul>
<b>Satisfactory</b>	A <b>Satisfactory</b> application has the following characteristics: <ul style="list-style-type: none"> <li>• An application demonstrating a reasonably sound response and a <b>good</b> grasp of the objectives.</li> <li>• Application meets NFO objectives and presents a <b>moderate</b> overall degree of risk of unsuccessful project performance.</li> <li>• <b>Strengths outweigh weaknesses.</b></li> </ul>
<b>Marginal</b>	A <b>Marginal</b> application has the following characteristics: <ul style="list-style-type: none"> <li>• The application shows a <b>limited</b> understanding of the objectives.</li> <li>• Application meets some or most of the NFO objectives, but presents a <b>significant</b> overall degree of risk of unsuccessful project performance.</li> <li>• Weaknesses <b>equal or outweigh</b> any strength that exists.</li> </ul>
<b>Unsatisfactory</b>	An <b>Unsatisfactory</b> application has the following characteristics: <ul style="list-style-type: none"> <li>• The Application <b>does not meet</b> the NFO objectives or requires a major rewrite of the application.</li> <li>• Presents an <b>unacceptable</b> degree of risk of unsuccessful project performance.</li> <li>• Weaknesses demonstrate a <b>lack of understanding</b> of the Government’s needs.</li> <li>• Weaknesses <b>significantly outweigh</b> any strength that exists.</li> </ul>

## 2. Review and Selection Process

The application process for this NFO is in two phases; it consists of

- Phase I - Concept Note (Technical Information only required from All Applicants)
- Phase II – Revised Concept Note/Technical Application and Full Business/Cost Application (by invitation only)

The SC will evaluate the Application once under Phase I and subsequently have a co-creation session under Phase II to incorporate any recommendations.

Each application will be reviewed individually and assigned an adjectival rating that reflects how well applicants met the factors described under each of the merit review criteria.

The application should represent the applicant's best ideas and efforts, and clearly respond to the Objective areas and technical approach described under the Program Description.

The applications submitted in response to this NFO will be reviewed by a committee of USAID personnel (Direct Hires and Personal Service Contractors), institutional contractors, and representatives from other USG agencies, as appointed by the Agreement Officer. The SC will conduct a merit review of all applications received that comply with the instructions in this NFO.

### a) Merit Review

USAID will conduct a merit review of all applications received that comply with the instructions in this NFO. **Applications that do not comply with all submission requirements will be considered unresponsive and will not be evaluated.**

Applications will be reviewed and evaluated in accordance with the following criteria shown below in descending order of importance. Please note that all applications regardless of the application program objective(s), will be evaluated using the same evaluation criteria.

The application should represent the applicant's best ideas and efforts, and clearly respond to the subject Program Description. USAID reserves right, but is not under obligation, to enter into discussions with one or more applicants in order to obtain clarifications, additional details, or to suggest refinements in the proposed technical approach, budget, or other aspects of application, if doing so is determined to be in the best interest of the U.S. Government.

Applicants must note that these factors serve as the standard against which all technical information will be evaluated and serve to identify the significant matters which applications must address as described herein and prescribed by the Technical Application format.

The Merit Review Criterion will be used to determine the most highly rated Applicant(s). USAID will determine the apparent successful Applicants and conduct a final risk assessment, including a review of cost and performance history, will then determine the final award(s) decision(s).

Additional guidance on the Merit Review Criteria is set forth below.

## **1. Concept Note**

### **1.1 Evaluation Criterion #1: Technical Approach (Most Important)**

The applicant will be evaluated on the extent to which they accurately assessed the development challenge and proposed technically sound interventions that comprehensively advance the objectives within the context of the regional needs and opportunities.

### **1.2 Evaluation Criterion #2: Organizational Capability (Second Most Important):**

The applicant will be evaluated on whether the organization or consortia possesses organizational capability to deliver the program objectives in the E&E region.

## **2. Full Application**

### **2.1 Evaluation Criterion #1: Technical Approach (Most Important)**

The applicant's technical approach, including proposed strategy, methodology, and implementation plan will be evaluated on the clarity, consistency, quality, appropriateness to the context, and likelihood of the proposed technical approach and proposed activities to achieve the objective(s) and intended results of the activity within the implementation period.

The Applicant will be evaluated to the extent they demonstrate a strong understanding of development and operation of transparent, competitive and liquid energy markets that will incentivize private sector investment and attract renewable generation and other alternative energy sources to enhance the clean energy transition in the Europe and Eurasia region. The Applicant will be evaluated to the extent the proposed approach substantively demonstrates a way to determine needs and priorities for host governments to pursue a just and secure energy transition. The Applicant will be evaluated to the extent the proposed approach aligns with objectives set forth in the NFO and demonstrates a clear plan leading to specified outputs, outcomes, results, and impacts. The outcomes, results, and impacts -- as well as any activities that need to continue beyond the duration of an award -- will be sustainable without continued USAID funding or involvement after the award ends.

### **2.2 Evaluation Criterion #2: Key Personnel (Second Most Important):**

The Applicant will be evaluated on the extent to which the Applicant provides key personnel that are qualified and appropriate to deliver and achieve the results. The Applicant will be evaluated on the extent to which the proposed key personnel show the capacity to carry out the proposed technical and management actions, including how well they meet the minimum qualifications. The Applicant's key personnel will be evaluated to what extent the key personnel have the requisite experience and expertise to comprehensively respond to the development challenge and objectives, including deep understanding of the E&E region energy sector (e.g., network topology, status of market development, commitments under the Energy Community Treaty, and political considerations). This may include evaluation of key personnel past performance through reference checks.



### **2.3 Evaluation Criteria #3: Past Performance (Third Most Important)**

The past performance will be evaluated to the extent the applicant's performance demonstrates effective and efficient management of projects for similar scope, size, and complexity. Activities implemented in the E&E region will get a higher weight.

#### **b) Business/Cost Review**

The Agency will evaluate the cost application of the applicant(s) under consideration for an award after the merit criteria review, to determine whether the costs are allowable and reasonable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Agency will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

Proposed cost share, if proposed, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

The AO will perform a risk assessment (2 CFR 200.206). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.208).

**[End of Section E]**

## **SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION**

### **1. Federal Award Notices**

Apparently successful applicants will be notified by USAID and invited to submit a revised concept note and/or full technical application and full cost application. USAID will provide notification to all unsuccessful applicants. Award of the agreements contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

After the Phase I evaluation, Applicants will either receive an invitation to participate in Phase II or a notification that their Application will not be considered further. Applicants who are invited in Phase II, will first participate in a Co-Creation facilitated by USAID. Applicants will be requested to submit a revised concept note. After evaluation of the revised concept note, Applicants will either receive a letter from the Agreement Officer inviting them to submit a full Technical and Cost Application or letting them know that there are eliminated from further consideration. After evaluation of the full Application, USAID will let the Applicants know if they are either an ‘Apparently Successful Applicant’ or that their Application will not be considered for funding. ‘Apparently Successful’ Applicants may be asked to provide further clarification prior to finalizing the award. Once the AO has resolved all questions regarding the Application, the Applicant will receive a final signed award document for countersignature by the Applicant’s legal representative.

### **2. Administrative & National Policy Requirements**

The resulting award from this NFO will be administered in accordance with the following policies and regulations.

- For US organizations: [ADS 303](#), [2 CFR 700](#), [2 CFR 200](#), and [Standard Provisions for U.S. Non-governmental organizations](#).
- For Non-US organizations: [Standard Provisions for Non-U.S. Non-governmental Organizations](#).

See Annex 3, for a list of the Standard Provisions that will be applicable to any awards resulting from this NFO.

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### 3. Reporting Requirements

#### a) Reporting Summary Table

#	Requirement	Due Dates (Draft)	Due Dates (Final)
1	SF425/Quarterly Financial Report	N/A	Within 30 days after the end of the preceding quarter
2	Quarterly Accrual Report	N/A	Within 15 days before the end of the current quarter
3	Annual Work Plan	<b>Year 1:</b> First AWP due thirty (30) days after award date.  <b>Subsequent Years:</b> Due 45 days prior to the start of the new agreement year.	<b>Year 1:</b> Due within 15 days after receipt of AOR comments on the draft  <b>Subsequent Years:</b> Due within 15 days after receipt of AOR comments on the draft
4	AMEL Plan	<b>Year 1:</b> First AMEL Plan due sixty (60) days after award date  <b>Subsequent Years:</b> Due 45 days prior to the start of the new agreement year.	<b>Year 1:</b> Due within 15 days after receipt of AOR comments on the draft  <b>Subsequent Years:</b> Due within 15 days after receipt of AOR comments on the draft
5	Branding and Marking Plan	<b>Due</b> within 60 days after award	Due within 15 days after receipt of AOR comments on the draft
6	Semiannual Performance Report	<b>Due</b> Within 15 days after the end of the preceding two quarters	Due within 15 days after receipt of AOR comments on the draft
7	Annual Report	<b>Due</b> Within 45 days after end of preceding FY	Due within 15 days after receipt of AOR comments on the draft
8	Final Report	<b>Due</b> Within 60 days before the end of the award.	Due within 30 days after receipt of AOR comments on the draft

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## b) Reporting Details

### **1. SF425/Financial Report**

The Recipient shall submit the SF425 financial reporting form quarterly. Financial Reports shall be in keeping with 2 CFR 200.327.

### **2. Quarterly Accrual Reports**

The recipient shall submit an estimated accrual report including the following information:

- (i) agreement number;
- (ii) recipient's name;
- (iii) total amount obligated;
- (iv) total amount invoiced for;
- (v) total amount expended but not yet invoiced for;
- (vi) remaining unexpended funds;
- (vii) estimated completion date;
- (viii) any pertinent information, including projections for the next quarter, and an explanation of costs increases or underestimation of original costs.

The accruals report shall be presented in English to the AOR and other designated administrative staff, on a quarterly basis (15 days previous to the close of each fiscal year quarter) in the format to be provided to the Recipient upon award signature.

### **3. Annual Work Plans**

Annual work plans (AWP) are developed yearly and include proposed activities for the given year, timeframe, implementation of activities, budget, review of the previous year's accomplishments (if applicable), problems and challenges encountered in achieving specified results, proposed annual outputs, and progress towards achieving results

The USAID Agreement Officer's Representative (AOR) will approve work plans and any revisions to them that entail a change in or additional activities. The first work plan will be due thirty days after the signing of the award and should cover the time from the date of the award through the end of USG Fiscal Year Q4. Subsequent annual work plans will be due to USAID 60 days prior to start of USG Fiscal Year Q1 unless an alternative schedule is agreed to by both USAID and the recipient.

### **4. Activity Monitoring, Evaluation and Learning (AMEL) Plan:**

The recipient must submit an Activity Monitoring, Evaluation and Learning (AMEL) plan within sixty calendar days of the award date.

The AMEL Plan will include sections with the following elements:

- A description of the theory of change, with a results framework or other visualization, that clearly articulates the causal relationship between activity outputs and outcomes/expected results.
- Identification of key assumptions in the theory of change and a description of how those will be monitored.
- A set of performance indicators that measures each output and outcome/expected result.

- Performance Indicators Reference Sheets (PIRs), which include a definition and detailed description of the performance indicators to be tracked including: unit of measure; data source; method of data collection; justification/management utility; baseline values; annual targets; annual actual data; frequency and schedule for data collection; individual responsibility for data collection and availability of data; and detailed plans for data analysis, review and reporting.
- Tracking table for all indicators.
- A detailed description of how data will be collected (including baselines), managed, analyzed (e.g. vis-à-vis targets), and utilized in decision-making on a routine basis by management.
- Any proposed internal evaluations.
- Learning activities, including knowledge capture at activity close out.
- Estimated resources for these monitoring, evaluation and learning activities that are a part of the implementing partner's budget; and
- Roles and responsibilities for all proposed monitoring, evaluation and learning actions.

The AMELP should be revised as needed in response to changes in the activity or context that occur during the life of the activity.

The Recipient and USAID must agree upon the final choice of performance indicators useful for timely management decisions and credibly reflecting the actual performance of the project. MEL data must meet USAID's quality standards of validity, reliability, timeliness, precision and integrity, and should be disaggregated by sex and geographic location as appropriate and feasible.

The recipient must prepare monitoring reports and related documentation for all activities under this agreement, as directed by the AOR. This documentation must include routine periodic reports on indicator status. Annual monitoring reports must align to the U.S. fiscal year ending on September 30. The format of the reports and documentation may change from year-to-year and will be provided by the AOR. Verification of specific data calculations for all indicators must be conducted annually. Major M&E activities (e.g. annual internal Data Quality Assessments, routine surveys, quarterly data entry into USAID's management information system, etc.) should also appear in the annual Work Plan

## **5. Branding and Marking Plan**

The recipient will be required to comply with ADS 303mba under the sections "Branding Strategy – Assistance" (June 2012) and "Marking Plan – Assistance" (June 2012) and USAID "Graphic Standards Manual" available at [www.usaid.gov/branding](http://www.usaid.gov/branding) , or any successor branding policy.

## **6. Semiannual Performance Reports**

Within 30 days after the end of each two quarters of the USG Fiscal Year, the Recipient shall provide a semiannual performance report which will document overall progress towards the sub-purposes of the project, activities completed during the reporting period, any problems and challenges encountered during implementation (including financial issues) and how they were mitigated, data on all indicators established in the MEL Plan, and specific activities

planned for the next quarterly reporting period. The format of the progress reports will be determined in consultation with the AOR.

## **7. Annual Reports**

The second semiannual report serves as the annual report to USAID – thus, it is more extensive and contains more information than a semiannual report. Annual Reports should reflect the structure of the annual work plan. Annual is defined according to the U.S. Government’s Fiscal Year: October 1st to September 30th. The Annual Report must be submitted to USAID by October 31 of each year. In addition to the requirements of the Semiannual Report, the Annual Report must also:

- Describe overall performance against targets and goals during the fiscal year, and why targets and goals were not achieved or why they were exceeded. Discuss problems and challenges and how they may affect out-year planning.
- Provide a table displaying the indicators the Recipient is responsible for reporting on and the indicator values for the year, along with prior year values and future year targets. It should also include explanations for any indicator values falling above or below target.
- Provide illustrative activities to demonstrate whether the overall goals of the project are being achieved.
- Identify prospects for achieving longer term impact where applicable.

Complementing the annual report, the implementing partner may hold annual project reviews with USAID and selected stakeholders to present results, review progress, and determine adjustments to the project. Agenda for the review should be determined in collaboration with USAID.

## **8. Final Report**

The recipient shall prepare a final report on the award in lieu of the final quarterly performance report.

The final report will clearly describe major accomplishments and results achieved attributable to activities under this award, an assessment of the impact of the program, an account of the sustainability of these efforts and/or results, final data for indicators in the AMEL plan, an account of any problems encountered during implementation (including financial issues), and lessons learned, or best practices identified during implementation.

The final report will consolidate activities and analyses of all partners into one document and their activities and progress towards results. The recipient shall submit an electronic version of the final report to the AOR and the Agreement Officer, respectively. In addition, the recipient will provide, in electronic form, a copy of this report to the Development Experience Clearinghouse.

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#### **4. Program Income**

Any Program Income earned under the Agreement shall be additive to the USAID and other contributions provided thereunder. U.S. organizations shall account for Program Income in accordance with 2 CFR 200.307, and non-U.S. organizations shall account for Program Income in accordance with the Standard Provision “Program Income.”

#### **5. Environmental Compliance**

1) The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID’s activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID’s Automated Directives System (ADS) [ADS 201](#) and [ADS 204](#), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Applicant’s environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this NOF.

2) In addition, the recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

3) No activity funded under this award will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”)

4) After the submission of applications, USAID will perform the necessary analyses on apparently successful applicants’ proposed activities to make an official environmental determination, as documented by a Request for Categorical Exclusion (RCE) or an Initial Environmental Examination (IEE). This document will then be shared with the apparently successful applicant. The Categorical Exclusion (RCE) or Initial Environmental Examination will define the environmental compliance terms and conditions for this award and will cover program activities during the implementation period. The Recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this award. The successful applicants requested revised technical and cost applications should address the environmental compliance recommendations.

5) As part of its initial Implementation Plan, and all Annual Implementation Plans thereafter, the Recipient, in collaboration with the USAID Agreement’s Officer’s Representative (AOR) and Bureau Environmental Officer, shall review all ongoing and planned activities under this award to determine if they are within the scope of the approved Regulation 216 environmental documentation.

6) If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

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

There is no template for environmental compliance. Through a basic outline, applicants should describe the organization's *preliminary* approach to environmental compliance. After Phase I, USAID will conduct an Initial Environmental Examination (IEE) that will be provided to the apparently successful applicant(s).

*Applicants need to account for resources required for implementing and monitoring the environmental compliance activities in the technical application and in the budget and describe associated costs in detail to the degree possible in the budget narrative.*

#### **6. Other Requirements**

None

**[End of Section F]**

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## **SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)**

### **1. NFO Points of Contact**

Name           Trenae Bonner  
Title            Agreement Officer  
Email:         [tbonner@usaid.gov](mailto:tbonner@usaid.gov)  
Mail Address:  M/OAA/RM/AEM – Washington, D.C

Name           Joseph Tembo  
Title            Senior Contract Specialist  
Email:         [jtembo@usaid.gov](mailto:jtembo@usaid.gov)  
Mail Address:  M/OAA/RM/AEM – Washington, D.C

### **2. Acquisition and Assistance Ombudsman**

The A&A Ombudsman helps ensure equitable treatment of all parties who participate in USAID’s acquisition and assistance process. The A&A Ombudsman serves as a resource for all organizations who are doing or wish to do business with USAID. Please visit this page for additional information: <https://www.usaid.gov/work-usaid/acquisition-assistance-ombudsman>

[The A&A Ombudsman may be contacted via: Ombudsman@usaid.gov](mailto:Ombudsman@usaid.gov)

**[End of Section G]**

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## **SECTION H: OTHER INFORMATION**

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

### **1. Applications with Proprietary Data**

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the cover page with the following:

“This application includes data that must not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, or disclose the data to the extent provided in the resulting award. This restriction does not limit the U.S. Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}.”

Additionally, the applicant must mark each sheet of data it wishes to restrict with the following:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application.”

**[End of Section H]**

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**ANNEX 1 – SUMMARY BUDGET TEMPLATE**

In addition to the submission of the SF-424A, the applicant must provide an additional summary budget using the format below.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total 5 Years
<b>Direct Costs</b>						
Personnel						
Fringe Benefits						
Travel and Per Diem						
Equipment and Supplies						
Contractual/Sub-agreements						
Other Direct Costs						
<b>Total Direct Costs</b>						
Indirect Costs						
<b>Total Indirect Costs</b>						
<b>Total Estimated Amount</b>						
Cost Share Amount (voluntary contribution)						

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## **ANNEX 2 – FULL COST APPLICATION GUIDELINES**

This guidance is for Phase II full cost applications. The MS Excel Budget and budget narratives should address the following components:

- 1) Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The applicant’s budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the applicant’s written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
- 2) Fringe Benefits – (if applicable) If the applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant must use such rate and provide evidence of its approval. If an applicant does not have a fringe benefit rate approved, the applicant must propose a rate and explain how the applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
- 3) Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant’s normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
- 4) Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
- 5) Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the applicant’s budget, including those related to fringe and indirect costs.
- 6) Construction – If applicable

- 7) Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.
- 8) Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method 1 - Direct Charge Only

Eligibility: Any applicant

Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)

Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA

Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See [USAID's Indirect Cost Rate Guide for Non Profit Organizations](#) for further guidance.

Method 3 - De minimis rate of 10% of modified total direct costs (MTDC)

Eligibility: Any applicant that does not have a current NICRA

Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200 for further information.

Method 4 - Indirect Costs Charged As A Fixed Amount

Eligibility: Non U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO

Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of

facilities, and telephone expenses) for the previous fiscal year and estimates for the current year

- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that particular cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

De Minimis rate: Eligible non-Federal organizations are authorized by 2 CFR 200 to elect to use the de minimis rate.

9) Cost Sharing

The applicant should estimate the amount of cost-sharing resources to be provided over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting award.

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## ANNEX 3 - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at: <https://www.usaid.gov/ads/policy/300/303maa> and <https://www.usaid.gov/ads/policy/300/303mab>). The actual Standard Provisions included in the award will be dependent on the organization that is selected. The award will include the latest Mandatory Provisions for either U.S. or non-U.S. Nongovernmental organizations. The award will also contain the following “required as applicable” Standard Provisions:

**Please note that the resulting award will include all standard provisions (both mandatory and required as applicable) in full text.**

### REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (NOVEMBER 2020)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (NOVEMBER 2020)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014)
		RAA4. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
		RAA5. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
		RAA6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		RAA7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
		RAA8. CARE OF LABORATORY ANIMALS (MARCH 2004)
		RAA9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
		RAA10. COST SHARING (MATCHING) (FEBRUARY 2012)
		RAA11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)

		RAA12. INVESTMENT PROMOTION (NOVEMBER 2003)
		RAA13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
		RAA14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
		RAA15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		RAA16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
		RAA17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
		RAA18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
		RAA19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
		RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
		RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
		RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
		RAA23. UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (NOVEMBER 2020)
		RAA24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
		RAA25. PATENT REPORTING PROCEDURES (NOVEMBER 2020)
		RAA26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
		RAA28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA29. RESERVED



		RAA30. PROGRAM INCOME (AUGUST 2020)
		RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

**REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS**

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (NOVEMBER 2020)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (NOVEMBER 2020)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
		RAA5. INDIRECT COSTS – DE MINIMIS RATE (NOVEMBER 2020)
		RAA6. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (NOVEMBER 2020)
		RAA7. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)
		RAA8. SUBAWARDS (DECEMBER 2014)
		RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
		RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)
		RAA11. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
		RAA12. PATENT RIGHTS (JUNE 2012)
		RAA13. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
		RAA14. INVESTMENT PROMOTION (NOVEMBER 2003)
		RAA 15. COST SHARE (JUNE 2012)
		RAA16. PROGRAM INCOME (AUGUST 2020)

		RAA17. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
		RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
		RAA19. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
		RAA20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
		RAA21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
		RAA22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
		RAA23. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
		RAA24. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
		RAA25. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
		RAA26. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING(ASSISTANCE) (SEPTEMBER 2014)
		RAA27. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
		RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
		RAA29. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)
		RAA30. RESERVED
		RAA31. NEVER CONTRACT WITH THE ENEMY (NOVEMBER 2020)

**[END OF RFA No.7200AA22RFA00018]**