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VIA ELECTRONIC MAIL

**Subject: Request for Applications - Program Development Project (PDP) in Ghana under Farmer-to-Farmer Special Program Support Project (SPSP), Cooperative Agreement No. AID-OAA-A-13-00053**

### Questions and Answers

1. On page 9, section **I. Funding Opportunity Description**, section **5. Program Approach**, paragraph three states "The PDP is expected to be implemented following the guidelines and requirements for the core F2F programs being implemented under other Agreements". However, on page 22, in section **V. Award and Administration Information**, section **2. Reporting requirements**, a requirement of quarterly reporting is mentioned, "A report on program performance must be submitted to VEGA 20 days after the end of each quarter." This is an additional requirement above the core F2F programs. **Can the PDP recipient report on a semiannual basis per the requirements of the core F2F programs?**

*No, the PDP recipient must submit program performance reports to VEGA within 20 days after the end of each quarter.*

2. On page 12, section **6. Program Description**, under **Potential Roles for Volunteers**, paragraph three, it is stated that "In addition to recruiting and placing US volunteers, the PDP Recipient should consider recruitment of non-US volunteers, especially Ghanaian volunteers, to ensure that high-quality, regionally-relevant technical support is provided and that local institutions and local capacities are developed to the greatest extent possible." However, on page 25, section **VI. Annexes, Annex A: Functions and Activities Typically Required in a Farmer-to-Farmer Volunteer Program**, paragraph **e) Volunteer recruitment**, it is stated that "The Applicant's F2F Program shall support services of U.S. volunteers (U.S. citizens and permanent residents); non-U.S. volunteers shall not be used, unless prior approval is obtained from the USAID AOR for any unique situation requiring such use of non-U.S. volunteers." **Could this please be clarified? Please clarify whether the PDP is required to obtain prior approval from the USAID AOR for the use of any non-U.S. volunteers.**

*Although typically Farmer-to-Farmer programs may only field U.S. volunteers, under this PDP non-U.S. volunteers may also be used to support the program. The use of non-U.S. volunteers, if included in the winning proposal, would be approved at the award stage by the AOR and VEGA.*

3. On Page 13, section **7. Application Requirements, General Application Requirements**, item 3 identifies page limits for certain elements of the application. **Please confirm that an acronym list, and table of contents are excluded from page limits.**

*Yes, an acronym list and table of contents are excluded from page limits.*

4. On Page 16, section **7. Application Requirements, Required Contents of Full Applications**, subsection **2. Full Application**, requires a staffing plan as part of the Management and personnel structure. **In light of the page limit of the Full Application (20 pages) may the staffing plan be included as an annex to the Full Application and be excluded from page limit?**

*No, an annex to the full application for the staffing plan will not be accepted. CVs for all proposed Key Personnel positions, including responsibilities, level of effort, minimum qualifications, and duty stations, should be included in the Key Personnel section, which has no page limit.*

5. On Page 17, section **7. Application Requirements, Required Contents of Full Applications**, subsection **7. Branding Strategy and Marking Plan**, includes a reference to including a BS&MP in the application, however, page 38 states that the BS&MP will be requested prior to award from the apparent awardee. **Please confirm that no BS&MP will be required for submission as p/o the Full Application.**

*A draft branding and marking plan is required as a component of the Full Application. Apparently successful grant applicants will be asked to submit a revised branding and marking plan prior to award.*

6. On Page 19, section **7. Application Requirements, Full Application Evaluation Categories, Staffing**, refers to providing "other important managerial and technical personnel" CVs. We note that Page 17 Key Personnel refers only to Key Personnel CVs. **Please confirm that CVs are required only for Key Personnel proposed.**

*This confirms CVs are required only for Key Personnel proposed.*

7. **Are there any specific geographic areas in Ghana that should be targeted for this project?**

*No, there are no specific geographic areas in Ghana that should be targeted for this project. However, as the program description calls for close coordination with the Government of Ghana, many project activities are expected to take place in Accra.*

8. Page 1 states that full applications and cost proposals should be submitted as separate attachments. However, page 17 states that the budget "shall be submitted as part of the combined Full Application file and as a separate Microsoft Excel file." **Please clarify if the full application and all the elements of the cost application should be entirely separate, or combined into one full application, except for the Excel file.**

*The full cost proposal, including the budget, should be included within the combined full application file as a Word or PDF document. In addition, the budget shall be submitted as a separate Microsoft Excel file.*

9. Page 12: It is stated that it would be preferred for a long-term volunteer to have the ability to liaise with the National Institute of Standards and Technology (NIST). **Is it possible to clarify whether this refers to NIST USA or NIST Ghana, or both?**

*NIST is a non-regulatory U.S. federal agency within the U.S. Department of Commerce. There is no NIST Ghana.*

**10.** Page 19 specifies recruitment for "field-skilled, senior level volunteers internationally or locally." Page 12 states that "it is expected that volunteers will be primarily senior-level professionals with academic or business experience relevant to project needs." **May the applicant also propose mid-level volunteers or young professionals who are currently in or recently finished graduate study?**

*The applicant may propose mid-level volunteers or young professionals. However, it is expected that volunteers will be primarily senior-level professionals with academic or business experience relevant to project needs.*

**11. Is there a budget template USAID would prefer applicants to use?**

*No.*

**12. Does the limit of three past performance references apply to each consortium member?** That is, may three past performance references for sub-implementing partners be provided in addition to the three past performance references for the prime applicant?

*No, past performance references should be submitted only for the prime applicant.*

**13. May the applicant modify the past performance review template provided in Annex H so that each reference is displayed horizontally, rather than vertically?** This way, approximately one past performance reference would be displayed per page, rather than three spread across the table vertically over three pages.

*Yes. However, all required information must be included in the same order as presented in the template.*

**14.** On Page 17, the solicitation requests three recent past performance references. **Is this 3 total past performance references for the entire submission, or is it 3 references per contractor?**

*Past performance references should be submitted only for the prime applicant. No more than three references will be accepted per application.*

**15.** On page 17, representations and certifications are requested. **Is a copy of representations and certifications required for subcontractors as well as the prime contractor?**

*No, copies of representation and certifications are required only for the prime applicant.*

**16. Is it allowable to add annexes to include letters of commitment and letters of support from partners and resource organizations?**

*Yes, it is allowable to submit letters of commitment and letters of support as an annex.*

**17. Is policy change a targeted impact of the project?**

*No, policy change is not a targeted impact of the project. However, activities related to policy change may be proposed as they relate to the three program components: producing a traceability system, addressing sanitary/phytosanitary concerns in select value chains, and coordinating the strengthening of certification systems.*