

**REQUEST FOR APPLICATIONS**  
**USAID-LGSA Project**  
**Community-Based Women's Land Rights Awareness Raising – Phase II**

**Issuance Date: January 19, 2018**

**Questions for Clarification: Due on January 23, 2018**

**Clarifications Issued to all Applicants: January 26, 2018**

**Submission Closing Date & Time: February 19, 2018, 17:00**

**Subject: *LGSA Request for Applications-002: Community-Based Women's Land Rights Awareness Raising - Phase II***

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Dear Applicants,

Tetra Tech ARD, the implementing partner for USAID's LGSA Project, pursuant to the Foreign Assistance Act of 1961, as amended, and in accordance with USAID Contract No AID-OAA-I-12-0032/AID-669-TO-15-00003, is authorized to provide Grants under Contract (GUC) to meet its program objectives. LGSA is seeking applications from qualified organizations to implement the project 'Community-Based Women's Land Rights Awareness Raising' for an estimated period of up to four months.

LGSA/USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following sections. **Please read this RFA in its entirety before submitting your application to ensure you have completed the full application and are submitting all required documentation.** Late or incomplete applications will not be considered for an award.

Section I: Funding Opportunity Description (Terms of Reference)

Section II: Eligibility Information and Evaluation Criteria

Section III: Application and Submission Information

Section IV: Award and Administration Information

Section V: Attachments

Attachment A: Application Format

Attachment B: Budget Format

Attachment C: Activity Plan

Attachment D: Implementation Plan

Attachment E: Certifications, vetting requirements and other assurances

Thank you for interest.

Sincerely,

Comfort Traub,  
LGSA Subcontracts and Grants Specialist

## Section I. Funding Opportunity Description and Terms of Reference

### 1. BACKGROUND:

USAID/Liberia contracted Tetra Tech ARD as the Prime Contractor to implement the Land Governance Support Activity (LGSA) Task Order (TO) under the Strengthening Tenure and Resource Rights (STARR) Indefinite Duration/Indefinite Quantity Contract (IDIQ). LGSA supports the establishment of more effective land governance systems, ready to implement comprehensive reforms to improve equitable access to land and security of tenure, so as to facilitate inclusive sustained growth and development, ensure peace and security, and provide sustainable management of the environment.

Tetra Tech ARD provides technical and organizational assistance to the Government of Liberia (GOL), civil society, and communities to achieve the four project objectives:

- Component 1: Policy, legal and regulatory framework for land governance strengthened;
- Component 2: Functionality of GOL land governance institutions improved;
- Component 3: Conduct action research on key elements of the Land Rights Policy; and
- Component 4: Stakeholder engagement in land governance strengthened.

Additionally, the project has a key cross-cutting objective to integrate gender across all four primary objectives.

Activities are implemented through gender-responsive, consultative processes with USAID; the Project Advisory Committee (PAC); and government, civil society, and donor counterparts. Our gender-sensitive approach ensures buy-in from all stakeholders, leading to a stronger sustainability model.

Among others, Tetra Tech ARD has engaged a LGSA Gender and Land Specialist and Landesa, one of its STARR IDIQ partners, to provide staff and services to assist Tetra Tech ARD in achieving the objectives of LGSA and meeting its contractual obligations under the LGSA STARR IDIQ Task Order.

### 2. PURPOSE:

A key mandate of LSGA is to assist the GOL in improving equitable access to land and security of tenure. Achieving this goal in practice requires that male and female citizens throughout Liberia are aware of and respect existing laws and policies recognizing women's rights to land. Critically, the Article 11 of the Liberian Constitution of 1984 recognizes that "[a]ll persons" have "inherent and inalienable rights" including rights "of acquiring, possessing and protecting property," and that "[a]ll persons. . . are entitled to the fundamental rights and freedoms of the individual" regardless of sex. The Decedents Estates Law provides for women and men to inherit land, and codifies a statutory widow's right to 1/3 of the deceased husband's realty. The Equal Rights of Customary Marriage Law extends to a customary wife, the right to 1/3 of the deceased husband's realty. Moreover, the Land Rights Policy mandates equal protection of land rights for women and men, explicitly recognizes that "women's land rights are often less protected than those of men" and thus specifically "aims to give equal protection to the land rights of men and women" (para 2.5).

Despite the existence of these formal laws and policies, recent assessments confirm that biased and gender discriminatory social-cultural norms and practices impede the attainment of women's land rights and other related rights. In rural communities, traditions and traditional leaders play a critical role in shaping land tenure rights at the local level. These leaders, who are almost exclusively men, often look to tradition to recognize and enforce rights to land. These leaders as well as men in the community need to be sensitized about the importance of secure land rights for all sects of their community members, especially for women's and children's rights.

Furthermore, women's land rights in practice are also impeded because women lack awareness about their land rights, women's lack of information about laws and policies, women often defer to traditional leaders and male community members for land-related concerns, and women lack of capacity to enforce the few rights that they are aware of. This has resulted in under-recognition, and often abuse, of their rights—

thwarting the realization in practice of rights embedded in policies and laws. As such, women need to be sensitized about their rights to land and to be equipped to effectively assert their rights.

### 3. OBJECTIVES AND ACTIVITIES

LGSA seeks to issue a grant to pilot women's land rights related awareness raising activities amongst traditional leaders, men, rural women and rural women's groups as a means to realize women's legal rights to land within their communities and to recognize them throughout the process of implementing the Land Rights Policy.

Training for traditional leaders, men, and women will cover awareness-raising about gender and development, existing legal land rights and protections for women and girl-children, and the importance of women's participation in land governance and administration.

Additionally, women and women's groups will be equipped with capacities and skills necessary for overcoming norms and practices that ignore or deny women's rights to land. Skills-based trainings will be conducted on leadership, conflict mediation, and advocacy. This additional capacity development will equip women with the tools needed to assert women's land rights and to have these rights recognized and enforced.

The LGSA will support this scope of work through the following tasks:

1. Identify participants (working with partners in those communities).
2. Map community-based governance structures (working with LGSA leadership for Component 2 on Institutional Support), including structures under the LLA, and practical information for accessing and participating in these structures.
3. Together with the grantee, identify strong women groups in pilot communities to benefit from training.
4. Support the delivery of community-based activities.

Under this Scope of Services, grantee(s) will incorporate the following tasks:

1. Develop a concept note covering the substantive materials to be covered, the types of skills to be taught (including public speaking skills), and the pedagogical approach, and solicit and incorporate feedback from the LGSA Gender and Land Specialist.
2. Develop a work plan and implementation plan for the community-based activities, including a timeline and details about the training.
3. Develop a training manual for two target audiences: (1) traditional leaders and men, and (2) women, including women leaders.
4. Develop a list of key take-aways to distribute during the training.
5. Participate in a LGSA training of trainers for grantee staff members, so that staff implementing training activities can best answer participants' questions.
6. After receiving the training, collaborate with the LGSA legal expert to create a simplified summary of relevant laws and policies that can be easily communicated to target audiences, given education levels and language capacity.
7. Together with LGSA, identify traditional leaders, men, and strong women groups (approximately 30 people per community) in pilot communities to benefit from training (see Section 5 below).
8. Facilitate trainings in communities, and ensure the ability to communicate in the local language or dialect.

9. Facilitate community awareness in communities through the use of dramas and radio jingles.
10. Support the community to implement work plan developed from the training through hands-on mentoring and coaching for a period of one month
11. Report back from trainings to LGSA, including verbal feedback and written report with insights and analysis (as gained through the trainings) on current status of and barriers to women's land rights and women's inclusion in land governance in the respective communities, on potential solutions to overcome the identified barriers, as well as on perceptions of how the trainings were received.

The grant is expected to contribute to LGSA indicators for:

1. **1.3:** Percent of people trained who can correctly identify key learning objectives 30 days later as a result of USG assistance<sup>1</sup>
2. **4.1:** Number of gender responsive outreach materials on land tenure and property rights distributed through USG assistance
3. **4.2:** Number of gender responsive public outreach activities on land tenure and property rights held with USG assistance
4. **4.4:** Number of marginalized people who have access to land tenure and property rights services from land governance institutions

#### Targeted Outcomes/Deliverables:

1. Detailed training manual for two target audiences: (1) traditional leaders and men, and (2) women, including women leaders.
2. List of key take-aways to deliver during the trainings. (1 page)
3. Summary of relevant laws and policies that can be easily communicated to target audiences, given education levels and language capacity. (4-5 pages maximum)
4. Five trainings for 15 traditional leaders and 15 women per community (total of 450 traditional leaders and 450 women).
5. Drama and radio jingles implemented to increase community awareness of women's land rights.
6. Summary report on training, including report-back, insights and analysis on key issues in the community regarding women's rights to land and women's inclusion in land governance, and perceptions on how training was received by the community. (8-10 pages)
7. Copy of community action plan and schedule for coaching and mentoring

#### 4. PERIOD OF PERFORMANCE

This grant will be implemented within a period of four months, with an anticipated starting date of March 2018.

#### 5. LOCATION OF ACTIVITY

For the purposes of this RFA, locations include communities in our pilot communities as stated below:

#	County	District	Clan	Community
1	Lofa	Zorzor	Gizima	Zolowolo
				Fissebu

<sup>1</sup> **1.3:** Percent of people trained who can correctly identify key learning objectives 30 days later as a result of USG assistance. 80% of participants trained is the target of each year and also LOA target. A simple survey would be conducted 30 days later after the training is completed. This indicator requires percent but numbers have been added for clarity.

		Salayea	Palama	Zorzor
				Yeala
				Tinsue
				Telemu
				Salayea
				Ganglota
			Beyan	
			Valvalah	Sucromu
				Kpaiye
				Yorpua
				Tailemai
Gbanway				
2	Bong	Suakoko	Kpatawee	Gayntoi
				Gborlorside
				Bawoquelleh
				Pastor Village I
				Waterfall Station
			Kporyorquelleh	TBD
				TBD
3	Nimba	Kparblee	Gayea	Bah
				Beelablee
				Kparblee
				Dewoblee II
				Zodru
			Dubuzon	Kparblee Town
				New Yourpea
				Beatuo
				New Yourpea

Applicant proposals can cover one or more counties, but most cover at least all communities listed in any given county.

**6. BRANDING AND MARKING**

As a condition of an award, the Grantee must co-brand all activities and public communications associated with the grant. Co-branding is placing the USAID identity next to the Grantee’s logo and ensuring equal or greater size and prominence on USAID partially or fully funded programs, projects, activities, public communications, and commodities. In the event the Grantee chooses not to require marking with its own identity or logo, LGSA may, at its discretion, require marking by the Grantee with the USAID identity. LGSA will provide templates for the Grantee to use for all reports.

The Grantee must include a banner with the USAID logo in its budget. The banner shall be displayed at all events, unless the Grantee receives prior permission from LGSA to not display it.

## Section II: Eligibility Information and Selection Criteria

### 1. ELIGIBILITY

To be eligible for this award, applicants must:

- Have previous experience in community work with focus on gender activities;
- Be able to demonstrate previous related experiences in their Applications covering the type of skills to be taught, including public speaking skills and the pedagogical approach;
- Be able to demonstrate suitable and sufficient apparatus for conducting the work, by submitting organizational capacity documents;
- Have sufficient staff and capacity to carry out the proposed activities, by presenting Human Resource documents like a staffing plan, organizational chart, scopes of work for each person that will form part of the implementation team, staff CVs, etc.;
- Have the ability to work cooperatively with LGSA for the technical monitoring, as well as with other actors that can be linked to the achievement of the objectives.

**In addition, all grantees must demonstrate that they:**

- Are legally registered and recognized under the laws of Liberia;
- Possess current tax clearance;
- Possess sound managerial, technical, and institutional capacities to achieve project results;
- Possess and apply a system of internal controls to safeguard assets and to protect against fraud, waste, and conflicts of interest;
- Be in good standing with all civil and fiscal authorities;
- Possess financial accountability and maintain detailed records of all expenses;
- Be willing to sign applicable assurances and certifications;
- Be registered in the System for Award Management (SAM) or show verification that it is in process of registering and not found on the UN 1267 SDN and Blocked Person List;
- Provide a valid Dun and Bradstreet Universal Number System (DUNS) number with its application or show verification that it has registered and is pending receipt of a DUNS number.<sup>2</sup>

**The following organizations are not eligible for LGSA grant funding:**

- Political parties, their subsidiaries, or affiliates;
- Organizations that appear on the SAM list, the UN 1267 list, and/or the SDNBP List;
- Organizations that promote or engage in illegal activities or anti-democratic activities;
- Faith-based organizations that are not in compliance with ADS 303.3.28, which is in accordance with Executive Order 13279, Equal Protection for the Laws of Faith-based Community Organizations;
- Any entity affiliated with Tetra Tech, its officers, directors, or employees;
- Any governmental organization not approved by USAID; and
- Any public international organization.

### 2. SELECTION CRITERIA

A Review and Evaluation Committee (REC) will formally evaluate and rank your application in writing, using an Application Evaluation Form. Rankings will be based on the criteria and points, based on 100 as the maximum points allowed, as follows:

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<sup>2</sup> If the applicant does not have a DUNS Number or a SAM registration, the LGSA Grant & Subcontract Specialist may assist the applicant in registering and obtaining one.

CATEGORY	Points
<b>1. STRATEGIC FIT</b>	<b>25</b>
1.1 Does the proposal contribute toward LGSA indicators (see Section I.3)?	10
1.2 Does the proposal discuss and demonstrate the sustainability of project results?	10
1.3 Does the proposal identify anticipated benefits to the beneficiaries?	5
<b>2. TECHNICAL FOCUS OF THE PROJECT</b>	<b>30</b>
2.1 Is the problem statement and technical approach clearly defined?	5
2.2 Are the goals of the grant activity clearly defined?	5
2.3 Does the proposal identify potential obstacles and does it offer solutions to these potential challenges?	5
2.4 Does the applicant have an understanding of the laws and policies influencing women's right and access to land?	5
2.5 Does the applicant propose awareness activities that address gender and development, existing legal land rights and protections for women and girl-children, and the importance of women's participation in land governance and administration?	10
<b>3. PAST PERFORMANCE/ ORGANIZATIONAL CAPACITY</b>	<b>20</b>
3.1 Does the organization have relevant experience from implementing gender awareness and advocacy projects in rural Liberia?	10
3.2 Does the applicant propose personnel with the relevant skills and expertise in advocacy and awareness?	5
3.3 Does the organization demonstrate that it has the necessary systems, required to support the administration of a short term, three month, quick impact grant?	5
<b>4. COST EFFECTIVENESS</b>	<b>25</b>
4.1 Does the offeror have the financial capacity to accomplish this Project based on completion of similar valued projects?	5
4.2 Are the proposed costs reasonable, allowable and allocable?	10
4.3 Is the offeror's budget clear and does it encompass activities proposed in the technical application?	10
<b>TOTAL</b>	<b>100</b>

### 3. FUNDING RESTRICTIONS

- Equipment and materials are allowed under this award; however, all equipment above \$500 will be purchased directly by LGSA. A complete list of allowable and eligible commodities can be found at ADS 312:  
<http://www.usaid.gov/sites/default/files/documents/1876/312.pdf>
- The award will not allow the reimbursement of pre-award costs. That is, only allowable obligations incurred during the period defined within the grant agreement will be reimbursed.
- Nonrefundable VAT is not considered allowable under this RFA.

### 4. ASSURANCES

Applicants are reminded:

#### PREVENTING TERRORIST FINANCING (August 2013)

- 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/SDN-List/Pages/default.aspx>) or the United Nations Security designation list (online at: [http://www.un.org/sc/committees/1267/ag\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/ag_sanctions_list.shtml)).

- b) This provision must be included in all sub-awards and contracts issued under this award.

#### **USAID DISABILITY POLICY - ASSISTANCE (June 2012)**

The recipient must not discriminate against people with disabilities in the implementation of USAID funded programs and should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

#### **TRAFFICKING IN PERSONS (JULY 2015)**

- a) The recipient, sub-awardee, or contractor, at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:
1. Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;
  2. Procurement of a commercial sex act during the period of this award;
  3. Use of forced labor in the performance of this award,
  4. Acts that directly support or advance trafficking in persons, including the following acts:
    - i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
    - ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
      - a. exempted from the requirement to provide or pay for such return transportation by USAID under this award; or
      - b. the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
    - iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
    - iv. Charging employees recruitment fees ; or
    - v. Providing or arranging housing that fails to meet the host country housing and safety standards.
- b) In the event of a violation of section (a) of this provision, USAID is authorized to terminate this award, without penalty, and is also authorized to pursue any other remedial actions authorized as stated in section 1704(c) of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013)

## Section III: Application and Submission Information

### 1. REQUIRED DOCUMENTS

The applicant must submit their application using the following templates. Failure to use the templates provided or the submission of incomplete documentation may result in the disqualification from this RFA. All documents listed below can be found in the Annexes of this RFA.

1. Application Form
2. Budget
3. Activity Plan
4. Implementation Plan
5. Signed Certifications:
  - a. Certification Regarding Lobbying
  - b. Certification Regarding Terrorist Financing
  - c. Certification of Recipient
6. Verification of DUNS registration (or status showing a request for a DUNS number has been submitted)
8. Verification of SAM registration (or status showing a request for SAM registration has been submitted).

### 2. SUBMISSION INFORMATION

Your application must be submitted in English. Applicants should submit proposals electronically through email to:

**Attention:**

Email: [liberialgsaopportunities@gmail.com](mailto:liberialgsaopportunities@gmail.com)

Please insert in the 'subject' line of the application email: **LGSA RFA-002: Community-Based Women's Land Rights Awareness Raising**

Applicant proposals can cover one or more counties, but must cover at least all communities listed in any given county.

## Section IV: Award and Administration Information

### 1. AWARD INFORMATION

1. LGSA anticipates issuing one grant per county, though if a grantee is awarded grants in more than one county, LGSA will issue a single grant combining the multiple counties. The cost per clan should not exceed \$50,000 USD. Allowable costs must be consistent with USAID policies and procedures and be reasonable, allocable, well documented and justified for the proposed project and budget. Nonrefundable VAT is unallowable.
2. The grant is not anticipated to exceed **four (4) months** in duration.
3. A grant application received by the deadline will be reviewed by the LGSA Review and Evaluation Committee (REC) according to the evaluation criteria outlined in Section II of this RFA.
4. Submissions received after the Closing Date will not be considered in the review process. Electronic must be received before the closing date and time.
5. Following the submission of your complete application, the LGSA Grants & Subcontract Specialist (GSS) will send you an e-mail notification confirming receipt of your application and advise you when LGSA has scheduled a REC to review and evaluate your application. If your application has received a

minimum score of 70, and assuming availability of funds and other proposals, you will be notified to 'proceed in cycle' and will move to the negotiation phase of the grant award process.

**USAID and/or LGSA reserves the right to fund or not fund applications from your organization. Additionally, any award pursuant to this funding opportunity is contingent upon the availability of funds.**

## **2. ADMINISTRATION INFORMATION**

Once the REC has convened and evaluated your application and if marked 'proceed in cycle,' you will receive an e-mail from the LGSA GSS to schedule the following negotiation tasks:

- (1) Pre-Award Responsibility Determination<sup>3</sup>
- (2) Cost analysis and negotiation
- (3) Technical negotiations

Reporting requirements: Program progress and financial reporting requirements will be established during the negotiation.

If your application is unsuccessful, you will be notified in writing within five business days following the REC meeting.

A grant award will be administered in accordance with applicable regulations as follows:

- ADS 303 and Standard Provisions for Non-US Nongovernmental Organizations (applicable to partner government organizations)
- 2 CFR 200 and 700
- Applicable OMB Circulars
- All grants issued under the LGSA Project will be subject to the USAID requirements for environmental soundness and compliance as required by 22 CFR 216.

## **Section V: Attachments**

- Attachment A: Application Format
- Attachment B: Budget Format
- Attachment C: Activity Plan
- Attachment D: Implementation Plan
- Attachment E: Certifications and Registrations

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<sup>3</sup> The Pre-Award Responsibility Determination (PARD) is used to determine whether or not the applicant has the capacity to adequately perform in accordance with principles established by USAID and OMB in the administration of a USAID funded grant. All applicants that pass the REC will be subject to the PARD (in accordance with ADS 303.3.9).

**ATTACHMENT A: APPLICATION FORMAT**

For all applications there will be a limit of 10 single-spaced typed pages, not including the Budget or Attachments. Please use Times New Roman 11 pt. font with one-inch margins. Applications should follow the outline provided below:

Section	Page Limit
<p><b>Cover Page</b></p> <ul style="list-style-type: none"> <li>• Include name of project, contact information (email, address, phone), and date of submission</li> </ul>	NA
<p><b>Letter Signed by Legal Representative</b>            The applicants agent must include the following statement in a duly signed cover letter attached to the application:</p> <p><i>We, the undersigned, hereby submit this Grant application to LGSA for review and consideration. We have materially participated in its preparation. To the best of our knowledge, all information provided is current, complete, and accurate and based on the need to efficiently and effectively meet the needs of the target population.</i></p>	NA
<p><b>Table of Contents</b></p> <ul style="list-style-type: none"> <li>• List all sections of the proposal (including attachments) with corresponding page numbers</li> </ul>	NA
<p><b>Executive Summary</b></p> <ul style="list-style-type: none"> <li>• A brief statement of the problem you are addressing</li> <li>• Target population and target city/region</li> <li>• Summary of proposed activities</li> <li>• Implementation timeframe</li> <li>• Total budget requested</li> </ul>	1 page
<p><b>Technical Approach</b></p> <p>A. <b>Technical Summary</b> – A clear description of the focus and general strategy of the proposed project. What will the grant activity provide or deliver?</p> <p>B. <b>Project Goal</b> – Gives the overall picture of what you are trying to achieve and how beneficiaries will benefit from your intervention.</p> <p>C. <b>Project Objectives</b> – The expected outcomes of the project. They must be specific, measurable, achievable and realistic. Must relate to the Project Goal mentioned in point B</p> <p>D. <b>Project Activities</b> – The specific methods and intervention you plan to implement. List the proposed activities for each objective specified above in point C</p> <p>E. <b>Expected Results</b> – The specific deliverables and results for each of the activities listed above in point D</p> <p>F. <b>Sustainability Plan</b> – How will the project conduct its community exit and how will the efforts be sustainable after the grant concludes?</p> <p>G. <b>Implementation Plan (Annex)</b> – A chart that states the Goal, outlines each Objective, the Activities under each Objective, the Expected Results/Deliverables, M&amp;E indicators, and the Implementation Timeframe (See attached template)</p>	7 pages



<p><b>Organizational Capacity</b></p> <p><b>Past Performance</b></p> <ul style="list-style-type: none"><li>• Describes the organization's involvement in similar projects or addressing similar problems in the past</li><li>• Describes the organization's previous experience in the geographic area</li></ul> <p><b>Management Plan</b></p> <ul style="list-style-type: none"><li>• How the organization will manage the project's implementation</li><li>• Roles and responsibilities of the implementation team</li></ul> <p><b>Key Personnel</b></p> <ul style="list-style-type: none"><li>• Present the qualifications and relevant experience of technical staff tasked with the implementation of the project</li><li>• Curriculum Vitae for all key personnel involved in the activity</li></ul>	2 pages
<p><b>Attachments</b></p>	NA

**ATTACHMENT B: BUDGET FORMAT**

(Quotes must be annexed for the budget). Excel version will be provided and the budget must be sent as an Excel document

Activity Description	Unit cost	Quantity	Frequency	Total	%	LGSA	%	Grantee Share	Notes
	A	B	C	D=AxBxC	E	F= DxE	G	H=DxG	
<b>Labor</b>									
<b>Equipment</b> (unit cost over \$5000)									
<b>Materials &amp; Supplies</b> (unit cost under \$5,000)									
<b>Travel &amp; Transport</b> (include per diem)									
<b>Communication</b>									
<b>Activity Budget</b>									

### Guidelines for Completing the Budget

- a) Grantees must provide detailed budget in MS Excel. **Budget must be consistent with the purpose, objectives, and the program activities listed in the application.**
- b) Budget must provide enough information for a reasonable person to be able to make a determination related to cost effectiveness and reasonability. The Budget should include the following:
  - i) Line item breakdown and justification for all personnel, i.e., name; position title; monthly salary or daily rate; percentage of time and effort; and amount requested.
  - ii) All budgeted costs should be broken down by what amount LGSA will fund, and what amount, if any, your organization will fund (Cost Share).
- c) Under this LGSA Grants Program, Value Added Tax (VAT) and Profits are not allowed.
  - i) Note: Nonrefundable VAT is an unallowable cost under this Grant. Therefore, the applicant should not include nonrefundable VAT as part of the budget.
- d) Applicants are required to include Budget Notes. Budget notes must be sufficient to explain how unit costs were obtained, i.e. historical expense, current market value, etc. Use the “notes” column or enter on a separate document. Notes should be clearly linked to related budget line item.

### Description of Budget Line Items

**Personnel/labor:** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Overtime costs will not approved.

**Equipment:** List equipment to be purchased by LGSA. Equipment is tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the “material and supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used if Grantee is to be purchasing items under \$500. Procurement should be done as per USAID Regulations.

**Materials and supplies:** List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand-held tape recorders, laptops, etc.) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

**Travel & Transportation:** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of

computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, policy for subsistence rates, etc.

**Communications:** List internet, and cell phone expenses.

**Services:** Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Activity Budget:**

- **Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
- **Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)
- **Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts.

**ATTACHMENT C: ACTIVITY PLAN**

<b>Activity Plan</b>									
<b>Applicant:</b>	{Name of applying organization}								
<b>Grant No.:</b>	LGSA RFA-002								
<b>Title</b>	{INSERT}								
<b>Duration</b>	{INSERT}								
<b>Budget</b>	XXX USD								
<b>Activity No.</b>	<b>List of Activities</b>	<b>W1</b>	<b>W2</b>	<b>W3</b>	<b>W4</b>	<b>W5</b>	<b>W6</b>	<b>W7</b>	<b>W8</b>
1									
2									
3									
4									
5									
6									

**ATTACHMENT D: IMPLEMENTATION PLAN**

**This is to be filled out with the goal, each objective below that goal, the activities corresponding to the objectives, the anticipated results, indicators, and time to implement the activities.**

<b>Implementation Plan</b>						
<b>Goal(s)</b>	<b>Objective(s)</b>	<b>Activities</b>	<b>Resources/ Materials Required</b>	<b>Expected Results</b>	<b>M&amp;E Indicators</b>	<b>Expected Timeframe (Approximate)</b>
	1.	1a. 1b.				
	2.	2a. 2b.				
	3.	3a. 3b.				

## ATTACHMENT E: CERTIFICATIONS

### Certification Regarding Terrorist Financing, Implementing Executive Order 13224

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

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal

substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

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

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

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

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

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

Grantee Name \_\_\_\_\_

Grantee’s Authorized Representative Name \_\_\_\_\_

Grantee’s Authorized Representative Title \_\_\_\_\_

Grantee Authorized Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

**Certification of Recipient**

By signing below the recipient provides certifications and assurances for (1) the Certification Regarding Lobbying and (2) the Certification Regarding Terrorist Financing Implementing Executive Order 13224.

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances.

These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Request for Application no.: \_\_\_\_\_

Application No.: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_