



<b>Funding Opportunity Title:</b>	LEGIT Second Window Grants
<b>Announcement Type:</b>	Request for Applications
<b>Funding Opportunity Number:</b>	LEGIT-RFA-002
<b>Issuance Date:</b>	May 15, 2018
<b>Applicants Conference-Zwedru:</b>	o/a May 22, 2018
<b>Applicants Conference-Ganta:</b>	o/a May 24, 2018
<b>Applicants Conference-Gbarnga:</b>	o/a May 28, 2018
<b>Questions on this RFA due on:</b>	May 30, 2018
<b>Deadline for Submission of Applications:</b>	June 5, 2018
<b>Submit Full Application to:</b>	LEGITSolicitation@dai.com

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## **Introduction**

Pursuant to the authority of the Foreign Assistance Act of 1961, as amended, the USAID Liberia Local Empowerment for Government Inclusion and Transparency (LEGIT) Project implemented by Development Alternatives, Inc. (DAI Global) is requesting applications from Liberian Civil Society Organizations (CSOs) and Community Based Organizations (CBOs) interested in receiving funding through LEGIT's second window grants focused on conducting activities related to social audits, community score cards and monitoring the provision of services in Bong, Nimba and Grand Gedeh counties.

The grants will only be awarded to legally registered CSOs/CBOs; individuals are not eligible for awards. LEGIT grant activities must be conducted in Bong, Nimba and Grand Gedeh counties.

LEGIT's first window CSOs grants (January - July 2018) focused on creating awareness regarding the Government of Liberia's decentralization agenda, along with supporting citizen engagement around issues related to decentralization. Second window CSOs grants will focus on conducting social audits on services provided/coordinated by partner city corporations and county authorities (July 1, 2018 - October 31, 2018).

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## **SECTION I: PROJECT BACKGROUND**

The three-year USAID Liberia Local Empowerment for Government Inclusion and Transparency (LEGIT) project focuses on increasing the accountability, transparency, and effectiveness of sub-national government resources in Liberia by supporting the Ministry of Internal Affairs (MIA) and Governance Commission (GC) as they lead, monitor, and coordinate the implementation of the Government of Liberia's (GOL) decentralization agenda. LEGIT is also working with local civil society organizations (CSOs)/community based organizations (CBOs), and strengthening subnational institutions in Bong, Nimba and Grand Gedeh counties, and Gbarnga, Ganta and Zwedru city corporations, to be more capable, transparent, and responsive to citizens.

LEGIT has four general objectives:

- Increase the capacity of government institutions to make incremental and sustained progress in the implementation of the national policy on decentralization and local governance;
- Strengthen the capacity of county administrators to coordinate and provide oversight of government activities across sectors;
- Improve capacity of cities to manage revenues and deliver services; and
- Increase citizen participation in planning and decision-making in the delivery of services in counties and cities.

## **SECTION II: AWARD INFORMATION**

### **(1) Description of the Proposed Program**

Project proposals should focus on services currently being offered by the County Service Center in their home county and/or the services currently being offered by the city corporation where they are operating. These services are listed in Annex B of this document. Proposals should provide a detailed description of how the applicant will use citizen report cards, community score cards and other social audit techniques to effectively monitor the delivery of one or more of these services. Applicants should select the locations for implementing project activities based on the clusters of administrative districts described in Annex A.

### **(2) Estimated Funding Level**

DAI expects to award up to ten (10) Fixed Amount Awards (FAAs) to CSOs/CBOs in Bong, Nimba and Grand Gedeh counties. The estimated funding amount for each award will be within the range of **\$8,000 to \$10,000** contingent upon approved program activities and the availability of funds. The number of awards and amount of available for funding is subject to change. DAI may choose to fully fund or disqualify applications if the applicant does not fully comply with submitting requisite documents or information as per the RFA.

### **(3) Timeline for Implementation**

The anticipated timeline for the implementation of these grants is from July 1, 2018 to October 31, 2018. This period is subject to change based on USAID's decision and LEGIT's project life cycle and implementation timeline. An exception to this timeline may be made for CSOs that are currently implementing LEGIT grants, provided they apply and are selected for LEGIT second window grants.

## **SECTION III: ELIGIBILITY REQUIREMENTS**

### (1) Types of Entities that May Apply

CSOs/CBOs that work in Bong, Nimba and Grand Gedeh counties are eligible to apply for these grants. Interested organizations must meet the following minimum qualification to be eligible to apply for these grants:

- Legally registered governance-focused Liberian organizations that are active at the city or county level and have sufficient organizational capacity; e.g. an office or location of operations, active leadership - whether voluntary or paid - and an active membership;
- Interested and positioned to take a role in helping LEGIT to achieve its strategic objectives in the county or city;
- Recognized as having a legitimate stake in a sector or aspect of local governance, including youth, women's issues and marginalized group affairs;
- Demonstrably committed to learning, improving, and innovating to continuously enhance the organization's positive influence on society;
- Able to effectively support the GOLs deconcentration and decentralization efforts in one of the three LEGIT counties and cities;
- Experience in implementing similar grants with international donors; and
- Able, with support from LEGIT or through its own resources, to advance the active role of civil society in governance.

### (2) Grantee Cost-Sharing Contribution

Applicants are encouraged to contribute resources from their own sources to implement this program where feasible. The goal of this requirement is to promote the grantee commitment to achieving project goals of approved projects, and promoting ownership and sustainability. The nature and amount of the cost-share contribution must be clearly defined in the grant application and in the grant instrument. Applicants must identify the means to verify this contribution. Grant applications should distinguish between co-funding that is already committed and co-funding that is only anticipated.

In-kind contributions such as office space, equipment, staff time, telephone, office-based utilities, etc., can be counted as a cost-share contribution. However, a reasonable and fair value must be imputed by the applicant to this contribution so that it can be properly considered.

The applicant's proposed cost-sharing contribution will be evaluated as a sub-element of cost effectiveness in the proposal evaluation criteria outlined in Section 5 below.

## **SECTION IV: FULL APPLICATION AND SUBMISSION OF INFORMATION**

### (1) Applicants Conference

LEGIT will organize a conference in each county for applicants to ask questions about the grant application process. Information about conducting social audits will be shared at this conference, which is mandatory for all interested applicants.

### (2) Application Submission

All applications should be sent to DAI through the solicitation email which is: [LEGITSolicitation@dai.com](mailto:LEGITSolicitation@dai.com). Applicants should request project development templates for developing project proposals, budgets, Gantt chart, and county service charter and social audit guidance via the same

email address. The various templates will be shared with applicants during the conferences in the three counties. Application packages should include the following documents:

- a) Cover letter expressing why the potential grantee is interested in this project;
- b) Project proposal;
- c) Project budget;
- d) Work plan in Gantt chart format;
- e) Past audit record;
- f) Accreditation certificate;
- g) Certificate of business registration (if any);
- h) Articles of incorporation (if any);
- i) Grantee financial capability assessment;
- j) Proposed project staff profile and resumes;
- k) Past project completion certificates if any, or list of past donors with contacts and references; and
- l) Other relevant material showing capacity and experience implementing grants.

Applications must meet the identified needs of this solicitation and must be submitted in accordance with LEGIT's proposed timeframe. LEGIT may ask for additional documents when necessary. Emphasis will be placed on items b, c and d above, including the relevance and ability of the CSOs/CBOs to support LEGIT's objectives.

**Applicants should clearly specify the cluster of districts where their proposed activities will be implemented, and the services they will focus on, based on the guidance provided in Appendices A and B. This should be informed by the LEGIT documents that will be shared with applicants during the applicant conferences that will be held in each county.**

Costs and technical proposals should be submitted as separate documents as outlined in the list of documents to be submitted above.

DAI encourages applications from new CSOs/CBOs partners that operate in the LEGIT targeted cities and counties.

## **SECTION V: APPLICATION REVIEW**

A Grants Evaluation Committee will review applications and evaluate them in conjunction with a set evaluation criteria noted in sub-section IV-3. Successful applicants will be graded and be listed in order of their scores and quality of proposal. DAI will select a minimum of ten top-scoring grants applicants with the goal of funding three CSOs/CBOs in Bong, four in Nimba and three in Grand Gedeh counties respectively.

### **(1) Full Application General Requirements**

Full Application must be submitted in Times New Roman font size 11 and must include page numbers. Each page must be marked with the RFA title and number.

With the exception of legal and registration documents that should be submitted in PDF (including official staff and approved authorities), the cover letter and project proposal should be completed in MS Word, while the work plan and project budget should be completed in MS Excel. A template for the proposal, budget and work plan will be shared with applicants.

Within the project background, applicants will be expected to provide the following information:

- How their organization serves as a role model for other CSOs/CBOs in their communities;
- How their organization’s goal and objectives support LEGIT’s objectives;
- What demonstrated achievements or other verifiable successes respond to RFA priorities; and
- How the organization plans to build and strengthen ties between government agencies and citizens in their communities.

## (2) Cost Application

The cost application should detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as sub-agreements and/or contracts. Further, successful applicants may be asked to scale back portions of their programs to accommodate funding constraints when necessary; this action will be taken between DAI and successful applicant during negotiations. Applicants should use DAI budget template which explains detail about LEGIT and the Grantee contribution. The budget must provide a detailed breakdown for the requested funds, as well as a detailed breakdown of the applicant’s contribution. The budget lines must be clearly linked to specific project activities. In addition, the budget must have an accompanying detailed budget narrative and justification that provides in detail the total costs for implementation of the project. All costs presented in the budget must be reasonable and based on market price or adequate historical data relevant to the particular cost.

The cost application includes specific financial information for this project and additional required information from the applicant. Certain documents are required by applicants in order for DAI to make a determination of responsibility.

The application must also provide evidence that the funds requested are reasonable and would be used in a cost-effective manner. DAI will assess whether the overall costs are realistic for the work to be performed, whether the costs reflect that the applicant understands the requirements, and whether the costs are consistent with the technical application. The application will be assessed for cost effectiveness, and applications that minimize administrative costs in order to maximize program, outreach, and capacity building activities will generally be considered a better value. Any cost that viewed as irrelevant will be removed from the project budget based on mutual understanding between DAI and the grant applicant after acceptance. No pre-award costs incurred by applicants will be reimbursed.

Applicants with an established DUNS number should share it with DAI in the project proposal. DAI will work with successful applicants to establish DUNS numbers per USAID standard operating procedures.

## (3) Grant Evaluation Score References

After the submission deadline, the Grant Evaluation Committee will review all applications to identify qualified applicants. Awards will be made based on the ranking of scores made by each applicant in-line with the evaluation criteria and scoring system identified below:

### **Evaluation Criteria (Total Maximum Score = 100 points)**

- Technical Approach: Appropriateness of the proposed methodology, innovativeness, and ability to produce the intended outcomes. The technical approach must directly contribute to the achievement of LEGIT objectives and expected results, and be measurable under one or more of the LEGIT indicators. (Maximum score: 30 points)

- Institutional Capacity of Grantee: The applicant must present evidence that it possesses the technical, managerial and financial capacity to accomplish the proposed tasks. (Maximum score: 25 points)
- Sustainability: The extent to which the applicant provides confidence that the proposed activities will be sustainable over the long-term without continued external support. (Maximum score: 25 points)
- Cross Cutting Issues: The extent to which the proposed activity incorporates social inclusion, gender equality, women’s empowerment, etc., into the approach. (Maximum score: 10 points)
- Cost Effectiveness (including Grantee Cost-Share Contribution): The extent to which proposed costs are within the expected range as indicated in Section 2 of this RFA, and are reasonable, allocable and allowable. The extent to which the percentage cash or in-kind cost-share contribution is reasonable, and the extent to which the applicant is partnering with other stakeholders to leverage funding. (Maximum score: 10 points)

A minimum of 70 points is required for any applicant to be eligible for a grant award. However, achieving this score, or exceeding it, does not guarantee an award, as the applications will be evaluated on a competitive basis.

#### (4) Submission Instructions

- All materials must be in English.
- Complete applications must be submitted electronically via e-mail to: LEGITSolicitation@dai.com. Hard Copy applications will not be accepted.
- All correspondence must include the relevant RFA number and title and must be submitted no later than Tuesday, June 5, 2017 at 5:00PM.

#### (5) Other Important Information

##### A. Branding

All USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, “From the American people” on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, DAI Staff will request grantees to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. DAI will not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website: [www.usaid.gov/policy/ads/300/320.pdf](http://www.usaid.gov/policy/ads/300/320.pdf).

##### B. Other Compliance Issues

Any compliance matter that is not mentioned in this RFA will be incorporated in the grant agreements prior to signing the award with DAI.

## **SECTION VI: AWARD ADMINISTRATION**

### (1) Post-Selection Information

Following selection of an awardee, DAI will inform the successful applicant concerning the award. A notice of award signed by DAI's Chief of Party is the official authorization document, which DAI will provide electronically and in hard copy to the successful applicant's main point of contact. DAI also will notify unsuccessful applicants concerning their status via email.

### (2) General Information on Reporting Requirements

Successful applicants will be informed about official kick-off dates for their grants. This will be done during an orientation and grant implementation meeting or ceremony. DAI and the grantee will hold an official signing ceremony of their agreement during individual county implementation sessions. Each grantee will receive a full package of documents during the sessions. The work plans will be shared with LEGIT's Monitoring, Evaluation and Learning Team and the donor for project monitoring purposes.

## **SECTION VII: DAI PROJECT CONTACTS**

The points of contact for this RFA and any questions during the RFA process are:

Name: LEGIT Grants Team  
Address: 18th Street & Warner's Avenue, Sinkor  
Telephone: 0776531114/0881794794/0776169499  
Email: [LEGITgrants@dai.com](mailto:LEGITgrants@dai.com)

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing by the date listed on the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

## **SECTION VIII: OTHER INFORMATION**

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

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

## **SECTION IX: TARGET LIST OF ACTIVITIES FOR THE SOCIAL AUDIT**

### Social Audit Locations

#### **Bong County**

Social Audits will be conducted in all 12 administrative districts of the county. The districts will be organized in 3 clusters as follows:

- Cluster #1: Jorquelleh, Kpai, Boinsen & Tukpahlee Districts
- Cluster#2: Yeallequelleh, Salala, Kokoyah & Suakoko Districts
- Cluster#3: Fuamah, Sanoyea, Zota and Panta Districts

## **Nimba County**

Social Audits will be conducted in all 17 administrative districts of the county. The districts will be organized in four clusters and as follows:

Cluster#1: Kparblee, Buu-Yao, Twan-River & Gbehlay-Geh Districts

Cluster#2: Yarwei Mehnsong, Gbi & Doru, Doe & Wee-Gbehy-Mehn Districts

Cluster#3: Boe & Quilla, Zoe Gbao, Gbor and Yarpea Mahn Districts

Cluster#4: Meinpea-Mahn, Leewehpea-Mahn, Garr-Bain & Sanniquellie Mahn,  
Yarmeim Districts

## **Grand Gedeh**

Social Audits will be conducted in all 8 administrative districts of the county. The districts will be organized in 3 clusters and as follows:

Cluster#1: Tchien & Cavala Districts

Cluster#2: Putu, Konobo & Glio-Twarbo Districts

Cluster#3: Gbao, Bgoe & Bhai Districts

## **Social Audit Services**

### **County Administrations**

Birth Certificates

Marriage Certificates (traditional and western)

Business Registration

Deeds Registration

Vehicle Registration & License Plates

Drivers Licenses

Labor cases

Zoning and Land Use Permits

### **City Corporations**

Garbage Collection/Solid Waste Management

Burial Permits

## Appendix A: Special Requirements for Awarded Grants

Please note that the following special requirements will only apply to those who are awarded grants.

**Standard Provisions:** Pursuant to 2 CFR 700.13, it is USAID policy not to award profit under assistance instruments such as grant awards. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (2 CFR 200 Subpart E for all US-based and for non-US based non-profit organizations, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations), may be paid under the grant.

Any awards issued under this RFA are subject to the Mandatory Standard Provisions for Fixed Amount Awards to non-U.S. nongovernmental organizations as per guidance under ADS 303:

<https://www.usaid.gov/policy/ads/300/303maa.pdf>

**Separate Account:** A separate account must be established to house all funds provided under the grant.

**Use of Funds:** Funds provided under grant award shall be used exclusively to the activities stated in the grant award. Diversion of grant funds to other uses will result in cancellation of award and retrieval of funds disbursed to the grant recipient.

**Reporting Procedures:** All grantees will work with the USAID/LEGIT Project team to establish a clear set of reporting requirements based on an agreed upon deliverable schedule. An annual performance monitoring and evaluation plan, using established baseline data and specific, measurable targets and indicators will also be agreed upon. A description of reporting requirements will be included in the Grant Agreements. USAID and LEGIT team may pay visit to any of the selected grantee's activities with prior notification. Surprised visits may also be done without prior notification.

**Project Monitoring:** DAI staff will monitor projects in terms of both programmatic and financial aspects. Grant recipients will be expected to facilitate monitoring by making relevant information available to DAI staff.

**Restrictions:** The Grant Funds provided under the terms of this Agreement shall not be used to finance any restricted items according to USAID regulations.

**Data Universal Numbering System (DUNS):** There is a mandatory requirement for the applicant to provide a DUNS number to DAI. Applicants that will be receiving an award will be asked to either obtain a DUNS Number (<http://fedgov.dnb.com/webform/index.jsp>) or fill out a Self-Certification for Exemption from DUNS Requirement prior to award.

**Statutory Restrictions:** Applicants must meet minimum statutory restrictions; System for Award Management (SAM); Terrorism/Special Designated Nationals (SDN)/Blocked Persons/Office of Foreign Assets Control (OFAC)/etc.

### Environmental Compliance:

Section 117 of the Foreign Assistance Act of 1961, as amended, requires that the impact of USAID's activities on the environment be considered and that USAID included environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

In accordance with the paragraph above, DAI takes environmental issues into account for all grant activities and finds ways to protect the environment in areas related to any award. DAI will ensure that all appropriate environmental guidelines for LEGIT are included within the framework of all grant agreements, and that relevant mitigation measures described in the pertinent threshold decision for specific types of activities are funded and implemented, including any necessary training or capacity building, and adequate monitoring. Specifically, DAI will ensure that grantees adhere to the requirements set forth in its contract with USAID for the LEGIT activity.

Specific and practical steps for environmental compliance include the following, if applicable:

**Environmental review in all awards:** All grant documents will make reference to requirements for environmental review and mitigation measures to address environmental risk for both technical and financial bids. Presence of appropriate analysis in technical and financial applications will be positively valued for selection of winning proposers. To assure that all proper steps have been taken, DAI will review each activity to ensure environmental compliance.

**Environmental clauses in grant agreements:** Each agreement between LEGIT and the implementing partner will incorporate the environmental responsibilities of the parties to the agreement.

**Reports to DAI:** All required grantee reports under any grant agreement will include a section on environmental compliance as mandated by DAI as per applicable USAID regulations. All documentation pertaining to environmental reviews, including pre-award and during implementation, will be kept by DAI for reference during the course of normal monitoring and evaluation activities.

Grant activities must meet applicable environmental compliance standards. USAID's environmental procedures are established in Federal Regulation (22 CFR 216) as authorized by the Foreign Assistance Act, Section 117. In addition, these procedures constitute USAID's compliance with a series of binding legal requirements that have been placed on USAID including the terms of a Court Order resulting from Civil Action 75-0500 in the District Court of the District of Columbia. Foreign Assistance Act Sections 118(c) and 119(g), Sections 517(d) of the FY2006 Foreign Operations Appropriations Act (and predecessor provisions) and the National Environmental Policy Act (NEPA – 42 USC 4371 et. seq.), 40CFR1500 and Presidential Executive Order 12114 (see 204.4.1).

Grantees must fully comply with 22 CFR 216 except to the extent that certain 22 CFR 216 terms may not be used in the current operations assistance processes. In such cases, as is also contemplated for certain procedures in 22 CFR 216.3(a)(10), the terms used in this chapter of the ADS (which are intended to be as parallel as possible to the original terms) are used instead. However, 22 CFR 216 is controlling in the event of a legal conflict between this chapter and 22 CFR 216.

## **Appendix B: Certifications, Assurances, Other Statements of the Recipient**

In accordance with ADS 303.3.8, DAI will require successful grant applicants to submit a signed copy of the following certifications and assurances, as applicable:

1. Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally-Assisted Programs.
2. Restriction on Lobbying (22 CFR 227).
3. Prohibition on Assistance to Drug Traffickers for covered countries and individuals (ADS 206).
4. Certification Regarding Terrorist Funding (AAPD 04-14)

Other certifications and statements found in Certifications, Assurances and Other Statements of the Recipient:

1. The Survey on Ensuring Equal Opportunity for Applicants.
2. A Data Universal Numbering System (DUNS) number.
3. A signed copy of the Key Individual Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10), when applicable.
4. A signed copy of the Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10), when applicable.
5. Representation by Grantee Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction.