



**USAID**  
FROM THE AMERICAN PEOPLE

**ANNUAL PROGRAM STATEMENT (APS)**  
**ROUND 3 (APS.19.003)**  
AFGHANISTAN'S MEASURE FOR ACCOUNTABILITY  
AND TRANSPARENCY (AMANAT) PROJECT

July 1, 2019 – January 31, 2020

## **ANNUAL PROGRAM STATEMENT (APS.19.003)**

APS ISSUANCE/CLOSING DATE: July 1, 2019 – January 31, 2020

**WHAT'S NEW:** (1) The objectives of proposed grant projects under this Annual Program Statement must highlight innovative targeted approaches to reduce corruption in the delivery of public services in Afghanistan. (2) Also, international CSOs are now eligible to apply for grants. The total amount per grant award has been increased, but only for qualified organizations.

**PRE-APPLICATION PROPOSAL TRAINING WORKSHOPS:** Will be held on a rolling basis. Please see the details on pages 4-5.

**CLARIFICATION QUESTIONS:** All questions should be directed to: [AMANAT.Grants@msiworldwide.com](mailto:AMANAT.Grants@msiworldwide.com). Phone calls regarding technical content will not be entertained. Questions and answers will be updated on a regular basis and uploaded online. You can access them here: <https://msiworldwide.egnyte.com/fl/2tmuez4r5p> (Password: APS.19.003)

**DEADLINE FOR SUBMISSION OF GRANT APPLICATIONS:** USAID/AMANAT will accept Grant Applications on a rolling basis until January 31, 2020 (by 4:00 PM Kabul time). Subject to the availability of funds, this deadline may be extended to a later date to be determined and advertised amending this APS. Applications will be reviewed as they are received on a first-come, first-serve basis. Applications must be submitted using the template in Annex 1 and must not exceed 10 pages. Applications should be sent via email only to: [AMANAT.Grants@msiworldwide.com](mailto:AMANAT.Grants@msiworldwide.com) with cc to [jfreer@msi-inc.com](mailto:jfreer@msi-inc.com) (emailed documents should be in MS Word and Excel). All applications submitted via email must state in the subject line "Grant Application Submission – APS.19.003"

**GRANTS AMOUNT RANGE:** For non-US organizations, between US\$10,000 to US\$250,000 per grant award, subject to funds availability, with grant activities expected to be conducted within a 12-month period or shorter. To be eligible for grants over \$100,000, non-US organizations need to demonstrate significant past experience conducting projects of similar size and complexity, plus they need to employ rigorous financial systems that exercise appropriate controls over projects with larger funding. Organizations that do not have such past experience are still encouraged to submit their ideas, but to do so with smaller budgets. US organizations are limited to grants up to \$100,000 by USAID directives.

**APS OBJECTIVE:** The purpose of this Annual Program Statement (APS) is to generate grant awards that focus on innovative and targeted activities against corruption, especially corruption that affects public services. The AMANAT project seeks proposals from a wide range of international and Afghan national, regional, and local civil society organizations (CSOs), media organizations, and business associations to implement specific activities that fit within this scope. Proposed projects must target particular corruption problems in creative ways that are likely to produce positive results. Just conducting public awareness campaigns, or advocacy or oversight efforts are not likely to produce the effective and lasting impacts that AMANAT is seeking. A sample of potential ideas for projects are on page 2, but organizations are encouraged to propose other activities based on their experience.

**GEOGRAPHIC FOCUS:** The APS solicits applications for interventions that will be implemented in Kabul and other provinces throughout Afghanistan.

**ORGANIZATIONS ELIGIBLE TO APPLY:** International NGOs are now eligible to apply, in addition to Afghan organizations. Organizations should have a recent track record of implementing projects related to the mitigation/elimination of corruption in Afghanistan. Capable and responsible non-partisan legally-registered international and Afghan CSO and Non-Governmental Organizations (NGOs); consortia of local CSOs, research organizations, universities, business organizations, and the mass media are encouraged to apply. Individuals and government entities are not eligible to apply under this APS.

**EXPECTED GRANT TYPES:** Standard Grants, Fixed Amount Awards, Simplified Grants, or In-kind Grants

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## ACRONYMS

|        |   |
|--------|---|
| ADS    | Automated Directives System (USAID)                             |
| AMANAT | Afghanistan's Measure for Accountability and Transparency       |
| APS    | Annual Program Statement  |
| BMP    | Branding and Marking Plan                                       |
| CFR    | Code of Federal Regulations                                     |
| COI    | Conflict of Interest  |
| CSO    | Civil Society Organization                                      |
| DCOP   | Deputy Chief of Party   |
| DUNS   | Data Universal Numbering System                                 |
| FAA    | Fixed Amount Award (formerly known as a Fixed Obligation Grant) |
| GEC    | Grants Evaluation Committee                                     |
| M&E    | Monitoring and Evaluation                                       |
| MSI    | Management Systems International, a Tetra Tech company          |
| NDA    | Non-Disclosure Agreement  |
| NGO    | Non-Governmental Organization                                   |
| NOFO   | Notice of Funding Opportunity (see: APS and RFA)                |
| PD     | Program Description   |
| SAM    | System for Award Management                                     |
| SOW    | Scope of Work   |
| UNSC   | United Nations Security Council                                 |
| US     | United States   |
| USAID  | United States Agency for International Development              |

## **SECTION I: PROGRAM DESCRIPTION**

### **A. BACKGROUND**

Management Systems International (MSI) is a Washington, D.C. metro-area based international development firm founded in 1981 with a corporate commitment to improving public sector management in the US and abroad. MSI offers a strong range of technical expertise in the fields of democracy and governance, economic growth, monitoring and evaluation, strategic planning, organizational capacity building, and health, education, and the justice sector. MSI assures exceptional technical expertise and strong project management quality through its reliable cost control capacity and consistent project management monitoring. The firm is a subsidiary of Tetra Tech, a global multi-specialist consulting business, headquartered in the USA. In Afghanistan, MSI is the prime contractor implementing the U.S. Agency for International Development (USAID)–funded “Afghanistan’s Measure for Accountability and Transparency” (AMANAT) project.

The overall purpose of AMANAT is to support efforts to reduce and prevent corruption in the provision of government public services, such as health, education, water and sanitation, driver’s licenses and building permits, to name just a few. AMANAT is a 5-year project funded by USAID that began in December 2017. Technical assistance is being provided to several key government ministries and departments to identify major corruption vulnerabilities, develop detailed plans to reduce these risks and implement those plans effectively. In addition to working with the government, a major focus of the project is to promote activities by civil society organizations, the mass media, and business associations to conduct oversight and monitoring of government agencies and their anti-corruption reforms, implement communications and public outreach campaigns concerning corruption and anti-corruption reforms, and conduct advocacy to promote further anti-corruption efforts, among others.

### **B. OVERVIEW**

Through this Annual Program Statement (APS), AMANAT will assist international and Afghan non-governmental and private sector organizations by supporting innovative and targeted activities that are intended to reduce or prevent corruption in the delivery of public services. Some examples of such activities are provided in Section C below, but applicants are encouraged to propose innovative ideas based on their own experience. International and Afghan organizations interested in receiving funding for programs are invited to carefully read this APS in its entirety and to follow the APS guidance in order to apply for funds.

All proposed activities shall directly relate to the achievement of the objectives of the AMANAT program. Applicants are encouraged to propose the best mix of approaches and activities to achieve the results envisioned under the proposed program. Grant projects should include innovative, targeted and localized approaches, especially those that mainstream gender or engage women, as well as encourage collaborative work among several civil society organizations (CSOs) in different regions or working in different sectors. We are looking for project activities that address particular corruption problems and are likely to yield effective results in reducing corruption. Just conducting public awareness campaigns, advocacy campaigns or oversight initiatives related to corruption is not enough.

This APS will be held open for submissions for a six-month period. Grants will be provided to capable and responsible non-partisan legally-registered international and Afghan CSO and Non-Governmental Organizations (NGOs); consortia of local CSOs, research organizations, universities, business associations, and the mass media. Capacity building will be provided by AMANAT to local organizations to help them perform the work funded by their grants, as well as to manage them appropriately.

### **C. KEY AREAS OF INTEREST**

The areas listed below highlight some of the topics for which AMANAT is interested in receiving grant applications under this APS. These areas have been identified as examples of where more innovative ideas are needed to support citizen, mass media, and private sector engagement in the fight against corruption. All ideas should seek to have an impact on corruption in the delivery of public services, such as health, education, pensions, licensing and permitting, land distribution, refugee matters, disability services, etc. Other innovative ideas are welcome as well.

1. Youth-focused anti-corruption programs that make youth more aware of corruption and gets them engaged in fighting corruption. Projects need to appeal to a youth audience and provide them with incentives to oppose corruption. Activities could take the form, for example, of a film festival of short videos made by young people about their personal experiences with corruption and how to stand up for their rights, school debates, and sports events with anticorruption themes, among others.
2. Simple e-governance apps for citizens – Develop simple apps that can be used by non-literate populations or by those who do not have smartphones, for example, using SMS, text or Interactive Voice Response (IVR) apps to register citizen complaints, blow the whistle on corrupt officials, support citizen watchdogs, get information from the local government on service delivery (fee schedules, budget expenditures, etc.), and find out how to stand up for your rights.
3. Monitor local budgets – Participate in local budget hearings, monitor how the budget is used to pay for public services and publicize the findings to ensure transparency and accountability for the use of government funds. The oversight data can be added to a central open data bank that is accessible to the public.
4. Build a culture of public integrity through anti-corruption education in schools and universities – Teaching young people about public integrity, anti-corruption and the rule of law gives them the knowledge, skills, and behaviors to fight corrupt practices and establish new behavioral norms and values for society. Activities can focus on building the capacity of teachers to integrate anti-corruption into the existing school curriculum and developing new resource materials for primary school and higher grades.
5. More active engagement of businesses and business associations – Develop activities that will engage the private sector more effectively in fighting corruption. This might involve business associations in developing and monitoring “integrity pacts” signed between companies and government agencies to halt corrupt practices in public procurements. It could also support the establishment of “business review boards” that would oversee how public tenders are developed and implemented. Projects could also focus on how permitting, licensing and public procurement processes can be simplified.
6. Complaint management – Hotlines and simple text-based apps can be developed to allow citizens to register their corruption complaints. Then, a process can be implemented to pass these complaints to the relevant government office for resolution and feedback. An open-access dashboard can be developed to display to citizens how the government is responding to such complaints. For complaints that are not resolved within a specified amount of time, more active approaches can be designed to incentivize resolution.

### **D. CROSS-CUTTING APPROACH**

In developing innovative program approaches, AMANAT strongly encourages applicants to consider and apply the following cross-cutting practices:

## 1) MENTOR AND SUPPORT OTHER CSOs

To promote sustainability of these activities over time and throughout the country, AMANAT encourages larger and more experienced grantees to engage with newer, smaller and less experienced CSOs, to mentor and coach them as part of their AMANAT grant activities. This could result in a network of groups throughout the country conducting similar anti-corruption activities and sharing their results. International CSOs must partner with 2 or more local CSOs to develop, mentor and support them in their grant activities.

## 2) INNOVATE AND BUILD ON PAST SUCCESSES

AMANAT encourages programs that capitalize on existing opportunities and proven organizational capacities. Applications that seek to scale-up proven successes are especially welcome. At the same time, AMANAT is looking to support innovation as well as targeted approaches to longstanding problems and welcomes applications that reflect innovative thinking and a desire to advance the range, depth, and impact of civil society initiatives on identifying and reducing corruption.

## 3) SUSTAINABILITY

AMANAT is committed to empowering partners and beneficiaries to take increased ownership of the development process, including financing, and to maintain project results and impact beyond the life of the grant. All projects should explicitly address how the project results or impact will continue after the end of the project. Indications of how a project can generate revenue or self-finance itself will be welcome.

## 4) EXPLORE JOINT INITIATIVE / COALITION / PARTNERSHIP ARRANGEMENTS

To increase program impact and sustainability, AMANAT strongly encourages applicants to consider partnership, teaming, or other arrangements that make the best use of existing organizational capacities. Approaches may involve the formal or informal establishment of coalitions, partnerships, networks, consortia, Communities of Practice, or other arrangements of civil society groups, youth, and others. These types of joint or collective action initiatives may involve sub-grant relationships.

Approaches which connect organizations in different geographic areas and with different skill levels are particularly encouraged. For example, applicants may consider teaming larger, more established organizations with younger organizations, or linking similar kinds of organizations from different geographic areas. If joint initiatives or coalitions are developed, applications must reflect how they will be managed and identify the lead organization that will be the main point of contact for AMANAT.

## 5) GENDER INTEGRATION

Corruption in the delivery of public services affects men and women differently. Women are often confronted with corruption more than men because they are the ones requesting public services for family members. As a result, grant proposals must include a discussion of how activities conducted under the proposed project will be designed to take these differential impacts into account. It might involve training that highlights how corruption affects men and women differently, providing training to help women combat and report corruption, developing information campaigns that focus on these differential impacts, or prioritizing activities that reduce the most negative impacts of corruption on women, for example. Overall, the proposed projects should build the capabilities of both men and women to combat corrupt practices that negatively affect their lives, economic opportunities and democratic governance of all Afghan citizens.

## **SECTION II: GRANT PROPOSAL INFORMATION**

### **A. ESTIMATED FUNDING LEVEL**

AMANAT expects that grants provided through this mechanism will range in value from US\$10,000 to US\$250,000, subject to funds availability. To be eligible for grants over \$100,000, organizations need to demonstrate significant past experience conducting projects of similar size and complexity, plus they need to employ rigorous financial systems that exercise appropriate controls over projects with larger funding. If applicants do not have such past experience, they are encouraged to apply, but at lower funding levels.

### **B. ANTICIPATED PERIOD**

AMANAT anticipates that projects will be conducted over a period of 12 months. If appropriate, shorter- and longer-term projects will be considered. These amounts and timeframes may be adjusted depending on the grant's activities, the applicant's institutional capacity, the geographic scope of the proposed program, and the type and extent of partnership or other teaming arrangements that are proposed. The awards made under this APS will be administered through and managed by the AMANAT project.

This APS will be open for six months after the initial announcement. That means that applications will be accepted by AMANAT for six months under this APS announcement (through January 31, 2020). AMANAT may revise aspects of this APS, including program priority areas, during this period. If and when revisions are made, a revised APS will be posted and made publicly available.

### **C. AWARD TYPE**

The grant mechanism will be determined by the AMANAT grants management team through a pre-award determination process based on the nature of the grant activity and the financial and management capacity of the grantee organization. The award size, the number of awards and amount of available funding is subject to change.

### **D. PRE-APPLICATION GRANTS WORKSHOPS**

AMANAT will hold several grants workshops (proposal design) for interested applicants under the APS. The workshop will allow applicants to ask questions about the application process, as well as receiving support and creating an environment for them to develop new approaches to grant proposal writing. International experts will provide technical assistance to support and increase applicants' capacity to design both innovative and high-quality proposals, focused on targeted and practical anti-corruption approaches. These workshops will occur in Kabul and other provinces as required. These workshops will be announced on ACBAR.ORG and at <https://msiworldwide.egnyte.com/fl/2tmuez4r5p> (Password: APS.19.003). All interested applicants are welcome to attend and should RSVP to [AMANAT.Grants@msiworldwide.com](mailto:AMANAT.Grants@msiworldwide.com) to ensure availability. Interested applicants are encouraged to submit their full contact details below for registration in the upcoming workshop. Please add email subject line "Request for Grants Workshop Participation – AMANAT Kabul":

Female applicants are highly encouraged and invited to participate in grants proposal design workshop. Details for the registration should be sent in the excel sheet attached to the APS.

The completed details to be sent to the email below:

[AMANAT.Grants@msiworldwide.com](mailto:AMANAT.Grants@msiworldwide.com)



| Grants Workshop - Proposal Design        |  |   |  |          |
|--|--|---|--|----------|
| # of grant workshop                      | Date   | Time  | Workshop Contents  | Location |
| 1 <sup>ST</sup> Grants Workshop          | From: August 27, 2019<br>To: August 28, 2019   | Day #1 Start 8:00AM<br>End 5:30 PM<br>Day #2 Starts at 9:30 AM<br>End 4:30 PM | <ol style="list-style-type: none"> <li>1. How to develop innovative, creative and targeted anti-corruption proposals through behavioral and targeted concepts and approaches (to be presented by international experts)</li> <li>2. Designing grant proposals</li> <li>3. Activity implementation, compliance, and financial management</li> <li>4. Developing M&amp;E plan and data collection tools usage</li> <li>5. Communication strategies</li> <li>6. Preparing and submitting a reasonable budget</li> <li>7. Understanding USAID gender strategies</li> </ol> | Kabul    |
| Second Grants Workshop – Proposal Design | From: October 16, 2019<br>To: October 17, 2019 | Day #1 Start 8:00AM<br>End 5:30 PM<br>Day #2 Starts at 9:30 AM<br>End 4:30 PM | <ol style="list-style-type: none"> <li>1. How to develop innovative, creative and targeted anti-corruption proposals through behavioral and targeted concepts and approaches (to be presented by international experts)</li> <li>2. Designing grant proposals</li> <li>3. Activity implementation, compliance, and financial management</li> <li>4. Developing M&amp;E plan and data collection tools usage</li> <li>5. Communication strategies</li> <li>6. Preparing and submitting a reasonable budget</li> <li>7. Understanding USAID gender strategies</li> </ol> | Kabul    |
| Third Grants Workshop – Proposal Design  | From: January 22, 2020<br>To: January 23, 2020 | Day #1 Start 8:00AM<br>End 5:30 PM<br>Day #2 Starts at 9:30 AM<br>End 4:30 PM | <ol style="list-style-type: none"> <li>1. How to develop innovative, creative and targeted anti-corruption proposals through behavioral and targeted concepts and approaches (to be presented by international experts)</li> <li>2. Designing grant proposals</li> <li>3. Activity implementation, compliance, and financial management</li> <li>4. Developing M&amp;E plan and data collection tools usage</li> <li>5. Communication strategies</li> <li>6. Preparing and submitting a reasonable budget</li> <li>7. Understanding USAID gender strategies</li> </ol> | Kabul    |

*Guidance:*

- AMANAT is providing accommodation, transportation, and per diem for the participants according to USAID/AMANAT operational and financial policies and procedures.
- Participants should register early as possible, especially provincial participants that need air travel will to request and confirm one week before the workshop date.
- Tickets will be booked by AMANAT; also, the accommodation is provided.
- Female participants need to provide Mahram Information.

## **E. GUIDELINES & NOTICES FOR APPLICATIONS**

### **1) SOURCE & NATIONALITY**

The USAID authorized geographic code for the procurement of goods and services under this opportunity is 937. A current list of eligible countries and further information on Source and Nationality may be found at <https://www.usaid.gov/sites/default/files/documents/1876/310.pdf>

Applicants must agree that no services will be rendered through a service provider in any foreign policy restricted country.

### **2) LANGUAGE**

The required language for all Grant Applications is English. There will be an unofficial translation of the Annual Program Statement issued for informational purposes only. In case of any conflict or discrepancy, the English version shall prevail and take precedence.

### **3) NO OBLIGATION TO AWARD**

USAID/AMANAT may reject any or all applications or not award any grants under this APS if such action is in the best interest of AMANAT, its Donor, or the Host Country. AMANAT may also waive informalities and minor irregularities in applications received, should such actions be in the best interest of AMANAT, its Donor, or the Host Country the issuance of any award resulting for this APS is subject to the prior approval from USAID, including vetting approval for grants over \$25,000.

### **4) PRICING**

Prices are to be valid for at least ninety (90) calendar days from the date of their application. Pricing must include all applicable taxes. Entities registered as a Non-Profit NGO with the Government of Afghanistan, will not be considered a Tax Exempted Entity until a copy of the Tax Exemption Certification from the Ministry of Finance is provided to AMANAT.

### **5) CONFIDENTIALITY OF INFORMATION**

Information pertaining to AMANAT, USAID and USAID's partners obtained by the Applicant as a result of participation in the APS is confidential and shall not be disclosed at any time without prior written authorization from AMANAT's authorized representative.

### **6) CONFLICT OF INTEREST**

#### Personal Conflict of Interest

An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an individual employed by AMANAT.

#### Organizational Conflict of Interest

The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a U.S. federal assistance funding opportunity or an applicant or applicant's employee was substantially involved in the preparation of a U.S. federal assistance funding opportunity. The award recipient must propose an approach for resolving the conflict of interest to AMANAT within 10 calendar days of the discovery of the conflict of interest and before actual award may be issued. A signed Conflict of Interest certification will be required as part of the set of pre-award certifications.

## 7) REQUIRED REGISTRATIONS

Prior to receipt of an award, the winning applicant must be registered with the U.S. Government at [www.sam.gov](http://www.sam.gov). Instructions to register can be found at <https://www.sam.gov/sam/SAMGuide/SAMUserGuide.htm>.

For any grants award(s) resulting from this solicitation that is other than in-kind and equivalent to \$25,000 or more, grantees will be required to provide Data Universal Numbering System (DUNS) number at the time of the award. If the application 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 AMANAT project will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. Both registrations are free of charge. An exception to this requirement can only be made by the Director of Contracts and Grants Management.

## F. OTHER IMPORTANT INFORMATION

### 1) BRANDING AND MARKING

All USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, “From the American people” on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, AMANAT Staff will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens and identifies all donors and explains how they will be acknowledged. AMANAT staff will work with the successful grantee to draft a marking and branding plan which will be annexed to the grant’s agreement.

### 2) ENVIRONMENTAL COMPLIANCE

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID’s activities on the environment is considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID’s Automated Directives System (ADS) Parts ADS 201.5.10g and 204 (<http://www.usaid.gov/policy/ads/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Compliance with USAID Environmental Procedures (22 CFR Reg. 216), including appropriate environmental mitigation and monitoring measures, should be considered an integral and required part of all activity development and implementation and should be budgeted accordingly. All environmental compliance obligations under these regulations and procedures will be explained to the successful grantee. These will be also stated in the grant agreements.

### 3) VETTING

For approved procurement of goods or services of more than \$25,000, the potential vendor will be vetted through USAID, per USAID/Afghanistan Mission Order 201.06.

### 4) DONOR FLOW-DOWN CLAUSES

The winning applicant will be required to comply with the following donor required rules and regulations:

- 1) Any resulting award will be subject to the Standard Provisions for Non-U.S. Non-Governmental Organizations at USAID Automated Directives System (ADS) 303mab. Copies of the provisions may be found at <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf> or are available on request.
- 2) The following U.S. Government-issued documents shall serve as the primary reference for any questions regarding policies, procedures, and allowable costs, not specifically addressed elsewhere in this Award:
  - a. 2 CFR 200, Subpart E, Cost Principles (available at: <http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartE.pdf>) or 48 CFR part 31 (available at: <http://www.gpo.gov/fdsys/pkg/CFR-2011-title48-vol1/pdf/CFR-2011-title48-vol1-part31.pdf>), as applicable
  - b. 2 CFR 200, Subpart F, Audit Requirements (available at: <http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartF.pdf>), as applicable.
- 3) Applicants are encouraged to review these required rules and regulations to ensure that they will be able to comply with them if an award is made.

## 5) MODIFICATION AND WITHDRAWALS OF APS

AMANAT reserves the right to modify by written notice the terms of this APS at any time in its sole discretion. AMANAT also reserves the right to withdraw this APS at any time with or without a statement of cause- prior to actual award.

## SECTION III: ELIGIBILITY INFORMATION

- A. Any non-partisan legally-registered international and Afghan CSO and Non-Governmental Organizations (NGOs); consortia of local CSOs, research organizations, universities, business organization or the mass media are eligible to submit applications under this APS. For-profit companies are eligible to be prime recipients of a grant but may NOT receive any profit or fee under a grant award. Organizations may submit applications representing their firm or in partnership with other local organizations. If applications are done through a partnership or consortium, there must be one lead organization identified that would be responsible for managing the overall activity.
- B. The following are not eligible for grant support: individuals and government entities; political parties or organizations; organizations that advocate, promote, or espouse anti-democratic policies or illegal activities; faith-based organizations pursuing exclusive religious purposes or whose programs and services discriminate based on religion, and whose main objective of the grant is of a religious nature; and any entity whose name appears on the:
  1. List of Parties Excluded from Federal Procurement and Non-Procurement Programs (<http://www.sam.gov>);
  2. Specially Designated Nationals List <http://sdnsearch.ofac.treas.gov/Default.aspx>); and
  3. The list established and maintained by the 1267 Committee with respect to individuals, groups, undertakings and other entities associated with Al-Qaida ([http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)).
- C. Eligible and Ineligible Activities:
  1. Activities that are eligible for funding include those that support APS objectives. Any purchases or activities that are not necessary to accomplish grant purposes are considered ineligible activities.

2. Execution of grant-funded activities must take place in Afghanistan and all costs must be reasonable, allocable, and allowable. Reasonable costs are those costs that are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business. Allocable costs are those costs specifically linked to the execution of the activity, such as project staff salaries, experts' fees, training, meetings and seminars, publications, purchase, and rental of equipment, office expenses, in-country travel, and other direct costs. Allowable costs are those costs that conform to any limitations in the grant award.
3. Specific cost items that are unallowable under a grant include: profit or fee; application preparation costs; international travel; payment of debts; political elections and related campaign activities; fees for public and elected government officials; fines and penalties; creation of endowments; military equipment; surveillance equipment; commodities and services for support of police and other law enforcement activities; abortion equipment and services; luxury goods and gambling equipment; parties or "representation" expenses; purchases of restricted goods without prior USAID approval, such as agricultural commodities, motor vehicles, pharmaceuticals, pesticides, used equipment, and fertilizer.

AMANAT will not accept applications from individuals.

Cost-sharing is not required under this APS. However, project co-funding and leveraging potential AMANAT funds with other financial and in-kind resources are highly encouraged and desirable.

## **SECTION IV: APPLICATION AND SUBMISSION INFORMATION**

All applicants should provide application materials according to the requirements identified below. The first step is to submit grant applications through January 31, 2020. Applications received after the APS closing date will not be accepted.

Grant Applications must be no longer than 10 pages and must utilize the template provided in Annex I. It must present an innovative activity to reduce or prevent corruption in public service delivery. Further, the proposed activity must have an estimated value and performance period that is within the parameters described in this APS.

No program expenditures will be paid by AMANAT except those covered in a signed grant. AMANAT reserves the right to fund any or none of the applications received.

Interested applicants should begin the application process by submitting an application per the following guidance in English to [AMANAT.Grants@msiworldwide.com](mailto:AMANAT.Grants@msiworldwide.com) with cc to [jfreer@msi-inc.com](mailto:jfreer@msi-inc.com). Please contact us if there are technical or other difficulties with submitting the application by e-mail.

This APS is open to all organizations that are eligible to apply at no cost per the terms provided herein. If any person demands/requests consideration (payment of any kind) in exchange for this APS, or promises successful selection in exchange for consideration, please inform [ethics@msi-inc.com](mailto:ethics@msi-inc.com). Applicants must be technically qualified, financially responsible and otherwise eligible for receipt of an AMANAT Donor-funded award.

Incomplete or invalid applications, i.e., those that do not include all required application materials, respond to the APS program objectives, or otherwise comply with the application guidelines, will not be reviewed.

The application process is as follows:

## STEP ONE: SUBMIT GRANT APPLICATION

Within 30 working days of applying, the AMANAT Grants team will contact the applicants, notifying both shortlisted and unsuccessful applicants of the status of their application. Shortlisted applicants may be asked questions to revise their application.

## STEP TWO: NEGOTIATIONS AND AGREEMENT OF GRANT TERMS

If AMANAT's review results in a recommendation for funding, then the organization and AMANAT will enter final discussions to ensure all pre-award requirements are met and significant grant terms are negotiated and agreed. The exact details of this phase will vary according to the circumstances pertaining to each application. However, the following are common areas that may require further discussion and agreement prior to award:

- Payment terms may include payment through the provision of advances, direct reimbursement, or payment through a fixed amount award where payments are made based upon the achievement of specific results.
- Administrative procedures may include items concerning administrative reporting and logistical requirements for the program, including training components.
- Other award terms may be included, such as special provisions and/or special award conditions.

## **SECTION V: APPLICATION REVIEW INFORMATION**

### **EVALUATION OF GRANT PROPOSALS**

Full application proposals will be evaluated using the following criteria:

#### **1) TECHNICAL MERIT (50 POINTS):**

AMANAT will review the extent to which the proposed technical approach can reasonably be expected to produce the intended results in a specific timeframe. This includes reviewing the relevance of the approach to the problem to be addressed, whether the proposed activities are consistent with the objectives sought, how the activities are interrelated, how activities will be tracked, monitored and reported, how well the program supports AMANAT's objectives, and the degree to which the proposal incorporates lessons learned from similar programs or activities, builds on prior relevant programs or activities, and supports consensus building and the appropriate use of the media. AMANAT will review whether the proposed beneficiaries are strategically chosen and whether the proposed performance targets appear reasonable and realistic.

AMANAT will review the effectiveness of the applicant's approach to gender issues relating to the proposed activities. Sustainability of proposed activities beyond the life of award is an important evaluation factor as well. For applications with a focus on sustaining activities or organizational capacity beyond the life of the award, AMANAT will review the extent to which the proposed activity promotes, strengthens, and is supported by sustainable organizations that can champion sound concepts, innovative practices, and changes beyond the life of the award.

#### **2) DEMONSTRATED PAST PERFORMANCE (30 POINTS):**

All applicants will be subject to a past performance review, with emphasis on prior activities, if any, which are similar to that which is proposed. If the applicant has no past performance history, the applicant will receive a neutral rating in this category.

### 3) ORGANIZATIONAL CAPACITY AND CAPABILITY OF PROPOSED PERSONNEL (20 POINTS):

AMANAT will review the effectiveness of the approach in terms of the applicant organization's internal structure, technical capacity, and ability to represent beneficiary interests. Applicants are encouraged to consider partnerships and coalitions, as appropriate, to broaden geographic diversity, promote greater inclusion, and increase program reach.

Partnership arrangements, if any, with other civil society organizations, which enhance the effectiveness and capabilities of program implementation should be specifically outlined, and the capabilities of key partners as well as the primary applicant should be clearly presented. Partnerships that build on the relative strengths of participating organizations with clearly defined roles and responsibilities of each organization in the application will strengthen an application.

### 4) COST EFFECTIVENESS:

While not an evaluation factor for which points will be assigned, please note that the Applicant's proposed budget will be reviewed to determine if the applicant's approach is cost effective and makes use of existing resources, capacities, materials, tools, and other leveraged sources of funding. An application will be viewed more favorably if it proposes results which are objective, quantifiable, and measurable and if the costs can be tied directly to specific corresponding results.

Although price is not a factor for technical consideration it is an important element in evaluation for award. Price must show demonstrated "reasonableness" and be "balanced" among the respective components of performance. The significance of price will increase the closer technical rankings become. Applicants are strongly encouraged to provide their best price proposal with submission of their offer. AMANAT recognizes that price is often the single most significant factor in a determination of best value.

A realistic commitment to cost-share or leveraging from other sources is generally viewed as enhancing the cost effectiveness of a proposed budget. However, cost share is not a requirement under this APS.

As a general principle, the payment of any customs duties, sales tax or other applicable taxes and fees shall be included as a cost-share.

## SECTION VI: AWARD AND ADMINISTRATION INFORMATION

Award(s) under this APS will be administered through and managed by the AMANAT project.

Awards will include language prohibiting transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism.

## ANNEX I: GRANT APPLICATION TEMPLATE

**AMANAT AFGHANISTAN**  
**USAID CONTRACT NUMBER AID-306-H-17-0003**

**APS.19.003**

**Instructions:** The entire application can be no longer than 10 pages. Please carefully review directions and guidelines provided in the APS & in the shaded text blocks. The application must be signed by an authorized agent of the applicant. The font size is 11 (Gill Sans MT), supporting documents should be presented as attachments to the application, not in the body of the application form.

**SECTION I. BASIC ORGANIZATION INFORMATION**

- 1. **Organization’s legal name:**
- 2. **Date organization was founded and registration number:**
- 3. **Contact information:**

|  |                  |
|--|------------------|
| <b>Key contact person(s) Name and title:</b>                                       |                  |
| Legal address mentioned in license: (House #, Street Name, District and Province): |                  |
| Active Phone #1:   | Active Phone #2: |
| Official Email:  |                  |

- 4. Briefly describe the organization’s vision, mission and objectives:( No more than 100 words)



6. List contact information for five (5) references from previous donors or organizations (U.S.G and others) with whom your organization has collaborated during the last three to five years. Personal emails are not accepted, only official emails, phone numbers and donor information are required.

| S / N | Donor Agency or Organization | Contract/Agreement Number | Activity Implementation (Location) | Title of Project | Start & End Dates of the Contact/Agreement | Total Budget (USD) | Contact Person (Business Email) |
|-------|------------------------------|---------------------------|------------------------------------|------------------|--|--------------------|---------------------------------|
| 1     |                              |                           |                                    |                  |  |                    | Name & Position:                |
|       |                              |                           |                                    |                  |  |                    | Email:                          |
|       |                              |                           |                                    |                  |  |                    | Tel:                            |
| 2     |                              |                           |                                    |                  |  |                    | Name & Position:                |
|       |                              |                           |                                    |                  |  |                    | Email:                          |
|       |                              |                           |                                    |                  |  |                    | Tel:                            |
| 3     |                              |                           |                                    |                  |  |                    | Name & Position:                |
|       |                              |                           |                                    |                  |  |                    | Email:                          |
|       |                              |                           |                                    |                  |  |                    | Tel:                            |
| 4     |                              |                           |                                    |                  |  |                    | Name & Position:                |
|       |                              |                           |                                    |                  |  |                    | Email:                          |
|       |                              |                           |                                    |                  |  |                    | Tel:                            |
| 5     |                              |                           |                                    |                  |  |                    | Name & Position:                |
|       |                              |                           |                                    |                  |  |                    | Email:                          |
|       |                              |                           |                                    |                  |  |                    | Tel:                            |

## SECTION II. PROGRAM DESCRIPTION

7. **Title of the proposed activity:**

8. **Duration of the Activity** (Total number of Months):

9. **Target audience:** *(For example, directorate, ministry, CSOs, youth, citizens, university students, any entity etc)*

Total Number of Beneficiaries:

Direct (Male & Femal)

Indirect

10. **Geographical location of the proposed activity:** *(Province, districts, village, etc)*

11. **Purpose of the activity and objectives:** *(Propose achievable and measurable objectives relevant to the activity)*

11.1:

11.2:

11.3:

11.4:

11.5:

12. **Background and Assessment of the Problem:** *(Clearly state the problem(s) you are seeking to address.)*

13. **Innovative Technical Approach or Intervention:** *(Describe the specific activities that you will implement to address the problems and achieve the project objectives listed above. Be sure to identify how your activities will reduce the impacts of corruption in public services. Focus the discussion on what activities you will conduct and how you will do it.)*

**14. Expected Results:** *(List the expected results and impacts of your proposed activities in the short-term and long-term.)*

**15. Gender Mainstreaming:** *(Describe how your activities will help gender engagement or will address corruption problems that particularly victimize women. Describe the likely impacts that your activities have on men and on women.)*

**16. Sustainability:** *(Describe how your activities and your expected results will persist over time, especially after your project is completed.)*

### **SECTION III. EXPERIENCE AND CAPACITY**

**17. Cvs and EBDs for Project Staff:** *(List proposed staff who will implement this project. Signed EBD form is required for all project personnel).*

**18. Partner, Consortium, or Coalition:** *(Indicate whether you intend to partner with other organizations to conduct this activity. If so, please list them.*

**19. Organization Capability and Capacity** *(Demonstrate how existing or proposed team is capable or has a similar experience to implement the proposed activity and achieve the desired results, how much resources and capacity your organization possesses to contribute successful completion).*

### **SECTION IV. TOTAL FUND/BUDGET**

|  |     |
|--|-----|
| <b>Total Budget (USD)</b>  |     |
| <b>Current Number of Projects or Direct Fund Receiving from Other donors</b> (if applicable) |     |
| <b>Guarantee Contribution – Cost Share</b> (if applicable)                                   | N/A |

**SECTION V. CHECKLIST: REQUIRED DOCUMENTS SUBMISSION**

- Attachment A:** Detailed Budget (*Narratives, Justification, and Clarification for each proposed budget line item.*)
- Attachment B:** Implementation Plan (*The summary of the tasks taking place under the proposed activity*)
- Attachment C:** M&E Plan (*Stated tasks in implementation plan will be required to be verified by M&E functions, the plan should indicate how data will be collected to demonstrate the effectiveness of the proposed activity as compared to existing practices and clearly outline measurable performance criteria, data collection, and verification, means of milestone verification and other relevant supporting documents.*)
- CVs & Signed EBDs** for (*Key personnel proposed for project implementation*)
- Partner Information Form (PIF)**
- Tazkiras or Passports (supporting PIF)** for *organizational key staff director, deputy director, finance manager, operations manager*
- Organization Valid License**
- Organization Structure** – *Key Staff Members Name, Title, Qualification Email and Phone Number*
- DUNS Number and SAM Registration** is required (<https://fedgov.dnb.com/webform> & <https://www.sam.gov/portal/SAM/###11>)

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct – USAID/AMANAT grants team is authorized to verify the information and conduct reference check:

Submitted by (name and title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| FOR USAID/AMANAT PROJECT USE ONLY   |                         |
|---|-------------------------|
| Date received _____   | APS Reference No.19.003 |
| The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its <i>Grant Application via official grants email</i> , (b) confirmation email is communicated, (c) a reference number (GA) has been assigned |                         |
| Grants Manager _____  | Date _____              |