

Request for Applications (RFA): *Goldozi Support Grant(s)*

RFA GOLDOZI-003-2020

Due date for Applications: Dec 20, 2020

Grant Solicitations

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USAID-Funded the Goldozi Project

RFA Number:	Goldozi-003-2020
Issuance Date of RFA:	December 02, 2020
Pre-Application Session for all provinces via Skype:	Thursday December 10, 2020 at 10:00 Kabul
Questions Due Date:	Tuesday December 08, 2020 at 23:59 Kabul Time
Emailed Answers to Questions Date:	Monday December 14, 2020 at 23:00 Kabul Time
Application Submission Deadline Date:	Sunday December 20, 2020 at 23:59 Kabul Time*

** Goldozi strongly encourages applicants to submit their application at least three (3) hours in advance of the 23:59 deadline. Goldozi has the right to disqualify any application received after the deadline (December 20, 2020 at 23:59 Kabul time) and/or if the application package is missing the required documents.*

Subject: Request for Applications (RFA) No. GOLDOZI-003-2020

RFA Title: Goldozi Support Grant

Dear Applicants:

The Goldozi Project (Goldozi), implemented by Family Health International (FHI 360) and funded by the United States Agency for International Development (USAID), is soliciting competitive applications from interested local organizations or firms to implement *Goldozi Support Grants* to carry out trainings, workshops, market linkage development, and other related project interventions for predominantly women entrepreneurs and their families in the embroidered products value chain. Only local Afghan organizations or firms holding valid business registration certificates from the relevant government entity are eligible to apply for this grant. The eligibility requirements are further outlined in this RFA.

Goldozi plans to award multiple grants under this RFA, each for a period of up to 15 months (depending on date of award) and an approximate value of up to AFN 195,000 per producer group¹ (please see explanation for the producer group below). The number and types of awards (Standard, Simple, or Fixed Amount Award) will depend on the quality of applications received, total value of the grant, and availability of funding.

The Goldozi Project will conduct pre-application conferences via Skype to outline the procedures and criteria for applying for a grant. All organizations interested in attending the pre-application session are requested to show their interest by sending an email by December 08, 2020 to Goldozi.Grant.Questions@fhi360.org. Only entities that express their interest through the designated email will be invited to participate. Potential applicants must confirm their attendance by sending the

¹ A producer group comprises of one Lead Entrepreneur (LE) and at least 30 women embroiderers (WEs). The LE will act as a sales agent to facilitate sales for embroidered products and demand-driven capacity building for WEs. Please note that the more LEs are included in the application, the lower the total producer group cost is lowered and is therefore more cost-effective. Goldozi will look favorably on applications that are able to competitively demonstrate their ability to target a cost-effective number of LEs and WEs.

following information by email:

1	Legal name of the organization
2	Copy of the Business License
3	Name and title of the attendee
4	Attendee's phone number
5	Attendee's email address
6	Attendee's Skype address
7	Tazkira/passport number

Goldozi asks that at least two (2) participants per organization attend the skype conference call (e.g., programs and finance). Although attendance to this pre-application conference is not mandatory, all potential applicants who decide to apply are encouraged to attend the conference.

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

Sincerely,

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SECTION 1. FUNDING OPPORTUNITY DESCRIPTION

1.1. PROJECT BACKGROUND

The Goldozi Project (“Goldozi,” or “embroidery,” in Dari) aims to create 15,500 new and better jobs in the embroidered products value chain, primarily for women, in Afghanistan over the life of project. Goldozi will create jobs for 500 lead entrepreneurs (LEs), each of whom will promote, facilitate, maintain, and coach networks of at least 30 women embroiderers (WEs) in targeted provinces (see table in 1.2 Targeted Areas), on technical, business, financial, and sales matters. LEs will be supported through participation in a three-phase training program (The Goldozi Certificate Program [GCP]), refresher trainings, an innovative mobile application, and family forums to sensitize family members to the value of supporting a female wage earner. As a result, LEs should be able to earn a living through this work, and the WEs they support should earn an increased income.

The GCP is a professional development program for LEs; it will be conducted in three phases, with each phase consisting of one-month theoretical coursework followed by at least one-month practical application to reinforce learning, for a total of six months (see attachment 1, Technical Narrative, Objective 1, Section C, GCP Course Model). During the period of performance of this grant, among all the selected grantees, Goldozi seeks to collectively register and enroll 240 LEs into the GCP. At the same time, the grantee will connect each LE to at least 30 women embroiderers (WEs), or 7,200 WEs in total, to form producer groups to produce and market Goldozi hand-embroidered products.

Goldozi will provide continuous support to LEs through refresher trainings, family forums, and direct troubleshooting assistance to enable LEs to offer demand-driven and capacity development support to WEs in areas such as basic business management and design and stitching techniques. Goldozi will assist the Grantee and LEs to foster market linkages, enabling greater efficiencies, points of sale, and profit. Finally, Goldozi will conduct periodic spot checks of embroidered goods produced by WEs, ensuring the quality of these goods meets buyer requirements, and enables Goldozi-produced products to be competitive in the marketplace.

1.2. TARGET AREAS

Goldozi expects to award grants to Applicants based in and operating primarily in Kabul, Kandahar, Herat, Bamiyan, Nangarhar, and Balkh, Afghanistan. Goldozi will only accept one application per applicant, therefore the application should outline all the provinces they intend to target through the grant. The table below outlines the number of LEs and WEs Goldozi anticipates reaching in the different provinces:

Province	Producer Groups/#LEs	# WEs	Total # Beneficiaries
Kabul	25	750	775
Kandahar	50	1,500	1,550
Herat	45	1,350	1,395
Bamiyan	30	900	930
Nangarhar	30	900	930
Balkh	60	1,800	1,860
Total	240	7,200	7,440

Note: The applicant may propose any other province of Afghanistan where the potential of embroidery work is high.

1.3. GRANT OBJECTIVES AND OUTCOMES

Goldozi grants aim to achieve four (4) objectives:

- 1) Identify beneficiaries and implement the Goldozi Certificate Program (GCP);
- 2) Manage producer groups.
- 3) Provide continuous support to LEs; and
- 4) Create and support market linkages for LEs.

By achieving these objectives, 240 LEs will have received the preparation, support, and contacts to lead producer groups, resulting in income generation for these LEs and higher incomes for the 7,200 WEs in their producer groups under this RFA. Specific activities to be achieved under this RFA are spelled out in Attachment 1. Technical Narrative Template.

1.4. ENTITIES REQUIRED TO IMPLEMENT THE PROJECT

In order to implement this activity, Goldozi anticipates the following entities to be engaged in the process. The description below outlines the different terminology that is used throughout Attachment 1: Technical Narrative Template.

Beneficiaries

Women Embroiderers (WEs): Women Embroiderers (WEs) are the primary beneficiaries on the production side. WEs will produce goods of consistent quality and quantity that continuously fulfill the evolving local, regional, and international market demand for the purpose of increased incomes. At least 30 WEs will form a producer group, who will be supported and facilitated by the Lead Entrepreneurs (LEs).

Lead Entrepreneurs (LEs): Lead Entrepreneurs (LEs) will enroll in and complete the six-month Goldozi Certificate Program (GCP) and lead producer groups. They provide leadership and guidance to a group of women embroiderers (WEs) to help them to produce better-quality products and identify and access markets. LEs should have a minimum of a 10th grade education, be able to read and use a mobile phone. Each LE will be given a transportation stipend to enable them to participate in the GCP course as well as provided with refreshment during the GCP theoretical sessions.

1. While receiving Phase 1 of GCP training, the LE's producer group will be formed and they will be introduced to their WEs. Their producer groups will consist of at least 30 WEs, for whom they will facilitate the sale of embroidered goods produced by the WEs in the markets. They will receive an agreed-upon commission for the embroidered goods that they sell by taking orders from different customers in the market (wholesalers, retailers, merchants, etc.).
2. LEs will be provided with a mobile phone and trained on how to use the Goldozi Mobile Application to track sales, manage their orders and inventory, and promote embroidered products through the Mobile App's Sample Gallery.
3. LEs will facilitate guidance to the producer groups to ensure efficient production, quality control, and order management to meet customer requirements by cascading their GCP training onto their WEs in a community-based setting.

Technical staff hired under the grant

Master Trainers (MTs): Applicants will be responsible for hiring MTs. There should be one MT for approximately every 20 LEs engaged under the project. Individuals who fill this position should have at least a bachelor's degree in Economics, Business, Administration, or related field such as fine arts or design and the ability to understand and speak English. MTs should have experience producing embroidered products. MTs will be responsible for delivering the Goldozi Certificate Program (GCP) training to the LEs at the inception of the grant, and refresher trainings, as needed, throughout the life of the grant. After the initial training, MTs will assist Village Support Officers (see below) in providing roving support to both LEs and WEs, such as coaching and mentoring, assisting in initial introductions to market actors, and addressing any gaps identified among the LEs and WEs. They will also support the registration of beneficiaries at the beginning of the project.

Village Support Officers (VSOs): Applicants will be responsible for hiring VSOs who have at least a 12th grade education; there will be approximately one (1) VSO for every 20 LEs. VSOs will participate in the MT training of trainer (TOT) trainings and the GCP training with the LEs to facilitate the MT's delivery of training. VSOs will be responsible for supporting the MTs during the training of the LEs and then serve as a roving support to the LEs and WEs. They will monitor activities to identify issues for course correction, such as quality control, business understanding, or other issues that arise. Understanding of markets and market-readiness of embroidered products is a plus to assist the Marketing Officer, and facilitate the LEs in engaging with vendors, shopkeepers, and input suppliers. They must demonstrate experience working in community-based projects. They will be responsible for communicating issues/problems to the Grantee, MTs, and the Goldozi technical team for resolution. The VSOs, in coordination with the Goldozi Learning Specialist, technical team, and the MTs, will assist in the design of the family forums for LE male family members, from the gender/regional context. These family forums are intended to encourage the active support of male family members of the LEs and create a positive and enabling environment for the LEs to thrive in their role.

Gender Trainer for Family forums: Applicants are responsible to hire one gender trainer for each proposed targeted province during the implementation period of the project. These forums will be group discussions with male family members of LEs, and conducted by a male gender trainer, to promote cooperative household decision making over the use of family resources and labor. They are intended to strengthen the enabling environment for LEs and WEs, so that they may more easily overcome the cultural barriers that discourage women from economic participation. Male family members of LEs are encouraged and provide their feedback on the LEs' new role; promote open communication among family members on women income earners; and foster and monitor behavior change among participants and their male family members.

Design and Quality Control Specialist (DQCS): The applicants are responsible for hiring DQCS right after the completion of all three phases of GCP program. The DQCS's main responsibilities are to work closely with LEs in coordination with relevant staff and Goldozi team to identify new trends and market needs based on which the DQCS will advise new embroidery designs to producer groups. The DQCS will also spot check and quality control producer groups embroidery work during production and the finished hand-embroidered products.

Support staff hired under the grant

Program Manager: The Program Manager will lead and manage overall activities under the grant and collaborate directly with the Goldozi Value Chain and Grants team to report on progress. The PM will be the main point of contact with the Goldozi team and ensure that grant activities comply with the policies and procedures of the donor organization. The PM will lead activity planning under the grant, determine the resources required, monitor execution of grant deliverables, and prepare and submit

activity reports.

Finance and Grants Officer: The Finance and Grants Officer will provide overall management of the handling of all funds, maintaining the Goldozi financial and grants management system, and accounting procedures, adhering to FHI 360/USAID financial, grants, and compliance reporting policies and procedures. He/she will coordinate communications and be point of contact between the Grantee and Goldozi Grants and Finance teams and be proactively involved in the financial and grants management cycle (pre award, post award, and closeout). He/she will support the preparation of monthly, quarterly, and annual financial reports in close collaboration with relevant grantee staff and the Goldozi teams, as needed, and be an integral part of the subaward monitoring of grantee implementation processes, contributing to Goldozi grants and finance management team site visits. The Finance and Grants Officer will ensure timely data collection and reporting on deliverables to Goldozi by establishing and maintaining proper trackers, processes, and documentation, and will monitor and record budget and payment information on grant deliverables.

Monitoring and Evaluation Officer (M&E): The M&E Officer will be responsible for monitoring progress under the grant, based on Goldozi's USAID-approved indicators. The M&E Officer will implement the system developed by the Goldozi M&E team, and will, monitor and report progress under the grant using appropriate data collection tools for analyses of results, and will assist in the reporting of achievements as well as identifying weaknesses for course correction. The M&E Officer will ensure quality of data collected in accordance and under the guidance of the Goldozi M&E team.

Marketing Officer: The Marketing Officer in close coordination with MTs, VSOs, LEs and with the assistance from the Goldozi Project Marketing team will be responsible for coordinating and making recommendations for effective marketing and sales strategies with the Goldozi Marketing team, conducting periodic rapid market assessments, creating market linkages/sales points, participating in events such as local and regional exhibitions (B2B/B2C), and providing rolling support to grantees' staff and beneficiaries on identifying current market trends for product development throughout the life the project. The Marketing Officer will coordinate and lead buyer-seller meetings and exposure visits to vendors to introduce LEs to potential promotion, marketing, and sales opportunities of women embroiderers' products, and establish relationships to create repeat orders for increased incomes for both LEs and WEs.

SECTION 2. AUTHORIZING LEGISLATION AND AWARD ADMINISTRATION

This award is authorized in accordance with the Foreign Assistance Act of 1961, as amended. For non-U.S. organizations, the Standard Provisions for Non-U.S., Nongovernmental Grantees will apply. 2 CFR 200 and 2 CFR 700 will also apply to any sub-awards under this award. It is USAID policy not to award profit under assistance instruments.

2.1. Award Administration

For non-U.S. organizations, the Standard Provisions for Non-U.S., Nongovernmental Grantees and the applicable cost principles (2 CFR 200 Subpart E – Cost Principles) will apply.

- **2 CFR 200 Cost Principles:**
<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.5&rgn=div6>
- **Standard Provisions for Non-U.S., Nongovernmental Grantees:**
<https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

SECTION 3. AWARD INFORMATION

3.1. AWARD INFORMATION

Goldozi expects to reach the anticipated 240 LEs and 7,200 WEs through this solicitation. The applicant is encouraged to find cost efficiencies as cost is considered in the evaluation criteria and the scoring criteria is described in Section 6.2 Budget Analysis Criteria.

3.2. START DATE AND PERIOD OF PERFORMANCE

The period of performance is anticipated to be 15 months. The estimated award date is on / about February-2021.

3.3. TYPE OF AWARD

Goldozi plans to award either a Standard, Simplified, or Fixed Amount Awards (FAAs) type of a grant agreement(s) under this RFA depending on the applicants' technical and financial capacity and the total value of the grant agreement. The main difference between the FAA and other types of agreements is that the FAA grant ties all payments to the achievement of pre-established milestones while other grants are cost-reimbursable basing payments on the actual cost incurred.

SECTION 4. ELIGIBILITY INFORMATION

4.1. ELIGIBILITY OF APPLICANTS

Any local Afghan non-governmental organization and for-profit organization meeting the criteria set in the table below is eligible to apply under this RFA.

Goldozi will accept applications from organizations that meet the following eligibility requirements:

Eligible Applicants
<ul style="list-style-type: none"> Applicants must be local Afghan community-based organizations (CBOs, local non-governmental organizations (NGOs); or local private sector entities. Applicants must be registered as a legal entity in Afghanistan and have a valid business registration license/certificate from the relevant government entity (i.e. Ministry of Economy, Ministry of Justice, or the Ministry of Commerce and Industries). Applicants must agree with and accept the terms and conditions of USAID funding. Applicants must have an established office or be willing to establish offices in the provincial areas targeted by this RFA. Applicants must have sound financial and administrative management systems established in the form of written financial and administrative policies and procedures that are in written form and present a system of controls that guard assets, protect against fraud, waste, and abuse, and technical capabilities that support the achievement of project goals and objectives. Goldozi will conduct a financial Pre-Award Assessment (PAT) of each eligible applicant prior to awarding the grant. Applicants that score very low in the PAT assessment may have their applications disqualified. Applicants must have prior experience implementing similar projects related to one or a combination of the following: the embroidered products value chain, technical vocational training, small and medium enterprise (SME) development, activities pertaining to women's

economic participation, engagement in formal and informal educational training activities, or a similar activity. Applicants must submit their successfully implemented project completion certificates and signed agreement.

- Applicants must sign all certifications included in Attachment #4
- Applicants must submit the complete application per RFA requirements.
- 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. Goldozi will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

Ineligible Applicants

- Individuals
- Any organization that has misused USAID funds in the past
- Political parties, groupings, or institutions or their subsidiaries and affiliates
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities
- Any entity included in any supplementary information concerning prohibited individuals or entities that may be prohibited by USAID
- Any entity whose name appears as debarred in the System of Award Management (SAM) – www.sam.gov
- Any organization that does not pass the USAID vetting requirement if the grant award amount is above \$25,000. And any organization who is not willing to submit the required information for USAID vetting.

4.2. INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS

In Attachment 2 Budget Template under the Budget Instruction tab, Goldozi has listed *unallowable* costs. Please thoroughly review these costs as the Goldozi Support Grant funds cannot be utilized to cover any cost that is unallowable. In the same section, Applicants can find reference to *restricted* goods under this grant which cannot be procured without prior USAID approval to be requested by Goldozi on behalf of the applicant. The applicant must be aware that this is a lengthy process that will require additional work and is subject to additional requirements; thus, including restricted goods in an application is not recommended unless there is a strong justification.

4.3. LIMITATION ON SUB-AWARDS

Sub-awards are not allowed under this RFA.

4.4. COST SHARE

Cost sharing is not required for this RFA.

SECTION 5. APPLICATION AND SUBMISSION INFORMATION

Applications shall be submitted in English using the templates provided in Attachments 1-4. Instructions and guidelines on page limit are included in each Attachment.

Applicants should read the section below to understand the requirements for the submission of technical and administrative documentation for the RFA. Only Applicants submitting all the required documents listed in Section 5.1 of this RFA will be considered as having submitted a complete application.

If one of the documents is missing, or the applicant does not use the templates provided in the attachments or follow the instructions in this RFA, the application will be considered as non-responsive and be disqualified.

5.1. REQUIRED APPLICATION FORMS

All applicants must use the templates attached to this RFA and follow the submission instructions listed inside each of the Attachments. Please do not use old forms from the previous Goldozi RFA or from other donors. The following documents must be submitted as part of the application:

For the application to be considered as complete, the following application documentation must be submitted:

- ✓ **Attachment 1.** Technical Narrative Template
- ✓ **Attachment 2.** Budget Template
- ✓ **Attachment 2a.** Budget Narrative Template
- ✓ **Attachment 3.** Workplan and M&E Indicator Template
- ✓ **Attachment 4.** Required Certifications
- ✓ **Valid government issued business license**

The following section provides further details on the propose templates.

Attachment 1. Technical Narrative Template

The Technical Narrative should be submitted on A4-size paper, with at least one-inch margins on all sides, using Calibri font 11 points or larger. It should not exceed 20 pages; anything over the 20-page limit will not be read by the Technical Evaluation Committee (TEC) and thus not considered in the scoring. The Technical Narrative should include the following information:

Section I. Basic Information

- **Name:** Legal, registered name of the organization/firm and acronym; date the organization/firm was established; and current registration status.
- **Contact information** (Point of Contact Name and Title, address, telephone, fax, email, and website address).
 - The Point of Contact (POC) should be the individual responsible for all communications with Goldozi. This applies to all aspects of the grant – from the initial application, to negotiation, award, and close out. The POC should be someone who will be directly involved with the grant and has full authority and responsibility to act on behalf of the

Applicant.

- **Organizational Capacity:** This section should introduce the Applicant's background – its mission or purpose, major accomplishments in the same or similar areas (embroidery, technical vocational training, small and medium enterprise development, engagement in women's economic empowerment activities). This should include three references from previous donors or organizations that you have collaborated with in the last five years.

Section II. Program Description

- **Location(s) and Beneficiaries:** The applicant should describe the provinces in which it intends to conduct activities and the available entities (e.g. handicraft associations, women embroidery groups, etc.) in the province currently engaged in embroidery from which they will draw their beneficiary base. These entities and/or individuals be used as a resource to enable the applicant to rapidly mobilize beneficiaries to engage in the project. The applicant should also describe the number of beneficiaries they intend to target, disaggregated by sex and location. Given that Goldozi will only accept one application per applicant, please outline all the provinces (up to now) and number of producer groups per province that the applicant intends to cover under this grant.²
- **Activities:** The Technical Narrative has a list of activities that the applicant will be required to complete over the life of the grant. The applicant should go through the different activities and describe the methodology for implementing the different activities. Applicants are welcome to include additional activities that they feel will positively contribute to the achievement of the Goldozi goals; however, they should not delete any of the activities already outlined in the Technical Narrative.

Section III. Experience and Capacity

- **Personnel Capacity:** The applicant should demonstrate how their existing or proposed team is capable of implementing the program and achieving the desired results. The applicant should include the CV and salary history for all existing proposed project personnel.

Section IV. Monitoring and Evaluation Plan

- **M&E Plan:** The applicant should describe what activities will be conducted to monitor the outcomes of the project. The plan should indicate how data will be collected to demonstrate the effectiveness of the program.

Note: All Technical Narrative must be the original work of the applicant. Instances of plagiarism (the use of others' work/writing without a proper reference) will be cause for disqualification of the application. Any applicant submitting a Technical Narrative that has parts or all of the work of another applicant's Technical Narrative will be considered as having been plagiarized and will be disqualified entirely by the Technical Evaluation Committee (TEC).

Attachment 2. Budget Template

Applicants should use the attached template to demonstrate all the associated costs for the entirety of the proposed award. Applicants should read the tab titled "Budget Instructions" first, which

² The minimum number of producer groups per province should be as per the given table above with a maximum of 100; if the applicant has the ability to manage grant activities in more than one province, the above should be followed (i.e., no less than the number of producer groups given in the table above per province) to ensure cost-effectiveness of fixed costs (i.e., rent, equipment, etc.).

provides guidance on the different cost categories and the types of costs that will be accepted under this award. Next, the Applicant should provide the cost breakdown of all types of anticipated costs under this grant and reflect it in the “Detailed Budget” tab. The budget should not exceed AFN 19,500,000 for up to 100 producer groups in total (195,000 AFN per producer group, referred to on page 2), anticipating an implementation period of 15 months. The “Summary Budget” tab will automatically populate based on the information that the applicant enters into the “Detailed Budget” tab; please verify the data that is populated to ensure that this is correct. The applicant does not need to fill out the tabs titled SFR, SFR Instructions, or Advance Request Forms; these have been provided as examples of the types of reporting and templates that grantees may have to fill out based on the type of grant award.

Attachment 2a. Budget Narrative Template

Applicants should use the attached template to detail how all the associated costs under the proposed budget will contribute to achieving the grant objectives. The Budget Narrative should provide details on all planned costs with the cost justification.

Attachment 3. Workplan and M&E Indicator Template

Applicants must fill out both tabs in this attachment – Detailed Workplan and the M&E Plan tabs.

- **Detailed Workplan:** In this tab, the applicant should indicate an estimated start and completion of each activity and in which month of implementation they anticipate certain activities being implemented. This should be marked by either highlighting the appropriate cells in a different color or marking the cells with an ‘X’. Please note that the template includes activities that must be included; while the applicant may not delete any of these activities, they are welcome to add additional rows to demonstrate new activities they have proposed in their Technical Narrative.
- **M&E Indicators:** In this tab, Goldozi has entered indicators that will have to be reported against the grant. The applicant should state how they intend to collect the data and the targets that they propose based on the number of beneficiaries or number of activities they will implement. Please note the template includes all indicators that must be included and the applicant cannot delete any of these indicators.

5.2. SUBMISSION OF QUESTIONS

Questions regarding the RFA must be submitted via email to Goldozi.Grant.Questions@fhi360.org with the subject line of the email as “Questions RFA Goldozi-003-2020” by no later than December 08, 2020 at 23:59 Kabul time. A complete document of all questions and answers (Q&A) will be published as an amendment to RFA for public access.

Note: During this solicitation process, interested applicants may not directly contact, email, or ask questions from any Goldozi staff regarding this solicitation. All questions must be directed to the above email and within the described timeframe. Any other contact with Goldozi staff outside of this means of communication is grounds for disqualification of the applicant.

5.3. SUBMISSION DEADLINES

Applicants should submit all documents as outlined in Section 5.1 Required Application Forms to Goldozi.Application@fhi360.org with the subject line “[Insert Organization Name] RFA Goldozi-003-

2020 by no later than **December 20, 2020 at 23:59** Kabul time. Applications received after the deadline will not be considered under this RFA; as such, Goldozi strongly recommends Applicants submit their applications at least three (3) hours before the deadline to account for delays in transmission, power issues, or internet issues.

All email submissions should include no more than ten attachments (10MB limit) and documents should be submitted in a format compatible with MS Word or Excel; signature pages will be accepted as PDFs. Please note that hard copy submission responses to this RFA will not be accepted.

SECTION 6. APPLICATION REVIEW AND SCORING

The following section outlines how the different elements of the submitted application will be considered and scored by the Technical Evaluation Committee (TEC). This process will only apply to eligible entities that have submitted all required documents per Section 5.1 *Required Application Forms*. Under this RFA, applications will first be reviewed for technical capabilities against evaluation criteria set in Section 6.1 below. The minimum passing score for the technical evaluation is 65. Only those applicants that score 65 points and above will have their budgets proposed for analysis. Applicants qualify for a grant based on a “Best Value for Money” approach.

6.1. TECHNICAL EVALUATION CRITERIA

The following technical criteria will inform how the TEC team will review, evaluate and score the eligible applications.

Past Performance <i>Applicant’s previous or ongoing successful experience implementing similar projects related to one or a combination of the following: the embroidered products value chain, technical vocational training, small and medium enterprise (SME) development, activities pertaining to women’s economic participation, engagement in formal and informal educational training activities, or a similar activity</i>	20
Technical Approach <i>The quality and feasibility of the application in terms of the viability of the proposed technical approach</i> <i>Applicant has proposed a sound methodology for identifying, registering, and performing effective interventions supporting the LEs and WEs, disaggregated by location. Provision of skills building training and effective producer groups management. Hand-embroidered, textile and garments products development, creating market linkages and boosting sales</i> <i>Proposed approaches to the applicant’s activities are clear, compelling, and coherent</i> <i>The approach to data collection for the M&E plan is clearly described</i>	60
Management Capacity <i>Evidence of the organization’s capability to undertake, oversee, and accomplish the proposed activities on time and within budget. Appraisal will include the background, qualifications, reputation, and skills of the key personnel proposed.</i>	20
Total Possible Score	100

6.2. BUDGET ANALYSIS CRITERIA

Cost has not been assigned a point value but will be evaluated for realism, reasonableness, allocability, allowability and cost effectiveness. Applicants that have successfully scored 65 points or higher on their technical narrative will then move to the next stage of budget and budget narrative review by Goldozi to determine whether the applicant's approach is cost effective and reasonable. The budget will be reviewed to determine whether costs are reasonable and align with activities and approaches proposed while making use of existing resources, capacities, materials, tools, and other leveraged resources. An application will be viewed more favorably if it proposes strategies and activities which are measurable and if the costs can be tied directly to specific corresponding activities. Cost evaluation will include:

- i. Applicants' ability to achieve the proposed results in the most efficient way using available resources (amounts included as shared costs with other projects may be considered in this analysis). Cost effectiveness will also include an analysis of the ratio of administrative costs compared to costs dedicated to program implementation. Applicants who do not provide clear information/notes regarding the purpose of each proposed cost and do not provide the breakdown required by section between management, administrative, and support costs versus program activity costs run the risk of costs being categorized as administrative instead of program implementation.
- ii. The cost will be evaluated based on accurate estimations, if they reflect the costs that would be incurred during the actual performance of the program, and whether those costs are reasonable. The cost realism assessment will determine the degree to which the Applicant accurately reflects costs against a) the approaches in the technical application; and b) the work effort included in the technical application.
- iii. All proposed costs will be evaluated for completeness, reasonableness, fairness, allowability, and allocability. This analysis is intended to determine the degree to which the costs included in the cost/price application are fair and reasonable.
- iv. Consistency of budget line items and amounts with the resource requirements of the different activities will be evaluated.
- v. Finally, the clarity and conformity of the Applicant's budget to the instructions will be considered.

Applicants that meet the minimum technical scoring threshold determined to have the best value for money will be invited to move forward in the grant award process.

SECTION 7. AWARD AND ADMINISTRATIVE INFORMATION

7.1. NOTIFICATION TO APPLICANTS

Applicants that have been selected to receive a grant will be notified via email. Prior to issuance of an award, applicants will be required to submit information on the organization and key individuals for vetting. Additionally, for those organizations that have not had previous grants with the U.S. Government, Articles of Incorporation or other documentation which substantiates the legal character of the entity will be requested. Additionally, all applicants who are selected to move forward for a possible grant will be subjected to an in-person review of the applicant's organizational, financial, and administrative systems. This pre-award assessment (PAT) is a part of FHI360/Goldozi's due diligence to adequately evaluate the applicant's ability to receive and manage USAID funds under this grant. The PAT as well as other considerations will inform the grant mechanism that Goldozi chooses to pursue under this RFA award.

A notice of award signed by the Goldozi Chief of Party (COP) is the authorizing document for this RFA. Goldozi will individually notify each applicant in writing on the success of its application. Once Goldozi decides which applicants will be considered for award, all unsuccessful applicants will be notified via email in pursuant to ADS 303.3.7.1.b.

7.2. GENERAL INFORMATION ON REPORTING REQUIREMENTS (POST-AWARD REQUIREMENTS)

The Grantee will be required to report on indicators related to key objectives as specified in the Program Description. The following reports and related requirements will be included in the grant award issued as a result of this RFA: a) Monitoring and Evaluation Plan; b) Milestone or Monthly Progress Reports c). Monthly Financial Reports; and d) Final Agreement Completion Report.

- a) Monthly Progress Reports:** The grantee is required to submit monthly progress reports to Goldozi within ten (10) days of the end of each month. The reports should describe the accomplishments of the Grantee and the progress made during the past month and should also include information on all activities, both ongoing and completed during that month. The report should highlight any issues or problems that are affecting the delivery or timing of services provided by the Grantee.
- b) Monthly Financial Report:** The Grantee should submit to Goldozi monthly financial reports within ten (10) days following the end of each month or as otherwise specified in the grant agreement. Financial reports must be accompanied by all supporting documents for expenses such as payroll, proof of salaries transfer, prove of taxis, document for purchases, document for travel, document for workshops/training etc. For FAAs, the payments will be made based on the achievement of deliverables and submission of the invoice, and financial reports are not required.
- c) Monitoring and Evaluation Plan:** The applicant is required to have a monitoring and evaluation plan showing how: a) outputs and outcomes will be measured; b) outputs and outcomes will contribute to results; and c) data will be collected.
- d) Final Agreement Completion Report:** The Grantee shall prepare and submit a final/completion report to Goldozi that summarizes the accomplishments of this grant, lessons learned, budget and disbursement activity, and recommendations regarding unfinished work and/or program continuation. The report should be submitted no later than 30 days following the estimated completion date of the agreement or as otherwise specified in the agreement.

7.3. DISCLAIMERS

- ✓ Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of FHI 360/Goldozi, nor does it commit FHI 360/Goldozi to pay for costs incurred in the preparation and submission of an application.
- ✓ FHI 360/Goldozi reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the applicants.
- ✓ FHI 360/Goldozi may cancel a solicitation and/or not make awards.
- ✓ FHI 360/Goldozi reserves the right to disqualify any offer based on an applicant's failure to follow solicitation instructions.
- ✓ FHI 360/Goldozi will not reimburse applicants for the cost incurred in preparing and applying.

- ✓ All preparation and submission costs are at the applicant's expense.
- ✓ FHI 360/Goldozi reserves the right to issue an award on the basis of an initial evaluation of offers without further discussion.
- ✓ FHI 360/Goldozi may choose to award a grant for only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- ✓ FHI 360/Goldozi reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.
- ✓ FHI 360/Goldozi reserves the right to fund any or none of the applications it receives.
- ✓ FHI 360/Goldozi reserves the right to check an applicant's donor references.

7.4. TERMS AND CONDITIONS

Withdrawals of Applications: Applicants may withdraw applications via email notice received at any time before award. Applications may be withdrawn in person by an applicant or his/her authorized representative if the representative's identity is made known and the representative signs a receipt for the application before award.

Right to Select/Reject: Goldozi reserves the right to select and negotiate with those organization it determines, in its sole discretion, to be qualified for competitive applications and to terminate negotiations without incurring any liability. Goldozi also reserves the right to reject any or all applications received without explanation.

RFA Not an Offer: This RFA represents only a definition of requirements. It is merely an invitation for submission of applications and does not legally obligate Goldozi to accept any of the submitted applications in whole or in part, nor is Goldozi obligated to select the lowest priced application. Goldozi has no contractual obligations with any organization based upon issuance of this RFA. It is not an offer to award. Only the execution of a written agreement shall obligate Goldozi in accordance with the terms and conditions contained in such agreement.

Discussions and Award: Goldozi reserves the right to seek clarifications, enter into discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. Goldozi reserves the right to exclude from further consideration any application at any time, including after discussions or negotiations have been entered into.

Pre-Award (Due diligence)

FHI 360 reserves the right to conduct pre-award review of the selected applicant before making a final decision to award.

Application Validity Date: All information submitted in connection with this RFA will be considered valid for three (3) months from the RFA due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If an Applicant is awarded the grant, all information in the RFA and negotiation process is contractually binding.

Offer Verification: Goldozi may contact organizations to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

False Statements in Offer: Applicant must provide full, accurate and complete information as required by this solicitation and its attachments. At any time that Goldozi determines that an applicant has provide false statements in the application, Goldozi may reject the application without further consideration.