

Cross-Border Community Resilience (CBCR) Activity

Request for Applications (RFA) No. CBCR-RFA-001-2022

Name of Activity: CBCR Research, Training, and Capacity Building

- Issuance Date: **February 23, 2022**
- Organizations to submit questions by email to CBCRGrants@CBCResilience.com by **March 1, 2022 (5pm EAT)**
- CBCR to issue answers to questions by **March 7, 2022 (5pm EAT)** and post on Chemonics website
- Applications must be submitted no later than **March 24, 2022 (5pm EAT)**

Dear Applicant:

Cross-Border Community Resilience (CBCR) Activity, implemented by Chemonics International, is seeking grant applications for implementation of evidence-based research and assessments. Grants will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and CBCR's internal grant management policies.

Project and Chemonics employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to the Chief of Party or BusinessConduct@chemonics.com.

Annexes included with this Request for Applications:

- **Annex A** – Grant Application
- **Annex B** – Grant Application Budget
- **Annex C** – Implementation Timeline Form
- **Annex D** – Applicant Self-Assessment Form
- **Annex E** – Required Certifications and Mandatory and Required as Applicable Standard Provisions
- Standard Provisions for U.S. and Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL:
<https://www.usaid.gov/sites/default/files/documents/303mat.pdf>
- Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:
<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

Annex F– Environmental Review Form

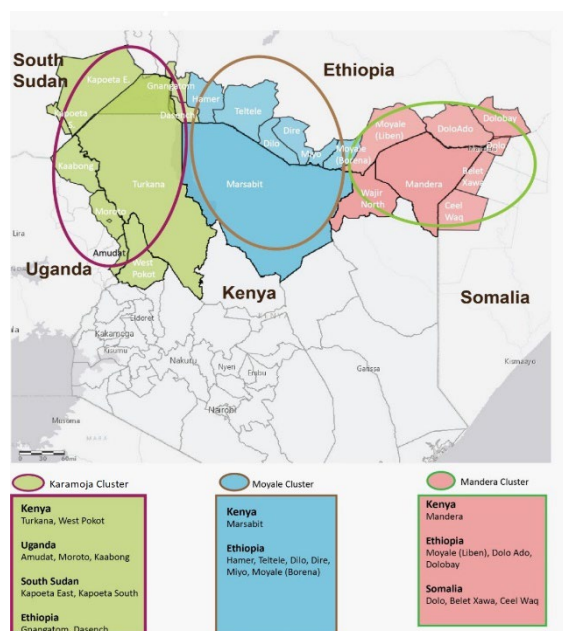
SECTION I. ACTIVITY DESCRIPTION

IA. OBJECTIVE

CBCR is awarding grants to Kenyan, Ethiopian, Ugandan, South Sudanese, and Somali NGOs, associations, or private entities working at the borders/clusters of the five countries (as identified in the map IB) to conduct assessments and analyses and to develop research products that will contribute to the project's technical evidence base and support its implementation.

IB. BACKGROUND

CBCR is a five-year project financed by USAID and implemented by Chemonics International. CBCR is designed to enhance resilience and thus reduce the need for humanitarian assistance among communities in the cross-border clusters of Karamoja, Moyale and Mandera. Focusing on communities that live across the borders of Ethiopia, Kenya, Uganda, South Sudan and Somalia, the activity aims to empower local entities, including communities, civil society, private sector and governments, to chart their own pathways for addressing conflict, improving livelihoods and/or reducing the risks of shocks and stresses. CBCR will work to foster local ownership of development investments by supporting local leadership in work planning, implementation, and monitoring. The purpose is to contribute to the resilience of cross-border communities in the Karamoja, Moyale and Mandera Clusters with the goal of reducing the need for humanitarian assistance among communities in the cross-border clusters.



The Activity’s result areas are: 1) Build capacity for locally led and managed programming, 2) Strengthen social cohesion as a foundation for resilience programming, 3) Expand conflict-sensitive and inclusive livelihood & employment opportunities in cross-border areas, 4) Improve the conflict-sensitive management and equitable sharing of natural resources in cross-border areas and 5) Enhance collaboration and learning across all activities and investments inclusive of cluster stakeholders.

IC. DETAILED ACTIVITY DESCRIPTION

CBCR is interested in supporting focused and qualified research institutions and organizations in conducting cluster-based and cross-border economic, social, and risk assessments (see eligibility requirements below). The findings will be used to lay the foundation for the project and inform its implementation. CBCR is therefore seeking to identify local research institutions and organizations to conduct analyses to better understand the context, power dynamics and relationships within the border cluster– inclusive of local governments, communities, and other stakeholders in the three cross-border clusters.

This RFA is **not** open to individuals; it is only open to organizations or institutes/institutions. For this RFA, any research organization or institution with operational presence on the ground and experience in the cluster areas will be considered or prioritized.

***For each assessment, the applicant must specify the geographic area/cluster for which they are applying.**

Research institutions/organizations can only apply for a maximum of two assessments (two thematic areas) in only one cluster.

CBCR wishes to invite applications for the following assessments¹:

Number	Thematic Area
1	<p>Conflict and Climate Assessment</p> <ul style="list-style-type: none"> Conduct cost-effective analyses to better understand conflict and climate-risk in the three clusters. The conflict assessment will be based on the USAID Conflict

¹ For each assessment, a detailed Terms of Reference will be provided to the selected applicant.

Number	Thematic Area
	<p>Assessment Framework. It will also include an actor mapping, which will establish the key actors in the conflict context and the relationships between them. The conflict assessment will also cover aspects of media and its role in social cohesion.</p> <ul style="list-style-type: none"> • Undertake analysis of previous work under USAID as well as a rapid conflict analysis to provide updates to the conflict context and trends, including a discussion of the gender trends with key regional and national stakeholders. • Review existing gender and climate change-related initiatives, identifying gaps and providing insights into projects that may be viable, effective and appropriate.
2	<p>Social Network Analysis</p> <ul style="list-style-type: none"> • Conduct Social Network Analysis (SNA) of a cross-section of organizations in the cross-border cluster areas to identify frequency, format, and types of interactions organizations have with one another. The purpose of the SNA is to understand and map the actors, relationships, and information flows. The analysis will identify three kinds of organizations or people: 1) central nodes - organizations or people who are well connected, are critical sources and repositories of information, and who have influence; 2) knowledge brokers - those who create bridges between groups; and 3) peripheral actors - those who are unconnected and can be at risk of exiting the network. The analysis will also investigate the types and dynamics of relationships (e.g., strong vs weak ties) between the various actors/organizations or people who are well connected, are critical sources and repositories of information, and who have influence; 2) knowledge brokers - those who create bridges between groups; and 3) peripheral actors - those who are unconnected and can be at risk of exiting the network. The analysis will also investigate the types and dynamics of relationships (e.g., strong vs weak ties) between the various actors/organizations.
3	<p>Cross-border Natural Resource Management Systems Analysis</p> <ul style="list-style-type: none"> • Examine existing cross-border policies related to resource sharing and natural resource management (NRM), identify the gaps and provide recommendations on addressing the gaps. This will entail examining the main policy frameworks vis-à-vis trade, resource sharing, natural resource management, climate change related issues, among others. • Undertake a desk review of existing legislative frameworks and planning strategies from country, regional and international levels in relation to gender equality, social inclusion and climate change
4	<p>Labor Market Assessment</p> <ul style="list-style-type: none"> • Review and gather existing livelihood and employment opportunities in the cross-border areas, examining labor market, value chains, private sector and other related assessments; identify areas of further investigation. The labor market assessment will include identifying the skills in demand in the local market, sectors of growth and opportunities in the market system, access to skills, knowledge transfers and information (e.g., on markets, finance) and adoption of technologies including constraints that affect women and youth's agency in businesses (producer organizations, cooperatives, SMEs, markets).
5	<p>Political Economy Analysis</p> <ul style="list-style-type: none"> • Conduct Political Economy Analysis examining power dynamics and economic and social forces that influence development. • Analyze inter-personal and intra-household power relationships and the role of men, women and youth in decision-making, access to and control over productive resources, assets, access to finance and income sharing at household level. • Findings from the PEA will guide the development of projects that are cognizant of local political and economic processes and provide insights into the governance and coordination aspects that the CBCR activity is operating in.

ID. AUTHORITY/GOVERNING REGULATIONS

CBCR grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Advanced Directive System (ADS) 302.3.5.6, "Grants Under Contracts." Awards will adhere to guidance provided under [ADS Chapter 303](#), "Grants and Cooperative Agreements to Non-Governmental Organizations" and will be within the terms of the USAID Standard Provisions as linked in the annexes, as well as the CBCR grants procedures.

ADS 303 references two additional regulatory documents issued by the U.S. Government's Office of Management and Budget (OMB) and USAID:

- 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](#) (U.S. applicants are subject to 2 CFR 200 in its entirety)
- Full text of 2 CFR 200 can be found at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. CBCR is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards.

Under the CBCR grant program, USAID retains the right at all times to terminate, in whole or in part, CBCR grant-making authorities.

SECTION II. AWARD INFORMATION

CBCR anticipates awarding grants to local organizations with a budget range between 20,000 USD to 40,000 USD to be issued in local currency. However, the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range.

The duration of any grant award under this solicitation is expected to be no more than 12 months. The estimated start date of grants awarded under this solicitation is on or about April 15, 2022.

SECTION III. ELIGIBILITY

IIIA. ELIGIBLE RECIPIENTS

- Applicants must be registered according to Kenyan, Ethiopian, Ugandan, South Sudanese, and Somalian legal requirements and formally constituted, recognized by and in good standing with appropriate Kenyan, Ethiopian, Ugandan, South Sudanese, and Somali authorities, and compliant with all applicable civil and fiscal regulations.
- Applicants must be local research organizations or institutions with demonstrable on-the-ground presence in the border cluster.
- Applicants must be able to demonstrate successful past performance in implementation of evidence-based research products in the CBCR *Activity* priority areas of Karamoja, Mandera and Moyale.
- Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of *Activity* goals and objectives. CBCR will assess this capability prior to awarding a grant.
- Applicants must sign certain required certifications prior to receiving a grant. The certifications are attached to this solicitation (Annex E) and CBCR will review them with applicants.
- For any grant awards resulting from this solicitation that is other than in-kind, equivalent to \$25,000 USD or more, and has no anticipated subawards, grantees will be required to provide a Unique Entity Identifier (UEI) or Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a UEI or DUNS number, it should be included in their application. Otherwise, applicants will be expected to get a UEI or DUNS number before an award is made. CBCR will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. More information on UEIs can be found [here](#).
- CBCR will work with the successful applicant to draft a marking and branding plan which will be annexed to the grant agreement.
- Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in ADS 303.3.28 except for faith-based organizations whose

objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.

CBCR encourages applications from new organizations who meet the above eligibility criteria.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

IVA. INSTRUCTIONS TO APPLICANTS

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

IVA1. PRE-AWARD RISK ASSESSMENT

All organizations selected for award are subject to a pre-award risk assessment conducted by CBCR, to ascertain whether the organization has the minimum management capabilities required to handle US government funds.

IVA2. GRANT APPLICATION

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

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

The application must be signed by an authorized agent of the Applicant.

IVA3. INELIGIBLE EXPENSES

CBCR grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind. Note that Per ADS 303.3.30 and the ADS 303 Mandatory Reference entitled, “USAID Implementation of Construction Activities”, construction is not eligible for reimbursement under grants resulting from this solicitation. Construction also includes improvements, renovation, alteration, and refurbishment.
- Ceremonies, parties, celebrations, or “representation” expenses.
- Purchases of restricted goods, such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, used equipment; without the previous approval of CBCR, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.
- Covered telecommunication and video surveillance equipment or services – per ADS 303.3.35.2 and as further explained in 2 CFR 200.216 for U.S. organizations and the standard provision entitled, “Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment” applicable to non U.S. organizations, grant funds including direct and indirect costs, cost share and program income may not be used to purchase covered telecommunications equipment and services produced by or provided by the companies listed in the referenced provisions. The definition of “covered telecommunication equipment or services” is provided in

the referenced provisions. Note that there is a temporary waiver in place that allows for the purchase of covered internet and phone service through September 30, 2022.

- Alcoholic beverages.
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality (Cuba, Iran, North Korea and Syria).
- Any purchase or activity, which has already been made.
- Purchases or activities unnecessary to accomplish grant purposes as determined by CBCR.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Creation of endowments.

IVB. APPLICATION AND SUBMISSION INFORMATION

Applications shall be submitted in English and may not be more than 10 pages (not counting Annexes after A).

Applications (including the budget and supporting documentation) should be submitted in electronic copy to Grants@CBCResilience.com and should reference RFA No. CBCR-RFA-001-2022. Applications must be submitted no later than **March 24, 2022, 5pm (EAT)**. Late or unresponsive applications will only be considered at the discretion of CBCR.

In addition to the application forms and budget, applicants should submit the following to CBCR:

- Annex C. Implementation Plan
- Annex D. Applicant Self-Assessment form
- A copy of the Applicant's valid legal registration,
- A copy of their latest audited financial statements.
- CVs for the staff who will be involved in the grant implementation

Please submit all questions concerning this solicitation to grants@CBCResilience.com by **March 1, 2022 (5pm EAT)**. CBCR will provide answers to questions to all entities by **March 7, 2022 (5pm EAT)**. All answers will be posted publicly on Chemonics website.

SECTION V. APPLICATION MERIT REVIEW CRITERIA

Full applications will be evaluated against the merit review criteria in the table below.

Merit Review Category	Rating (Points)
A. Appropriateness and feasibility of the approach to the study / assessment within the proposed timeframe and budget	40
B. Gender Equity and Social Inclusion component (included in the Applicant's grant proposal)	20
C. <i>Past performance</i> . Demonstrated technical and operational capacity including sound research practices; expertise conducting in-depth evidence-based reports as well as sound financial practices, in areas pertaining to the proposed activity	20
D. Professionalism and experience of proposed staff (as demonstrated by CVs for Key Personnel)	20
Overall Rating (out of 100 points)	100

These merit review criteria elements are described more fully below.

- A. *Appropriateness and feasibility of the approach within the proposed timeframe and budget.* The quality and feasibility of the application in terms of the viability of the proposed technical approach, (i.e., the proposed technical approach can reasonably be expected to produce the intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving objectives. The technical/methodological approach must directly contribute to the achievement of CBCR's expected results and performance under the activity and must be measurable under one

or more of the CBCR's indicators. Evaluation of approaches may include either approaches proven to be effective or new untried approaches with promise. **(40 points)**.

- B. *Gender Equality and Social Inclusion component*. The extent to which the proposed activity/technical approach includes a gender equality and social inclusion component or represents a strong commitment to women and excluded or marginalized groups as participants/beneficiaries. See ADS 303.3.6.2.c., *Gender Issues, for additional information*. **(20 points)**
- C. *Past Performance. Demonstrated technical and operational capacity including sound financial practice, in areas pertaining to the proposed activity*. Evidence of the capability to undertake and accomplish the proposed activities. The applicant should demonstrate the organization's effectiveness in terms of internal structure, technical capacity, and key personnel, in meeting outlined goals. In addition, the applicant must demonstrate adequate financial management capability. The degree to which budgeting is clear and reasonable and reflects best use of organizational and grant resources. **(20 points)**
- D. *Professionalism and experience of proposed staff*. This factor will be based principally on the background, qualifications, reputation, appropriateness, and skills of its key personnel. This will be evaluated based on the CVs provided as part of the application. **(20 points)**

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

SECTION VI. AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated, and funded in local currency of the applicant. All costs funded by the grant must be allowable, allocable, and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.

Issuance of this RFA do not constitute an award or commitment on the part of CBCR, nor does it commit CBCR to pay for costs incurred in the preparation and submission of an application. Further, CBCR reserves the right to accept or reject any or all applications received and reserves the right to ask for further clarifications from the applicants. Applicants will be informed in writing of the decision made regarding their application.

Annex A: Grant Application

A.1. General Instructions

Annex A (Application) and Annex B to D must be completed and submitted as part of your application. **The application may not exceed 10 pages in length.** Proposals exceeding 10 pages will not be reviewed. *(The page limitation does not include CVs, Annex B. detailed grant budget, Annex C. Implementation Plan Timeline and Annex D. Applicant Self-Assessment Form).* The applicants need to specify what activity under each theme they are applying for and the geographic cluster.

A.2. Instructions by Section

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

The application elements and guidelines are summarized below:

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

- Items 1-2: Organization's name, date organization was founded, and current registration status.
- Item 3: Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person is responsible for communications between CBCR and the Applicant. This applies to all aspects of the grant, from initial application, negotiation, award, and close out. The contact person must have full authority and responsibility to act on behalf of the Applicant. The contact person should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.
- Item 4: Organizational Structure— List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart and resumes for key staff.
- Item 5: Briefly describe the organization and its activities — Should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. The applicant should also demonstrate its research 'reach' – including researcher, civil society and policymaker networks – in Kenya, Somalia, South Sudan, Uganda and Ethiopia, and demonstrate that it has a track record of delivering research focusing on a cross-section of technical subject matters.
- Item 6: References—List three donors, partner organizations, or community leaders that can provide references for your organization's ability to successfully carry out the financial, administrative, and technical requirements of the grant activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded as well as the value in local currency. Be sure to provide complete information, including a point of contact, with telephone and email address.

Section II (Program Description). The Applicant describes overarching program elements such as objective of the grant and the linkage to CBCR's objectives, results, the activity's beneficiaries, and plan for disseminating activity deliverables.

- Item 7: Grant Activity Title—The title given to the activity should relate to the grant activity objective.
- Item 8: Background—Identify the problem that the grant activity proposes to address. The applicant should state specific sites/locations across the three clusters which is has to conduct research, and why it would choose to focus on these sites/locations.
- Item 9: Grant Objective – Briefly state the objective of the proposed grant activity (from the list of illustrative activities).
- Items 10: Grant Activity Detail – Provide a thorough, detailed description of the activity, including how the activity links to CBCR's objectives, and the expected results. Please refer closely to the merit review criteria and program description sections of the RFA. The applicant should state how the research methodology will be tailored so that the research can be conducted effectively within the parameters of the research budget and duration. Applicants should also describe how they will quality assure the research and the outputs. They should also demonstrate how the research will be both ethical and safe for researchers and research respondents alike, and how it will be gender-sensitive, conflict-sensitive, and enable access and engagement with a diverse set of research respondents (i.e. age, gender, rural/urban, political influence).

Item 11: Beneficiaries – Identify beneficiaries/participants, disaggregated by gender, if possible, estimated number, and location. Identify how the grant activities will reach the intended beneficiaries, how they will benefit from the grant, and how the beneficiaries will be identified or selected.

Section III (Program Implementation Plan). This section covers information regarding activity implementation, including proposed personnel and descriptions of each task. **This should be the most detailed section,** depending on the nature of the grant activity and tasks involved.

Item 12: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks (assuming a research product across borders), applicants should provide an illustrative timeline of actions and activities.

Item 13: Main tasks of the activity— Provide details regarding the specific tasks of the activity in Annex C. The implementation plan must be supported by **Annex C., Implementation Plan Timeline**, listing all identified main tasks over the duration of the activity. Please include all events, trainings, publications, etc. For each task, provide the following information:

Task # / Title

1. Task description
2. Target Audience
3. Grant-financed resource required & detailed explanation of use
4. Non-grant-financed resources required
5. Start and end dates
6. Person(s) responsible
7. Milestone or indicator of achievement

Each task must be:

- Complete and sound
- Integrated and scheduled with dependent tasks
- Assigned to a responsible party
- Defined in terms of resources required
- Concluded with a viable milestone of achievement—milestones must be linked to results.

The tasks listed must show a logical, thoughtful approach to the overall implementation plan. Tasks should describe actions and be logically sequenced. The Applicant should also describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the tasks.

Item 14: Applicant lists the location(s) of the activity, adding rows as needed.

Item 15: Applicant lists the personnel who will be involved in implementing the grant activity. Attach updated CVs and salary history form, for all grant activity personnel. The applicant should propose the configuration of their research team (numbers of researchers, assistant researchers etc.), and can include both their own staff and external researchers as part of their team. The applicant should provide justification for each member's involvement, including their relevant experience for this research. Applicants are strongly encouraged to include researchers/research assistants from communities within Mandera, Moyale, and Karamoja clusters as part of their research team, and should demonstrate how their research team will be gender-sensitive, conflict-sensitive, and enable access and

engagement with a diverse set of research respondents (i.e., age, gender, rural/urban, political influence).

Section IV (Experience and Capacity).

Item 16: Applicant(s) should describe relevant past experience or on-going activities especially if carrying out similar technical activities. This is a critical factor in assessing the capacity of the applicant to implement the activity. If the applicant does not have similar experience, state that here and describe any other relevant qualifications that will allow you to successfully implement the grant activity.

Section V (Cost). This is a summary of the information provided in the application budget forms, and includes total grant request, Grantee's cash or in-kind contributions for the activity and contributions from other sources (co-funding) for the activity. Applicants should also describe any other US Government funding they are currently receiving for other purposes. Applicant must identify any long-term, recurrent commitments resulting from activity, and Applicant's plan for sustainable coverage.

Item 17: Detailed cost of this activity (cash, in-kind [i.e., donated goods or services], and third-party sources)

Item 18: Discuss strategies for ensuring the sustainability of the proposed activity and organization, expected program income generation (if any), and third party leveraging of funds (if any). Program income is defined as gross income earned by the Grantee that is directly generated by a supported activity or earned as a result of this grant, during the period of the grant. *(Program income cannot be included if the award is intended to be a fixed amount award.)*

Item 19: List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity.

Applications must be supported by **Annex B, Detailed Grant Budget**. This MS Excel budget template, when properly completed, reviewed, and approved by CBCR, will serve as the mutually agreed-upon guide for activity financial management. All activity costs must be identified. Cost data must be accurate; proposed amounts should not be unrealistically high or low.

It is important that the budget clearly indicates where specific program funds are to come from (from USAID, co-funding by another donor, or the applicant's contribution). Furthermore, contribution from other donors and Applicant resource commitment will be investigated and documented. To avoid double financing/ billing, CBCR will require full disclosure by all involved parties and will maintain contact with co-funders to verify their contributions. Budgeted amounts must also be supported by justification, and the applicant must be able to provide such backup to CBCR if requested.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

Annex A. Grant Application Form

The application must be signed by an authorized agent of the Applicant.

This application is in response to RFA: No. CBCR-RFA-001-2022 (entitled CBCR Research, Training and Capacity Building)

Section I. Basic Information

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

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

4. Organizational Structure – List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart.
5. Briefly describe the organization, its purpose, and past related experience:
6. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

Donor Agency or Organization	Nature of Relationship or Title of Project, Location	Start & End Dates of Collaboration	Contact Person
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:

7. Have any of the key personnel or leadership of this organization been terminated or resigned in lieu of termination for any misconduct, including fraud or sexual harassment? If yes, please list name and title.

Section II. Activity Description

8. Title of the proposed Thematic Area: (Selected from IC)
9. Background: What is the issue or problem that the assessment / survey will address? Why is it critical to address this issue?
10. Objective of the proposed assessment / survey:
11. Describe the proposed assessment / survey and expected results in detail. Describe the main tasks that are proposed to meet the survey/ assessment objective, the expected results to be achieved, and how the tasks are linked to the grant objective. Describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the objective. This activity detail should keep in mind the merit review criteria contained in the solicitation:

12. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and beneficiaries:

Section III. Implementation Plan

13. Anticipated duration of the assessment/ survey:

Overall length (total number of months)	
Start and end date (day, month, and year)	

14. All implementation plans must be supported by Annex C. that lists all identified tasks over the duration of the activity.

15. Locations of the activity (add rows as needed). The Applicant should list out where it has offices, staff, and ability to reach various communities across the selected clusters.

#	Community	Location	Country
1			
2			
3			
4			
5			

List personnel who will be involved in implementing execution of this assignment. CVs & salary current and history forms are required for all proposed personnel. For this, it is imperative that proposed staff/consultants are compensated at a rate that is deemed reasonable in the market. The proposed rate needs to be the current or historical rate and meet terms of reasonableness.

Salary Current and History Form

Name of Proposed Consultant/Staff Member:	Proposed Position under Grant:	Positions Held over past three years	Dates of Position held over past three years	Unburdened Daily Rate (in Local Currency) without allowances or benefits	Proposed Rate (and confirmation it's their current or most historical rate)

Section IV. Experience and Capacity

16. Describe the organization’s experience undertaking similar activities:

Section V. Cost

Note: All applications must be supported by the attached Annex B., Detailed Grant Budget.

17. Cost in local currency per the attached budget:

Amount requested from the CBCR Activity:	
In-kind (i.e., donated goods or services) or other contribution from organization:	
Other donors or third-party resources:	
Total Estimated Cost:	

18. Discuss strategies for ensuring the sustainability of the proposed activity and organization, including expected program income generation (if any), and third party leveraging of funds (if any).
19. List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity. Add additional lines if necessary:

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

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title):

Signature: _____ Date: _____

FOR CBCR USE ONLY	
Date received _____	Grant Application Reference No. _____
<p>The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its <i>Grant Application</i>, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the prospective grantee has been advised as to the review and appraisal process, and its primary project point of contact.</p>	
Director of Operations and Grants _____	Date _____

ANNEX B – Detailed Grant Budget Template (to be submitted in Excel- Excel template available upon request)

Name of Organization:

Name of Activity:

Estimated Start and End Date:

Line Item		Units	Rate	Total	TOTAL in Local currency
I. Salaries (long-term staff)					
A.	Long-term Staff (full name and position title)				
	1. Full Name, Position Title			-	-
	2. Full Name, Position Title			-	-
	3. Full Name, Position Title			-	-
	<i>Subtotal, Long-Term Staff</i>			-	-
B.	Short-Term Staff (full name and position title)				
	1. Full Name, Position Title			-	-
	2. Full Name, Position Title			-	-
	3. Full Name, Position Title			-	-
	<i>Subtotal, Short-Term Staff</i>			-	-
Total, Salaries				-	-
II. Benefits					
A.	Health insurance			-	-
B.	Social security			-	-
C.					
Total, Benefits				-	-
III. Other Direct Costs					
A.	Communications (telephone, fax, internet, etc.)			-	-
B.	Reproduction Costs			-	-
C.	Bank Charges			-	-
D.	Expendable Supplies			-	-
E.	Vehicle Maintenance and Fuel			-	-
F.	Office Rent, Utilities, and Maintenance			-	-
G.					
H.					
I.					
Total, Other Direct Costs				-	-
IV. Activity Service Delivery (add additional lines for each activity)					
A.	Name of Activity				
	Training Venue Rental			-	-
	Food			-	-
	Lodging			-	-
	Transportation			-	-
	Training Supplies (Stationary, Flip charts, markers, etc.)			-	-
	Reproduction Costs			-	-
	Communications			-	-
	Equipment Rental			-	-

Line Item		Units	Rate	Total	TOTAL in
					Local currency
	<i>Sub-Total for Activity</i>			-	-
B.	Name of Activity				
	Training Venue Rental			-	-
	Food			-	-
	Lodging			-	-
	Transportation			-	-
	Training Supplies (Stationary, Flip charts, markers, etc.)			-	-
	Reproduction Costs			-	-
	Communications			-	-
	Equipment Rental			-	-
	<i>Sub-Total for Activity</i>			-	-
C.	Name of Activity			-	-
				-	-
	<i>Sub-Total for Activity</i>			-	-
Total, Activity Service Delivery				-	-
V.	Travel and Transportation				
A.	Meals and Incidentals			-	-
B.	Lodging			-	-
C.	Travel to and from x			-	-
D.				-	-
Total, Travel and Transportation				-	-
VI.	Goods and Materials				
A.	List each category of goods separately			-	-
B.	List each category of goods separately			-	-
C.				-	-
D.				-	-
E.				-	-
Total, Goods and Materials				-	-
Grand Total				-	-

Budget Notes :

Ref	Topic	Notes
I.	Salaries (long-term staff)	Herein describe the long-term staff members role on the Activity by way of scope of work and rationale for the level of effort. Provide details on their current salary. Long-term staff are not able to receive an increased salary for purposes of this activity.
1.A.	Long-term Staff (full name and position title)	
1.A.1.	Full Name, Position Title.	
1.A.2.	Full Name, Position Title	
1.A.3.	Full Name, Position Title	
1.B.	Short-Term Staff (Consultants and short-term employees)	Herein describe the short-term staff/consultant role on the Activity by way of scope of work and rationale for the level of effort. Provide details on their proposed salary/market rate for position.
1.B.1.	Full Name, Position Title.	
1.B.2.	Full Name, Position Title	

Ref	Topic	Notes
1.B.3.	Full Name, Position Title	
II.	Benefits	Herein describe the required or proposed benefits and how the cost was determined, or the pro-rated portion was determined. It should include a clear correlation to the direct cost of long-or short-term labor.
II.A.1.	Health insurance.	
II.B.1	Social security	
II.C.1	Other (list out)	
III.	Other Direct Costs	Herein the applicant should describe the costs for specific line items and how they are calculated.
III.A.	Communications (telephone, fax, internet, etc.)	
III.B.	Reproduction Costs	
III.C	Bank Charges	
III.D.	Expendable Supplies	
III.E.	Vehicle Maintenance and Fuel	
III.F.	Office Rent, Utilities, and Maintenance	
III.G.		
IV.	Activity Service Delivery	(Add additional lines for each activity)
IV.A.	Name of Activity	
	Training Venue Rental	
	Food	
	Lodging	
	Transportation	
	Training Supplies (Stationary, Flip charts, markers, etc.)	
	Reproduction Costs	
	Communications	
	Equipment Rental	
IV.B.	Name of Activity	
	Training Venue Rental	
	Food	
	Lodging	
	Transportation	
	Training Supplies (Stationary, Flip charts, markers, etc.)	
	Reproduction Costs	
	Communications	
	Equipment Rental	
C.	Name of Activity	
	Training Venue Rental	
	Food	
	Lodging	
	Transportation	
	Training Supplies (Stationary, Flip charts, markers, etc.)	
	Reproduction Costs	
	Communications	
	Equipment Rental	
V.	Travel and Transportation	This should also include the travel policies that the organization follows.
V.A.	Meals and Incidentals	
V.B.	Lodging	
V.C	Travel to and from x	
VI.	Goods and Materials	
VI.A.	List each category of goods separately	
VI.B.	List each category of goods separately	

ANNEX C. - Sample Implementation Timeline

IMPLEMENTATION PLAN																	
Task List each task. Please be as specific as possible. Use additional pages if necessary.	Target Audience Who is the audience targeted for the task?	Grant Resources Required and Detailed Explanation of Use	Non-Grant Resources Required (Grantee or Third-Party Contribution) and Detailed Explanation of Use	12 Month Timeline Place an X in the appropriate box to indicate the first and last month of the task, with approximate start and end dates. (Add more months if necessary)												Person(s) Responsible Who is responsible for overseeing and implementing the task?	Evaluation Indicators and Milestones How will you measure the success of the task?
				1	2	3	4	5	6	7	8	9	10	11	12		

Annex D. Grantee Applicant Self-Assessment Form (Attach word version)

Per ADS 303.3.9., Pre-Award Risk Assessment, prior to awarding a grant, Chemonics must assess the adequacy of the financial and accounting systems of a prospective grantee to ensure accountability and to evaluate the risks posed by the potential grantee. In filling out the questionnaire, each question should be answered as completely as possible, using extra pages if necessary. Please return your completed questionnaire to Chemonics. Chemonics will use this information in combination with a pre-award risk assessment checklist in advance of awarding a grant.

APPLICANT INFORMATION

Name of Organization:

Activity Title:

Name, Title, Contact Information of Individual Completing Questionnaire:

SECTION A: INTERNAL CONTROLS

Internal controls are procedures that ensure:

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

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

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

2. Who is responsible for maintaining accounting records:

3. Who is responsible for preparing financial reports:

4. Who is responsible for preparing narrative reports:

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

6. Is your organization familiar with U.S. government regulations concerning costs which can be charged to U.S. grants (2 CFR 200 Subpart E)?

Yes: ___ No: ___

SECTION B: ACCOUNTING SYSTEM

The purpose of an accounting system is to 1) accurately record all financial transactions, and 2) ensure that all financial transactions are supported by invoices, timesheets and other documentation. The type of accounting system often depends on the size of the organization. Some organizations may have computerized accounting systems, while others use a manual system to record each transaction in a ledger. In either case, Chemonics grant funds must be properly authorized, used for the intended purpose and recorded in an organized and regular manner.

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

2. Does your organization have written accounting policies and procedures?

Yes: ___ No: ___

3. Are your financial reports prepared on a:

Cash basis: ___ Accrual basis: ___ (*Accrual - bill for costs before they are incurred*)

4. Can your accounting records separate the receipts and payments of the Chemonics grant from the receipts and payments of your organization's other activities?

Yes: ___ No: ___

5. Can your accounting records summarize expenditures from the Chemonics grant according to different budget categories such as salaries, rent, supplies and equipment?

Yes: ___ No: ___

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

7. How often are financial reports prepared?

Monthly: ___ Quarterly: ___ Annually: ___ Not Prepared: ___ (*explain*)

8. How often do you input entries into the financial system?

Daily: ___ Weekly: ___ Monthly: ___ Ad hoc/as needed: ___

9. How often do you do a cash reconciliation?

Daily: ___ Weekly: ___ Monthly: ___ By Accountant's Decision: ___

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

Yes: ___ No: ___

SECTION C: FUNDS CONTROL

CHEMONICS grantees and recipients who receive advances of grant funds must maintain a separate bank account registered in the name of the organization for the purpose of keeping only Chemonics grant funds. The bank account must be in local currency. Chemonics normally pays grantees monthly by bank transfer to the separate account. Access to the bank account must be limited to authorized individuals. Bank balances should be compared each month with your accounting records. For petty

cash, it is very important to keep the cash in a strong safe and have strict controls over cash maintenance and disbursement.

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

Yes: ___ No: ___

2. Will the bank account draw interest?

Yes: ___ No: ___

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

Yes: ___ No: ___

4. Will any cash from Chemonics grant funds be kept outside the bank account (in petty cash funds, etc.)?

Yes: ___ No: ___

4.a. If yes, please explain the amount of funds to be kept and the name and position/title of the person responsible for safeguarding cash.

SECTION D: AUDIT

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

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

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

2. If yes, who performs the audit?

3. How often are audits performed?

Quarterly: ___ Yearly: ___ Every 2 years: ___ Other: ___ (*explain*)

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

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

5. Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization?

Yes: ___ No: ___

If yes, please explain:

CHECKLIST AND SIGNATURE PAGE

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

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

I. Complete the checklist:

____ Organizational chart, if available, has been provided to Chemonics.

____ Copy of your organization's most recent audit has been provided to Chemonics (If no recent audit, a "Balance Sheet" and "Revenue and Expense Statement" for the prior fiscal year).

____ All questions have been fully answered.

____ An authorized individual has signed and dated this page.

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

Approved by:

Print Name

Signature

Title

Date

Annex E: Required Certifications, Assurances, Representations, and Other Statements for Non-Governmental Organizations

Name of Certification	Applicability
Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction	Required for all grantees
Certification On Lobbying	Required for grants over \$100,000
Certification Regarding Terrorist Financing	Always required
Key Individual Certification Narcotics Offenses and Drug Trafficking	Applies if the grant is in a “covered” country and is over \$100,000. For a list of covered countries, see above. Note the list of exceptions in ADS 206.3.6 including the exception that this is not required for assistance to small farmers when part of a community-based alternative development program. If this exception is used <u>it must be documented in writing in each grantee file.</u>
Participant Certification Narcotics Offenses and Drug Trafficking	Applies if the grant is in a “covered” country regardless of the value of the grant when the grant includes training. This certification must be signed by anyone who will participate in a grant-funded training. Note the exception described above regarding assistance to small famers when part of a community-based alternative development program.
Certification of Recipient	Required for all grantees
FFATA Subaward Reporting Questionnaire and Certification	Required for non-in-kind grants valued at \$30,000 or more

Mandatory and Required as Applicable Standard Provisions

- Standard Provisions for U.S. and Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL:
<https://www.usaid.gov/sites/default/files/documents/303mat.pdf>
- Standard Provisions for U.S. Nongovernmental recipients receiving all other types of grants can be accessed through following URL:
<https://www.usaid.gov/sites/default/files/documents/303maa.pdf>
- Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:
<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

Annex F: Environmental Review Form for Cross-Border Community Resilience (CBCR) Grants

A. Applicant information

Organization	Parent grant or project
Individual contact and title	Address, phone & email (if available)
Proposed subproject/ subgrant (brief description)	Amount of funding requested
	Period of performance
	Location(s) of proposed activities

B. Activities, screening results, and findings

Proposed activities (Provide descriptive listing. Continue on additional page if necessary)	Screening result (Step 3 of instructions)			Findings (Step 6 of instructions. Complete for all moderate/unknown and high-risk activities ONLY)		
	Very Low Risk	High-Risk*	Moderate or unknown risk*	significant adverse impacts are very unlikely	With specified mitigation, significant adverse impacts are very unlikely	Significant Adverse impacts are possible
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

*These screening results require completion of an Environmental Review Report

C. Certification:

I, the undersigned, certify that:

1. The information on this form and accompanying environmental review report (if any) is correct and complete.
2. Implementation of these activities will not go forward until specific approval is received from the COR.
3. All mitigation and monitoring measures specified in the Environmental Review Report will be implemented in their entirety, and that staff charged with this implementation will have the authority, capacity and knowledge for successful implementation.

(Signature) _____ (Date) _____

(Print name) _____ (Title) _____

Note: if screening results for any activity are “high risk” or “moderate or unknown risk,” this form is not complete unless accompanied by an environmental review report.

BELOW THIS LINE FOR USAID USE ONLY

Notes:

1. For clearance to be granted, the activity MUST be within the scope of the activities for which use of the ERF is authorized in the governing IEE. **Review IEE before signature.** If activities are outside this scope, deny clearance and provide explanation in comments section. The Partner, COR, MEO and REA must then confer regarding next steps: activity re-design, an IEE or EA.

2. Clearing an ERF containing one or more findings that **significant adverse impacts are possible** indicates agreement with the analysis and findings. It does NOT authorize activities for which “significant adverse impacts are possible” to go forward. It DOES authorize other activities to go forward. The Partner, C/AOTR, MEO and REA must then confer regarding next steps: activity re-design, an IEE or EA.

Clearance record

C/AOTR <input type="checkbox"/> Clearance given <input type="checkbox"/> Clearance denied	(Print name)	(signature)	(date)
USAID/KEA MEO <input type="checkbox"/> Clearance given <input type="checkbox"/> Clearance denied	(Print name)	(signature)	(date)
Regional Env. Advisor (REA) <input type="checkbox"/> Clearance given <input type="checkbox"/> Clearance denied	(Print name)	(signature)	(date)
Bureau Env. Officer (BEO)* <input type="checkbox"/> Clearance given <input type="checkbox"/> Clearance denied	(Print name)	(signature)	(date)

C/AOTR, MEO and REA clearance is required. BEO clearance is required for all “high risk” screening results and for findings of “significant adverse impacts possible. The BEO may review”

Note: if clearance is denied, comments must be provided to applicant