



**USAID Liberia Civil Society Activity (CSA)
Request for Application (RFA)**

Issuance Date: March 7, 2024
Closing Date: April 7, 2024 (30 days after issuance date)
Closing Time: 5:00 PM (GMT)
Deadline for questions: April 1, 2024
Subject: Request for Applications (RFA) Number: CSA-RFA-013
"Advocacy and Research Capacity Development Partner -
Support to CSA Thematic Health, Education and Human
Rights Windows"

Reference: Issued Under USAID/Liberia Civil Society Activity
USAID Contract No. 72066922C00003

Through this Request for Application, USAID Liberia Civil Society Activity (CSA) is soliciting applications from civil society organizations and non-governmental organizations to provide advocacy and research capacity development support to CSA partners working in the health, education, and human rights sectors.

The Liberia Civil Society Activity (CSA) is a five-year program funded by the United States Agency for International Development (USAID) implemented by DAI Global, LLC (DAI). The goal of the activity is to strengthen Liberians' ability to advocate for policy reforms, policy implementation, and service delivery improvements through multi-stakeholder coalitions that build feedback loops among the GOL, CSOs, and citizens around reform priorities. The project provides opportunities CSOs to build linkages with their peers and constituencies at national and subnational levels. Through these linkages, CSOs can communicate reform achievements back to their constituencies and engage them in policy dialogue.

Furthermore, the program promotes greater collaboration with Liberian traditional leaders and media outlets to communicate reform priorities to citizens across the country. Better connections with constituencies will not only help the CSA devise best-fit solutions to local problems, but also facilitate behavior change leading to greater civic awareness and citizen participation.

The Civil Society Activity is designed to address these challenges and take advantage of the emerging opportunities described above. The Civil Society Activity will build on significant investments—such as USAID's Liberia Accountability and Voice Initiative (LAVI), USAID's Local Empowerment for Government Inclusion and Transparency (LEGIT) Activity, and USAID's Media Development Activity—to transform how Liberian civil society advocates for sustainable policy reforms and effective policy implementation. The activity will support the formation of coalitions representing diverse constituencies around key policy priorities, including the implementation of reforms supported by LAVI.

In line with the new focus on fostering a citizen-state compact, CSA will help coalition members extend their reach past Monrovia to provide mechanisms for the collection of citizen feedback. Sustainable coalitions will elevate citizens' aspirations and concerns through feedback loops, use this input to co-design adaptive advocacy strategies, and communicate policy achievements back to citizens to encourage continued engagement. The activity will also build the financial resilience and adaptability of coalition members so they can replicate these approaches beyond the life of the activity.

The Liberia Civil Society Activity has four complementary objectives:

- 1) Linkages between CSOs with shared priorities strengthened to increase their impact.
- 2) Civil society's ability to serve as a conduit for information between constituents and officials enhanced.
- 3) Supported CSOs' financial and organizational sustainability enhanced.
- 4) Ongoing capacity development services available on the local market.

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 principles (2 CFR 200 Subpart E for all non-profit organizations, and the Federal Acquisition Regulation (FAR) Part 31 for all for-profit organizations), may be paid under the grant.

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Organizations (ADS 303mab) will apply. For US organizations, 2 CFR 200 and the Standard Provisions for U.S. Nongovernmental Organizations (ADS 303maa) will apply. See Annex 1 for the web address links to these Standard Provisions.

The grant is expected to be launched in May 2024 and may run for up to one year. The estimated total funds available to implement the "Advocacy and Research Capacity Development Partner - Support to CSA Thematic Health, Education and Human Rights Windows" Program is \$100,000 USD. CSA may award multiple grants to implement specific activities under the program depending on the quality of the applications received as well as the availability of funds. DAI Global, as primary implementer of the USAID Liberia Civil Society Activity reserves the right to fund any or none of the applications submitted.

Successful applicants will be required to provide advocacy and research capacity development support to more than 25 civil society organizations implementing various programs in CSA thematic health, education, and human rights windows. Please refer to the Program Description under section D below for a complete scope of works, goals, and expected results.

To enhance the capacity of eligible organizations interested in applying, CSA will hold a one-day pre-submission meeting and grants application skills training in Monrovia. Interested applicants are encouraged to participate in the pre-submission meeting; one representative per organization (preferably the person who will develop the application). Most importantly, if your organization is interested in participating in the training, kindly notify CSA grants team at most **three (3) days** before the training date indicated below by sending an email to csa_grants@dai.com . When notifying CSA about your organization's interest to participating in the training, please indicate the full name of the person who will represent your organization, and his/her telephone number. For planning purposes, only organizations who duly expressed interest via email to CSA to participate in the meeting & training will be allowed to take part in the sessions. Detail information regarding the pre-submission meeting and training session will be provided upon written expression of desire to participate.

Note that participation in the pre-submission meeting and grants application skills training session is not a pre-requisite for applying in response to the RFA. It is optional and has no implication on determining

successful applicants. However, interested applicants are highly encouraged to participate given that it is intended to explain the terms and conditions of the RFA as well as enhance the skills of applicants in developing strong proposals.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following components:

- Section A – Grant Application Instructions
- Section B – Special Grant Requirements
- Section C – Selection Process
- Section D – Program Description
- Annexes

Applications must be received at the USAID Liberia Civil Society Activity offices in Monrovia, Liberia not later than 30 days after the date of issuance indicated at the top of this cover letter at the place designated below for receipt of applications. Applications and modifications thereof shall be submitted in pdf (preferred) or other electronic format to the USAID Liberia Civil Society Activity at CSA_GrantApplications@dai.com .

Multiple awards may be made to the responsible applicant(s) whose application offers the best value.

Issuance of this RFA does not constitute an award commitment on the part of DAI, nor does it commit DAI to pay for costs incurred in the preparation and submission of an application. Further, DAI reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Any questions concerning this RFA or a request for the Microsoft Word version of the application templates (Annex 03 and Annex 04) should be submitted in writing not later than 5 days prior to the closing date shown above to CSA_Grants@dai.com. Applicants should retain for their records one copy of all enclosures which accompany their application.

Thank you for your interest in USAID Liberia Civil Society Activity.

Sincerely,

Stephen Terravecchia
Chief of Party
USAID Liberia Civil Society Activity
18th Street & Warner's Avenue
Monrovia, Liberia

**Advocacy and Research Capacity Development Partner - Support to CSA Thematic Health,
Education and Human Rights Windows**

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Section A: Grant Application Instructions

1. Application Procedure

A. Completion and submission of applications

Eligibility Requirements

In order to be eligible for consideration by DAI under this RFA, organizations must meet the following eligibility requirements:

1. Support outcomes and results consistent with and linked to CSA's outputs and objectives.
2. Support activities within the CSA target counties.
3. Be registered organizations (for-profit or non-profit U.S. or Liberian organizations, or local government entities). Individuals are not eligible for grant funding.
4. Include realistic and reasonable partner contributions (if applicable).
5. Have demonstrated background or experience in providing development support to civil society organizations in the area of advocacy and research

Application Submission Requirements

- Applications may be submitted only via email using the address indicated above (CSA_GrantApplications@dai.com)
- Applications must include:
 - Completed Application Form (Annex 3)
 - Projected Grant Budget and Budget Notes (Annex 4)
 - CVs and BioData forms of all project team members (Annex 6)
 - Completed Financial Capability Questionnaire and attachments (Annex 7)
 - Statement of liability (part of application form)

Deadlines

Applications must be received at USAID Liberia Civil Society Activity not later than **April 7, 2024, at 5:00pm** as indicated in the cover letter. Applications and modifications thereof shall be submitted in pdf (preferred) or other electronic format to USAID Liberia Civil Society Activity at CSA_GrantApplications@dai.com.

Late Applications

All applications received by the deadline will be reviewed for responsiveness and programmatic merit according to the specifications outlined in these guidelines and the application format. Section C of this RFA addresses the evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process.

B. Preparation Instructions – Technical

Page Limitation: Applications should be specific, complete, presented concisely and shall not exceed 14 pages (exclusive of cover page and annexes).

Applications submitted in response to this RFA must include the following information:

Application Cover Page

The application must include a cover page that provides general information about the organization including, but not limited to, its email and physical addresses, names and addresses of its head and contact person, purpose/mission of the organization, etc.

1. Background

The applicant must describe the problem statement, goal, objectives and outcomes of the project

2. Program Description

The applicant must describe the activity, and the target beneficiaries. There is no prescribed number of activities; however, the number of activities should be limited, realistic and achievable within the timeframe and the budget.

3. Potential for Sustainability

The applicant should describe how the project or its benefits will continue after grant funding ends.

4. Project Management (Personnel) and Implementation

The applicant should propose the names of key personnel who will implement the proposed project including their roles and responsibilities. Each applicant should provide, as part of their application, detailed curriculum vitae that demonstrate the Key Personnel's ability to perform the duties outlined in the statement of work and in accordance with the evaluation factors found herein. DAI will evaluate the CV to determine the individual's knowledge, skills and abilities in the areas listed herein.

5. Monitoring and Evaluation

The applicant must describe how the proposed project will be monitored and how the activities would contribute to CSA indicators.

6. Gender and Social Inclusion

The applicant must describe how the activity will ensure the active participation of women, persons with disabilities and other marginalized communities and how the project activities will affect women and girls, persons with disabilities and other marginalized communities.

7. Other material

Applicants may also want to submit other material as attachments along with their applications such as letters of reference, newspaper clippings reporting on the organization's activities, brochures or other promotional material. Support letters demonstrating partnerships and cooperation with local government are of particular interest. However, attachments should be limited to 5 pages and they will not be returned to the applicants.

C. Preparation Instructions – Financial and Administrative Documentation

- 1. Completed Budget.** All budget lines must be clearly linked to specific project activities. Although DAI will support organization staff and operating costs that are necessary for reaching project goals, applicants should direct their resources primarily to project implementation, rather than organization operating costs. See attached Annex 5 for the budget form. Supporting information shall be provided, as necessary, in sufficient detail to allow a complete analysis of each line-item cost.
- 2. Completed Financial Capability Questionnaire, which includes:**
 - a. Audited Financial Reports:** Copy of the applicant’s most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, a “Balance Sheet” and “Income Statement” for the most current and previous fiscal year.
 - b. Incorporation Papers or Certificate of Registration and Statute**
 - c. Organizational chart**
- 3.** Documentation that the applicant has a satisfactory record of integrity and business ethics. (Documentation may include references from other donors or clients and a summary of previous awards, including type of funding, value, client, etc.)
- 4.** *Depending on size, type, and complexity of the grant, the following may also specifically be requested at this stage:*
 - *if applicable* – NICRA, or if no NICRA, the profit and loss statements which include detail of the total costs of goods and services sold, by information of the applicant’s customary indirect cost allocation method, together with supporting computations of the basis for the indirect cost allocation method
 - cash flow, description of management structure, and/or oversight procedures, if available
 - copy of applicant’s accounting manual
 - copy of applicant’s operations manual
 - copy of purchasing policies and description of the applicant’s purchasing system (for large grantees)
- 5. Unique Entity ID (SAM).** There is a mandatory requirement for the applicant to provide a Unique Entity ID (SAM) to DAI, if required per the criteria stated in the paragraph below. Without a Unique Entity ID (SAM), DAI cannot deem an applicant to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a grant resulting from this RFA is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Organizations who fail to provide an Unique Entity ID (SAM) will not receive an award.

All U.S. and foreign organizations which receive a grant with a value of \$25,000 and above **are required** to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that grant applicants sign the self-certification statement if the applicant claims exemption for this reason.

For those required to obtain an Unique Entity ID (SAM), see Annex 8- Instructions for Obtaining an Unique Entity ID (SAM)- DAI’S Vendors, Subcontractors and Grantees.

For those not required to obtain a Unique Entity ID (SAM), see Annex 9- Self Certification for Exemption from Unique Entity ID (SAM) Requirement

Section B: Special Grant Requirements

The applicant shall bear in mind the following special requirements for any grants awarded in response to this RFA:

Separate Account: At DAI's sole discretion, DAI may require the grantee to establish a separate bank account to house all funds provided under the grant, as well as all interest income.

Permitted Uses of Program Income: The Grantee will inform DAI of any program income generated under the grant and agrees to follow USAID's disposition requirements for such program income, which is in accordance with 2 CFR 200.307. Program income earned under this agreement shall be applied and used in the following descending order:

1. Added to funds committed by USAID and the recipient to the project or program, and used to further eligible project or program objectives;
2. Used to finance the non-Federal share of the project or program; and
3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

If the terms and conditions of the award do not specify how program income is to be used, then number 2) (above) shall apply automatically. Grantees who are commercial organizations may not apply Option 1) to their program income.

Use of Funds: Funds provided under any grant awarded shall be used exclusively to implement activities relating to "Advocacy and Research Capacity Development Support to CSA Thematic Health, Education and Human Rights Windows". Diversion of grant funds to other uses will result in cancellation of award and retrieval of funds disbursed to the grant recipient.

Reporting Procedures: A description of reporting requirements will be included in the Grant Agreements. The types of reporting required, along with the schedule of reporting, will depend on the grant type and project duration. Reporting forms will be provided to grant recipients. Types of reporting will generally include the following:

- **Program report** to be submitted during project implementation according to a schedule determined by DAI. This report will include a description of project activities and progress towards meeting the project goal; problems in project implementation; actions taken to overcome them; and plans on how the next phase of the project will be implemented.
- **Final program report** will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation. This information should be presented in a manner suitable for presentation to the public.
- **Financial reports** will be submitted to DAI according to a schedule described in the grant agreements. Types of financial reports, as well as the schedule of reporting, will depend on the type of grant, length of project, and amount of grant funding. Financial reports will be required in order to receive grant installments. These reports will describe the amount

of grant funds spent during the previous period, total amount spent to date, and amount remaining in each budget line item. In addition, all grant recipients are required to submit a detailed Final Financial Report.

Issuance of the final installment of grant funds is contingent upon DAI's receipt and acceptance of Final Financial and Final Program Reports.

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 of the following:

1. Goods or services which are to be used primarily to meet military requirements or to support police or other law enforcement activities,
2. Surveillance equipment,
3. Equipment, research and/or services related to involuntary sterilization or the performance of abortion as a method of family planning,
4. Gambling equipment, supplies for gambling facilities or any hotels, casinos or accommodations in which gambling facilities are or are planned to be located,
5. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas, or
6. Establishment or development of any export processing zone or designated area where the labor, environmental, tax, tariff, and/or safety laws of the country in which such activity takes place would not apply.
7. Pharmaceuticals,
8. Pesticides,
9. Logging equipment,
10. Luxury goods (including alcoholic beverages and jewelry),
11. Establishing or expanding any enterprise that will export raw materials that are likely to be in surplus in world markets at the time such production becomes effective and that are likely to cause substantial injury to U.S. producers,
12. Activities which would result in the loss of forest lands due to livestock rearing, road construction or maintenance, colonization of forest lands or construction of dams or other water control structures,

13. Activities which are likely to have a significant adverse effect on the environment, including any of the following (to the extent such activities are likely to have a significant adverse impact on the environment):
 - i.) Activities which may lead to degrading the quality or renewability of natural resources.
 - ii.) Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity;
 - iii.) Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides).
 - iv.) Activities which may lead to degrading community and social systems, including potable water supply, land administration, community health and well-being or social harmony.
14. Activities which are likely to involve the loss of jobs in the United States due to the relocation or expansion outside of the United States of an enterprise located in the United States, or
15. Activities which the Grantee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers,
16. Activities to support the production of agricultural commodities for export from Liberia when such commodities would directly compete with exports of similar United States agricultural commodities to third countries and have a significant impact on United States exporters.

Other: As mentioned, award will be made available to successful applicant in total grant amount up to 100,000 USD (all grants will be distributed in USD or local currency equivalent). Payment will be made according to a monthly or installment schedule, and in no event will more than 90% of the total agreed budget be disbursed prior to receiving and approving the Final Financial and Final Program Report.

Section C: Selection Process

Within 5 working days of the deadline for submitting applications, a review panel will convene. The review panel will include relevant technocrats from CSA who shall be voting members and non-voting to include representatives from USAID and CSA Core Partners (CENTAL , Accountability Lab and NAYMOTE) who shall serve as observers for the grant selection process. Throughout the evaluation process, DAI shall take steps to ensure that members of the review panel do not have any conflicts of interest or the appearance of such with regard to the organizations whose applicants are under review. An individual shall be considered to have the appearance of a conflict of interest if that person, or that person's spouse, partner, child, close friend or relative works for or is negotiating to work for or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted an application currently under the panel's review. Members of the panel shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

All applications that meet the application requirements will be reviewed by the review panel. Verification of the application submission requirements will be conducted at the USAID Liberia Civil Society Activity Headquarters by its grants staff.

If suitable applications are received, one or more awards will be made (at DAI's discretion) within 21 working days of the review panel meeting provided that the awardee(s) furnish(es) DAI with all the required documentation as itemized in Section A of this RFA.

The applications will be evaluated according to the evaluation criteria set forth below. To the extent necessary (if award is not made based on initial applications), negotiations may be conducted with each applicant whose application, after discussion and negotiation, has a reasonable chance of being selected for award. **Multiple award may be made to responsible applicant(s) whose application offers the best value.**

Awards will be made based on the ranking of applications by the review panel according to the evaluation criteria and scoring system identified below. Successful applicants will be selected based on how they articulate their methodologies and approaches for working with CSA partners on agreeable guidelines and indicators for monitoring and reporting on the issues covered by this RFA.

Applicant must demonstrate substantial knowledge in advocacy and research with capacity of providing significant hands-on support to partners. They must also understand and have working experience on health, education and human rights issues in Liberia.

1. Background

The applicant must describe the problem statement, goal, objectives and outcomes of the project. How clear and achievable are the problem statement, advocacy and research goal?

Very good = 20 points; good = 15 points; average = 10 points; poor = 0 points

2. Program Description and Technical Approach

Is the design innovative, creative and realistic?

Very good = 30 points; good = 20 points; average = 10 points; poor = 0 points

3. Potential for Sustainability

Is the project or its benefits likely to continue after grant funding ends?

Very good = 10 points; good = 7 points; average = 5 points; poor = 0 points

4. Project Management (Personnel) and Implementation

Qualification and capability of proposed staff who will implement the project

Very good = 10 points; good = 7 points; average = 5 points; poor = 0 points

5. Monitoring and Evaluation

Alignment of proposed monitoring and evaluation activities with CSA indicators

Very good = 15 points; good = 10 points; average = 5 points; poor = 0 points

6. Gender Equity and Social Inclusion

To what extent does the proposed project include gender equity and social inclusion?

Very good = 15 points; good = 10 points; average = 5 points; poor = 0 points

DAI and USAID reserve the right to fund any or none of the applications received
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Signing of Grant Agreements

Upon USAID concurrence of the applicant, a Grant Agreement will be prepared. After DAI and the successful applicant have signed the Grant Agreement, DAI will provide training on financial management and reporting on grant funds. All reporting and contractual obligations will be explained to the grant recipients. Before receiving the first grant installment, ***all DAI may require grant recipients must open a separate bank account*** as the means by which grant funds will be transferred from DAI to the grant recipient.

Section D: Program Description

Project Title:	Advocacy and Research Capacity Development Partner - Support to CSA Thematic Health, Education and Human Rights Windows
CSA Project Activities Locations:	Montserrado, Margibi, Bong, Nimba, Lofa, Grand Cape Mount, and Grand Bassa Counties
Who Can Apply?	Registered organizations (for-profit or non-profit U.S. or Liberian organizations) and civil society organizations (both national and sub-national) based in Liberia.
Performance Period:	One year

Introduction

The Liberia Civil Society Activity (CSA) is a five-year program funded by the United States Agency for International Development (USAID) and implemented by DAI Global, LLC (DAI). The Civil Society Activity aims to strengthen Liberians' ability to advocate for policy reforms, policy implementation, and service delivery improvements through multi-stakeholder coalitions that build feedback loops among the GOL, CSOs, and citizens around reform priorities. The project provides opportunities for CSOs to build linkages with their peer groups and constituencies at national and subnational levels and use linkages to communicate reform achievements back to their constituencies and engage them in policy dialogue.

CSA has four complementary objectives:

- 1) Linkages between CSOs with shared priorities strengthened to increase their impact
- 2) Civil society's ability to serve as a conduit for information between constituents and officials enhanced.
- 3) Supported CSOs' financial and organizational sustainability enhanced.
- 4) Ongoing capacity development services available on the local market

Under Objective 3, CSA aims to enhance and refine Liberian civil society skills in key capacity domains, such as the ability to conduct real-time advocacy and research and collect evidence; coalesce into flexible, impact-focused advocacy coalitions; raise funds for specific issues; monitor and report on outcomes; conduct outreach and strategic messaging; and demonstrate impact. Led by the CSA Capacity Development Team (CDT), CSA examines capacity through a broad systemic lens to prioritize areas that improve the capacity of the greatest number of partners, while recognizing that needs vary within each domain depending on size, location, experience, and topical issues. Since its inception two years ago, CSA has been building civil society's skills base and improving professional practice through thematic issues of public interest, thereby strengthening its ability to advocate for reform.

Through its first identified issue area project, CSA supported eight Liberian CSOs to form the Education Coalition and six Liberia CSOs to form the Health Coalition and helped develop their capacity to advocate for and create public awareness on transparency and accountability in the public health supply chain system, advocate for citizen's participation in community health decision making as well as advocating for greater accountability and transparency in the allocation of resources towards health services. Education coalition partners are also advocating for and creating public awareness on transparency and accountability in education, advocating for citizen's participation in decision makings affecting public schools as well as advocating for greater accountability and transparency in the allocation of resources towards education.

CSA is also supporting the capacity development of the Education and Health coalition partners to collaborate on the design and implementation of an advocacy campaign in that seeks to increase the national budget allocation to the health and education sectors.

As a starting point for CSOs to receive organizational and technical capacity-building support, CSA conducts its Institutional and Advocacy Capacity Assessment (IACAT) baseline using the IACAT Tool. IACAT assessed and analyzed civil society organizations' Institutional and Advocacy capacities through a participatory process that is participatory and was facilitated by CSA subcontractors with technical backstopping from the CSA capacity-building team. As a key output of the IACAT process, civil society organizations develop a capacity development plan to address specific capacity needs identified during the IACAT self-assessment. Following the IACAT assessment and the development of civil society organizations' capacity development plan, CSA identifies Capacity building Advocacy or Research Partner or service providers to provide quick win capacity development support to civil society organizations to address capacity needs identified in the capacity development plan.

CSA has embarked on expanding its program interventions portfolio to the Human Rights Thematic Window which broadly seeks to support civil society actors by building institutional, advocacy, and research capacities to advocate for and create public awareness of key human rights issues. Currently, the portfolio is focused on issues related to safeguarding women and girls.

In support of these objectives, CSA is soliciting applications from civil society organizations or Non-Governmental Organizations (NGOs) to support advocacy and research capacity of CSA's partners working in the health, education, and human rights sectors. The applicant(s) selected by CSA under this RFA (hereafter "CSA Strategic Advocacy and Research Partner ") will work under the overall guidance of the CSA Capacity Development Department. The application is expected to focus on addressing the following details of the project objectives:

CSA Objective 2: Civil society's ability to Serve as a conduit for information between constituents and officials enhanced.

CSA Objective 3: Supported CSO's financial and organizational sustainability enhanced.

PROGRAM ACTIVITIES:

Program activities anticipated to be implemented by the successful applicant include but not limited to the following:

Human Rights Coalition Partners

Activity 1: Conduct Institutional and Advocacy Capacity Baseline Assessments (IACAT) with Human Rights Coalition Partners-With the initial selection of the Safeguarding Women and Girls grantees, The Advocacy and Research Partner will conduct an IACAT baseline with Human Rights coalition members and develop a capacity development plan for each coalition member. The purpose of the IACAT baseline is to identify the institutional and advocacy strengths and gaps for each coalition partner. For the conduct of the IACAT, The Research Partner will conduct six (6) Institutional and Advocacy Capacity Assessment (IACAT) baselines with six CSO coalition Partners both at the national and sub-national levels. Five (5) people from each Safeguarding partner CSO should participate in the IACAT training. Each IACAT will last for two (days) per CSO partner and will be conducted at the civil society office.

Activity 2: Conduct Institutional and Advocacy Capacity Assessment (IACAT) Endline with Human Rights Coalition Partners- With the implementation of the capacity development plan of each coalition partner, The Advocacy and Research Partner will conduct an IACAT endline with each Safeguarding Women and Girls coalition member and review the capacity development plan on progress made by each member. The purpose of the IACAT endline is to assess the level of improvement made by each CSO to address the institutional and advocacy gaps since the baseline. The Advocacy and Research Partner will conduct individualized IACAT endline with each of the six (6) Safeguarding Women and Girls coalition partners at each partner office. Five (5) persons from each Health partner will participate in the IACAT endline.

Activity 3. Facilitate Shared Vision Training with Human Rights Coalition partners - the advocacy and research partner will facilitate a shared vision workshop with Human Rights coalition partners to build relationships and develop a shared vision and define the roles and responsibilities of each coalition partner within the coalition. The shared vision will be conducted for two days with the partners in Monrovia. Two (2) people from each of the six (6) civil society organizations will participate in the training.

Activity 4. Facilitate Advocacy Training and Strategy Development for Human Rights Coalition: The advocacy and research partner will facilitate advocacy training and strategy development session(s) and public policy environment/budget training with Safeguarding Women and Girls partners. As part of the advocacy training and strategy development for the coalition, the advocacy and research partner will support the civil partners in developing policy influence trackers that include a GESI dimension, enabling coalitions to monitor and report on coalitions' efforts to mainstream GESI considerations in analysis, advocacy messaging, and advocacy strategies. The partner will facilitate three (3) days of Advocacy and Strategy Development training for the civil society partners in Monrovia. Two (2) persons from each of the six (6) Safeguarding Women and Girls coalition will participate in the training.

Activity 5. Facilitate Social Research Training for Human Rights Coalition Partners: The advocacy and research partner will facilitate social research training with the Safeguarding Women and Girls coalition partners to conduct social research on their chosen reform issue. Social research

topics for the training to include stages of research, research themes, and plans, case studies, methods of collecting evidence-based research, developing research questions, research methods (surveys, interviews and focus group discussions, etc. The Research partner will facilitate three (3) days of Social Research Training for the coalition partners in Monrovia. Two (2) persons from each of the six (6) Safeguarding Women and Girls coalitions will participate in the social research training.

Activity 6. Provide Ongoing advocacy and research mentorship and coordination engagement with Human Rights Coalition Partners to support their advocacy campaign and networking activities -Once the Safeguarding Women and Girls civil society coalition partners have received advocacy and research training, the advocacy and research partner will provide ongoing on-site mentorship and coaching to coalition partners in building their advocacy and research capacity to support the coalition advocacy campaigns. Advocacy and research mentorship support to the partners will include among others, working and building the civil society partners' skill set to conduct stakeholder meetings, consultative meetings, public awareness, town hall meetings, policy dialogue, policy briefs, and other advocacy and research products of the coalition, etc. The advocacy and research partner will provide three (3) days of on-site mentorship support to each of the six (6) Safeguarding Women and Girls partners. Before the three-day mentorship, the partner will utilize one day and work with each of the six civil society partners and develop a mentorship plan for specific advocacy and research mentorship support per grantee.

Activity 7. Facilitate Communication and Media Strategy Development Training for Human Rights Coalition Partners: The advocacy and research partner will facilitate communication and media strategy development training for the Safeguarding Women and Girls Coalition partners. Topics for the Communication and Media Strategy training include developing talking points, radio talk shows, jingles scripts, social media engagements, and messages, etc. The partner will facilitate three (3) days of Communication and Media Strategy Development Training with the coalition partners in Monrovia. Two (2) persons from each of the six (6) Safeguarding Women and Girls partners will participate in the training.

Activity 8. Conduct a Social Network Analysis (SNA) baseline and Conduct Social Network Analysis Dialogue for Human Rights Coalition Partners- The advocacy and research partner will conduct a Social Network Analysis (SNA) baseline with each partner at the Partner's Office to understand the pattern of collaboration and networking between each Safeguarding Women and Girls coalition member. Following the baseline, the advocacy and research partner will facilitate a one-day workshop with all Safeguarding Women and Girls partners to present the findings of the SNA in Monrovia. One (1) person from each CSO coalition will attend the one-day findings of the SNA.

Activity 9. Conduct a Social Network Analysis (SNA) Endline with Human Rights Coalition Partners- The advocacy and research partner will conduct a Social Network Analysis (SNA) endline with each partner at the Partner's Office to understand the pattern of collaboration and networking between each Safeguarding Women and Girls coalition member since the baseline. Following the end line, the advocacy and research partner will facilitate a one-day workshop with all Safeguarding Women and Girls partners to present the findings of the SNA end line in Monrovia. One (1) person from each CSO coalition will attend the one-day end-line findings of the SNA.

Activity 10. Facilitate Quarterly Peer-to-Peer Learning Conferences for Human Rights Coalition Partners- The Advocacy and Research Partner will facilitate two quarterly learning conferences with the Safeguarding Women and Girls Coalition partners. The first peer-to-peer learning conference will be held mid-way through the project and will last for one day and another will be done at the end of the coalition project and will last for two days. During each learning conference, lessons learned from key activities will be identified for each partner and shared with other coalition partners for feedback and recommendation. At the end of each learning conference, coalition members will develop and prioritize recommendations. Two (2) persons from each of the six (6) Safeguarding Women and Girls coalition partners will participate in each peer-to-peer learning conference in Monrovia.

Activity 11. Conduct Network Capacity Assessment (NETCAT) baseline for Human Rights Coalition Partners- The advocacy and research partner will facilitate a one-day NET-CAT baseline with the Safeguarding Women coalition partners. The NETCAT will determine the coalition members' weaknesses and strengths and areas for improvement. Two (2) persons from each of the six (6) Safeguarding Women and Girls coalition partners participating in the NETCAT baseline in Monrovia.

Activity 12. Conduct Network Capacity Assessment (NETCAT) Endline for CSA Human Rights Coalition partners. The advocacy and research partner will conduct the NET-CAT endline for CSA Safeguarding Women and Girls coalition partners. The NETCAT will identify the Safeguarding Women and Girls coalition member improvements made on their weaknesses and strengths and areas for improvement since the baseline. The research and advocacy partner will conduct a one-day Network Capacity Assessment (NETCAT) with all six (6) Safeguarding Women and Girls partners in Monrovia. Two (2) persons from each Safeguarding Women and Girls coalition partner to participate in the NETCAT end-line assessment in Monrovia.

Education Coalition Partners

Activity 1: Conduct Institutional and Advocacy Capacity Assessment (IACAT) Endline with the current Education Civil Society Coalition Partners- With the implementation of the capacity development plan of each coalition partner, The Advocacy and Research Partner will conduct an IACAT endline with each CSA current education coalition member and review the capacity development plan on progress made by each member. The purpose of the IACAT endline is to assess the level of improvement made by each CSO to address the institutional and advocacy gaps since the baseline. The Advocacy and Research Partner will conduct individualized IACAT endline with each of the eight (8) education coalition partners at each partner office. Five (5) persons from each education partner will participate in the IACAT endline.

Activity 2: Conduct Institutional and Advocacy Capacity Assessment (IACAT) Endline with Education Coalition Partners Implementing Education Phase Two- With the implementation of the capacity development plan of each coalition partner, The Advocacy and Research Partner will conduct an IACAT endline with each CSA education coalition Partner implementing education thematic window phase two and review the capacity development plan on progress made by each member. The purpose of the IACAT endline is to assess the level of improvement made by each CSO to address the institutional and advocacy gaps since the baseline. The Advocacy and Research Partner will conduct individualized IACAT endline with each of the seven (7) education

coalition partners at each partner office. Five (5) persons from each education partner will participate in the IACAT endline.

Activity 3. Provide Ongoing advocacy and research mentorship and coordination engagement with education coalition partners implementing education thematic window phase two: Given that CSA current education coalition partners received advocacy and research training in phase one of the education thematic window, The advocacy and research partner during phase two of the education thematic window will provide only advocacy and research mentorship and coaching support to the education coalition partner to support their advocacy campaigns. Advocacy and research mentorship support to the partners will include among others, working and building the civil society partners' skill set to conduct stakeholder meetings, consultative meetings, public awareness, town hall meetings, policy dialogue, policy briefs, and other advocacy and research products of the coalition etc. The advocacy and research partner will provide three (3) days of on-site mentorship support to each of the six (6) education partners. Before the three-day mentorship, the partner will utilize one day and work with each of the six civil society partners and develop a mentorship plan for specific advocacy and research mentorship support per grantee.

Activity 4. Conduct a Social Network Analysis (SNA) baseline and Conduct a Social Network Analysis Dialogue for Education Coalition Partners Implementing Education Thematic Window Phase Two: The advocacy and research partner will conduct a Social Network Analysis (SNA) baseline with each education partner at the Partner's Office to understand the pattern of collaboration and networking between each education partner implementing education thematic window phase two. Following the baseline, the advocacy and research partner will facilitate a day workshop with all the education partners to present the findings of the SNA in Monrovia. One (1) person from each education CSO coalition will attend the one-day findings of the SNA.

Activity 5. Conduct a Social Network Analysis (SNA) Endline with CSA Education Partners Implementing Phase two of the education thematic window- The advocacy and research partner will conduct a Social Network Analysis (SNA) endline with each partner at the Partner's Office to understand the pattern of collaboration and networking between each phase two education coalition member since the baseline. Following the end line, the advocacy and research partner will facilitate a one-day workshop with all education partners implementing phase two to present the findings of the SNA end line in Monrovia. One (1) person from each CSO coalition will attend the one-day end-line findings of the SNA.

Activity 6. Facilitate end-of-project Peer-to-Peer Learning Conferences for CSA current Education Grantees- The Advocacy and Research Partner will facilitate a two-day end-of-project peer-to-peer learning conference with CSA current education grantees. During the learning conference, lessons learned from key activities will be identified for each partner and shared with other coalition partners for feedback and recommendation. The two-day end-of-project learning conference will also set the agenda for phase two of the education thematic window. Two (2) people from each of the eight (8) education coalition partners will participate in the two-day peer-to-peer learning conference in Monrovia.

Activity 7. Facilitate Quarterly Peer-to-Peer Learning Conferences with Education Coalition Partners implementing Education thematic window Phase two: - The Advocacy and Research Partner will facilitate two quarterly learning conferences with the education coalition partners

implementing CSA phase two education thematic window. The first peer-to-peer learning conference will be held mid-way through the project and will last for one day and another will be done at the end of the coalition project and will last for two days. During each learning conference, lessons learned from key activities will be identified for each partner and shared with other coalition partners for feedback and recommendation. - Two (2) persons from each of the seven (7) education coalition partners will participate in each peer-to-peer learning conference in Monrovia.

Activity 8. Conduct Network Capacity Assessment (NETCAT) baseline for CSA Education Partners Implementing Education Phase Two: The advocacy and research partner will facilitate a one-day NET-CAT baseline with CSA education partners implementing Education thematic window phase two. The NETCAT will determine the coalition members' weaknesses and strengths and areas for improvement. Two (2) people from each of the seven (7) education coalition partners implementing education window phase two will participate in the NETCAT baseline in Monrovia.

Activity 9. Conduct Network Capacity Assessment (NETCAT) Endline for CSA Current Education CSO coalition partners. The advocacy and research partner will conduct the NET-CAT endline for the current education coalition partners. The NETCAT will determine education coalition member improvements made on their weaknesses and strengths and areas for improvement since the baseline. The research and advocacy partner will conduct a one-day Network Capacity Assessment (NETCAT) with all eight (8) education partners in Monrovia. Two (2) persons from each education coalition partner to participate in the NETCAT end-line assessment.

Activity 10. Conduct Network Capacity Assessment (NETCAT) Endline for CSA Education Partners Implementing Education Window Phase Two: The advocacy and research partner will conduct NET-CAT endline for CSA Education Partners implementing Education Thematic Window Phase Two coalition partners. The NETCAT will identify the education phase two coalition members' improvements made on their weaknesses and strengths and areas for improvement since the baseline. The research and advocacy partner will conduct a one-day Network Capacity Assessment (NETCAT) with all seven (7) Education partners implementing Education Thematic Window Phase Two in Monrovia. Two (2) people from each Education Partner implementing Education Thematic Window Phase Two coalition partner will participate in the NETCAT end-line assessment in Monrovia.

Health Coalition Partners

Activity 1: Conduct Institutional and Advocacy Capacity Assessment (IACAT) Endline with the current Health Civil Society Coalition Partners- With the implementation of the capacity development plan of each coalition partner, The Advocacy and Research Partner will conduct an IACAT endline with each CSA current Health coalition member and review the capacity development plan on progress made by each member. The purpose of the IACAT endline is to assess the level of improvement made by each CSO to address the institutional and advocacy gaps since the baseline. The Advocacy and Research Partner will conduct individualized IACAT endline with each of the six (6) Health coalition partners at each partner office. Five (5) persons from each Health partner will participate in the IACAT endline.

Activity 2: Conduct Institutional and Advocacy Capacity Assessment (IACAT) Endline with Health Coalition Partners Implementing Health Phase Two-With the implementation of the

capacity development plan of each coalition partner, The Advocacy and Research Partner will conduct an IACAT endline with each CSA Health coalition Partner implementing Health thematic window phase two and review the capacity development plan on progress made by each member. The purpose of the IACAT endline is to assess the level of improvement made by each CSO to address the institutional and advocacy gaps since the baseline. The Advocacy and Research Partner will conduct individualized IACAT endline with each of the six (6) Health coalition partners at each partner office. Five (5) persons from each education partner will participate in the IACAT endline.

Activity 3. Provide Ongoing advocacy and research mentorship and coordination engagement with health coalition partners implementing health thematic window phase two: Given that CSA current health coalition partners received advocacy and research training in phase one of the health thematic window, The advocacy and research partner during phase two of the health thematic window will provide only advocacy and research mentorship and coaching support to the health coalition partner to support their advocacy campaigns. Advocacy and research mentorship support to the partners will include among others, working and building the civil society partners' skill set to conduct stakeholder meetings, consultative meetings, public awareness, town hall meetings, policy dialogue, policy briefs, and other advocacy and research products of the coalition, etc. The advocacy and research partner will provide three (3) days of on-site mentorship support to each of the six (6) health partners. Before the three-day mentorship, the partner will utilize one day and work with each of the six civil society partners and develop a mentorship plan for specific advocacy and research mentorship support per grantee.

Activity 4. Conduct a Social Network Analysis (SNA) baseline and Conduct Social Network Analysis Dialogue for Health Coalition Partners Implementing Health Thematic Window Phase Two- The advocacy and research partner will conduct a Social Network Analysis (SNA) baseline with each health partner at the Partner's Office to understand the pattern of collaboration and networking between each health partner implementing health thematic window phase two. Following the baseline, the advocacy and research partner will facilitate a day workshop with all the health partners to present the findings of the SNA in Monrovia. One (1) person from each health CSO coalition will attend the one-day findings of the SNA.

Activity 5. Conduct a Social Network Analysis (SNA) Endline with CSA Health Partners Implementing Phase Two of the Health Thematic Window- The advocacy and research partner will conduct a Social Network Analysis (SNA) endline with each partner at the Partner's Office to understand the pattern of collaboration and networking between each phase two Health coalition member since the baseline. Following the end line, the advocacy and research partner will facilitate a one-day workshop with all Health partners implementing phase two to present the findings of the SNA end line in Monrovia. One (1) person from each CSO coalition will attend the one-day end-line findings of the SNA.

Activity 6. Facilitate end-of-project Peer-to-Peer Learning Conferences for CSA current Health Grantees- The Advocacy and Research Partner will facilitate a two-day end-of-project peer-to-peer learning conference with CSA current health grantees. During the learning conference, lessons learned from key activities will be identified for each partner and shared with other coalition partners for feedback and recommendation. The two-day end-of-project learning conference will also set the agenda for phase two of the health thematic window. Two (2) people

from each of the six (6) health coalition partners will participate in the two-day peer-to-peer learning conference in Monrovia.

Activity 7. Facilitate Quarterly Peer-to-Peer Learning Conferences with Health Coalition Partners implementing Health thematic window Phase two: - The Advocacy and Research Partner will facilitate two quarterly learning conferences with the health coalition partners implementing CSA phase two health thematic window. The first peer-to-peer learning conference will be held mid-way through the project and will last for one day and another will be done at the end of the coalition project and will last for two days. During each learning conference, lessons learned from key activities will be identified for each partner and shared with other coalition partners for feedback and recommendation. - Two (2) persons from each of the six (6) health coalition partners will participate in each peer-to-peer learning conference in Monrovia.

Activity 8. Conduct Network Capacity Assessment (NETCAT) baseline for CSA Health Partners Implementing Health Phase Two: The advocacy and research partner will facilitate a one-day NET-CAT baseline with CSA Health partners implementing Health thematic window phase two. The NETCAT will determine the coalition members' weaknesses and strengths and areas for improvement. Two (2) persons from each of the six (6) health coalition partners implementing health window phase two will participate in the NETCAT baseline in Monrovia.

Activity 9. Conduct Network Capacity Assessment (NETCAT) Endline for CSA Current Health CSO coalition partners. The advocacy and research partner will conduct the NET-CAT endline for the current Health coalition partners. The NETCAT will determine Health coalition member improvements made on their weaknesses and strengths and areas for improvement since the baseline. The research and advocacy partner will conduct a one-day Network Capacity Assessment (NETCAT) with all six (6) education partners in Monrovia. Two (2) people from each health coalition partner to participate in the NETCAT end-line assessment.

Activity 10. Conduct Network Capacity Assessment (NETCAT) Endline for CSA Health Partners Implementing Health Window Phase Two: The advocacy and research partner will conduct NET-CAT endline for CSA Health Partners implementing Health Thematic Window Phase Two coalition partners. The NETCAT will identify the health phase two coalition members' improvements made on their weaknesses and strengths and areas for improvement since the baseline. The research and advocacy partner will conduct a one-day Network Capacity Assessment (NETCAT) with all seven (7) Education partners implementing health Thematic Window Phase Two in Monrovia. Two (2) persons from each health Partner implementing health Thematic Window Phase two coalition partner will participate in the NETCAT end-line assessment in Monrovia.

Annex 1: Mandatory Standard Provisions

Mandatory Standard Provisions for US Nongovernmental Recipients:
<https://www.usaid.gov/sites/default/files/documents/303maa.pdf>

or

Mandatory Standard Provisions for Non-US Nongovernmental Recipients:
<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

Annex 2: 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 Non-Discrimination in Federally Assisted Programs** *(Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.)*
- 2. Certification Regarding Lobbying** *(This certification applies to grants greater than \$100,000.)*
- 3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)**
- 4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224**
- 5. Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013** *(Note: This certification applies if grant for services required to be performed outside of the United States is greater than \$500,000. This certification must be submitted annually to the USAID Agreement Officer during the term of the grant.)*
- 6. Certification of Recipient**

In addition, the following certifications will be included **Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking** *(Note: Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries.)*

Part III – Participant Certification Narcotics Offenses and Drug Trafficking *(Note: Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries.)*

Part IV – Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction

Part V – Other Statements of Recipient

Part VI – Standard Provisions for Solicitations

(Note: Parts V & VI – Are included in the grant file as part of the grant application.)

Annex 3: Application Form

Kindly click on the icon below to access the application form (Annex 3)



Annex 3 -
Application Template

Annex 5: Budget

Kindly click the icon below to access the grant budget and budget notes template:



Annex - 5 Budget and
Budget Notes Templa

Annex 6: CV Form and BioData Form

ANNEX 6

Curriculum Vitae

Proposed position in the project:

Name (First, Middle, Last):

Citizenship:

Education:

Name and location of institution	Major(s) or Degree(s) obtained:

Language proficiency – indicate proficiency on a scale of 1 (poor) to 5 (native):

Language	Reading	Speaking	Writing

Membership of NGOs or other professional bodies:

Key skills and qualifications relevant to the project (e.g. computer literacy, etc.):

Employment history:

Position Title	Employer's name and address	Dates of employment		Short description of tasks performed
		From (month, year)	To (month, year)	

Other relevant information: (e.g. publications, seminars/courses etc.):

Kindly click on the icon below to access the biodata form



Employee Biodata
Form

Annex 7: Financial Capability Questionnaire

Accounting System and Financial Capability Questionnaire For DAI Grant Recipients

The main purpose of this questionnaire is to understand the systems adopted by your institution for financial oversight and accounting of grant funds, especially those provided through the U.S. Federal Government. The questionnaire will assist DAI program and accounting staff to identify the extent to which your institution's financial systems match the requirements of the U.S. Federal Government. This information will help the program staff work with you and your institution to review any problem areas that may be identified; thereby avoiding any problems or oversights which would be reportable should an audit of the program or institution be required.

The questionnaire should be completed by the financial officer of your institution in collaboration with DAI program staff. This questionnaire is informational only and will not have any bearing on the agreement to support your institution based on the technical merit of the proposal. Therefore, please answer all questions to the best of your knowledge.

While 2 CFR 200 does not cover awards to non-U.S. recipients, DAI shall rely on the standards established in that regulation in determining whether potential non-U.S. recipients are responsible to manage Federal funds. A determination shall be made on the potential recipient's ability, or potential ability, to comply with the following USAID and federal-wide policies:

- 1) [2 CFR 200 Subpart D](#) (Financial and Program Management);
- 2) [2 CFR 200 Subpart D](#) (Property Standards);
- 3) [2 CFR 200 Subpart D](#) (Procurement Standards); and
- 4) [2 CFR 200 Subpart D](#) (Performance and Financial Monitoring and Reporting).

SECTION A: General Information

Please complete this section which provides general information on your institution.

Name of Institution: _____

Name and Title of Financial Contact Person: _____

Name of Person Filling out Questionnaire: _____

Mailing Address: _____

Street Address (if different) _____

Telephone, Fax, Email (if applicable) _____

Enter the beginning and ending dates of your institution's fiscal year:

From: (Month, Day) _____ To: (Month, Day) _____

SECTION B: Internal Controls

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with U.S. laws, regulations and your institution's policies; 2) assets are maintained safely and controlled; and 3) accounting records are complete, accurate and maintained on a consistent basis. Please complete the following questions concerning your institution's internal controls.

1. Does your institution maintain a record of how much time employees spend on different projects or activities?

Yes: ☐

No: ☐

2. If yes, how?

3. Are timesheets kept for each paid employee?

Yes: ☐

No: ☐

4. Do you maintain an employment letter or contract which includes the employee's salary?

Yes: ☐

No: ☐

4. Do you maintain inventory records for your institution's equipment?

Yes: ☐

No: ☐ (if no, explain)

5. How often do you check actual inventory against inventory records?

6. Are all financial transactions approved by an appropriate official?

Yes: ☐

No: ☐

7. The person responsible for approving financial transactions is: _____ Title:

8. Is the person(s) responsible for approving transactions familiar with U.S. Federal Cost principles as described in 2 CFR 200 Subpart E?

Yes: ☐

No: ☐

9. Does your institution use a payment voucher system or some other procedure for the documentation of approval by an appropriate official?

Yes: ☐

No: ☐

10. Does your institution require supporting documentation (such as original receipts) prior to payment for expenditures?

Yes: ☐

No: ☐

11. Does your institution require that such documentation be maintained over a period of time?

Yes: ☐

No: ☐

If yes, how long are such records kept? _____

12. Are different individuals within your institution responsible for approving, disbursing, and accounting of transactions?

Yes: ☐

No: ☐

13. Are the functions of checking the accuracy of your accounts and the daily recording of accounting data performed by different individuals?

Yes: ☐

No: ☐

14. Who would be responsible for financial reports?

SECTION C: Fund Control and Accounting Systems

Fund Control essentially means that access to bank accounts and/or other cash assets is limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

An Accounting System accurately records all financial transactions and ensures that these transactions are supported by documentation. Some institutions may have computerized accounting systems while others use a manual system to record each transaction in a ledger. In all cases, the expenditure of funds provided by the USAID-funded program must be properly authorized, used for the intended purpose, and recorded in an organized and consistent manner.

1. Does your institution maintain separate accounting of funds for different projects by:

Separate bank accounts: ☐

A fund accounting system: ☐

2. Will any cash from the grant funds be maintained outside a bank (in petty cash funds, etc.)?

Yes: ☐

No: ☐

If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds.

4. If your institution doesn't have a bank account, how do you ensure that cash is maintained safely?

5. Does your institution have written accounting policies and procedures?

Yes: ☐

No: ☐

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

7. Are your financial reports prepared on a:

Cash basis: ☐ Accrual basis: ☐

8. Is your institution's accounting system capable of recording transactions, including date, amount, and description?

Yes: ☐

No: ☐

9. Is your institution's accounting system capable of separating the receipts and payments of the grant from the receipts and payments of your institution's other activities?

Yes: ☐

No: ☐

10. Is your institution's accounting system capable of accumulating individual grant transactions according to budget categories in the approved budget?

Yes: ☐

No: ☐

10. Is your institution's accounting system designed to detect errors in a timely manner?

Yes: ☐

No: ☐

11. How will your institution make sure that budget categories and/or overall budget limits for the grant will not be exceeded?

12. Are reconciliations between bank statements and accounting records performed monthly and reviewed by an appropriate individual?

Yes: ☐

No: ☐

13. Briefly describe your institution's system for filing and keeping supporting documentation.

SECTION D: Audit

The grant provisions require recipients to adhere to USAID regulations, including requirements to maintain records for a minimum of three years to make accounting records available for review by appropriate representatives of USAID or DAI, and, in some cases, may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your institution.

1. Is someone in your institution familiar with U.S. government regulations concerning costs which can be charged to U.S. grants (2 CFR 200 Subpart E "Cost Principles")?

Yes: ☐

No: ☐

2. Do you anticipate that your institution will have other sources of U.S. government funds during the period of this grant agreement?

Yes: ☐

No: ☐

3. Have external accountants ever performed an audit of your institution's financial statements?

Yes: ☐

No: ☐

If yes, please provide a copy of your most recent report.

4. Does your institution have regular audits?

Yes: ☐

No: ☐

If yes, who performs the audit and how frequently is it performed?

5. If you do not have a current audit of your financial statements, please provide this office with a copy of the following financial statements, if available:

- a. A "Balance Sheet" for the most current and previous year; and
- b. An "Income Statement" for the most current and previous year.

6. Are there any circumstances that would prevent your institution from obtaining an audit?

Yes: ☐

No: ☐

If yes, please provide details:

CHECKLIST AND SIGNATURE PAGE

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

Complete the checklist:

- ☐ Copy of your organization's most recent audit is attached.
- ☐ If no recent audit, a "Balance Sheet" "Income Statement" for the most current and previous fiscal year.
- ☐ All questions have been fully answered.
- ☐ An authorized individual has signed and dated this page.
- ☐ Incorporation Papers or Certificate of Registration and Statute is attached.
- ☐ Information describing your institution is attached.

Optional:

- ☐ Organizational chart, if available is attached (if applicable).

The Financial Capability 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 8: Instructions for Obtaining an Unique Entity ID (SAM) - DAI'S Vendors, Subcontractors and Grantees



Form 3.9 Attachment
A - Instructions for Obtaining

Annex 9: Self Certification for Exemption from Unique Entity ID (SAM) Requirement



Form 3.10 - Self
Certification for Exem

Annex 10: Application Checklist

Before submitting your application, please check to make sure the following are included:

- ☐ The application is submitted in electronic format
- ☐ Budget is included (Annex 5)
- ☐ In the budget, the applicant's contribution is identified (if applicable)
- ☐ The CVs and Biodata Forms are included (Annex 6)
- ☐ The statement of liability is signed and stamped (cover page of application form – Annex 3)
- ☐ Completed Financial Capability Questionnaire (Annex 7)
- ☐ Audited Financial Reports: Copy of the applicant's most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, a "Balance Sheet" and "Income Statement" for the most current and previous fiscal year.)
- ☐ Incorporation Papers or Certificate of Registration and Statute
- ☐ Organizational Chart (Optional)