

## REQUEST FOR APPLICATIONS (RFA)

**RFA Number:** RG001

**Issuance Date:** Wednesday, May 17

**Closing/Submission Date:** Wednesday, June 7 (9AM EST)

**Submission Location:** U.S. Overseas Cooperative Development Council

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# 1 SECTION A: REQUEST FOR APPLICATIONS (RFA) OVERVIEW

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**RFP No:** RG001

**RFP Title:** What difference do cooperatives make?: Poland Research Team

**RFP Issued By:** What Difference Do Cooperatives Make? A Multi-Country Research Initiative of the US Overseas Cooperative Development Council (OCDC), implemented by OCDC's Research Group, under an NCBA CLUSA sub-award funded by the United States Agency for International Development (USAID)

**Issuance Date:** Wednesday, May 17, 2017

**Pre-Application Conference:** Tuesday, May 23 at 10am EST Please register by emailing: [aholst@ocdc.coop](mailto:aholst@ocdc.coop) and [jhermanson@ocdc.coop](mailto:jhermanson@ocdc.coop)

If you would like to have a question answered at the pre-application conference, please submit the question to Ashley Holst ([aholst@ocdc.coop](mailto:aholst@ocdc.coop)) by Monday, May 22 (9AM EST). The conference will be held remotely. Details on how to enter the call will be emailed to all registered participants.

**Registration for Information:** To ensure you receive modifications to the RFA, send an email to [aholst@ocdc.coop](mailto:aholst@ocdc.coop) requesting that your organization be put on the distribution list.

**Submission of Questions regarding the RFA:** Questions regarding the RFA should be submitted in writing to [aholst@ocdc.coop](mailto:aholst@ocdc.coop) no later than Monday, May 22 (9AM EST). The OCDC will send answers to questions to all registered parties.

**Closing/Submission Date and Time:** Wednesday, June 7 (9AM EST)

**Language of Applications:** The technical and cost applications must be in English.

**Instructions for Submission of Applications:** In order to be considered, one soft copy of both the complete technical and cost application must be delivered to OCDC's Research Group ([aholst@ocdc.coop](mailto:aholst@ocdc.coop) and [jhermanson@ocdc.coop](mailto:jhermanson@ocdc.coop)) by the closing date and time. See Section E of the RFA for detailed delivery instructions.

**Estimated Period of Performance:** The estimated period of performance is July 2017 – October 2017.

**Award:** A Fixed Amount award is anticipated. Issuance of this request for application does not constitute an award commitment on the part of OCDC nor does it commit OCDC to pay for costs incurred in the submission of an application.

**Budget:** The ceiling cost for this application is US \$70,000.

## 2 SECTION B: DESCRIPTION OF SERVICES/GOODS

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### **Overview**

*This Scope of Work seeks companies in Poland with the capabilities to gather data systematically and carry out statistical analysis of the results. Capabilities sought include sampling, instrument design (based on research plan and objectives provided), administration of surveys, conduct of focus groups, and statistical analysis. The period for the performance is July - October 2017.*

### **Background**

The Research Group of the US Overseas Cooperative Development Council (OCDC) is currently embarking on a multi-year, multi-country cross-sector regional research study on the effects that cooperatives have on the social and economic well-being of individuals and the broader effects that they have in the communities where they are located. The focus will be on the primary society, but will also take into account second and third level bodies in all countries.

OCDC selected Poland as a pilot country in this effort, given that a number of OCDC members were actively assisting the cooperative sector in the 1990's. This will allow the Research Group to gather information relating to a longer period of time (20 years) to better understand the long-term effects of these actions, reflect upon the possible legacy of these actions, and pilot approaches to data gathering and analysis for the multi-country research yet to be undertaken by the OCDC.

This Scope of Work includes the design and implementation of the pilot research in Poland. There are two distinct tasks; applicants are expected to address both tasks.

For the purposes of this project we define the following terms:

**Community:** The community is the larger environment in which the cooperatives are located. For this research, the community means non-cooperative members. This community is important because the principals of cooperatives state that a cooperative should be linked to and create impact in the community.

**Cooperative:** For the purposes of this research, a cooperative is an institution that upholds the international cooperative principals and holds legal status as a cooperative in Poland. In addition, the Research Group wants to concentrate on cooperatives that were established after 1998 within the context of a market based economy.

This effort is an approach to conduct research that is small in scope but representative to help inform a larger multi-country research project.

### **Methodology**

The research study will include mixed methods to answer the following research questions:

1. How do cooperative members benefit economically from their cooperative membership and participation?
2. How do cooperative members benefit socially from their cooperative membership and participation?
3. How do communities benefit economically from the presence of cooperatives?
4. How do communities benefit socially from the presence of cooperatives?

The Research Group expects that the research team will provide a sound methodology for selecting a representative sample of cooperatives and cooperative members and answering these research questions using quantitative and qualitative data.

**Task 1:** Quantitative survey of cooperative members and community members. Ideally this survey will be random and representative of Poland's cooperative members and will include a large enough sample to significantly show the effects of cooperative membership, as stated in the four research questions above.

**Task 2:** Qualitative key informant interviews and focus groups to more deeply answer the four research questions above. The Research Group expects that qualitative data will be collected from cooperative members, cooperative leaders, and community leaders.

Participants/Respondents:

A representative sample drawn according to the proposed sampling plan and research design of:

1. Cooperative Members
2. Cooperative Leaders (Board Members)
3. Community Leaders (non-cooperative members)

The Research Group seeks to answer the research questions using data from cooperative members, cooperative leaders, and community leaders through quantitative surveys, focus groups, and key informant interviews. The Offeror will assist the Research Group by identifying and reaching these groups. The Offeror will create a research methodology including a sampling plan to identify cooperatives, regions, and individuals to be included in the research to ensure that the results are representative.

***Period of performance:***

Work under this Scope of Work will start in July 2017 and end in October 2017. See below for timeline related to specific deliverables.

***Level of Effort (LOE)***

Research Tasks:

1. Prepare a research method as part of the proposal process. The method proposal should include a proposal of cooperatives and regions to include providing a representative sample of cooperative members in Poland. It should also include a proposal of data collection method including but not limited to: plan for reaching participants, interview or survey type, mode of communication, and method of recording data.
2. Prepare a **sampling plan** for selecting a representative group of business cooperatives in Poland.

The sampling plan is expected to be a clearly written document that contains precise details that the Offeror has used to determine the *sample size*, the *locations* from which the sample should be selected, and the *method* used to collect the sample. It should also stipulate the required documentation of procedures carried out during the sampling process. The initial plan should be capable of being reduced in size, while maintaining representativeness, to accommodate the resources. So, what is being sought is the minimum sample to obtain representative responses through responses to surveys to be analyzed statistically.

3. Design an **implementation plan** for the:
  - a. **Task 1:** representative survey of cooperative members and non-cooperative members
  - b. **Task 2:** focus groups of cooperative members, and key informant interviews with cooperative members, cooperative leaders, and community leaders based on the sampling plan.

The implementation plan should include target numbers necessary for significant, meaningful and generalizable findings and explanation of the rationale for the sampling as laid out in the sampling plan.

The Research Group requires the research to produce generalizable findings and for this purpose, a representative sample is necessary. Nonetheless, to give an idea of the scope that is envisioned, the Research Group illustratively proposes:

- i. **Task 1:** Random surveys of cooperative members and non-cooperative members
- ii. **Task 2:**
  1. Key informant interviews with cooperative members, cooperative leaders, and community leaders.
  2. Focus Groups: The research group proposes focus groups with cooperative members to triangulate quantitative surveys.

The aim of the Research Group is to address its research questions in a concise fashion within the available financial resources and time frame. Thus, it will be important to select the right indicators for accuracy. It will also be important for reasons of cost and of clarity to limit the number of questions and indicators.

4. Design and propose **instruments** for survey, key informant interviews, and focus groups including translations in English and Polish based on basic questionnaires and the four research questions provided by the Research Group. The Research Group welcomes proposals from responding companies but provides as guidance the following:
  - a. Multiple-choice surveys should result in qualitative data and ask multiple-choice questions about participant demographics, participation in the cooperative, and the social and economic effects of the cooperative.
  - b. Key informant interviews should last approximately 30 minutes and ask demographic information, ask multiple-choice questions about participant demographics, participation in the cooperative, and the social and economic effects of the cooperative, and ask for additional short answer qualitative responses.
  - c. Focus Groups will be conducted where possible with cooperative members. The focus groups should triangulate information collected in the key informant interviews. The size of the groups and location of the focus groups will be reliant on willing cooperatives.
5. Test for reliability and validate all the instruments on a small group of respondents and advise the Research Group about the results; prepare a brief report to explain the rationale for any changes proposed to the instruments
6. **Conduct** surveys, key informant interviews, and focus groups observing an internationally recognized code of ethical research standards.
7. **Prepare data.**

- a. **Task 1:** The Research Group expect that quantitative survey data will be presented in an organized and cleaned excel file. The Research Group will have full access to the completed data set. No translation of raw data is expected. A key to the data set and multiple-choice questions will be provided to the Research Group. Data should be in compliance with USAID data regulations and international quality standards. All data will be published on USAID’s data database at the completion of this project.
  - b. **Task 2:** Qualitative responses from key informant interviews and focus groups will be reviewed and transcribed by the Offeror. The extent of the translated excerpts will be determined based on the preliminary results and presented to the Research Group in a single combined document. The Research Group and Offeror will collaborative create a framework, informed by the quantitative results, for coding and analysis of qualitative data.
8. **Analyze** results.
- a. **Task 1:** Preliminary quantitative analysis and report. The Research Group expect the analysis to include:
    - 1. Descriptive statistics
    - 2. Response frequencies for all survey questions
    - 3. Preliminary statistical results showing economic and social impact of cooperatives
    - ii. The Research Group will review and discuss the preliminary results with the Offeror thus determining any additional statistical analysis to be completed.
    - iii. Final analysis
    - iv. **Final report on quantitative results:** The final analysis will be presented in the final report along with the successes and challenges including any proposed changes to instruments or methodology.
  - b. **Task 2:** The Offeror will offer a brief synopsis of qualitative findings.
    - i. Preliminary quantitative analysis
      - 1. Descriptive statistics
      - 2. Brief synopsis of qualitative findings
      - 3. Primary themes and trends
    - ii. The Research Group will review and discuss the preliminary results with the Offeror thus determining any additional analysis to be completed.
    - iii. Final analysis
    - iv. **Final report on qualitative results:** The final analysis will be presented in the final report along with the successes and challenges including any proposed changes to instruments or methodology.

Additional details regarding requested data:

The following indicators are suggestions for answering the four primary research questions. Each indicator is subject to discussion based on the recommendations of the Offeror and the availability of data. In addition to the indicators presented below, the Research Group has prepared two questionnaires to guide the development of the survey and interview instruments.

- 1. How do cooperative members benefit economically from their cooperative membership and participation?

- a. Household income level
  - b. Household assets
  - c. Women’s economic status
2. How do cooperative members benefit socially from their cooperative membership and participation?
    - a. Children in school (girls and boys)
    - b. Educational attainment (girls and boys)
    - c. Family health status
    - d. Social capital (women and men)
    - e. Increased agency (women and men)
  3. How do communities benefit economically from the presence of cooperatives?
    - a. Local GDP
    - b. Infrastructure
    - c. External investment
    - d. Endogenous growth
  4. How do communities benefit socially from the presence of cooperatives?
    - a. Health service availability
    - b. Educational service availability
    - c. Community engagement and participation
    - d. Multi-functional development

**Proposed Deliverable Schedule:**

Deliverable/Task	Period
<b>Sampling Plan</b>	July 1-7 2017
Draft Sampling Plan Submitted	July 5, 2017
Client response to Draft Sampling Plan	July 6, 2017
Final Sampling Plan Submitted	July 7, 2017
<b>Implementation Plan</b>	July 1-7 2017
Draft Implementation Plan Submitted	July 5, 2017
Client response to Draft Implementation Plan	July 6, 2017
Final Implementation Plan Submitted	July 7, 2017
<b>Instruments: Survey, Focus Group, and Interview</b>	July 10 – 14, 2017
Draft Instruments Submitted	July 12, 2017
Client response to Draft Instruments	July 13, 2017
Final Instruments Submitted	July 14, 2017
<b>Test &amp; Validate Instruments</b>	July 17-21, 2017
Test results, Instrument changes submitted to Client	July 24, 2017
Client approves final instrument	July 28, 2017

<b>Conduct Research</b>	August 1 – 31, 2017
<b>Descriptive and Preliminary Data presented to Client</b>	September 1, 2017
<b>Conduct Analysis</b>	August 14 –September 8, 2017
<b>Preliminary Analysis</b>	
Preliminary analysis presented to client	September 11, 2017
Client response to Preliminary Analysis	September 18, 2017
Analysis presented to client	September 22, 2017
Qualitative data summary presented to client	September 22, 2017
Client response to Quantitative analysis	September 29, 2017
<b>Final Report</b>	
Draft final report submitted	September 29, 2017
Client response to Draft report	October 6, 2017
Final Report Submitted	October 13, 2017

This agreement may be extended by mutual agreement.

## 3 SECTION C: APPLICATION AND AWARD PROCESS

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### WHO CAN SUBMIT APPLICATIONS?

This RFA is a locally sourced procurement open to Polish entities only to ensure access to Polish cooperatives and reduce language barriers.

- Individuals
- Non-profit entities
- For-profit entities
- Universities

The Research Group expects to make one or more awards.

### HOW TO SUBMIT AN APPLICATION

See Section E of the RFA for full instructions on the delivery method and contents of the applications. Incomplete applications might not be considered.

### WHAT SHOULD WE DO IF WE HAVE QUESTIONS OR NEED ASSISTANCE TO PREPARE AN APPLICATION?

Submit question by email by Monday, May 22 (9AM EST) to [aholst@ocdc.coop](mailto:aholst@ocdc.coop). Telephone inquiries will not be accepted. Answers to questions will be sent out to all registered parties by Tuesday, May 23 and answered during the Pre-Application Conference on Tuesday, May 23 at 10AM EST.

### AMENDMENTS TO THE RFA

Amendments to the RFA will be issued in writing to all parties who have registered their interest with the Research Group.

### HOW DO I REGISTER IN ORDER TO RECEIVE NOTIFICATIONS OR AMENDMENTS TO THE RFA?

Any parties who have contacted the Research Group (or Barbara Czachorska-Jones, consultant to the Research Group) in writing to receive a copy of the RFA are automatically registered to receive amendments and notifications. All others should send an email to [aholst@ocdc.coop](mailto:aholst@ocdc.coop).

### WHAT IS THE ESTIMATED TIMELINE FOR SUBMISSION, NOTIFICATION, AWARD, AND IMPLEMENTATION?

Applications must be submitted by the due date indicated on the cover page of the RFP.

The selection process will take place in June 2017 and Applicants can expect to be notified of decisions on or about Friday, June 9, 2017. Awards will be contingent on obtaining USAID approval, if required. Subaward activities are expected to begin around Monday, July 1, 2017 pending successful completion of negotiations, the results of the pre-award survey, and the checking of references.

The estimated period of performance is 4 months (July – October 2017).

### **WHAT TYPE OF AWARD WILL BE MADE?**

A fixed amount award will be made.

The Applicant should not budget the following in its cost application, as the Research Group will provide these items to the Subrecipient: None

### **HOW WILL APPLICATIONS BE EVALUATED?**

A Selection Committee of experts from the Research Group and OCDC will evaluate applications. The Selection Committee will use the evaluation criteria in Section D of the RFA to make a selection.

### **WHAT ARE THE MINIMUM ELIGIBILITY REQUIREMENTS FOR AN APPLICATION?**

The following requirements need to be met in order for an application to be reviewed:

The application must be submitted by the due date and time

The application must be complete

The application must cover all the services required under this RFP

### **CAN A JOINT VENTURE SUBMIT AN APPLICATION OR CAN A SUBRECIPIENT BE INCLUDED IN THE APPLICATION?**

A joint venture is a legal arrangement where two entities jointly undertake work as equal partners. To be eligible for award, a joint venture must be an entity with legal status – please contact Ashley Holst (aholst@ocdc.coop) to verify whether your joint venture is eligible for award before submitting an application. The Research Group may also award the two described sections of the work to two different entities.

A subaward occurs when the subrecipient subawards part of the work to another entity. A subrecipient can be included in the application so long as the work being done by each entity is clearly defined in the application.

### **CAN PROFIT, FEE, OR A 'CONTINGENCY' LINE ITEM BE BUDGETED?**

The budget can include profit, fee, or a contingency line item.

### **WHAT WILL BE REQUIRED FOR ISSUANCE OF AN AWARD?**

The OCDC's Research Group may request additional information to clarify or substantiate information provided in the application or may request revisions to the proposed approach or personnel. After selection, the Research Group will negotiate the award with the selected applicant. A subaward will be awarded after the selected Applicant successfully undergoes a pre-award survey to assess the selected Applicant's management capacity and financial capability and after references have been checked. In addition, a background check of the organization will be completed before the award is issued using the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons List.

## WHAT WILL BE REQUIRED AFTER AN AWARD IS MADE?

Section B describes the Services that will be required of the Subrecipient. Periodic meetings with OCDC's Research Group will be required.

## 4 SECTION D: EVALUATION CRITERIA

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Applications will be evaluated in accordance with the criteria set forth below. To facilitate applications, Applicants must organize the sections of their applications in the same order provided in Section E of this RFA.

### Technical & Cost Evaluation

Criteria	Maximum Possible Points
<b>A. Technical</b>	
<b>Maximum Possible Points: 65</b>	
Comprehensiveness of proposal approach. Clarity and appropriateness of proposed activity. Research methodology is reasonable, specific, and achievable and seeks to answer the four research questions proposed. Implementation plan and proposed timeline include all proposed elements of activity.	(Maximum Possible Points) 35
Past performance: Previous successful experience implementing similar research activities.	(Maximum Possible Points) 30
<b>B. Cost Breakdowns</b>	
<b>Maximum Possible Points: 20</b>	
Reasonableness of proposed budget based on scope of activities proposed. Summary budget, detailed budget, and budget notes included.	(Maximum Possible Points) 20
<b>C. Personal &amp; Management</b>	
<b>Maximum Possible Points: 15</b>	
Key personnel have appropriate level of qualification and experience to lead and to implement project.	(Maximum Possible Points) 15
<b>Maximum Technical Score:</b>	<b>100</b>

## 5 SECTION E: APPLICATION OUTLINE AND GUIDANCE

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### OVERVIEW

**To be eligible for consideration, applicants must use the Application Outline provided in this section.**

The completed Technical and Cost applications must be delivered to the submission email ([aholst@ocdc.coop](mailto:aholst@ocdc.coop) and [jhermanson@ocdc.coop](mailto:jhermanson@ocdc.coop)) on or before the submission deadline. After the deadline for submission of applications, the Technical Application shall be reviewed by the evaluation committee. The Cost Application shall remain unopened until the Technical Applications have been evaluated.

The technical application should not exceed 10 pages using the page limit guidance listed below. Attachments and the cost application are NOT included in the page limit.

One soft copy of the technical application must be submitted in pdf format clearly marked "Technical Application – RFA – [Organization Name]." One soft copy of the cost application must be submitted in a separate pdf file clearly marked "Cost Application – RFA – [Organization Name]." The budget should also include an excel document using the template provided. Please send one email with two separate attachments.

Applicants are reminded that presentation and legibility are important factors. Please do not reduce the size of tables or charts to the point that they are not legible. We suggest that you do not submit applications in color or using high-resolution graphics.

Each page should be numbered.

OCDC is not responsible for any costs incurred by the Applicant for preparing, submitting, or revising the application.

### TECHNICAL APPLICATION OUTLINE

The Technical Application must include the checklist, the following sections (which must be within the page limits set for each section), and attachments.

<b>Technical Application Checklist</b>	
Section 1: Cover Page	(limit of one page,
Section 2: Experience (last three years)	(limit of 2 pages)
Section 3: Proposed Approach (including research methodology)	(limit of 6 pages)
Section 4: Management-Implementation	(limit of 2 pages)
<i>Required Attachments to the Technical Applications (no page limit):</i>	
Attachment A: One page CVs for Key Personnel	
Attachment B: Project Organizational Chart	

## COST APPLICATION OUTLINE

No Page Limits

<b>Cost Application Checklist</b>	
Section A: Cost Application Cover Sheet	(no page limit, use the provided form)
Section B: Budget	(template provided; please return in an excel file)
Section C: Budget Narrative	(no page limit)

### Application Sections and Contents

The Applicant **must** follow the guidance given in the rest of this section as to required format and contents of the application. The sections have been designed to correspond to the evaluation criteria.

## TECHNICAL APPLICATION CHECKLIST

*(Please check all that apply and include this page with the application)*

Have you submitted your technical and cost applications to the Research Group by email including two separate attachments by the required deadline?

Does your Technical application include the following?

- Section 1: Cover Page (not more than one page using the form provided)
- Section 2: Experience (not more than 2 pages) Information on Subrecipients, if applicable
- Section 3: Proposed Approach (not more than 6 pages)
- Section 4: Management-Implementation Plan (not more than 2 pages)
- Attachment A: One page CVs for Key Personnel
- Attachment B: Program Organizational Chart

Technical Application Section 1: Cover Page  
[Use this form or create one in this format]

<b>Name of Organization:</b>	<b>Primary Address:</b>
<b>Contact Name:</b>  <i>(This must be an individual with the authority to negotiate and enter into a subagreement)</i>	<b>Telephone:</b>  <b>Email (at least two): Website:</b>
<b>Type of Entity:</b> <i>(check one)</i>  <input type="checkbox"/> Non Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)	<b>Year registered in Poland:</b>

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

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

## TECHNICAL APPLICATION SECTION 2: EXPERIENCE

(Limited to 2 pages)

This section should include information on your organization and proposed key personnel. If you will be implementing the program with a Subrecipient, please provide similar information for them. Provide the information in the format provided.

Similar services provided

Please complete the following table with information on the similar services your organization has provided in the last three years.

Country	Programs/Services	Start and End Dates	Funding Source

Provide additional information on how these services are similar to the services required for this program:

Other relevant experience

Please complete the following table with information on other relevant experience

Location	Description of services provided	Start and End Dates	Funding Source

**Key personnel**

Identify the positions you consider key to the success of your proposed approach and the individual who will fill each position. Provide a one page CV with three references for each named individual as an attachment to the application

Title	Name

**Past Performance References for Your Organization**

Provide three past performance references for your organization) The Research Group reserves the right to obtain past performance information from sources other than those listed below.

Contact (Name and Title)	Organization	Telephone and email	Services and Dates Provided

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## TECHNICAL APPLICATION SECTION 3: PROPOSED APPROACH

(Limited to 6 pages)

Description of Proposed Approach

Describe your technical approach for providing the services described in Section B of this RFP.

For each type of service, describe which individual will be providing the service.

**Each of the following services must be included in your description:**

1. Sampling Plan
2. Implementation Plan
3. Design of Instruments
4. Test & Validate Instruments
5. Conduct Research
6. Presentation of Data
7. Analysis

Note: please provide a technical approach to both Task 1: Quantitative Survey and Task 2: Qualitative Interviews and Focus Groups.

## TECHNICAL APPLICATION SECTION 4: MANAGEMENT-IMPLEMENTATION

(Limited to 2 pages)

This section requests information on how you will manage the program. Include information about how you will work with proposed Subrecipient, if any.

### Organizational Chart for the Program:

Attachment B Program Organization Chart should show how this program would fit within the structure of your organization and clearly delineate key management personnel and reporting relationships. As noted in Section B of the RFP, it is required that the Primary Researcher be based in Poland. The Primary Researcher must have the authority to make key programmatic decisions, communicate directly with the Research Group staff, and be responsible for the direct submission of required reports to the Research Group.

### Description of Proposed Key Management Positions:

Fill out the following table for all program administrators, managers, and supervisors.

Title	Name (or "vacant")	Program responsibility	Who will they supervise?

Who will be managing the program on a day-to-day basis?

How will staff be supervised and by whom?

How will staff performance be measured and improved?

How will you recruit and train new staff?

### Subrecipients

Will you be subawarding part of the work? Identify any subrecipients and describe the roles and responsibilities of each organization for this program.

### Implementation Challenges

Identify any important external factors beyond your control that may affect the successful implementation of the program.

### Internal Monitoring

Describe how you will monitor the performance and the quality of services provided under the subagreement. Also describe your plan to monitor for fraud and malfeasance.

## **COST APPLICATION CHECKLIST**

*(Please check all that apply and include this page with the application)*

Have you submitted your technical and cost applications to the Research Group by the required deadline?

Does your Cost Application include the following?

- Section A: Cost Application Cover Page (*template provided*)
- Section B: Budget (*excel template provided*)
- Section C: Budget Narrative

For the Budget, Have You:

- Included a detailed budget for any Subrecipients?

**COST APPLICATION SECTION A: COVER PAGE**

*[Use this form or create one in this format]*

<p><b>Name of Organization:</b></p>	<p><b>Primary Address:</b></p>
<p><b>Contact Name:</b></p> <p><i>(This must be an individual with the authority to negotiate and enter into a subagreement)</i></p>	<p><b>Telephone:</b></p> <p><b>Email ( at least two): Website:</b></p>
<p><b>DUNS Number:</b></p> <p><i>A DUNS number will be required for this award.</i></p>	
<p><b>Type of Entity: (check one)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Non Profit</li> <li><input type="checkbox"/> For Profit</li> <li><input type="checkbox"/> Other (specify)</li> </ul>	<p><b>Year registered in &lt;INSERT Country&gt;:</b></p>

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

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

## COST APPLICATION SECTION C: BUDGET GUIDANCE

### **General**

A Budget Template, in an excel document, has been provided as an attachment to this RFA and should be used by the Applicant. The purpose of this budget is to allow OCDC to assess whether the cost proposed is realistic and allowable.

Information on the amount and source of additional funding from non-Research Group sources should be included in the 'other funding' section and described in the budget narrative. All sources of funding for the program activities described in the application must appear in the budget under either the Research Group section or the 'other funding' section. The budget should be returned to OCDC in an excel document.

### **Salaries and Benefits**

Include job titles and names.

Each position to be funded under the program which appears in the program organization chart (Attachment B of the Technical Application) should be listed in the budget detail and a number of days to be provided under this award.

List all positions on separate lines on the budget.

### **Consultants**

Show the specialty, name, daily or monthly rate, and number of days or months

### **Travel**

Include travel that staff and/or consultants will be taking to support the program at the onset of their responsibilities or as part of their routine activities such as supervision and monitoring.

Include who will be traveling, number of trips, and amount for each trip. Identify point of origin and destination.

### **Other Direct Costs**

Lines have been provided for typical other direct costs such as communications.

### **Equipment**

Provide the explanation for the need for equipment in the Budget Narrative.

### **Sub-subagreements**

Provide a detailed supporting budget for any Subrecipient costs appearing in the "Subrecipient" line item.

## **COST APPLICATION SECTION D: BUDGET NARRATIVE**

Provide a budget narrative as Section D of the cost application. Describe the major assumptions.

### **Salaries and Benefits:**

For management staff, especially at the head office level, state the percentage of time that will be dedicated to the project.

The cost of any benefits for staff should be fully explained -- type, basis of calculation, etc. A breakdown of what is included must be supplied in the budget narrative if you use a percentage rate for benefits.

### **Consultants**

Provide a brief description of the statement of work.

Explain how you arrived at the consultant rate (should be determined using the individual's rate history)

### **Travel**

Explain why travel is being budgeted

Describe per diem policy

### **Other Direct Costs**

Explain how estimations and/or calculations were made for each sub-line item under ODCs.

### **Equipment**

Provide a justification of the equipment needed

### **Subrecipients**

Provide financial information, budget, and budget narrative following this application's format and requirements.

### **Other Source of Funds**

Provide information about any other source of funds to the program, including other donor contributions, government funds, community contributions and private sector contributions.

## 6 APPENDIX L - SPECIAL FUNDER PROCUREMENT REQUIREMENTS

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Procurement of commodities, goods, and services, may be restricted by a specific Donor. Prior to procurement, the procurement lead should verify the eligibility of the commodity, good, or service to be procured against the Donor(s)'s specific requirements and restrictions. In the event a procurement will utilize funding from more than one Donor, the *most restrictive* requirements apply. In the event requirements contradict each other, *approval will be sought from both Donors prior to procurement.*

As an illustrative example, procurements under USAID funded programs are subject to the Eligibility Regulations found at ADS 312 (<https://www.usaid.gov/sites/default/files/documents/1876/312.pdf>). These rules include information on *restricted* commodities, and *ineligible* commodities.

**Restricted commodities:** commodities that have specific criteria, or restrictions, that must be met before they can be procured. This may include requiring prior approval from the Agreement or Contract Officer.

### **Restricted Commodities:**

Equipment (requires prior approval, though not specifically stated in the ADS)

Agricultural Commodities

Motor Vehicles (must be procured from US, unless a waiver issued; currently blanket waiver available for right-hand-drive countries)

Pharmaceuticals

Contraceptives and Condoms

Pesticides

Used Equipment

Fertilizer

Ineligible commodities: Commodities which cannot be purchased using USAID funds

Ineligible Commodities:

Military Equipment

Surveillance Equipment

Commodities and Services for Support of Police and Other Law Enforcement Activities

Abortion Equipment and Services

Luxury Goods (Includes entertainment systems (TV, VCR, Stereos, gaming systems, etc.), exercise equipment, etc.)

Gambling Equipment

Weather Modification Equipment

Commodities carried on an ineligible carrier (even if the commodities are otherwise eligible).

