**SECTION III: APPLICATION AND SUBMISSION INSTRUCTIONS**

The Feed the Future Resilience in Northern Ghana Systems Strengthening Activity will award up to a total of ten (10) Fixed Amount Award grants resulting from this RFA to the eligible and responsible Applicants that demonstrate the capability to carry out activities conforming to the project objectives and within the funding and other parameters set by this RFA.

This solicitation does not commit the Feed the Future Resilience in Northern Ghana Systems Strengthening to make an award, and the Activity may at its sole discretion (a) accept or reject any or all applications in part or in full without assigning a reason, and (b) waive informalities or irregularities in applications received.

1. **APPLICATION INSTRUCTIONS**
2. **Cover Sheet**
3. Legal Name of Organization
4. Mailing Address
5. Physical Location
6. Contact Information
7. Organization’s Legal Representative
8. Tax Identification Number (TIN)
9. UEI Number (Applicants without UEI # may register using the link www.sam.gov)
10. **Instructions for Preparation of the Technical Application**

Technical Applications should be submitted in the English language, and attached with the following annexes, using the template included as Attachment A to this RFA. Applicants are encouraged to read the RFA document in its entirety and ensure that their application addresses all of the items cited in the application instructions and meets the selection criteria. All applications must be submitted by the deadline established on the cover page of this RFA. Applications received after this due date and time will not be accepted for consideration.

The Technical Application should detail activities for each Milestone and the expected outcomes and evidence of activities (Deliverable). The Technical application shall describe how the Applicant intends to carry out each milestone as defined in the Milestone template (included in FAA template attachments).

Applicants operating in more than one district in the zone of influence (ZOI) may apply for more than one grant but must submit a separate application in response to this RFA, in order to preserve competitive integrity and enable fair and accurate evaluation of applications received.

1. **Cover Letter**

Applicants must include a summary of their application(s) and its total cost, signed by an individual authorized to commit the organization. The application must be accompanied by an executive summary detailing the key elements of the applicant’s strategy, approach, targets, and expected results for implementation, as well as a cover letter typed on official organizational letterhead and signed by an individual who has signatory authority for the applicant. The Applicant must submit a complete application package on or before the due date and time noted on Page 1 of this RFA. Applications must be submitted by email with the subject line “**RFA No: IIAF-RFA-002-2024**”.

The applications must be prepared in two separate volumes: 1. Technical Application; and 2. Cost Application, using the templates provided. The technical and cost applications must be kept separate. Technical applications must not make reference to cost data beyond the total requested in order to evaluate the technical application strictly on the basis of technical merit.

1. **Project Description**

Applicants should describe the proposed program activities and overarching program elements, such as the objective of the grant and the linkage to the project objectives, or how the proposed activities will contribute to these objectives; results and indicators for measuring results, intended beneficiaries, and plans for disseminating activity deliverables. Outline how the proposed elements will support progress toward organizational sustainability.

The Applicant should assume that grant activities will be performed in at least 10 communities per District and should address all elements of that assumption in their technical approach and cost application; however, the actual community selection process will not be finalized until just prior to grant award, as part of the negotiation process.

1. **Program Monitoring and Evaluation Plan**

The Feed the Future Resilience in Northern Ghana Systems Strengthening Activity is committed to using data to better understand and improve how beneficiaries made up of WRA and CU5 in various communities will be impacted by the grant activities. As such, the grants program is an integral part of collecting data and understanding the stories behind the data.

Applicants should describe the overall expected outcomes of grant activities related to their targeted beneficiary populations. Grant applications should provide a description of monitoring and data collection systems to be used, including methods and targets. Applicants should propose indicators unique to their intervention and include target estimates to be reported quarterly over the granting period using the MEL template provided as Attachment F.

Applicants are expected to propose realistic targets based on the technical area chosen for implementation. However, these will also be negotiated to meet the overall targets assigned to the project.

1. **Milestones and Deliverables:**

The Technical application shall include a description of proposed activities that your organization is seeking to implement that may easily be translated into specific milestones and deliverables in the final grant agreement. The technical application must demonstrate a clear understanding of the expected work to be undertaken in each proposed activity and include a concise, specific, complete, implementation plan that will contribute to these objectives and indicators for measuring results. Each proposed activity must also clearly align with the goals and expected outcomes included in Section I.5 (above) and must include a description of how the success of each proposed activity will be achieved and measured. Please refer to attachment A. Technical Application Template for an example of activities that are expressed as milestones and deliverables to guide your application development.

1. **Experience and Capacity**

Applicants should list previous and ongoing experience implementing similar activities. This is a critical factor in assessing the capacity of the grantee to implement the activity. The applicant also provides contact information of at least three references that can speak to the applicant's performance and capabilities.

1. **Organizational Information and Certifications**

The applicant shall submit the following annexes to the cost application:

* Applicant Pre-Award Questionnaire found in Attachment D of this RFA.
* “Certifications, Assurances, Representations, and Other Statements of the Recipient” found in Attachment E of this RFA.
* Copy of the organization's chart and bylaws and power of attorney of the authorized signer.
* Copy of the organization’s legal registration under the laws of the Republic of Ghana.
* Copies of the last annual financial report(s) completed by an authorized/certified accountant.
* Copies of CVs of key staff and technical leads.
1. **Instructions for Preparation of the Cost Application**

As part of the Cost Application and in addition to the Budget Template (Attachment C), the Applicant shall provide a summary and detailed budget detailing the proposed costs in order to implement proposed activities described in Attachment C. All proposed costs and estimates must be reasonable and allowable in accordance with the US Government’s Cost Principles established in 2CFR200, Subpart E. All proposed costs must be directly applicable to implementing activities under the award and budgeted amounts should not exceed the market cost/value of an item or service.

1. **Budget Narrative and Detail**

Cost estimates must be submitted in Excel format using the attached budget template**.** The file must be unprotected and there should be no hidden columns/rows/cells. Each cost element must include a basis for estimate or rationale. Any budget submitted without the accompanying narrative or in a different template will not be accepted and the application may not be considered. Please note that applications will be judged based on the efficiency of costs vs. proposed performance targets**.** The budget shall be denominated in Ghanaian Cedi (GHS) only.

The budget template contains the following budget categories:

1. **Salaries (Activity staff)**

The Applicant shall provide the individual’s name, position title, the unit (days), the number of units (i.e., the level of effort), the unit salary or consultant fee and the total salary or consultant fee. Unit salaries shall be stated in days. Benefits, fees, and indirect costs should not be included in the unit salary*.*

1. **Fringe Benefits**

This could include social security, health insurance, and other mandatory withholdings for relevant grantee staff.

1. **In-Country Travel and Transportation**

Travel and Transportation includes per diem and shall be broken down by traveler, transportation vehicle, number of trips and the corresponding number of days of per diem. Include a basis of estimate for each trip.

1. **Other Direct Costs (ODCs)**

As part of the detailed budget breakdown, the Applicant shall submit details of all other direct costs (ODCs) required for undertaking the award grant. ODCs include costs of direct program implementation, as well as costs for communication, meetings, expendable supplies and materials, report preparation/reproduction and publications. Include a basis of estimate for each item.

NOTE: USAID Policy prohibits the payment of fee/profit to Grantees.

**Submission of the Application:**

Applications must be submitted no later than midnight on May 15, 2024, electronically to ftfring\_grants@abtassoc.com

**IMPORTANT NOTE: Technical and financial applications should be submitted in two separate electronic files.**

1. **APPLICANT SELF ASSESSMENT**

The Applicants selected for this award are subject to a pre-award risk assessment conducted by the Grants Manager to ascertain whether the Applicant organization has the minimum management capabilities required to manage and implement the Fixed Amount Award. The Applicant self-assessment is the first step in the pre-award risk assessment process. The Applicant Self-Assessment Form is contained in Attachment D.