

# COMMUNITY LIVELIHOODS PROJECT (CLP)

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Time

Subject: Annual Program Statement No.: APS-CLP-001, Yemen CLP Rapid Response Program

Dear Offerors:

The Yemen Community Livelihoods Project (CLP) is seeking applications from all qualified organizations from prospective partners who have relevant and demonstrated experience implementing developmental assistance programs in Yemen that are either Private Voluntary Organizations based in the United States (U.S. PVOs) or indigenous, local NGOs (LNGOs), US and non US For-Profit Organizations, US and Non-US Colleges and Universities. The authority of this APS is found in the Foreign Assistance Act of 1961, as amended. Awards shall be made and administered in accordance with Standard Provisions for US and Non-US Non-Governmental Organizations (USAID ADS 303), Cost Principles for Non-profit Organizations (2 CFR part 230), the Federal Acquisition Regulations (FAR) Part 31 for commercial organizations, and related regulations. Please note that no profit/fee is allowed under assistance. Forgone profit does not qualify as cost-sharing or leveraging.

CLP intends to provide approximately \$6 million for this APS. Should additional funds become available; an amendment to this APS will be issued. CLP reserves the right to enter into one or more, or not to enter into any awards. The award(s) will be made in accordance with evaluation procedures provided in Section 5.0. Applicants are invited to submit a concept paper and corresponding budget information, broken-out by major cost elements. After CLP reviews and evaluates these submissions, the technically qualified applications may be invited to submit full technical and cost proposals. Award will be made to the responsive, responsible applicant(s) whose application(s) best meet the objectives set forth in this APS.

Issuance of this APS does not constitute an award commitment on the part of CLP, nor does it commit CLP to pay for costs incurred in preparation and submission of an application. In addition, final award of any resultant sub-award(s) cannot be made until funds have been fully appropriated, allocated, and committed through internal CLP procedures. While it is anticipated that these procedures will be successfully completed, potential applications are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a sub-award, all preparation and submission costs are at the applicant's expense.

Sincerely,  
Robert Jacobi  
Program Director  
Community Livelihoods Project

## 1.0 BACKGROUND

The Community Livelihoods Project (CLP) is a flagship partnership between USAID, the people of Yemen and their government. The project is designed to help stabilize the population of 25 million by working with communities, civil society and the Republic of Yemen Government (ROYG) to: 1) increase employment opportunities through micro-enterprise development, microfinance and agriculture, with a special focus on youth; 2) increased access to quality basic services; 3) promote community participation and empowerment in an effort to assist communities to prioritize and articulate their needs through community organizations and civic action; and 4) strengthen local governance and improve the interface between local councils, line departments, non-governmental organizations (NGOs) and communities.

The Community Livelihoods Project consists of five key components:

1. Agriculture and Water: The CLP agricultural sector is working with the Yemeni Government, partners and beneficiaries to enhance agro-based economic activities in project governorates in order to increase employment opportunities and boost the economic outlook of rural farmers (both male and female). The sector seeks to improve productivity by supporting key partners, such as Ministry of Agriculture and Irrigation (MAI), private input suppliers and service providers. The end goal is to provide more jobs for the country's growing youth workforce.
2. Economic Empowerment: The aim of CLP is to mobilize producers, public institutions, and the private sector to support interventions that contribute to job creation, economic growth, and ultimately lead to sustainable development. The Project focuses on three specific areas. These are: microfinance and small enterprise development, value chain and market systems and workforce development.
3. Education: To meet the need for qualified teachers and to help stabilize the country, the CLP education team focuses on the establishment of community-based education in a bid to fill classrooms and to recruit teachers. The CLP strategy also includes collaborating with international and national partners who are already working within the educational sector to develop a set of complimentary activities that meet the current needs of communities.
4. Governance: The aim of this component is to work communities and youth groups to provide capacity building and support to improve the delivery of public services, instill a sense of fiscal responsibility, and offer crisis management and other skills training that will contribute to good governance. To that end, CLP focuses on three key components: government capacity, community and civil society and youth organization development.
5. Health: To address the country's dire health care need, the CLP health team is focusing on three project areas: maternal and child health (MCH), family planning and reproductive health (FP/RH), and nutrition. It is working with the government and partners to provide essential MCH and FP/RH services through activities designed to address access and capacity issues, as well as to raise awareness.

## 2.0 BASIC PRINCIPLES

As a result of recent political transition activities in Yemen, applicants to this APS are to propose program activities that are able to respond quickly to this transition by focusing on the following:

- Labor intensive activities,
- Employment generation focusing on youth 18 – 25 years of age,
- Service Delivery including minor infrastructure rehabilitation and improvement,
- Quick Impact activities building on indigenous capacity.

Other areas for consideration:

- Promote innovative activities and the use of new and clean technologies, i.e. solar.
- Must have clearly defined objectives that have been agreed to by all partners, i.e. relevant ROYG ministries, local governments and local councils.
- Application must be feasible from a technical, economic, financial, environmental and social perspective.
- Application must provide a minimum of 15% cost share.

Additionally, applications must meet the following USAID/Yemen Requirements:

- Be consistent with and support the Mission’s strategic objectives, goals, and programs.
- Take advantage of programmatic synergies by coordination with other USAID/Yemen activities or other USG agencies working in Yemen.
- Focus on activities where USAID has comparative advantage, and USAID resources can achieve the most impact consistent with the Mission’s goals.
- Build on the most important “lessons learned” from past and current investments of USAID/Yemen, including recommending continuation and consolidation of ongoing activities when it is appropriate and strategic.
- Be demand driven and leverage private sector resources to the extent possible.
- Maximize leveraging possibilities with other donors and fill programmatic and strategic gaps not filled by other aid institutions or ROYG.
- Be economically, socially and culturally feasible.

Concept papers may be submitted anytime within six (6) months of the APS issuance. It is expected that programs may last from 12 to 24 months. Priority will be given to applications that can be launched within Thirty-five (35) days of award execution, and after receipt of a Creative Associates Chief of Party written Notice to Proceed, and subject to funds availability/incremental funding.

### 2.1 Geographic Focus

The targeted geographic locations are urban areas in and around Sana’a, Taiz and Aden. Applicants may also propose activities in the CLP targeted Governorates of Amran, Marib, Al Jawf, Shabwah, Aden, Lahj, Al Dhale’e, Abyan,

## 3.0 ELIGIBILITY CRITERIA

Successful grantees/applicants could include a wide array of organizations, partnerships/joint ventures, and sub-award arrangements. Eligible organizations include – but are not limited to: U.S and Yemeni non-government organizations (NGOs), foundations, private businesses,

business and trade associations, international organizations, U.S. and Yemeni universities, civic groups. All prospective grantees must be legally established, must be organizations with a reputation for integrity and the highest standard of conduct, and a proven track record in their particular area of expertise. They should be able to provide evidence of experience working in Yemen, ability for a rapid start-up, and have proven ability to handle and account for US Government funds.

#### **4.0 APPLICATION/CONCEPT PAPER INSTRUCTIONS**

CLP review committee will be responsible for reviewing all applications submitted under this APS and management of the award and monitoring process. Applicants are required to submit a short concept paper of no more than **five (5) pages**, which outlines the technical program, provides a draft Management Plan (MP) and with no more than **two (2) pages** for estimated costs. Those organizations with concept papers that are deemed to be acceptable in accordance with the requirements of this APS, will be provided with instructions and guidance to prepare a full application, including analysis, certifications, etc. Questions and Concept papers should be submitted on an open-continuous basis (thru the end date of this APS) via email to:

Robert Jacobi, CLP Program Director [robertj@creativdc.com](mailto:robertj@creativdc.com)

#### **5.0 CRITERIA FOR APPLICATION REVIEW**

Concept papers and full Proposals, if any, will be evaluated according to the following criteria. Technical evaluations are significantly more important than cost. The relative importance of each criterion is indicated by the number of points assigned. A total of 100 points is possible. Applicants should understand these criteria serve to: (a) identify the significant issues Applicants should address in their concept papers and subsequent Proposals, if any, and (b) set the standard against which all applications will be selected.

##### **1. Methodology and Management Plan (60 points)**

- Methodology for program design and rapid start-up (30 points)
- Management Plan (MP) for program implementation and monitoring (10 points)
- Plan for achieving a minimum of 15% cost share (10 points)
- Demonstrated capacity/willingness to coordinate with other donors, including but not limited to, ROYG and USAID partners (10 points)

##### **2. Management/Organizational Capacity (20 points)**

- Personnel: strength of proposed country team including their relevant technical expertise, and staffing plan (10 points)
- Organizational capacity (5 points)
- Partnerships with local organizations/sub-grantees (5 points)

##### **3. Past Performance with Knowledge of Host Country Conditions (20 points)**

- Demonstrated knowledge and experience operating development assistance programs in Yemen (10 points)
- Demonstrated experience in implementing rapid response transition programming (10 points)

**Price or Cost Evaluation:**

Costs and cost concepts/proposals will not be scored, but remain important in the overall selection. Cost evaluation will consider the fairness and reasonableness of the total proposed amount and proposed individual costs. A cost realism analysis will be undertaken.

While Technical evaluations are significantly more important than cost, cost may impact the review committee's Technical understanding and evaluations.

**6.0 REPORTING****6.1. Work Plan**

The Management Plan (MP) shall be updated into a Work Plan (WP) to be submitted within thirty (30) days of award to the grantor. Once approved by CLP (the grantor,) the grantee shall be sent a written notice to proceed. The WP may be further updated for grantor approval, if requested by CLP.

**6.2. Monthly Reports**

Monthly performance reports will be provided by governorate and district at the 10<sup>th</sup> of every month:

- a) Progress towards objectives
- b) Status of activities
- c) Summary of target beneficiaries, disaggregated by gender and vulnerable populations
- d) Numbers of man days of work
- e) Amount of wages paid out
- f) Purchase and distribution of equipment/materials/supplies
- g) Success Stories
- h) Financial information
- i) Status of PMP Indicators

**6.3. Quarterly Report**

Quarterly reports will be provided, consisting of separate technical and cost sections.

**6.4. Periodic Impact Monitoring Reports and Data**

To determine if objectives were achieved including a discussion of the selection of participants. Also, data on project status and indicators as needed by CLP for reporting purposes.

**6.5. Final Report**

To be submitted to CLP within 30 days of the completion of the project, the Final Report will include:

- a) Assessment of the project's achievement of results
- b) Data collected on project beneficiaries
- c) An assessment and analysis of project indicators and an evaluation of the data

- d) An assessment and analysis of the efficiency, effectiveness, viability and replicability of the activity and delivery mechanism
- e) Lessons learned and recommendations for future programs/activities

## **7.0 SUBSTANTIAL INVOLVEMENT**

CLP's substantial involvement in the CLP Rapid Response Program will include, but not limited to, the following:

- Prior approval by CLP for work plans, monitoring and evaluation/performance monitoring plans and marking and branding plans.
- Prior approval by CLP for community/beneficiary selection and community engagement criteria.
- Prior approval and any changes of Key Personnel.

## **8.0 THIRD PARTY MONITORING AND EVALUATION**

CLP currently works with the Yemen Monitoring and Evaluation Program to ensure third party monitoring and evaluation of the program. This activity is a separate program managed directly by USAID to monitor the results achieved under the CLP program.

## **9.0. AWARD ADMINISTRATION**

22 CFR 226, OMB Circulars, and the Mandatory Standard Provisions for U.S. Nongovernmental Recipients will be applicable. For non-U.S. organizations, the Standard Provisions for Non-U.S., Nongovernmental Recipients will apply. While 22 CFR 226 does not directly apply to non-U.S. applicants, CLP will use the standards of 22 CFR 226 in the administration of the award. These documents may be accessed through the world-wide-web at:

<http://www.usaid.gov/business/regulations/>

### **9.1. Applicability of 22 CFR Part 226 (May 2005)**

The provisions of 22 CFR Part 226 and the Standard Provisions that will be attached to the agreement upon award are applicable to the recipient and to sub-recipients which meet the definition of "Recipient" in Part 226, unless a section specifically excludes a sub-recipient from coverage. The recipient shall assure that sub-recipients have copies of all the attached standard provisions.

For any awards or sub-awards made to Non-US organizations, the "Standard Provisions for Non-US Nongovernmental Grantees" shall apply. All recipients are required to ensure compliance with monitoring procedures in accordance with OMB Circular A-133.

### **9.2. Cost Share**

Cost sharing is a required element of the USAID-recipient relationship. In addition to USAID funds, the applicant is required to contribute a minimum of 15% resources from own, private or local sources for the implementation of this program. Contributions can be either cash or in kind

and can include contributions from the NGO, local counterpart organizations, project clients, the ROYG, or other donors (not other USG funding sources). This may be from program generated funds such as client savings, interest and fees in accordance with CLP standard provisions on cost sharing.

## **10. BRANDING STRATEGY AND MARKING PLAN**

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award or sub-award, must be marked appropriately overseas with the USAID Identity.

Under the regulation, USAID requires the submission of a Branding Strategy and a Marking Plan, but only by the “apparent successful applicant,” as defined in the regulation. The apparent successful applicant’s proposed Marking Plan may include a request for approval of one or more exceptions to marking requirements established in 22 CFR 226.91. CLP is responsible for evaluating and approving the Branding Strategy and a Marking Plan (including any request for exceptions) of the apparently successful applicant, consistent with the provisions “Branding Strategy,” “Marking Plan,” and “Marking of USAID-funded Assistance Awards” contained in AAPD 05-11 and in 22 CFR 226.91. Please note that in contrast to “exceptions” to marking requirements, waivers based on circumstances in the host country must be approved by Mission Directors or other USAID Principal Officers, see 22 CFR 226.91(j).

## **11. AWARD**

Award will be made to the responsive, responsible applicant whose application offers the most sound technical approach taking into consideration cost. The final award decision will be made by CLP, taking into consideration the recommendations of the Technical Evaluation Committee.

Authority to obligate the CLP is the **only** entity who may legally commit to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either an Agreement signed by the CLP or a specific, written authorization from CLP.

## **12. ROLES AND RESPONSIBILITIES**

The recipient shall be responsible to CLP for all matters related to the execution of the agreement. Specifically, the recipient shall report to the CLP designated point of contact in Sana’a, Yemen.