

Request For Applications (RFA)

Feed the Future Ethiopia Transforming Agriculture

RFA title: Improving commercial forage seed/forage production for sustainable livestock sector improvement in Afar Region

RFA no:	ETA-RFA-2025-001
Date of issuance:	September 25, 2025
Pre application workshop	October 06, 2025 , date will be emailed to each applicant
Closing date of questions:	October 09, 2025, at 5.00PM EAT
Responses to be shared by RTI:	4 working days after closing date of questions
Closing date for this RFA:	October 24, 2025, at 5.00PM EAT
Anticipated award date:	January 31, 2026

Dear Applicant of ETA-RFA-2025-001,

Feed the Future Ethiopia Transforming Agriculture, funded by the United States Government and implemented by RTI International in partnership with First Consult seeks competitive applications to fund one or multiple awards in the form of grants to qualified organizations to increase access to healthy diets, particularly for women and children, by improving competitiveness and resilience of the food and agriculture system. The purpose of this RFA is to award grants towards improving commercial forage seed/forage production for sustainable livestock sector improvement in Afar Region.

Grants will be awarded and implemented in accordance with US Government regulations and RTI grant management policies and procedures. Please see the RFA description attached and in particular the application requirements in **Section III: Application Merit Review Criteria** which further details the information your proposal must provide. Government entities (including government funded universities and research centers) are only eligible for in-kind grants provided prior approval is granted by the US Government.

Soft copies of this document are available by request, by sending an email to grantseta@rti.org. Applicants of this RFA should submit clarification questions by email to grantseta@rti.org by **October 09, 2025, at 5.00PM EAT**. Feed the Future Ethiopia Transforming Agriculture will not respond to telephone inquiries. A workshop will be held to further clarify questions and explain the proposal phase further. You will be notified individually of the date, time and place of the workshop in your region. Proposals submission will be via email grantseta@rti.org by October 24, 2025, **at 5.00PM**. Late applications will not be considered.

Issuance of this RFA does not constitute an award commitment on the part of the Feed the Future Ethiopia Transforming Agriculture or the US Government, nor does it commit the activity to pay for costs incurred in the preparation and submission of an application. Further, the activity reserves the right to reject any or all applications received. Similarly, an invitation to clarify your application is not a commitment to fund that application, nor reimburse any costs incurred during the preparation.

The activity's grant review and approval process eliminates the possibility of any unilateral decision on any given application. Feed the Future Ethiopia Transforming Agriculture staff will not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to ethics@rti.org.

Sincerely,

Ian Chesterman

Chief of Party, Feed the Future Ethiopia Transforming Agriculture Activity

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SECTION I: Background, Objective, and Illustrative Partnership Activities

Project Background

The purpose of the Feed the Future Ethiopia Transforming Agriculture activity is to increase access to healthy diets by improving competitiveness and resilience of the Ethiopian food and agriculture system. Feed the Future Ethiopia Transforming Agriculture operates in 165+ woredas in selected nutritious and income generating commodities.

The overall objective of Feed the Future Ethiopia Transforming Agriculture's Catalytic Investment Portfolio (CIP) is to provide grants under contracts (GUCs) to actors operating in agriculture and food market systems to stimulate positive change. The CIP will buy-down risk and overcome barriers to increased nutritious food availability, convenience, desirability, and increased incomes. The CIP provides targeted funding opportunities to firms and organizations that can demonstrate a clear concept, business idea or approach that can be developed with limited financial support from Feed the Future Ethiopia Transforming Agriculture. It is very important that grantees demonstrate the potential sustainability of their proposal with their own financial resources, business planning, and commitment to sourcing additional resources on the open market.

The lowland areas of Ethiopia, particularly Afar region, are largely inhabited by pastoral and agro-pastoral communities whose livelihoods heavily depend on livestock. Additionally, these regions face persistent challenges, such as recurrent droughts, overgrazing, and severe land degradation, which have drastically diminished the availability of natural grazing lands and resulted in chronic feed shortages for livestock.

To mitigate these challenges, promoting mechanized and commercialized forage production systems has become essential. These systems offer a sustainable approach to boosting the supply of quality livestock forage seed and high forage biomass production. Furthermore, promoting these production systems will enhance animal productivity and strengthen the resilience of pastoralist communities through market connectivity, creating flexible supply or sales chains by promoting different market actors to establish high quality relationships and sound market with reduced monopoly. Investing in these technologies will shorten harvest time and allow for efficient storage for long periods of time, especially during the drought season.

Objective

The objective of this RFA is **improving mechanized commercial forage production and forage seed for sustainable livestock sector improvement and productivity**. Feed the Future Ethiopia Transforming Agriculture seeks to make strategic investments that produce durable outcomes with potential to catalyze change across the food and agriculture systems as well as the broader economy. This will be done through activities that are transformative, sustainable, and inclusive. **All partners must be operating in or sourcing from Dubti, Chifra and Amibara woredas within Afar region.**

Illustrative Partnership Activities

To achieve the objectives listed above, Feed the Future Ethiopia Transforming Agriculture will consider activities to support **mechanized commercial forage and seed** producers to expand their forage/seed production, including through irrigated forage production approaches. The activity will support mechanization technologies such as hay baler, grass mower, grass chopper, silage wrapping machine, shoulder type grass mower as well as sustainable market linkage for commercial forage producers. As part of sustainable market linkages, the activity will facilitate linkages and formal contracts between commercial forage producers and dairy and fattening farmers. Feed the Future Ethiopia Transforming Agriculture anticipates funding activities under this RFA based on the following illustrative categories:

I: Promote commercial forage production through improved varieties and mechanization: Producing forage and fodder for commercial purposes is not a common practice in Ethiopia due to limited quality forage seed availability, poor allocation of land for forage/fodder production in urban and pre urban areas, and competition with other cereal crops. Whereas land is available in the areas that were kept under enclosure, degraded lands can also be alternatively used for cut and carry forage production. The forage seed system in Ethiopia is currently underdeveloped with about 70% of forage seeds exchanged through the informal seed system. Most of the formal seed exchange is through large institutional buyers, such as non-governmental organizations and government offices. The forage seed system is characterized by unarticulated demand, weak regulation, and seed certification, limited technical knowledge and capacity for both forage seed and forage crop production, and lack of incentives for farmers and private sector actors to participate in seed multiplication and marketing.

Feed the Future Ethiopia Transforming Agriculture will closely work with commercial forage seed producers and seed multiplication centers in project implementation woredas with the aim of **improving sustainable supply of both basic and certified quality forage seeds** and transform the forage seed system. Activities may include but are not limited to support to agrodealers to engage in **improved forage seed marketing and encouraging forage seed production outgrowing schemes, and market linkages with livestock producers through voucher systems.**

Feed the Future Ethiopia Transforming Agriculture will support commercial forage growers to boost their production including through irrigated forage production vis-à-vis creating sustainable market linkage with livestock producers through contract agreements and or direct marketing service.

Feed the Future Ethiopia Transforming Agriculture activity will support forage value addition using available **mechanization technologies like manual hay bailer, grass mower, grass chopper, silage wrapping machine, shoulder type grass mower** to reduce forage cost, facilitate transport, and improve safe storage which plays a critical role for production.

Expected Outcomes

Through this grant activity, Feed the Future Ethiopia Transforming Agriculture investments are expected to achieve the following outcomes:

- Increase availability of key nutritious foods in target markets in the target woredas
- Increase household income to improve total food expenditures spent on nutritious foods.
- Increased availability, affordability, convenience, and desirability of safe, diverse, nutritious foods
- Increase in sales of both nutritious and income generating commodities by producers and firms.
- Improved management practices and/or technology adoption by food system actors
- Increase private sector investments in food systems and access to finance.

See **Annex B** for the specific target indicators under Feed the Future Ethiopia Transforming Agriculture.

SECTION II. Application and Submission Information

Submission Information

Technical applications shall be submitted in the format provided in **Annex A – D** and completed in English. Annex A may not be more than fifteen **(15) pages** (excluding cover page, executive summary [One (1) page max]). For fillable forms and templates, send a request by email to grantseta@rti.org.

I. Annexes below are required to be submitted by the submission deadline.

1. Annex A: Technical Application Form in Word document file formats. Applications in other formats (e.g., PDF, JPEG, or any other format except Word) will not be considered.
2. Annex B: Activity Monitoring, Evaluation, and Learning (AMEL) Template
3. Annex C: Implementation Plan Template
4. Annex D: Budget and Budget Narrative in Excel format and presented in Ethiopia Birr. Applications in other formats (e.g., Word, PDF, JPEG, or any other format except Excel) will not be considered.
 5. Past performance business referral letters for previously performed similar work.
 6. CVs of key personnel, management and technical, who will oversee the project; CV per person should not exceed 1 page.
 7. Organizational diagram.

II. Annexes below are required prior to any award.

8. Annex E: Required Certifications (signed and dated, Applications without signature by the authorized official might not be considered).

For an application to be considered, all documents listed above should be submitted as per indicated time frame in electronic copy to grantseta@rti.org with RFA number **ETA-RFA-2025-001** in email subject line as a reference. Only applications submitted to this email will be counted as official submission. Government entities are only eligible for in-kind grants provided prior approval is granted by the US government.

Application documents (listed above) should be submitted in a zipped folder. The zipped folder file size should not exceed 20 Megabytes (20MB).

The submission deadline is October 24, 2025, at 5.00PM EAT. Late applications will not be considered. All interested applicants are encouraged to submit their application as early as possible.

Technical Application

Applicants are expected to develop their proposals based on their understanding of needs, their prior institutional experience, and their determination of the approaches that would be feasible, scalable, and successful within the context provided above. In all cases, applicants shall clearly explain the rationale for the proposed approaches chosen. Technical applications shall be submitted in the format provided in:

- Annex A: Technical Application Form (**maximum of 15 pages**)
- Annex B: Activity Monitoring, Evaluation, and Learning (AMEL) Plan
- Annex C: Implementation Plan

Cost Application

Applicants are required to submit a budget and budget narrative (in excel format) using the template in **Annex D** detailing how they will allocate the grant funds during the grant term, including proposed amount of time of staff who will work on the project. Grant funds may be used for the following types of costs related to the provision and implementation of the proposed activities:

- Direct project costs including training, equipment, materials, supplies, and consumables.
- Operational costs including salaries, financial administration, and other costs, not included above and required to implement this specific project. Operational costs should not be more than 10% of the total budget.

All grant activity costs must be within the normal operating practices of the applicant and in accordance with its written policies and procedures. In addition, costs must be compliant with 2 CFR 200 Subpart E, Cost Principles (<https://ecfr.io/Title-02/sp2.1.200.e>). The application form must be signed by a senior representative authorized to make commitments on behalf of the applicant.

Questions and Further Assistance

Questions concerning this RFA must be submitted in writing via email to grantseta@rti.org (with RFA number **ETA-RFA-2025-001** in the email subject line as a reference) on or before the deadline for receipt of question(s) stated on the cover letter of this RFA. Questions will not be accepted by any other means. All questions raised in workshops must also be submitted in writing.

Responses to questions will be emailed to all applicants within **4 working days after close date of questions**. It is the responsibility of the applicant to monitor emails for any amendments that may be shared later. Please read the RFA in its entirety and ensure that your response addresses all the items listed in the technical application form, application information, and evaluation criteria.

SECTION III. Application Merit Review Criteria

Full applications will be evaluated against the merit review criteria as shown below.

Merit Review and Category	Points
A. <i>Business Model Sustainability</i>: The extent to which applicants describe a concept that is feasible, innovative, cost-effective, and provides a market-based solution that 1) addresses a constraint faced by the business and that aligns with the organization's existing business model and 2) can continue and scale after US government funding has ended. The proposed concept should not subsidize commercial transactions between the market actors. The applicant must clearly explain what they are requesting Transforming Agriculture to fund, what is stopping the applicant from investing in such activities itself, and how Transforming Agriculture support will reduce risks. Tips of issues to address when developing this section of the proposal: • What is the plan - in reference to the Transforming Agriculture objectives? Please clearly state and discuss what the company can do, not only what the project needs? (3 marks) • Indicate where the work will be implemented: target sites - specify name of woredas, number of kebeles, A map showing these sites is encouraged. (3 marks) • How does the business model work to solve existing bottlenecks and problems in the target areas? (5 marks) • What strategies will the company employ to implement the specific activities? (5 marks) • What specific activities will be implemented during the life of the project? discuss the theory of change¹ in a clear way possible? (4 marks) • What contributions will the business have to small holder farmers? Who will benefit from the investment - farmers, Small & Micro Enterprises (SMEs), women, youth, other targets, etc.? Include number of beneficiaries and/or number of households. (5 marks) • What strategies will the company follow to ensure sustainability of the initiatives, after the funds from the grant have ended? (5 marks)	30
B. <i>Nutrition Informed Locally Led Solution</i>: The extent to which applicants demonstrate how their activities and investments demonstrate local ownership, align to consumer preferences for nutritious foods, and increase access to healthy diets. • Discuss how the proposed activities could engage the local ownership, are they owned by nationals? (3 marks) • How do the activities and products align with the preferences of the local community specific to nutrition foods? (3 marks) • How do these products contribute to healthy diets? (2 marks) • Are these products available to the local community at the times they need them? (1 mark) • Are the foods affordable to the local community? (2 mark)	20

¹ "A theory of change is a method that explains how a given intervention or set of interventions, are expected to lead to a specific development change, drawing on a causal analysis based on available evidence."

• How will the investment/proposed activities recognize local knowledge, expertise, resources and ensure that the local actors of the targeted areas have equitable access to the resources to improve the nutritional status of these communities. (4 marks) • Describe how your proposed investment in local capabilities can sustain the proposed activities. (3 marks) • Describe how you propose to build communities' understanding of the nutrition challenges and how the proposed activities will address those challenges. (3 marks)	
C. <i>Environmental Impact</i>: The extent to which applicants clearly identify any potential environmental impacts due to proposed activities and includes proposed mitigation measures. This may also include proactive approaches to deter environmental impact through uptake of improved technologies, climate-smart agricultural practices, and other approaches. Tips of issues to address when developing this section of the proposal: • Which activities will have moderate to high environmental risks? (4 marks) • What measures is the applicant proposing to be implemented to mitigate the impacts? (12 marks) • What past experience does the organization have in this regard? (4 marks)	20
D. <i>Past Performance</i>: Applicant has a proven track record demonstrated by previous work and experience, both technically and geographically. • Years of RELEVANT experience (directly related to the proposed project idea - and indicate duration in months/years), with who the activity has been conducted (list partners), level of engagement, scope of work owed to the organization, (4 marks) • What success was recorded? (Should be supported by evidenced results and to be referenced here) What were the strengths and weaknesses? (4 marks) • Describe the specialties and expertise of the applicant's organization. (2 mark)	10
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E. <i>Conflict Sensitivity</i>: The extent to which the applicant incorporates responses to opportunities and constraints resulting from impact of conflict and approaches to support the return of a productive food system.	5
F. <i>Contribution and Commitment</i>: The reasonableness of proposed target outcomes and the proportion of leverage, considering the type of interventions being proposed. Businesses led by women, youth, or persons with disabilities will receive special consideration when considering the reasonableness of proposed leverage. Leverage is required under this RFA at a minimum rate of 10% of the amount been requested and must be shown within the cost application.	15

Overall Rating (out of 100 points)	100
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SECTION IV. Award and Administration Information

A. Award Information

Program Duration

Programs funded under this RFA will be for a maximum period of **18 months** from the date of award.

Anticipated Funding Availability

The Commercial Forage Seed/Forage Production Grant Facility is estimated at USD 500,000 with a plan to award up to 9 grants to successful applicants to be selected through a competitive process. No individual grant awarded will exceed **USD55,555**. Final funding levels will depend on the content and quality of applications received, needs, availability of funding, and competing priorities.

Feed the Future Ethiopia Transforming Agriculture reserves the right to incrementally fund activities over the duration of the program, if necessary, depending on program length, performance against approved program indicators, and availability of funds.

All grants will be negotiated and funded in Ethiopian Birr. All costs funded by the grant must be allowable, allocable, and reasonable. Grant applications must be supported by a detailed and realistic budget (For ineligible activities and cost please refer to section IV sub section F below).

Type of Award

Grants awarded under this RFA will primarily be Fixed Amount Awards (FAA), In-Kind Grants, or hybrid FAA and in-kind grants. The US government shall retain the right to terminate the grant activities unilaterally in extraordinary circumstances.

For FAAs (Fixed Amount Award), Feed the Future Ethiopia Transforming Agriculture will make payments based on submission and acceptance of specific verifiable milestones. Once an award is issued, it will include a fixed price payment schedule with milestones and deliverables negotiated during the final application and award process.

Under *in-kind grants*, goods and/or services will be procured directly by RTI and provided to the grantee.

All grant types require detailed budgets that indicate the intended use of the funds as this detail helps define reasonable, allocable, and allowable expenditures.

A. Applicant Eligibility

Applicants must be a registered company/enterprise in Ethiopia and be operating in the food and agriculture system. All Applicants must:

- Be legally registered entities that can represent an individual, medium enterprises, cooperative, Plc, etc
- Be working in commercial forage seed/forage production.
- Have experience of working more than one year in the area and allocate a minimum of 50ha of land.
- Be working in or sourcing from Dubti, Chifra and Amibara woredas within Afar region.
- Contribute a minimum of 10% cost leveraging.
- Be legally and formally constituted and registered under the laws of Ethiopia at the time of application as shown by submission of a **registration certificate**.

- Be tax compliant with government of Ethiopia tax regulations, as shown by submission of a **renewed business license for private business**.
- Have a physical presence in Ethiopia.

Applications from organizations that do not meet the above eligibility criteria will neither be reviewed nor evaluated. Individuals are not eligible to apply for this RFA.

B. Unique Entity Identifier (UEI):

Grant award(s) resulting from this solicitation will be required to provide a Unique Entity Identifier (UEI) number at the time of the award. If the applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to obtain a UEI number before an award is made. If your entity is not registered in SAM.gov today, please visit www.sam.gov to begin the registration process. Feed the Future Ethiopia Transforming Agriculture will assist successful applicants with this process.

C. Due Diligence

Feed The Future Ethiopia Transforming Agriculture will assess this capability of an applicant prior to awarding a grant. Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. Any falsification of proposal information may result in rejection/cancellation of the award.

D. Leverage

The grant activity is structured to encourage leveraged funding as parallel funding of similar activities that help achieve common goals and accelerate results. There is a **10% minimum leverage requirement under this RFA**, but higher leverage is encouraged from all applicants. Priority will be given to applicants that can provide a meaningful contribution to the cost of the proposed activities. Applicant contributions can be in the form of cash (such as capital or loans), infrastructure, property, equipment, new staff, and others directly used for the proposed activity. Standard operational costs will not be considered as part of the contribution.

The applicant can propose mobilization of additional financial resources, such as equity or debt that will come from other sources including, formal financial institutions such as commercial banks, individuals, other companies, funds and foundations, and bilateral or multilateral organizations.

Applicants must demonstrate that their contributions will, in most cases, be “incremental” to the “new” effort associated with the grant. However, if the applicant can successfully demonstrate that this was a recent direct investment then the Selection Committee (SC) will consider accepting this leverage on a case-by-case basis.

E. Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of US government funded activities on the environment be considered, and that environmental sustainability be considered in designing and carrying out development programs. The environmental impacts of US government-financed activities must be identified prior to a final decision to proceed and appropriate

environmental safeguards are adopted for all activities. As part of its application/proposal, the recipient, in collaboration with the Feed the Future Ethiopia Transforming Agriculture technical staff shall review all planned activities under the grant to determine if any environmental action and/or documentation must be completed prior to implementation.

F. Authority/Governing Regulations

Feed the Future Ethiopia Transforming Agriculture grant funds awards are issued in the form of grants under contract and made under the authority of the U.S. Foreign Affairs Act and US government regulations. Grantees are expected to comply with the provisions of these guidelines and regulations, as applicable.

2 CFR 200 is not directly applicable to non-U.S. organizations; however, the US government applies some of these regulations to non-U.S. organizations. 2 CFR 200 can be accessed at <http://www.ecfr.gov/cgi-bin/text-idx?SID=12ac87ccfe859ca4c02abc695baa6227&mc=true&node=pt2.1.200&rgn=div5>

G. False Statements in Applications

Applicants must provide full, accurate and complete information as required by this solicitation and its attachments. Any false statements made will lead to disqualification of application.

H. Conflict of Interest Clause

Applicants must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Feed the Future Ethiopia Transforming Agriculture having to re-evaluate selection of a potential applicant.

I. Ineligible Activities

- Vehicles including cars, motorbikes, and trucks are not eligible under this grant application.
- Construction, infrastructure, renovation, and rehabilitation projects. Definition of Construction for purposes of this RFA means construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration, and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.
- Purchases of restricted goods, such as agricultural commodities, pharmaceuticals, contraceptive products, pesticides, used equipment, or fertilizers without the prior approval of the US government Contracting Officer.
- Purchase of secondhand goods or used machinery unless prior approval has been given by Transforming Agriculture based on sound justification.
- Purchase of prohibited goods under US government regulations, including but not limited to police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment.

- Purchases of any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (Covered Technology).
- Costs of promotional items and memorabilia, including gifts and souvenirs.
- Alcoholic beverages.
- Costs of amusement, social activities, and ceremonials.
- Membership in any country club or social or dining club
- Purchases of goods or services restricted or prohibited under the prevailing US government source/ nationality and other regulations; or from countries or suppliers as may be identified by the US government's consolidated list of debarred, suspended, or ineligible subcontractors at <http://www.sam.gov>
- Other costs unallowable under US government rules and/or federal regulation 2 CFR 200 Subpart E. such as fees/profits by the recipient (including sub-awardees)

J. Disclaimers

- Feed the Future Ethiopia Transforming Agriculture may cancel this solicitation and not award.
- Feed the Future Ethiopia Transforming Agriculture reserves the right to accept or reject any or all applications received.
- Issuance of solicitation does not constitute award commitment by Feed the Future Ethiopia Transforming Agriculture.
- Feed the Future Ethiopia Transforming Agriculture reserves the right to disqualify any application based on applicant failure to follow solicitation instructions.
- Feed the Future Ethiopia Transforming Agriculture will not compensate applicants for response to solicitation.
- Feed the Future Ethiopia Transforming Agriculture reserves the right to issue an award based on an initial evaluation of applications without further discussion.
- Feed the Future Ethiopia Transforming Agriculture may choose to award only part of the activities in the solicitation or issue multiple awards based on the solicitation activities.
- Feed the Future Ethiopia Transforming Agriculture reserves the right to ask for further clarifications from the applicants or negotiate for adjustments on the nature, scope, or scale of the investment prior to award determination to promote competition.
- Feed the Future Ethiopia Transforming Agriculture will NOT be contacting all applicants to confirm the contact person, address, and that the bid was submitted for this solicitation.

ANNEX A: Technical Application Form

Section I: Overview

1. RFA Number		
2. Date Application Submitted		
3. Name of Organization		
4. Unique Entity Identifier (UEI) Number (if available)		
5. Organization Representative	Name:	Telephone:
	Title:	Email:
6. Address		
7. Registration	<i>Registration Type:</i> <i>(If available, attach copy of registration)</i> <i>Registration Date: DD/MM/YYYY</i> <i>TIN Number:</i>	
8. Application Title		
9. Type of Organization (Check <u>all</u> that apply)	☐ Buyer ☐ Processor ☐ Trader ☐ Exporter ☐ Agri-dealer ☐ Cooperative or Association ☐ Equipment Dealer ☐ Extension Services Provider ☐ Financial Services Provider ☐ ☐ Business Services Provider ☐ ICT Company ☐ Other (explain): _____	
10. Age of Business	☐ 0-5 years of operations ☐ 6-10 years of operations ☐ 11+ years of operations Specify number of years in business: _____	
11. Size of Business	☐ 1-9 employees ☐ 10-49 employees ☐ 50-99 employees ☐ 100-249 employees ☐ 100-249 employees ☐ 250+ employees Specify number of Employees: _____	
12. Location of Activities	<i>(List woreda[s]—See Annex F)</i>	
13. Target Commodities	<i>(List commodities—)</i>	
14. Financial Support Requested (if applicable) (Budget)	Applicant Leverage Amount (ETB)	
	Estimated Value of Support Requested from Transforming Agriculture (ETB)	
	Total Project/Investment Cost (ETB)	
15. Period of Performance	Total Number of Months	

Section II: Program Description (Maximum 15 pages)

Instructions have been provided in italics. They do not count toward page limits, and you may choose to delete them.

REVIEW THE EVALUATION CRITERIA SECTION III, to ensure your description answers all the questions and issues listed.

1. Background:

1. **Current Challenges:** Applicant's understanding of the "development challenge," opportunity, or problem. The applicant should discuss what political, social, economic, and environmental conditions(s) require(s) changing. How does the applicant know what needs changing? What appraisals, evaluations, needs analysis and other methodologies were used to understand what requires changing?
 2. (Provide a brief background of your organization, current operations in terms of scale, business model, and plans for growth, challenges and market constraint. List any loans you applied for from any banks or financing from other agencies for this investment, list the banks or agencies you approached and what the outcome was, how long will it take for the whole investment to be completed-when will the products and services be available).
2. **Project Objectives:** (These objectives should be clearly formulated, oriented towards an impact, be specific, measurable, realistic, and have a time limit. They should demonstrate a clear link to the eligible activities outlined in this RFA).
3. **Program Description:** The applicant must describe in detail the program of activities proposed to be supported by the grant. The program description must be results-oriented. Result is a significant, intended, and measurable change in the condition of the beneficiary, or a change in the host country, institutions, or other entities that will affect the beneficiary directly or indirectly. Results are linked by causal relationships, i.e., a result is achieved because related, interdependent result(s) were achieved. An excellent program description should address the following:
 - (a) **Proposed Upgrades:** What upgrades are proposed to the organization and/or the organizations' approach and what current gaps will such upgrades address?
 - (b) **Project Activities:** Describe the detailed activities required to achieve these upgrades.
 - (c) **Target Markets/Participants and Results:** Applications must clearly identify the beneficiaries, their number, location, and anticipated benefits that they will receive. What are the intended results (i.e., changes in conditions)?
 - (d) **Goals:** The link of the challenge, opportunity, or problem to the key objectives of the overall project. How will results contribute to the achievement of strategic objectives? What are the external factors and other critical assumptions that are likely to facilitate or hinder the achievement of the results?
4. **Nutrition-informed, locally led solution:** (Describe how planned activities and investments align to consumer preferences for nutritious foods and increase access to healthy diets. Applicants are also asked to explain how their activities and investments are locally owned, market-driven and expected to grow over time).
5. **Sustainability and Scale:** (Describe how future activities and investments will continue and grow after US government funding has ended).
6. **Environmental Impact:** (Identify any potential environmental impacts due to proposed activities and include proposed mitigation measures. This may also include proactive approaches to deter environmental impact through uptake of improved technologies, good agricultural practices, and other approaches).

8. **Conflict sensitivity:** (Describe how proposed interventions respond to opportunities and constraints resulting from impact of conflict and approaches to support the return of a productive food system).

Section III: Implementation Plan

An excellent implementation plan should show how the anticipated results would be achieved. What activities, processes, or strategies are essential to achieve results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results? Please use the template in **Annex C** to complete this section.

Section IV: Monitoring and Evaluation Plan

Indicate the set of indicators that will permit continuous measurement of progress toward targeted results. Please use the template in **Annex B** to complete this section.

Section V: Budget and Budget Narrative

Each application must contain a **detailed line-item budget** accompanied by a **budget narrative** explaining all costs. Lump sum budgets will be considered non-responsive and will be rejected. An acceptable budget will have all costs broken out by unit costs and should clearly show the number of units used for each line item. Each line item should identify the type of cost, e.g., labor units, units of materials and/or equipment, travel, transportation, communications, etc. The narrative will describe how the applicant arrived at each unit cost and the number of units for each line item. Please use the template in **Annex D** to complete this section.

Section VI: Past Performance References

All applicants are subject to a past performance reference check. Applicants must provide name, address, and other contact information of at least three past performance references below (The referenced past performance shall be related to the investment proposed in the application).

No	Name	Address	E-mail	Telephone
(1)				
(2)				
(3)				

Section VII: Business Demographic Information

Transforming Agriculture aims to provide equal opportunities to all qualified applicants. We are also required to measure our progress in partnering with businesses that represent women, youth, and individuals with disabilities. Therefore, we ask applicants and employees to disclose relevant demographic information. Transforming Agriculture encourages the disclosure of this information. Should you choose to complete this form, the information will be kept confidential and disclosed only to those persons who have a right to the information by virtue of their role. Completion of the form will not negatively impact your application, regardless of whether you have self-identified in the past.

Sex of the business owner(s)	☐ Male ☐ Female ☐ Multiple owners of multiple genders ² ☐ Prefer not to say
Age of the business owner(s)	☐ 15-29 ☐ 30+ ☐ Multiple owners of multiple ages ³ ☐ Prefer not to say
Disability status of the business owner(s)	☐ Disabled ☐ Not Disabled ☐ Prefer not to say

Section VII. Required—Certification

I, _____ (authorized officer name), the _____ (title, Chairman/President/Representative) of _____ (name of business / organization) that is requesting assistance from the Feed the Future Ethiopia Transforming Agriculture for the implementation of the proposed activity certify that all the information presented in this application in response to the RFA is accurate and correct.

Signature: _____

Date: _____

² If the business has a single owner, the sex of the owner should be used for classification. If the business has more than one owner, classify the firm as Male if all of the proprietors are male, as Female if all of the proprietors are female, and as Mixed if the proprietors are male and female.

³For firms, if the enterprise is a single proprietorship, the age of the proprietor should be used for classification. If the enterprise has more than one proprietor, classify the firm as 15–29 if all of the proprietors are aged 15–29, as 30+ if all of the proprietors are aged 30+, and as mixed if the proprietors are from both age groups.

ANNEX B: Monitoring and Evaluation Plan Template

Instructions: Use the indicator list below to complete the results framework based on your proposed interventions under the RFA.

Indicators

1. Quantity (volume) of key nutritious foods available in target markets in the Feed the Future ZOI at key times throughout the year.
2. Availability of focal nutritious foods in target markets.
3. Percent of women respondents reporting improved access to key nutritious foods.
4. Percent change in household income.
5. Percent of targeted households' food expenditures on nutritious foods.
6. Value of annual sales of producers and firms receiving United States Government (USG) assistance.
7. Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance.
8. Number of hectares under improved management practices or technologies with USG assistance (EG 3.2-25)
9. Full-time equivalent employment of firms receiving USG assistance.
10. Value of agriculture-related financing accessed as a result of USG assistance.
11. Value of new USG commitments and private sector investment leveraged by the USG to support food security and nutrition.
12. Number of individuals participating in USG food security programs.
13. Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources.
14. Percentage of participants in USG-assisted programs designed to increase access to productive economic resources who are youth (15-29)
15. Number of private sector enterprises that engaged with the USG to support U.S. Foreign Assistance objectives.

Results Framework Template

Indicators	Outcome	Expected Target (LOP)	Assumptions

Data collection and reporting

The recipient will be responsible for all progress reports which will be submitted on time and in the correct format. This includes annual, quarterly, monthly, and biweekly work plans and reports.

- 1. Beneficiary registration data:** Grantees must register all participants benefiting from grant activities as per the indicator table above. The Transforming Agriculture M&E team will work with the grantee to build this beneficiary registration process into their business model and build the grantee's capacity to apply this data to improve decision making and relationships with buyers, banks, and input suppliers.
- 2. Baseline data:** An assessment will be conducted on the status and challenges of the organizations they are working with using Transforming Agriculture developed standardized tools. Baseline data will be collected for the grant recipient firm, cooperatives (where applicable) and the farmers. The Transforming Agriculture M&E team will work with the grantee during this activity, and it is not expected that the grantees avail additional financial resources.
- 3. Monitoring data:** The grantee will collect and submit monitoring data for all activity indicators (refer to expected outcome indicators). Data will be collected and reported using Transforming Agriculture standard M&E tools. Monitoring data will be collected and reported monthly and will continue throughout the life of the grant. After the grant period, for the one year immediately following the initial grant award period, or a period deemed appropriate for certain outcomes to be realized, the grant recipient will continue to monitor relevant Transforming Agriculture indicators and provide quarterly data to RTI using the Transforming Agriculture standard M&E tools provided during the grant period.

M&E tools

The grant recipient shall use Transforming Agriculture standard M&E data collection and reporting tools. Upon signing of the grant agreement, Transforming Agriculture will conduct an M&E kick-off meeting with the aim of orientating the grantee on M&E expectations and data collection and reporting tools.

- 1. US government and other visits:** Over the period of the project and long after active engagement, Transforming Agriculture may request to pay a visit to your business sites or your target cooperatives, and farmers based on US government or Transforming Agriculture requirements. Transforming Agriculture shall expect your cooperation on this. Where possible Transforming Agriculture will provide adequate notice.

2. **Sustainability:** Transforming Agriculture is interested in seeing that the changes within this firm as a result of our interactions are sustained, and the farmers (suppliers and consumers) continually engage in a commercially sustainable way. We shall therefore pay periodic visits beyond the contract period to measure this.
3. **Data Quality Assurance:** The grant recipient shall be responsible for quality assurance of data submitted to Transforming Agriculture. The grant recipient is expected to ensure that reported data is complete and accurate. However, Transforming Agriculture staff will periodically verify completeness and accuracy of reported data.
4. **Capacity Building Support:** Transforming Agriculture M&E staff will support the Recipient on use of M&E systems to ensure timely and effective data collection and reporting, as well as providing the Recipient with a digital tablet to collect data as per Transforming Agriculture standard procedures. The Recipient will appoint one staff dedicated to M&E tasks. Transforming Agriculture will train and mentor the appointed staff on data collection and reporting tools and requirements.

Project Oversight and Monitoring

- Transforming Agriculture technical, grants and M&E staff will, on a regular basis, conduct periodic grants monitoring visits.
- Transforming Agriculture M&E Team will track expected outputs of Transforming Agriculture support.

Reporting Requirements

The grant recipient is required to submit monthly monitoring data through the Transforming Agriculture M&E system for each month within the grant period. The monthly data does not always align with the payment schedule but failure to submit complete monthly monitoring data may result in delays in payment to the grantee. The recipient will also submit quarterly report summarizing progress over the reporting period.

The Recipient is required to reports on progress against the workplan and targets. Expenditures will be reimbursed as per the agreed milestone table.

ANNEX C: Implementation Plan Template																		
Name of Organization:																		
Request For Application No.:																		
Project title:																		
Start Date:																		
End Date:																		
Activity #	Project Activity Description	Type of Activity	Frequency of Activity	Lead - Who is responsible for overseeing and implementing the task?	Milestones How will you measure the success of the task?	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
Detailed Project Implementation Activities																		
Output 1:																		
Output 2:																		
Output 3:																		
Project Monitoring, Evaluation, Learning and Reporting Activities																		

ANNEX D: Budget and Budget Narrative Template

Output	Activities	Detail of Activity	Break down	Units Type	No. of Units	Frequency	Unit Cost ETB	Total Budget ETB	Leverage Amount ETB	ETA Amount ETB	Leverage %	Budget Notes/ Narrative
	1.1							-	0	-	0%	
	1.2							-	0	-	0%	
	1.3							-	0	-	0%	
	1.4							-	0	-	0%	
Subtotal Output 1								-	-	-	0%	
	2.1							-	0	-	0%	
	2.2							-	0	-	0%	
	2.3							-	0	-	0%	
	2.4							-	0	-	0%	
Subtotal Output 2								-	-	-	0%	
	3.1							-	0	-	0%	

	3.2							-	0	-	0%	
	3.3							-	0	-	0%	
	3.4							-	0	-	0%	
Sub-total Output 3								-	-	-	0%	
	4.1							-	0	-	0%	
	4.2							-	0	-	0%	
	4.3							-	0	-	0%	
	4.4							-	0	-	0%	
Sub-total Output 4								-	-	-	0%	
											0%	
Total Activity related costs								-	-	-	0%	
II- Project Personnel Cost									0	-	0%	
								-	0	-	0%	
								-	0	-	0%	
								-	0	-	0%	
Total Personnel Cost								-	-	-	0%	
III- Other Project Operations Costs/Admin Costs												

								-	0	-	0%	
								-	0	-	0%	
								-	0	-	0%	
								-	0	-	0%	
Total Project Admin/Indirect costs								-	-	-	0%	
											0%	
								-			0%	
Total Program Costs								-	-	-	0%	
											0%	
											0%	
Total Project Cost								-	-	-	0%	

Guidelines for Worksheet Entitled: 2. Results-Based Budget
Column A "Output": Please list all the outputs you expect the project to deliver. Include the numbers of output i.e. 1, 2, 3... This should link to the outputs in the project proposal and results framework
Column B "Activities": List all the tasks which will need to be carried out to deliver each of the outputs. The schedule of activities should set out in date/delivery order, and linked to the relevant output (i.e. Output 1 should have its activities listed as 1.1, 1.2, 1.3 etc), as outlined in the Results framework
Column C "Details": Write the detail of activity to be performed for example 1.1 could be "Conduct farmer training".
Column D "breakdown": Provide the breakdown against each activity conducted, Example, if farmer training is conducted, do not state just the figure for a workshop, but break that down into venue, catering, travel costs etc. Add more lines as needed to provide the full breakdown of activities.
Column E "Units": provide the detail of units against each breakdown; in case of staff salaries (ONLY applicable if new staff are hired in order to implement activity) it would be "days" or "months" if it is a training it would be "number of participants", any equipment is purchased write "units" in this Column and so forth.
Column F "No of Units": write the number of units against "Units" column, for example travel for 16 participants for an event. (Do not leave blank. If only 1, insert 1)
Column G "Frequency": Where you need the item to describe more than one occasion; from example above, if the 16 people attend more than 1 training, can use frequency to describe number of times the unit will occur. (If it is only once, put a 1 in the column. Do not leave blank.)
Column H "Unit Cost": Consider all the Activities listed to deliver the outputs and estimate their individual costs. Write the unit cost in Ethiopia Birr
Column I "Total Budget": This column is automatically calculated. $I = F \times G \times H$. If you add extra rows, be sure that the formula is copied into the new rows as well.
Column J "Leverage Amount (ETB)": Enter the amount of the cost which is going to be covered/ contributed by the applicant organization. Remember that all construction costs, expenditures for seeds, fertilizers or pesticides, and any other disallowable costs must be included in this column. The leverage can be concentrated in a selected number of expense items. It does not have to be equal for every item.
Column K "Transforming Agriculture Amount of money (ETB)": Enter here the amount requested as part of the grant. The grant request can be limited to a selected number of expenditure items.

CHECK COLUMN: Note that there is a check column to the far right of the budget (Column O in the spreadsheet). This is just to test whether the full cost has been covered by either cost share or grant request. If the value in this column is not zero, you have an error in your calculations that needs to be corrected.

Note: The combined total overhead costs i.e., operations, administration, support costs etc must not exceed 10% of the overall project costs.

"Column M "Budget Notes": please add a budget note to give additional information. For example "16 participants per county trained each quarter = 16x3x4". Include explanations of the basis for the cost estimate.

ANNEX E: Required Certifications

Part I – Certifications and Assurances

I. 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.

(a) The recipient hereby assures that no person in the United States will, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from US government, and that with respect to the assistance award for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) US government regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and must be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

2. Certification Regarding Lobbying (22 CFR 227)

Note: This certification must be completed prior to receiving an award if the estimated value of services required to be performed under the award outside the United States exceeds \$100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an

officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subawards, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned must review USAID ADS 206 to determine if any certifications are required for Key Individuals (see Part II below) or Covered Participants (see Part III below).

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. Certification Regarding Support to Terrorists

(1) The undersigned represents, to the best of its knowledge, that:

Except as otherwise disclosed to the Agreement Officer in writing and included with this application, the applicant did not, within the previous three years, knowingly engage in transactions with, or provide material support or resources to, any individual or entity who was, at the time, subject to sanctions administered by the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury pursuant to the Global Terrorism Sanctions Regulations (31 CFR Part 594), and the Foreign Terrorist Organizations Sanctions Regulations (31 CFR Part 597), or sanctions established by the United Nations Security Council, collectively, "U.S. or U.N. sanctions." Note: USAID intends to retain the information disclosed to the Agreement Officer pursuant to this paragraph in any award file and use it in determining whether to provide the applicant with an assistance award. USAID will not make such information available publicly unless required by law.

(2) The representation in paragraph (1) does not apply to:

(a) Transactions entered into or material support and resources provided pursuant to an OFAC license;

- (b) The furnishing of USAID funds, or USAID-financed commodities or other assistance, to the ultimate beneficiaries of USAID-funded humanitarian or development assistance, such as the recipients of food, non-food items, medical care, micro-enterprise loans or shelter, unless the applicant knew or had reason to believe that one or more of these beneficiaries was subject to U.S. or U.N. terrorism-related sanctions; or
- (c) The procurement of goods and/or services by the Recipient acquired in the ordinary course of business through contract or purchase, such as utilities, rents, office supplies, or gasoline, unless the applicant knew, or had reason to believe, that a vendor or supplier of such goods and services was subject to U.S. or U.N. sanctions.

This certification includes express terms and conditions of the award, and any violation of it will be grounds for unilateral termination of the agreement by USAID. This certification does not preclude any other remedy available to USAID.

(3) For purpose of this certification:

(a) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

(i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.

(ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge.

(b) "Entity" means a partnership, association, corporation, or other organization, group, or subgroup.

5. Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013

*Note: This certification must be completed prior to receiving an award if the estimated value of services required to be performed under the award outside the United States **exceeds \$500,000**. This certification must also be submitted annually to the Agreement Officer during the term of the award.*

By signing below, the applicant or recipient, as applicable, through its duly designated representative, after having conducted due diligence, hereby certifies the following:

1. The applicant/recipient has implemented a compliance plan to prevent the prohibited activities identified in section (a) of the Mandatory Provision "Trafficking in Persons" and is in compliance with that plan;
2. The application/recipient has implemented procedures to prevent any activities described in section (a) of the Mandatory Provision "Trafficking in Persons" and to monitor, detect, and terminate any contractor, sub awardee, employee, or other agent of the applicant/recipient engaging in any activities described in such section; and
3. To the best of the representative's knowledge, neither the applicant/recipient, nor any employee, contractor, or sub awardee of the applicant/recipient, nor any agent of the applicant/recipient or of such a contractor or sub awardee, is engaged in any of the activities described in section (a) the Mandatory Provision "Trafficking in Persons."

6. Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance

with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206), (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224, and (5) the Certification Regarding Trafficking in Persons above.

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Request for Application or
RFA No. _____

Application No. _____

Date of Application _____

Name of Recipient _____

Typed Name and Title _____

Signature _____

Date _____

ANNEX F: Organizational Control Environment Questionnaire

Organizational Control Environment Questionnaire

For Grants to Non-US Organizations with Simplified Cost Reimbursement Grants (SiG) with anticipated award to be up to \$250,000 or Fixed Amount Awards

RTI International uses this questionnaire to verify whether applicants have the capacity or potential capacity to adequately perform in accordance with the principles established by the US Government and other donors. The information provided assists RTI in determining whether your organization's accounting, recordkeeping and overall financial management procedures and practices meet applicable standards and if your system of internal controls is reasonable.

Legal name of applicant organization: _____

Name and title of individual completing
this questionnaire: _____

Signature of Individual Completing: _____

Date Completed: _____

Unique Entity Identifier _____

A. General Information

1. Type of Organization: (Check one)

- ☐ Nongovernmental organization (NGO)
(Please check as appropriate below)
- ☐ Non-Profit
 - ☐ Educational
 - ☐ For-Profit/Commercial
 - ☐ Other (please describe): _____

- ☐ Governmental or host government (HG) institution*
(List Department or Ministry: _____)

**An HG institution or a subdivision of it is an organization that functions as a governing body and in which the host government owns at least a 50 percent share or receives at least 50 percent of its financial support from the host government. Examples of HG entities are ministries, districts, or local or state governments or agencies.*

2 Is your organization incorporated or legally registered?

- ☐ Yes
☐ No

3. City and country of incorporation or legal registration: _

4. Date of incorporation or legal registration: _____

5. Is your organization required to pay taxes on revenue/income, or is it exempt from such taxes?

- ☐ Required to pay taxes on revenue/income
☐ Exempt from taxes on revenue/income

6. Please list the number of employees of your organization:

_____ Full-time employees
 _____ Part-time employees or Volunteers

7. Has your organization received funding from any agency of the US Government (e.g. US Agency for International Development (USAID), Department of State, Centers for Disease Control and Prevention, President's Emergency Plan for AIDS Relief (PEPFAR), Office of US Foreign Disaster Assistance) in the last 3 years directly from the agency itself or as a sub partner to another organization?

- ☐ Yes
☐ No

If yes, please identify the source(s) and specify the amount(s) received from each source, by year below:

8. What is your organization's fiscal year?

9. Has the organization ever been audited locally?

- ☐ Yes
☐ No

If so, covering what period? _____

What was the auditor's opinion? (Please circle one)

Unqualified Approval / Qualified Approval / No opinion rendered

10. Do you anticipate expending \$750,000 or more in funds received directly or indirectly from the U.S. Agency for International Development during your fiscal year?

- ☐ Yes
☐ No

B. Indirect/Overhead Rates

1. Does your organization have a Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Government?

- ☐ Yes
☐ No

If YES, please attach a copy to this Questionnaire and go to the next section.

If NO, does your organization plan to recover administrative costs or overheads (rent, utilities, phone costs etc.) by including those costs in the budget of the grant agreement?

- ☐ Yes
☐ No

If YES, please describe how your organization recovers administrative or overhead costs.

2. Has the indirect rate been audited?

- ☐ Yes
☐ No

If YES, please provide a copy of an audit report with the audited indirect rate and an explanation of the indirect rate costs.

3. Is the indirect rate charged equally to all funders of your organization?

- ☐ Yes
☐ No

If NO, please explain.

C. Financial Management

1. Is your accounting system [] manual or [] automated? If automated, what accounting software program are you using? Specify.

2. Do you have documented policies and procedures for processing financial transactions in accordance with laws, regulations, or management policy? If you answer yes, you also agree to make these documents available for inspection.

- ☐ Yes
☐ No

3. Is your accounting system capable of accurate, current, and complete reporting of the utilization of grant funds for all types of costs (including but not limited to labor, travel, materials, and equipment)?

- ☐ Yes
☐ No

4. Do you use a documented chart of accounts containing a description of each account and are journal entries prepared, reviewed, compared with supporting details where necessary, and approved each accounting period?

- ☐ Yes
☐ No

5. Is your accounting system capable of tracking and documenting separately the utilization (see above) of grant funds by source?

- ☐ Yes
☐ No

6. Are the liquid assets (cash) of your organization kept in an interest-bearing bank account?

- ☐ Yes
☐ No

7. What is the name of your organization's bank? _____

8. Does your organization utilize mobile money / electronic payment platforms to transfer funds to participants or vendors?

- ☐ Yes
☐ No

If YES, please indicate the platform(s) used by your organization.

D. Personnel:

1. Does your organization utilize an electronic timesheets system in accordance with United States Government regulations?

- ☐ Yes
☐ No

2. Does your organization have a timekeeping policy requiring employees to submit timesheets at least once a month?

- ☐ Yes
☐ No

If the answers to the prior questions have been negative, please explain how do you record the hours worked for the assign project/activity?

E. Procurement and Property Management System

1. Does your organization have documented procurement procedures or policy?

- ☐ Yes
☐ No

2. Do you always solicit quotations from vendors before making a purchase over the local currency equivalent of \$3,000?

- ☐ Yes
☐ No

3. Do you have a property management manual?

- ☐ Yes
☐ No