Annual Program Statement (APS)

Kenya Feed the Future – Crops and Dairy Market Systems Development Activity
(KCDMSD)

APS Number: APS-KCDMSD-2018-001

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Round 1
Closing date for concept paper submission: April 30, 2018
Closing date for questions: March 15, 2018
Responses to be published by: March 30, 2018

Round 2
Closing date for concept paper submission: July 31, 2018
Closing date for questions: June 15, 2018
Responses to be published by: June 30, 2018

Round 3
Closing date for concept paper submission: October 31, 2018
Closing date for questions: September 15, 2018
Responses to be published by: September 30, 2018

Round 4
Closing date for round 4 concept paper submission: February 6, 2019
Closing date for questions: December 15, 2018
Responses to be published by: December 30, 2018

Closing date for Annual Program Statement: February 11, 2019

Dear Stakeholder,

The Kenya Crops and Dairy Market Systems Development (KCDMSD) Activity, a USAID-funded project implemented by RTI International is seeking concept papers for implementation of activities designed to strengthen market systems in the following value chains: dairy, fodder/feed, and horticulture (mango, passion fruit, avocado, banana, pineapple, and sweet potato). The grants will be awarded and implemented in accordance with USAID and US Government regulations and KCDMSD grant management policies and procedures. Please see the detailed description of the concept paper requirements in section IV below.

The targeted partners include: private sector firms, cooperatives, farmer groups and associations, business development service providers, MFIs, trade associations, and value chain service
providers. The 12 target counties include; Kitui, Makueni, Taita Taveta, Homa Bay, Migori, Kisii, Kisumu, Siaya, Kakamega, Bungoma, Busia and Vihiga. The applicant need not be located within the county zone but must be in a position to work with, sell to, or buy from, the population located within those counties, contributing towards significant impacts on local livelihoods.

Soft copies of this document are available from the RTI International website: www.rti.org/rfp.

To ensure uniform disclosure to all potential applicants, we request that you submit any clarification questions to us by email. All questions must be submitted by email to APS2018@kcdmsd.rti.org. RTI will not respond to telephone inquiries. Answers will be updated monthly and posted on the RTI website. (www.rti.org/rfp)

In the initial stage, only a concept paper is required to be submitted. If the applicant successfully meets or exceeds the merit review criteria, they will be invited to submit a full application. Details on what will be required at the application stage are explained in section IV below.

Issuance of this APS does not constitute an award commitment on the part of the KCDMSD Project nor does it commit the KCDMSD Project to pay for costs incurred in the preparation and submission of a concept paper. Further, KCDMSD Project reserves the right to reject any or all concept papers received. Similarly, an invitation to submit a full application is not a commitment to fund that application.

KCDMSD and RTI employees 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.
SECTION I. INTRODUCTION

a. Program Background

The Kenya Feed the Future – Crops and Dairy Market Systems Development Activity (KCDMSD) is a five-year activity funded by USAID and awarded to RTI International in partnership with East Africa Market Development Associates (EAMDA), Open Capital Advisors, International Livestock Research Institute (ILRI), Farm Input Promotions Africa (FIPS), Making Cents International and Busara Center for Behavioral Economics. The period of performance is from October 1, 2017 to September 30, 2022.

KCDMSD seeks to strengthen market systems, enabling farmers to intensify and diversify into higher-value crops, value addition activities, and non-farm employment and enterprises in the dairy, feed and fodder, and horticulture value chains. KCDMSD takes a facilitative approach, working through public and private market actors best positioned to drive positive changes that will reverberate throughout the system.

b. Project Description

KCDMSD is operational in 12 counties within two ecological zones, high rainfall and semi-arid. The counties include; Kitui, Makueni, Taita Taveta, Homa Bay, Migori, Kisii, Kisumu, Siaya, Kakamega, Bungoma, Busia and Vihiga. Applicants do not need to be resident in one of the target counties, but should (or plan to be) operational in, selling to, or purchasing from farmers in these counties.

The commodities of primary focus include: dairy, fodder/feeds, horticulture (mango, passion fruit, sweet potato, avocado, banana and pineapple). Some commodities not listed will be considered on a case-by-case basis based on contribution to development of the priority value chains, county investments, private-sector interest, projected farmer margins, and the potential for inclusion of women and youth.

The project responds to the Government of Kenya Vision 2030, which designates agriculture as a key driver in annual economic growth, and the Government’s Agricultural Sector Development Strategy, which outlines an ambitious plan to minimize the wealth and food security disparity between rural, mainly agricultural and pastoral households and a growing urban population.

Project Objectives

i. Build Competitive, Inclusive and Resilient Agricultural Market Systems;
ii. Diversify Agricultural Production and Improve Productivity;
iii. Improved Policy Environment for Market Systems Development;
iv. Integrate Youth and Women into Agricultural Market Systems; and
v. Increased Collaborative Action and Learning for Market Systems Change.
RTI and its partners will play a facilitative role in implementing the project through private sector firm partnerships, cooperatives, farmer groups, farmer associations, BDS service providers, trade associations, and value chain service providers.

c. Partnership and Innovation Fund (PIF)

The overall purpose of the KCDMSD Partnerships and Innovation Fund (PIF) will be to catalyze private sector investment in the expansion and strengthening of market systems for dairy and horticulture. The project team will evaluate and structure all grants to maximize the recipient’s financial contributions. To ensure commitment to the project goal and maximize the reach of PIF funding, KCDMSD will require grantees to contribute towards the overall activity costs in the form of cost share. (Cost share refers to the resources a grantee contributes to the total cost of implementing an agreed activity or intervention).

The KCDMSD team will assign staff to work closely with PIF partners, including: participating private sector firms, cooperatives, farmer groups, associations, BDS service providers, trade associations, and value chain service providers, to meet the project objectives.

d. Authority /Governing Regulations

KCDMSD grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID’s Advanced Directive System (ADS) 303. Awards made to non-U.S. organizations will adhere to guidance provided under ADS Chapter 303, “Grants and Cooperative Agreements to Non-Governmental Organizations” and will be within the terms of the USAID Standard Provisions for Non-U.S. Non-Governmental Recipients, as well as the KCDMSD grants procedures.

ADS 303 references two additional regulatory documents issued by the U.S. Government’s Office of Management and Budget (OMB) and the U.S. Agency for International Development:

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E (U.S. applicants are subject to 2 CFR 200 in its entirety)

The project is required to ensure that all enterprises receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards. KCDMSD staff will work closely with applicants to ensure that these requirements are met.
SECTION II. AWARD INFORMATION AND ADMINISTRATION

a. Purpose and Scope

The purpose of the APS is to solicit proposals from prospective privately-owned firms for implementing activities under the KCDMSD project, focused on strengthening market systems in dairy, feeds and fodder, and horticulture. The project aims at catalyzing growth in dairy and horticulture by supporting the permanent actors in the sector to create sustainable solutions to existing constraints through the following approaches:

i. Sustainable Agricultural Market Systems

- Facilitating market systems organization and coordination by supporting investments in improved dairy and horticulture supply chain management practices by market players (aggregators, processors, transporters, equipment manufacturers etc.). These investments include improving management practices to strengthen supplier/buyer loyalty.
- Strengthening capacity and profitability of private sector firms and agribusinesses (private and farmer owned) that source dairy and horticulture products from smallholder farmers (including dairy and marketing cooperatives.) This will increase potential to reach large numbers of smallholder farmers in dairy and horticulture.
- Strengthening the capacity of Business Development Services (BDS) and value chain specific service providers in dairy and horticulture to ensure growth and sustainability. (Value chain service providers may be microenterprises and may include input dealers, extension providers, animal health and AI service providers, value addition services, etc.)
- Enhancing trade in domestic, regional, and international markets by facilitating activities aimed at creating demand for products in new and sustainable markets. This will involve media campaigns, branding and awareness creation on selected value chains.

ii. Agricultural Production and Productivity

- Facilitating diverse agricultural production and improved productivity by enhancing farmer access to sustainable sources of information, training, extension services, improved technologies and inputs. Examples include:
  - Supporting private sector firms or cooperatives to offer embedded training and extension services on a commercial basis.
  - Encouraging youth and women entrepreneurs to establish sustainable micro enterprises offering needed services.
  - Launching village-based advisor activities in selected counties.
  - Expanding and developing input supply models, incorporating new models that respond to specific geographic areas, and commodities, focusing on inclusion and cost efficiencies.
  - Increase access to inputs and services by co-sponsoring agro-dealer platforms and launch of private sector embedded extension driven by agro-dealers.
b. Award Information

i. Program Duration

The duration of programs funded under this APS is for a maximum period of 12 months from the date of award. KCDMSD 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.

KCDMSD anticipates a rolling selection process, where it will begin evaluating concept submissions as soon as they are received and may issue grant application invitation letters early, even before the submission deadline. There is no submission deadline, but grants will be awarded following a quarterly review process. All interested enterprises are encouraged to submit their concept submissions as early as possible.

ii. Anticipated Funding Availability

Final funding levels will depend on content, quality number of applications received, needs, availability of funding, and competing priorities. Individual grants awarded as a result of this APS and submission of a final application are intended to be within the range of KES 500,000 to KES 25,000,000 in year 1. Applications may be wholly funded under this round, or incrementally funded by this round and subsequent rounds, subject to the availability of funds.

Applicants are expected to contribute towards the overall activity cost in the form of cost share. (Cost share refers to the resources a grantee contributes to the total cost of implementing an intervention or activity. Cost share may be in cash or kind or both). The cost share requirement is essential to demonstrate the commitment and ownership, buy-in of the grantee. Private firms and companies with concepts between KES 2,500,000 and KES 25,000,000 should expect to contribute a cost share of 50%. (See section d. below.)

Ability to demonstrate long term commercial viability and clearly explain how the activity will be sustainable after closure of the KCDMSD project is the most important criteria for determining whether concepts will be invited to submit a full application. One-off support that is not sustainable or does not create a lasting impact on sector performance and small holder incomes will not be entertained.

iii. Type of Award

Grants awarded under this APS could either be fixed amount award grants (FAA), cost reimbursable grants, or in-kind grants.

For FAAs, KCDMSD 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.
For cost-reimbursable grants, payment will be done only after expenditures are made, submitted to KCDMSD, and found appropriate and allowable. These grants require detailed budgets that indicate the intended use of the funds as this detail helps define appropriate and allowable expenditures. Cost reimbursable grants will be primarily used for larger interventions. Reimbursement will be scheduled in tranches based on agreed deliverables, and upon review and acceptance of financial reports.

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

c. Applicant Eligibility

- Applicants must be a registered company/enterprise (including microEnterprises or groups of microEnterprises), associations, cooperatives, and cooperative unions. All Applicants should:
  - Be legal persons;
  - Be formally constituted at the time of grant award;
  - Be compliant to government of Kenya regulations (submit tax compliance certificate);
  - Have their principle place of business in Kenya;

- Grant award(s) resulting from this solicitation that are not in-kind will be required to provide a Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a DUNS number it should be included in their application. Otherwise, applicants will be expected to get a DUNS number before an award is made. The KCDMSD project will assist successful applicants with this process. DUNS numbers can be obtained online at http://fedgov.dnb.com/webform/pages/CCRSearch.jsp

- 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. KCDMSD will assess this capability prior to awarding a grant.

d. Cost share

Applicants must be able to contribute a cost share of NOT less than 10% of the award amount. Preference will be given to applications where the contribution exceeds this minimum. Private enterprises with concepts between KES 2,500,000 and KES 25,000,000 should expect to contribute a cost share of 50%. The cost share can be done through capital or equity contribution. Alternatively, the cost share can also be done through operational contributions which include office rent equivalent, staff time, transport, office equipment, etc. Each grantee must estimate the cost of its contribution taking into account the fair market value of each input evidenced by logical approach.

In the concept paper, applicants need only estimate their cost share and explain in general terms where that cost share is coming from. Selected applicants will be required to submit a detailed proposal for cost share contributions as an annex to the cost proposal at the full
The proposed contributions must meet the standards set in 2 CFR 200.306 for non-U.S. organizations "Cost Sharing". To highlight some of the approaches allowable in determining the value of the cost share see Annex B below.

e. Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID funded activities on the environment be considered and that environmental sustainability be considered in designing and carrying out development programs. The environmental impacts of USAID-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 KCDMSD 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.

SECTION III. APPLICATION AND SUBMISSION INFORMATION

a. Instructions to Applicants

Applicants must propose strategies for the implementation of the program scope described above, introducing innovations that are appropriate to their enterprise strengths.

b. Concept Paper and Full Proposal

This is a two-stage application process: a concept paper and full proposal.

Step 1: Concept paper development
   The first stage is for the applicant to submit a concept paper. Concept paper forms (Annex A) will be evaluated against the merit review criteria listed in Section IV below.

Step 2: Full Proposal
   If the applicant successfully meets or exceeds the merit review criteria, they will be invited to submit a full proposal. Only those applicants who meet or exceed the merit review criteria at the concept paper stage, will be invited to submit a full proposal.

Instructions and a template for developing the concept paper are provided in Annex A. Applicants shall present their concept paper in the formats provided and shall follow the instructions and guidelines listed in this annex.

All grant activity costs must be within the normal operating practices of the applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.
The concept paper must be signed by a senior representative authorized to make commitments on behalf of the applicant company/cooperative.

c. Ineligible expenses

KCDMSD grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind.
- Ceremonies, parties, celebrations, or “representation” expenses.
- Purchases of restricted goods, such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.
- Alcoholic beverages.
- Purchases or goods or services restricted or prohibited under the prevailing USG Foreign Policy restricted countries.
- Any purchase or activity, which has already been made.
- Purchases or activities unnecessary to accomplish grant purposes as determined by the KCDMSD Project.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Purchase of second hand goods or used machinery unless prior approval has been given by KCDMSD based on sound justification.
- Creation of endowments.

d. Eligible Expenses

Grant monies may be used for the following types of costs:

- Operational costs related to the provision of the proposed activities, including salaries of personnel, relevant equipment, supplies, financial administration, and other costs directly related to implementing the project.
- Operational costs for activities related to the delivery of proposed activities, including trainings, workshops, and communication initiatives.
- Materials development, production and distribution.
- Indirect costs may be allowable for enterprises with an audited and certified indirect cost pool supported by an indirect cost pool budget and financial statements.

Similarly, any of these categories of expenses can be considered as meeting cost share requirements if paid by the grantee and clearly justifiable as necessary to successful implementation of the intervention.

e. Submission Information

Concept papers shall be submitted in the format provided in Annex A - Concept Paper Form and completed in English and may not be more than five (5) pages (excluding cover page, executive summary and annexes).
Concept papers and other supporting documents should be submitted in electronic copy to the RTI email address below and should reference APS-KCDMSD-2018-001 in the subject line of the email. KCDMSD will continue to accept concept papers through 4.00 pm Kenya local time, on February 11, 2019. Late or unresponsive applications will not be considered.

RTI Submission email: APS2018@kcdmsd.rti.org. Concept papers or applications submitted other than to this email will not be counted as official submission and the applicant will be asked to re-submit to the RTI grants email.

In addition to the concept paper, applicants should submit the following to KCDMSD:
- A copy of the Applicant’s valid legal registration,
- A copy of tax compliance certificate; and
- Signed and dated Required Certifications listed under Annex C.

Please submit all questions concerning this solicitation to the attention of KCDMSD, via email to APS2018@kcdmsd.rti.org. Responses to submitted questions will be posted on the RTI website (www.rti.org/rfp) on a regular basis. RTI will assist applicants in understanding the application process, and can provide guidance in application development at the request of applicants.

SECTION IV. APPLICATION MERIT REVIEW CRITERIA

As described above, applications will be evaluated in a two-step evaluation process:
- The first step is for the applicants to submit a concept paper.
- If the concept paper is accepted, the applicant will be asked to submit a more detailed application.

All concept papers and applications will be reviewed by a Technical Evaluation Committee comprised of KCDMSD technical implementation staff. Concept papers will be evaluated against the criteria below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment with KCDMSD Objectives: A precise narrative clearly demonstrating how the proposed investment aligns with the objectives and scope as highlighted in the Purpose and Scope section.</td>
<td>20</td>
</tr>
<tr>
<td>Impact: Demonstrated understanding of business model and market potential. Feasibility of the proposed approach, activities and timeframe and extent to which any unique innovation methods, techniques and tools designed for this intervention will improve performance of the sector.</td>
<td>10</td>
</tr>
<tr>
<td>Sustainability: The concept paper discusses ways in which the enterprise is going to scale up and continue supporting the initiated activities with the target audience beyond KCDMSD support.</td>
<td>10</td>
</tr>
<tr>
<td>Applicant Contribution: The reasonableness of the proportion of costs share, considering the type of interventions being proposed.</td>
<td>10</td>
</tr>
<tr>
<td>Total Points</td>
<td>50</td>
</tr>
</tbody>
</table>
If a concept paper meets KCDMSD general criteria for a sub grant, the applicant will prepare a Grant Application in accordance with this APS. Full instructions for submitting the application will be sent to the applicant with the invitation letter.

Full applications will be evaluated against the merit review criteria as shown below and should not be more than ten (10) pages

<table>
<thead>
<tr>
<th>Merit Review and Category</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feasibility of design and technical approach</td>
<td>40</td>
</tr>
<tr>
<td>Alignment with KCDMSD objectives</td>
<td>20</td>
</tr>
<tr>
<td>Management and operational capacity</td>
<td>20</td>
</tr>
<tr>
<td>Sustainability/Financial self-reliance</td>
<td>10</td>
</tr>
<tr>
<td>Cost efficiency including cost share contribution</td>
<td>10</td>
</tr>
<tr>
<td>Overall Rating (out of 100 points)</td>
<td></td>
</tr>
</tbody>
</table>

These merit review criteria elements are described more fully below.

A. Feasibility of design and technical approach. The quality and feasibility of the proposal in terms of the viability of the proposed technical approach, (i.e. the ability to produce intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project objectives to offer significant impact in the market systems. Evaluation may either include approaches proven to be effective or new untried approaches with promise. (40 points)

B. Alignment with KCDMSD objectives. The extent to which the proposed activity aligns with the stated KCDMSD objectives and desired outcomes. (20 points)

C. Management and technical capacity. Evidence of the capability to undertake and accomplish the proposed activities. The application should demonstrate the enterprise’ effectiveness in terms of internal structure, technical capacity, and personnel. In addition, the enterprise must demonstrate adequate financial management capability. The evaluation will be based principally on the background, qualifications, reputation, appropriateness and skills of its personnel; and the “track record,” reputation, and achievements (including development of self-sufficient, sustainable activities) of the enterprise. (20 points)

D. Sustainability/Financial Self-Reliance. The extent to which the funded activity will result in building and strengthening the selected value chain(s) and whether the activity itself is sustainable or will promote sustainability of the enterprise (10 points).

E. Cost efficiency. The degree to which budgeting is clear and reasonable and reflects best use of enterprise and grant resources. (10 points)

Additionally, KCDMSD will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216
SECTION V. AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated and funded in Kenyan Shillings (KES).

All costs funded by the grant must be allowable, allocable and reasonable. Grant applications must be supported by a detailed and realistic budget.

Issuance of this APS and assistance with application development do not constitute an award or commitment on the part of KCDMSD Project or RTI, nor does it commit KCDMSD or RTI to pay for costs incurred in the preparation and submission of an application. Further, KCDMSD and RTI reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the offerors. Applicants will be informed in writing of the decision made regarding their application.

The following Annexes are included with this APS:

- **ANNEX A:** Concept Paper Form
- **ANNEX B:** Cost Share Guidance
- **ANNEX C:** Required Certifications