



Date: **January 27, 2014**  
Subject: **Answers to Questions:**  
**APC RFA No. GH-013 – Leahy War Victims Fund TEAM Project**

### **Geographic Focus – Questions 1-8**

1. **Question:** What is the definition of a war affected country? Is Cambodia considered a war affected country?

**Answer: The RFA uses the term “conflict-affected country.” It is up to the Applicant to provide clear justification on how and why the proposed country is appropriate for support.**

2. **Question:** Is the Technical Committee interested in and willing to consider an application targeting Lebanon, a conflict-affected country?

**Answer: It is up to the Applicant to provide clear justification on how and why the proposed country is appropriate for support.**

3. **Question:** The RFA states that conflict-affected countries in Southeast Asia will be considered. For the purpose of this grant opportunity, is the Leahy War Victims Fund considering Myanmar a conflict-affected country?

**Answer: See answer to Question 2.**

4. **Question:** Are applications from Myanmar eligible for this opportunity?

**Answer: See answer to Question 2.**

5. **Question:** If a program is focused on helping people with disabilities on both sides of the Thailand-Burma border, can the office be based in Mae Sot, Thailand?

**Answer: Applicants are limited to one country and the office must be located in the country of planned implementation.**

6. **Question:** Does the TEAM project need to provide services in the entire country or can they serve selected regions in the country?

**Answer: The TEAM project does not need to provide services in the entire proposed country but can serve selected regions. Justification for region selection should be included in the Application.**



7. **Question:** What countries are included in “Southeast Asia?” Is Sri Lanka included in this region?

**Answer: Definitions differ from source to source, but please refer to Wikipedia for countries listed in SE Asia.**

8. **Question:** What countries are included in “Latin/South America?”

**Answer: Definitions differ from source to source, but please refer to Wikipedia for countries listed in Latin/South America.**

#### **Registration – Questions 9-11**

9. **Question:** Page 12 of the RFA mentions that, “For their application to be considered under this solicitation, the organization must already be registered in the country proposed for work and be eligible to receive, or have adequate financial controls and can reasonably expect to be eligible to receive, USAID funds by satisfying 22CFR228 requirements.” Is an organization eligible for this opportunity if it is not currently registered (i.e. does not have a MOU with the government) in the country for proposed work, but 1) is currently in the process of obtaining a full MOU/local registration; 2) is currently able to obtain case-by-case government approvals to conduct project activities; and 3) has adequate financial controls and is able to receive USAID funds as per 22CFR228 requirements?

**Answer: In countries where a MOU is a prerequisite or proxy for local registration, Applicants with MOUs must also have an established office and bank account in the country to be eligible. In all other cases, the Applicant must already be registered in the proposed country of implementation.**

10. **Question:** Is in-country registration required prior to the submission, or will the application still be considered if the in-country registration is in process and to be obtained by the start of the program date?

**Answer: See answer to Question 9.**

11. **Question:** The RFA states that all subgrantees do not have to be determined at the time of application. Would this hold true for the country registration requirement as well? That is, if the prime is not yet officially registered at the time of application but plans to be registered by the time the award is made, will USAID still review the application?

**Answer: See answer to Question 9.**

#### **Partnerships/Subgrants – Questions 12-26**

12. **Question:** Are we to name the specific organizations to be subgrantees or it is possible to identify potential entities?

**Answer: If specific subgrantee organizations are known at the time of application, they should be named. If subgrantee organizations are not yet identified, the Applicant should describe how organizations will be identified and selected. All subawards, whether included in the initial Application or named later, are subject to USAID approval.**

13. **Question:** For subpartners identified within the core proposal, should the applicant submit letters of commitment for each partner identified? If yes, would the LOCs be exempt from page limitations?

**Answer: Letters of commitment from subpartners may be included as an annex and do not count towards the page limit.**

14. **Question:** As per the guidance on page 11, budgets for subgrantees are not included in the 4 pages, however, detailed budgets for subgrantees are required in the same format that the applicant uses. Given that the grant requires a minimum of 10 subgrantees, does JSI require detailed budgets of a minimum of 10 proposed subgrantees or just the budgets of the subgrantees that can confirm their participation by February 14?

**Answer: The RFA requires summary budgets and budget notes from the Applicant and any subgrantees that confirm their participation by the Application deadline. Summary budgets and budget notes for subgrantees should be in the same format as the Applicant's budget. Summary budgets should be created using the categories and format identified on page 11 and in Attachment 2 of the RFA, and budget notes should have sufficient detail as outlined in Attachment 3.**

15. **Question:** Are there any restrictions in subgrant partners? For example, can the applicant subgrant to universities, research centers and government?

**Answer: The Applicant can subgrant to universities and research centers. Providing subgrants directly to government entities is possible with adequate justification.**

16. **Question:** Can subgrants be given to host country government agencies?

**Answer: See answer to Question 15.**

17. **Question:** Can faith-based facilities be considered as subgrantees?

**Answer: Yes, faith-based organizations can be considered as subgrantees.**

18. **Question:** Can a subaward be given to an INGO?

**Answer: Yes, international non-governmental organizations are eligible to receive subawards, provided that they are registered in the country of implementation.**

19. **Question:** Can a subaward be given to an NGO not based in or registered in the country where implementation is occurring?

**Answer: Subawardees must be registered and have a presence in the country where implementation is occurring.**

20. **Question:** The RFA requires a minimum of 10 sub-awards. In a scenario where the applicant has established direct partnerships with several government hospitals, can each hospital be considered as an individual subgrantee?

**Answer: Providing subgrants directly to government entities is possible with adequate justification. If each hospital has separately managed (as opposed to centrally managed) financial systems, bank accounts, etc., each hospital can be considered an individual subgrantee.**

- 21. Question:** Two organizations would like to apply for the grant as a coalition – one, a livelihood development organization, will be the lead because it is registered in the country of interest, has experience with USAID grant management with subgrantees, and disability inclusion. But its total annual budget is less than the total 2- to 3-year grant award for this RFA. The other is an international disability organization with a considerable budget and obvious experience with rehabilitation, assistive technology, etc., and with extensive USAID grant management experience. While the smaller non-disability organization will be the lead, the strengths of the partnership will enable the grant to be successful. But is USAID/JSI/FHI360 precluded from giving a grant to a lead organization with a smaller annual budget than the total amount of the grant award?

**Answer: USAID/JSI/FHI360 is not precluded from giving a grant to an organization with a smaller annual budget than the total amount of the grant award.**

- 22. Question:** Can an organization apply for one award as a prime and for a second award as a sub-partner to a prime?

**Answer: Yes.**

- 23. Question:** Can an NGO submit a proposal to be the prime recipient on one proposal for one of the three regions and also be considered for inclusion as a subawardee on two proposals from two different regions?

**Answer: Yes.**

- 24. Question:** Can a partner organization be a subpartner for more than one application?

**Answer: Yes.**

- 25. Question:** If a subawardee is awarding subawards to second tier subawardees, can they be responsible for the oversight and management of those subawardees?

**Answer: Subawardees will be responsible for the oversight and management of any subawards they issue. The subawardee is also responsible for subawards issued by its subawardees. It is the responsibility of the Applicant to ensure that subawardees who will manage second tier awards have adequate experience and mechanisms in place for subaward management.**

- 26. Question:** Is there a ceiling on the total amount awarded over the 3 year project to a subawardee that is managing several smaller subawardees?

**Answer: No, there is not a ceiling on the total amount awarded to a subawardee managing several smaller subawardees. However, the Applicant should provide adequate justification for including second tier awards and for the amounts provided.**

**Program Management/Structure – Questions 27-28**

27. **Question:** Is the main contractor to perform any of the tasks to achieve objectives or can it all be subcontracted?

**Answer: We do not think this is possible based on the objectives of the project as the prime is expected to provide administration, grant management responsibilities (finance, etc.), M&E, etc. The subawards will address the T.E.A.M. elements of the program.**

28. **Question:** As vocational trainers for the disabled in Cambodia, we have 20 years' direct experience in most of the components of the TEAM project. Thus we could do much (not all) of the work ourselves. Would that be acceptable?

**Answer: The project must utilize a minimum of ten subawards in the country of implementation. An Applicant may not give a subaward to its own work or satellite offices.**

**Staffing/Personnel – Questions 29-32**

29. **Question:** The RFA states that the Application must include one technical advisor based in the country who must be a subject matter expert in physical rehabilitation. Can this be an expatriate, and if so, what salary scale can be budgeted for? Can a local professional be considered?

**Answer: The in-country technical advisor may be an expatriate or local professional. The proposed individual's qualifications should be adequately detailed in the management and staffing section of the Application. It is up to the Applicant to budget and justify the salary scale for their project.**

30. **Question:** What will be the total percentage cost on personnel allowed as a total of the grant?

**Answer: There is not specific total percentage to be allowed for personnel. However, the level of staff/salaries budgeted for both the Applicant and subawardees should be kept at a level which is reasonable for the program structure proposed by the Applicant. Justification for the proposed staffing structure should be provided in the Application.**

31. **Question:** On page 14 of the RFA under C4 Technical Evaluation Criteria IV. Management, Implementation and Staffing #2, it asks as part of the criteria, "Does the organizational chart seem appropriate to good project management?" Does this mean APC requests applicants to submit an organizational chart? If so, does this organizational chart count as outside the page limit restrictions?

**Answer: An organizational chart is not required but may be submitted as an annex that is not included in the page limit.**

32. **Question:** For key personnel identified within the core proposal, should the applicant also submit curriculum vitae (CV) and letters of commitment (LOC) for these identified key personnel? If yes, would the LOCs and CVs be exempt from the page limit restrictions?

**Answer: Applicants should identify the key positions for this project and briefly describe their respective areas of responsibility as part of the technical proposal. CVs or LOCs are not required at this stage. Short-listed Applicants will be requested to provide CVs for key personnel at the time of short-listing.**

**Procurement – Questions 33-36**

33. **Question:** The RFA states that expendable supplies can be budgeted but non-expendable equipment will not be funded under these grants. Is there provision for construction or improvements/renovation of existing physical facilities at cost up to or exceeding \$5,000?

**Answer: Small renovations up to \$5,000 would be acceptable, but construction or larger scale renovation exceeding \$5,000 will not be supported through these awards.**

34. **Question:** Can vehicles, therapy equipment or machines for production of assistive devices be included up to or exceeding \$5,000?

**Answer: Vehicles cannot be purchased under these awards. Machines or equipment under \$5,000 would be possible.**

35. **Question:** Is there a limit to procurement/importation of stock of materials and components for production of assistive devices and wheelchairs?

**Answer: There is no limit to procurement/importation of stock of materials and components so long as such procurement/importation is in accordance with the applicable USAID rules and regulations.**

36. **Question:** Do materials and products from India and China qualify for procurement under this call?

**Answer: Procurement from India falls within Geographic Code 937 and therefore qualifies. Procurement from China is excluded under this code. However, procurement up to USD \$25,000 (excluding those covered by special procurement rules in 22CFR228.19) qualifies.**

**Other – Questions 37-41**

37. **Question:** Can assistive devices and wheelchairs be issued as grants to needy clients who cannot afford to pay for them?

**Answer: An individual receiving a wheelchair would not be considered a grant. Providing assistive devices and wheelchairs can be included as part of a grant program.**

38. **Question:** Can the grant support poor clients on surgeries and medical rehabilitation?

**Answer: Surgeries and medical rehabilitation are included as potential activities under this award.**

39. **Question:** On page 13 of the RFA under C4 Technical Evaluation Criteria III.1 it asks, “Is the M&E plan clear, realistic, and likely to generate adequate project management information?” Should

an applicant submit a suggested performance management plan (PMP) or monitoring and evaluation (M&E) plan as part of the annexes for this application? If a PMP or M&E plan is requested, is the plan counted as outside the page limit restrictions?

**Answer: A detailed M&E/PMP will be required from successful Applicants. A basic M&E plan should be included in the initial submission and does count against the page limits specified.**

40. **Question:** Should an applicant complete certifications and assurances for submission with this application?

**Answer: Applicants should not complete certifications and assurances at this time. Short-listed Applicants will be required to complete certifications and assurances as part of the pre-award process.**

41. **Question:** Is there any definition for a “causal framework?” We notice that a log frame is not required.

**Answer: There are many definitions available for “causal framework.” One such definition outlines it as a depiction of direct and indirect linkages between interventions and outcomes. Another defines it as a logical planning framework based on causal links between inputs, activities, outputs, effects, and impact. Other definitions for a causal framework can be found via Google. Applicants should choose the definition that best suits their purposes and clearly state and justify the definition used.**