

Federal Agency Name: United States Agency for International Development (USAID), Resiliency in Northern Ghana (RING) Program, Contract No. AID-614-C-14-00002

Funding Opportunity Title: RING Innovation Fund: Innovative Results-Based Approaches to Improving Livelihoods and Nutritional Status of Vulnerable Households in Northern Ghana

Announcement Type: Annual Program Statement, Grants Under Contract

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Annual Program Statement (APS)

RING Innovation Fund: Innovative Results-Based Approaches to Improving Livelihoods and Nutritional Status of Vulnerable Households in Northern Ghana

The USAID/Resiliency in Northern Ghana Project, implemented by Cooperative Housing Foundation, doing business as Global Communities, is inviting qualified organizations with innovative ideas for improving livelihoods and nutritional status of vulnerable households in northern Ghana to submit their applications for the subject activity based on this Annual Program Statement (APS)

This is an open APS. Applicants who are eligible to apply are: U.S. and Ghanaian NGOs, community organizations and associations. U.S. and Ghanaian for-profit entities are also eligible to apply, but fixed fee or profit must not be included in the budget. All applicants must be legally recognized organizational entities under applicable law and authorized to operate in Ghana. Government and para-statal entities are ineligible to apply for funds under this APS.

To apply for an award under this APS, all applicants must complete a Grant Application as described below. RING anticipates making multiple awards ranging in value from 25,000 USD to a maximum amount of 100,000 USD each (to be budgeted in GHS at current exchange rate). The total cumulative ceiling amount of this APS will not exceed 1,000,000 USD over a period of sixteen months. Applicants can submit multiple applications for distinct innovations and purposes.

Interested organizations should submit their applications in hard copy or electronic format in accordance with the language of the solicitation to the address specified. The applications must be submitted before 3:00 PM, Ghana time, on November 15, 2015, the Closing Date of this APS.

Responding organizations are advised that this solicitation does not in any way commit Global Communities or RING to make an award or compensate the responding organizations for any costs incurred in the preparation and submission of their applications.

Any questions or requests for information should be addressed to RING Grants and Contracts via email at: grantsandcontracts@ghanaresiliency.org.

Applicants must submit a notice of intent to apply no later than September 15, 2015. Notice of intent must be sent to RING by email at grantsandcontracts@ghanaresiliency.org. Please include the name of your organization, the approximate size of the grant you anticipate requesting in US Dollars and a two to three page statement of the purpose of your application. RING will acknowledge receipt of your notice of intent to apply but will not provide any comments or other response.

RING and Global Communities will not solicit, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, things of value or compensation to obtain or reward favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to RING's Chief of Party or to: ethics@globalcommunities.org

Pre-Application Workshop

RING will hold a pre-application workshop on August 6, 2015 at 10:00 AM at our offices in Tamale. This workshop will allow eligible and interested applicants the opportunity to ask questions about the APS and receive guidance on how to complete the application form. Interested applicants who meet the eligibility requirements defined below who would like to attend the workshop must confirm their attendance by email no later than by August 3, 2015 to grantsandcontracts@ghanaresiliency.org. Please include the name of the organization, and the names and titles of the individuals planning to attend. No more than two people per organization will be allowed to participate in the workshop.

While the workshop is recommended to all interested applicants, it is not a requirement for submission of Applications under this APS.

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Abbreviations and Acronyms

ADS	Automated Directives System (USAID)
APS	Annual Program Statement
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
GHS	Ghana Cedi
GOG	Government of Ghana
HQ	Headquarters
HR	Human Resources
M&IE	Meals and Incidental Expenses
MMDA	Metropolitan, Municipal or District Assembly
NICRA	Negotiated Indirect Cost Rate Agreement
OFAC	Office of Foreign Assets Control
OMB	US Office of Management & Budget
RFA	Request for Applications
SAM	System for Award Management
USAID	US Agency for International Development
USD	US Dollars
USG	US Government

Section 1: Program Description

A. Background and Introduction

The Resiliency in Northern Ghana (RING) Project is designed to sustainably reduce poverty and improve the nutrition and livelihoods of the poorest people in the Northern Region (NR), with an emphasis on women of reproductive age and children under five years.

RING is implemented in close coordination with USAID, the Metropolitan, Municipal or District Assemblies (MMDAs), Northern Region Coordinating Council, and the Northern Regional Health Directorate in 17 MMDAs of the Northern Region. The 17 RING MMDAs are responsible for the identification of vulnerable communities and households and the delivery of selected services, while Global Communities and its implementing partners are responsible for providing Technical Assistance, and developing MMDA capacity to deliver and maintain the activities promoted under RING. The RING districts are: Central Gonja, Chereponi, East Mamprusi, Nanumba North, Nanumba South, Saboba, Savelugu-Nanton, Tamale Metro, Tolon, West Gonja, East Gonja, Gushegu, Karaga, Kpandai, Kumbungu, North Gonja and Sagnarigu.

The specific RING objectives for targeted households are to:

- One: Increase access and consumption of diverse quality food, especially among women and children under five
 - 1a: Increase access to savings and credit
 - 1b: Increase diversification of income throughout the year
 - 1c: Increase availability of affordable, diverse plant and animal foods throughout the year
- Two: Improved behaviors related to nutrition and hygiene for women and children
 - 2a: Increase adoption of positive nutrition behaviors
 - 2b: Increase adoption of hygiene and sanitation behaviors in targeted households and their communities
- Three: Strengthened local support networks addressing the ongoing (nutrition and livelihoods) needs of vulnerable households
 - 3a: Strengthened capacity of target DAs and the NRCC to respond to community priorities for improved nutrition and livelihoods
 - 3b: Strengthened capacity of targeted communities to integrate nutrition and livelihood priorities for vulnerable households into community action plans, implement activities, monitor progress and report achievements.
 - 3c: Strengthened capacity of targeted DAs and the NRCC to monitor efforts and report progress for improved nutrition and livelihoods in their respective areas

RING works toward these objectives through an approved menu of evidence-based activities that can be implemented by District Assemblies. RING activities place particular emphasis on

addressing gender inequities within households while ensuring that male community stakeholders and other family members gain an understanding of how this focus benefits not only women but the broader community as well. RING works toward its objectives in the areas of agriculture, livelihoods, nutrition and WASH. A complete list/menu of currently approved RING activities may be found in Annex B.

B. Innovation Fund Purpose

The Innovation Fund will support proposals for new and improved ideas and innovations to:

- Develop and pilot new results-based activities for future inclusion in RING's approved menu (see Annex B for current approved menu)
- Test modifications that can improve the effectiveness of existing RING menu activities
- Test innovative approaches that can facilitate the scale-up and sustainability of existing RING menu activities

The Innovation Fund is intended to elicit creative and innovative approaches to addressing the RING objectives. Therefore, RING will consider a wide range of possible proposals that have all of the following elements:

- Innovative
- Direct impact on child/maternal/family health, nutrition and/or hygiene
- Direct impact on the social and economic status of women of reproductive age and children under five
- Potential to be easily and successfully replicated by Northern Region District Assemblies and Implementing Partners
- Measurable and cost-effective
- Results-based
- Sustainable

C. Cross-Cutting Themes

All RING activities are targeted at vulnerable households with women of reproductive age and children under five. Applications for funds under this APS must demonstrate awareness of and sensitivity to gender issues and proposed activities must tend to promote women's empowerment in targeted communities. Gender-sensitive strategies, including the engagement of men and boys as supporters, advocates, and champions, should be incorporated in activity design and M&E to the greatest extent possible. Applicants should incorporate indicators, as appropriate, to monitor and evaluate gender outcomes.

D. Monitoring & Evaluation

Applicants must include a sound M&E plan for the proposed project. Partners will be expected to produce reports using data from projects and/or reliable sources to document achievements and

must plan for M&E activities within their budgets. Additionally, Innovation Fund activities will receive a high level of ongoing monitoring and involvement by RING staff at all stages of implementation.

Section 2: Eligibility Information

Applicants eligible to apply are:

- U.S. and Ghanaian NGOs, community organizations and not-for-profit organizations.
- U.S. and Ghanaian for-profit entities under the provision that fees and profits be waived.
- All applicants must be legally recognized organizational entities under applicable law and authorized to operate in Ghana.
- Government and para-statal organizations are not eligible.

Applicants may be newly emerging organizations that are applying for the first time for international support but must demonstrate a solid track record, expertise and depth among its staff and board members.

Illustrative eligible organizations include:

- Private research and higher learning organizations
- Farmers' organizations
- Entrepreneurial organizations particularly involved in the agriculture, nutrition, and water and sanitation sectors
- Community health, water and sanitation organizations
- Communication for behavior change organizations
- Women's organizations
- Youth organizations
- Other associations, cooperatives and/or coalitions

To be eligible for an award, in addition to other conditions required under this APS, Applicants must have a politically neutral humanitarian mandate, a commitment to non-discrimination with respect to their employees and beneficiaries and adhere to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Grantee to ensure compliance with these Executive Orders and laws. This provision must be included in all lower-tier sub-awards and contracts issued under a Grant Agreement. Applicants must sign the following required certifications (See Annex C) prior to receiving a grant.

- Certification of Recipient
- Certification Regarding Terrorist Financing

Government and para-statal entities are ineligible to apply for these grant funds.

Cost Sharing or Matching: Not Required

Section 3: Application and Submission Information

This APS contains all forms required to apply for a grant.

A. Grant Application

1. At the earliest practicable date and no later than September 15th, 2015, notify RING by email at grantsandcontracts@ghanaresiliency.org of your intent to apply, so that we may anticipate the number of applications to be evaluated. Please include the name of your organization, the approximate size of the grant you anticipate requesting in US Dollars and a two to three page statement of the purpose of your application. RING will acknowledge receipt of your notice of intent to apply but will not send any comments or other response.
2. To be considered for funding under this APS, all applicants must submit a Grant Application using the format in Annex A.

B. General Instructions

1. Applicants are requested to submit an application directly responsive to the program description, terms, conditions, and clauses of this APS. Applications not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration. Applicants are encouraged to submit questions or requests for clarification prior to submitting their applications to ensure that they meet all of the requirements.
2. Any application received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified in Section 4, Application Review Information. However, RING reserves the right in its sole discretion to request additional information or to recommend modifications prior to making a final award decision.
3. Applicants may submit more than one proposal either simultaneously or sequentially for distinct purposes.
4. The person signing the application must have the authority to commit the applicant to all the provisions of the application.

5. Certifications and Representations

Each applicant must:

- a. Be registered in the System for Award Management (sam.gov) before submitting Annex A;
 - b. Provide a valid DUNS number in its application; and
 - c. Continue to maintain an active SAM registration with current information at all times during which it has an active subaward with the RING Project.
 - d. RING may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time RING is ready to make an award, RING may determine that the applicant is not qualified to receive an award.
6. Language – All applications must be submitted in English.
7. Ineligible Costs/Activities: Commodities and services that are ineligible for financing under this APS include the following:
- a. Military equipment
 - b. Surveillance equipment
 - c. Commodities and services for support of police or other law enforcement activities
 - d. Abortion equipment and services
 - e. Luxury goods and gambling equipment
 - f. Weather modification equipment
 - g. Private ceremonies, parties, celebrations, or “representation” expenses.
 - h. Purchases of restricted goods, such as certain agricultural commodities, motor vehicles (including motorcycles), pharmaceuticals, contraceptive items, pesticides, used equipment, USG excess property, and fertilizers without previous approval by the USAID Contracting Office (CO) through the RING Project. If procurement of these restricted goods is necessary, RING may decide to procure the items directly and provide them in kind to the grantee after receiving CO approval.
 - i. Other costs unallowable under USAID and/or federal regulations, including MO 500-1, such as alcoholic beverages and “sitting fees” for conferences and workshops.
 - j. Purchases of goods or services restricted or prohibited under the prevailing USAID source/ nationality regulations per 22 CFR 228 and relevant Standard Provisions; or from countries or suppliers as may be identified by USAID’s consolidated list of debarred, suspended, or ineligible subcontractors at www.sam.gov.
 - k. Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by RING, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed program.

- l. Previous obligations and/or bad debts.
 - m. Fines and/or penalties.
 - n. Creation of endowments.
 - o. In general, costs not included in the approved budget may not be allowed unless approved in writing by RING.
 - p. Construction or infrastructure activities, per ADS 303.3.30, Limitation on Construction under Assistance. Construction is defined in the USAID document entitled “USAID Implementation of Construction Activities,” available at <http://www.usaid.gov/sites/default/files/documents/1868/303maw.pdf>
8. Ineligible Suppliers. Any firms or individuals that are not in compliance with the requirements in the Standard Provision “Debarment and Suspension” and the Standard Provision “Preventing Terrorist Financing” may not be used to provide any commodities or services contemplated under this APS.
9. Neither Global Communities nor RING is obligated to make an award or to pay for any costs incurred by the applicant in preparation of an application in response hereto. Global Communities and RING reserve the right to accept or reject any application, and to cancel the solicitation process and reject all applications, at any time prior to award, without thereby incurring any liability to applicants or any obligation to inform applicants of the grounds for Global Communities’ or RING’s action.
10. Submission Instructions
 - a. Applications must be received before 3:00 P.M., Ghana time, on November 15, 2015, the Closing Date of the APS. Applications must remain valid for a minimum of sixty (60) days from date of submission.
 - b. The applicant may submit its application and all required attachments and supporting documents either in hard copy or by email with up to two attachments (2MB limit) per email to the address below. Please reference APS No. RING-APS-15-01. Late applications will not be considered for award.

RING Grants/Subcontracts Department
Jisonaayili Street
Tamale

Email: grantsandcontracts@ghanaresiliency.org

11. In addition to the application forms, applicants should submit the following to RING:
 - a. Copy of valid Ghanaian registration certificate or related Government of Ghana (GOG) documentation
 - b. Signed and dated Certifications (see Annex C.)
12. Please submit all questions concerning this solicitation to the attention of RING Grants and Contracts Team via email to grantsandcontracts@ghanaresiliency.org. RING will

assist applicants in understanding the application process, and can provide coaching in application development at the request of applicants.

Section 4: Application Review Information

A. General

Applications will be evaluated in accordance with the Review Criteria set forth below. An application may be eliminated from consideration before a detailed review is performed if the application is considered obviously deficient and totally unacceptable on its face or whose prices are inordinately high or unrealistically low. In the event an application is rejected, the applicant will be notified in writing of the reason(s).

B. Basis for Award

All Awards under this APS shall be Simplified Grants. Applicants are reminded that RING is not obliged to make awards on the basis of lowest proposed costs or highest technical evaluation scores. Although technical criteria carry more weight than cost for the evaluation of proposals under this APS, cost factors and RING's budget will be closely evaluated and considered. Therefore, after final evaluation of applications, RING will make awards to applicants whose proposals offer the best value to RING and USAID, considering both technical and cost factors.

C. Review Criteria

The relative weight that will be accorded to each factor is expressed below in points. A maximum of 100 points is possible to achieve. Applications must receive at least 70 points in order to be considered for award.

1. Program Description (maximum 50 points)

Evaluation Criteria

- The extent to which the proposed activity supports the objectives of the APS and demonstrates one or more innovative ideas or approaches for improvement of livelihoods, nutritional status and/or hygiene of vulnerable households in Northern Ghana.
- The extent to which the grant activity implementation and monitoring plan is realistic and measureable.
- The extent to which the proposed activity addresses gender including means to measure gender indicators.
- The extent to which the proposed activity is scalable.
- The extent to which the proposed activity is sustainable.
- Preference will be given to applications that:
 - Address multiple RING objectives
 - Emphasize buy-in from the communities, DAs or other stakeholders
 - Provide direct benefits to women of reproductive age and children under five.

2. Qualifications of Proposed Personnel (20 points)
 3. Capabilities and Relevant Experience of the Organization (30 points)
 - Specialized competence of the organization (10 points)
 - Organizational systems and procedures (10 points)
 - Past performance of the organization (10 points)
- D. Cost/Price Analysis – RING will review the cost applications, but scores will not be assigned. The cost review will focus on three sub-factors: Cost Realism/Reasonableness and Cost Completeness, as follows:
- a. Cost Realism/Reasonableness: The cost realism analysis is intended to determine whether the costs estimated accurately reflect the costs that would be incurred during the actual performance of the program, and whether those costs are reasonable. In addition, RING will make a determination of cost reasonableness based on its own cost experience for similar items or services, what is available in the marketplace, and/or in comparison with other applications.
 - b. Cost Completeness: A detailed line item budget, budget notes, assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the applicant's cost proposal. RING may request additional supporting information to the extent necessary to determine whether the costs are realistic and reasonable.

Section 5: Award and Administration Information

A. Anticipated Award Schedule and Award Notices

RING intends to provide multiple awards ranging in value from 25,000 USD and not to exceed 100,000 USD each (to be budgeted in GHS at current exchange rate). The total cumulative ceiling amount of this APS will not exceed 1,000,000 USD over a period of sixteen months (maximum of 4 months for application and 12 months for implementation). Applicants can submit multiple applications for distinct innovations and purposes.

Successful applicants will receive an award notice electronically or by hand. The notice will include the amount of the award and an invitation to a pre-award meeting at RING offices to take place within 15 days of the issuance of the award notice. The award notice is not an authorization to begin performance. Applicants will be authorized to begin implementation only after signing of the grant.

B. Anticipated Start Date and Period of Performance

The anticipated start date of awards under this APS is rolling. The period of performance of individual grants shall not exceed 12 months.

C. Types of Award

All Awards under this APS shall be Simplified Grants.

D. Authorized Geographic Code

The Authorized Geographic Code for the procurement of goods and services is 935, which means any area or country in the world but excluding prohibited sources.

E. Reporting

- i. Monthly Program Reports - The Grantee will prepare and submit a monthly program report within seven (7) days after the end of each month. The monthly report shall provide a description of activities and events of the previous month, and of upcoming activities and events for the following month.

The Grantee shall prepare and submit to RING other program reports as may be required under the grant agreement.

- ii. Monthly Financial Reports - The Grantee will prepare and submit a monthly financial report itemized to reflect all costs covered by the approved budget for this grant within thirty (15) days after the end of each month, to include:

- Total estimated cost of the grant
- Total amount liquidated
- Total amount expended but not yet liquidated
- Remaining unexpended funds
- All back up documentation for expenses incurred during the period

The Grantee shall prepare and submit to RING other financial reports as may be required under the grant agreement.

- iii. Close-out Plan – Prior to the completion date of a grant, the Grantee shall submit a Close-out Plan to Global Communities. The close-out plan shall include, at a minimum, a Property Disposition plan; a plan for phase-out of in-country operations; a delivery schedule for all reports or other deliverables required under the subaward; and a timeline for completing all required actions in the Plan.
- iv. Final Report - The subrecipient shall submit a final performance report within thirty (30) days after period of performance end date. The Final Report will summarize the major achievements and also shall include:
 - Overall description of the Grantee's activities

- Results achieved
- Difficulties or challenges encountered
- Sustainability of the activities after the project has ended
- Documentation on lessons learned and best practices
- One or more success stories including supporting testimonies and photos

F. Branding and Marking

RING will provide guidance to Grantees on Marking Plan and Branding Strategy requirements under their grant agreements. The Grantee, as directed by Global Communities, shall cooperate with RING and facilitate and support these requirements as needed.

Section 6: Authority/Governing Regulations

RING Innovation Fund awards are made under the authority of the U.S. Foreign Assistance Act and USAID's Automated Directive System (ADS) 302.3.5.6, "Grants Under Contract." ADS 303 references additional regulatory documents issued by the U.S. Government Office of Management and Budget (OMB) and the U.S. Agency for International Development:

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR 700 USAID Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

2 CFR 200 and 2 CFR 700 do not directly apply to foreign organizations (non-U.S. non-governmental organizations). However, USAID applies some of these regulations to non-U.S. non-governmental organizations through ADS 303 and ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations.

Full text of ADS 303 and links to 2 CFR 200 and 2 CFR 700 can be found at the following internet address:

<http://www.usaid.gov/ads/policy/300/303>

Full text of the Standard Provisions for Non-U.S. Non-governmental Organizations can be found at the following internet address:

<http://www.usaid.gov/ads/policy/300/303mab>

RING is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in these regulations, as applicable to the respective terms and conditions of their grant awards.

RING will ensure environmental soundness and compliance in design and implementation of all activities as required by 22 CFR 216.

Under the RING Innovation Fund APS, USAID retains the right at all times to terminate, in whole or in part, RING's grant-making authorities.

Section 7: List of Attachments

Annex A: Grant Application

Annex B: RING Menu Items

Annex C: Certifications

Annex D: RING Per Diem Policy

Annex A: Grant Application

In addition to the page limits specified below, applications must be submitted in 11 pt font and no longer than a **maximum of 15 pages** exclusive of required attachments.

Section I – Basic Information

1. Organization’s legal name
2. Contact Information

Contact name, title, address, telephone, e-mail. The contact person is responsible for communication between RING and the Organization. This applies to all aspects of the grant application, from initial summary through negotiation and award. The person must have full authority and responsibility to act on behalf of the applicant. The person should be someone who will be directly involved with the grant activity and has a proven, established relationship with the applicant.

Key Contact Person and Title:	
Office Address:	Office Phone:
Mobile:	Email:
Website:	

3. Date Organization was founded
 Legal status of the organization -- all applicants must be legally registered
 Date and number of registration
 Tax Information Number

Section II – Technical Proposal (maximum 50 points): Technical proposals should be specific, complete and presented concisely. The applications should demonstrate the applicant’s capabilities, understanding of, and expertise with respect to achieving Program Objectives. The Technical Application must include:

1. Grant activity title
2. Problem analysis and statement: what is the issue or problem that the activity will address? Not to exceed two pages.
3. Proposed activities, objectives and expected results: Describe in detail the proposed activities and subactivities and how they are linked to the RING objectives as set forth in Section 1 of the APS. The activities listed should show a logical, thoughtful approach to the achievement of the stated objectives. Not to exceed five pages.

4. Target locations for proposed activities. Applicants can apply without indicating a specific target community or geographical location. However, the application should indicate how many beneficiaries would be involved in their proposed activities and what selection criteria they intend to apply in selecting targeted communities, if any.
5. Methodology for monitoring and evaluation: Present a sound but simple methodology for quantifying and qualifying verifiable indicators of achievement. If the methodology relies on baseline data, that data must be present and reliable prior to the grant activity. The methodology should address identification of beneficiaries, disaggregated by gender if possible (number, and how they will benefit from grant). Not to exceed three pages.
6. Anticipated duration of activity from start to finish
 - i. Length of project
 - ii. Start and end dates
7. Grant activity implementation plan: Please list main task phases with estimated start and end dates for each task. Please include all events, trainings, etc.

<i>Description of main tasks</i>	<i>Responsible Parties</i>	<i>Grant Resources Required</i>	<i>Non-Grant Resources Required</i>	<i>Start and End Date</i>	<i>Milestone Achieved</i>
<i>Task 1:</i>					
<i>Task 2:</i>					
<i>Task 3:</i>					
<i>Task 4:</i>					
<i>Task 5: (please add rows as necessary)</i>					

8. List all relevant material assumptions made and/or contingencies regarding third-party actions that are required for the successful achievement of the grant objective.

Section IV – Proposed Personnel (maximum 20 points)

1. Key Personnel: In this section, the applicant shall list all individuals proposed for key positions under this application, highlighting their relevant skills, experience and other qualifications. Not to exceed one page, excluding CVs.

Section V – Organizational Qualifications and Relevant Experience (maximum 30 points)

- Specialized competence of the organization (maximum 10 points);
- Organizational systems and procedures (maximum 10 points);
- Past performance of the organization (maximum 10 points)

1. General applicant background information: The core competencies of the applicant should relate to the nature and scope of the grant activity.
2. Applicant’s previous experience implementing similar activities.
3. List three independent qualified professional references: The references should be relevant to the proposed activity and truly independent and qualified to provide an objective, informed opinion. Preferably, two of the references should be from existing or previous donors.

<i>Cooperating Organization or Development Agency</i>	<i>Nature of Relationship or Title of Project, Location</i>	<i>Start and End Dates of Collaboration</i>	<i>Contact Person</i>
			<i>Name & Position:</i> <i>Email:</i> <i>Tel:</i>
			<i>Name & Position:</i> <i>Email:</i> <i>Tel:</i>
			<i>Name & Position:</i> <i>Email:</i> <i>Tel:</i>

4. Describe organizational systems and procedures related to: personnel policies and recruitment, travel policies; financial management; project management; contract administration; progress reporting; and other areas related to the proposed activities and the requirements under this APS.

Section V – Budget

1. The applicant must propose any and all costs that it believes are realistic and reasonable for the work in accordance with the applicant’s technical application. The applicant shall provide a complete budget. Applicants must use the following budget format.

Budget Category	Grant Resources (GHS)	Other Resources (GHS)	Total Resources (GHS)
Salaries (one line per staff member)			
Direct Costs (specify)			
(add rows as needed)			

Training (specify)			
Travel and Transportation			
Goods and Materials (specify)			
(add rows as needed)			
Total Costs (GHS)			

2. All budgets must be accompanied by explanatory budget notes. Not to exceed 3 pages.

The budget narrative must be complete in every detail, and organized in a manner that facilitates review and permits cost analysis. The cost and financial data shall include the following information/data:

1. Employee Salaries – List employee name, functional position and duration of assignment in terms of person days. The annual salary of an employee is that individual’s basic compensation exclusive of fringe benefits, travel incentives, housing allowances, differentials, and/or other bonuses. Salary and wages must be proposed in accordance with the applicant’s personnel policies.
 2. Fringe Benefits – Benefits shall be budgeted in accordance with local law and the applicant’s established personnel policies. Describe the allocation method and base used. Fringe Benefits shall be expressed as a percentage(s) of salaries.
 3. Travel and Transportation – Provide the number of trips, destination, purpose and cost by traveler.
 4. Per Diem – Applicants are requested to budget per diem associated with travel and transportation in accordance with the USAID approved RING project Per Diem guidelines (See Annex D)
 5. Other Direct Costs – Itemize and provide complete details of other direct costs, including unit prices that may be incurred.
 6. Equipment and Supplies – Itemize and provide complete details, including unit prices and total costs.
 7. U.S. and Ghanaian for-profit entities are eligible to apply, but fixed fee or profit must not be included in the budget.
3. List all other U.S. government funding by award (grant, cooperative agreement, or contract) and amount currently being received or anticipated within the duration of the grant activity.

Section VI - Required Attachments

1. Complete and current CVs for all key personnel listed in the technical proposal. Each CV shall be accompanied by a signed letter of commitment indicating the candidate’s availability to serve in the stated position for the stated term of service.
2. The applicant must submit a list of all grants/subgrants or contracts/subcontracts it has been awarded within the last three (3) years involving activities and programs similar to those proposed in this application. The information for these awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact with current telephone numbers and email addresses. RING reserves the right to obtain past performance information from other sources including those not named in applications.

Submitted by:

On behalf of the applicant identified in Section I, “Basic Information,” of this *Grant Application*, I hereby certify that to the best of my knowledge, this application in its entirety contains only true and current information:

Name _____

Title _____

Signature _____

Date _____

For RING use only
<p>Date received _____ Reference No. _____</p> <p>The undersigned hereby certifies that: (a) the applicant has received an official delivery receipt for its <i>Grant Application</i>, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the applicant has been advised as to the review and evaluation process, and its primary RING point of contact.</p> <p>RING Subcontract and Grant Specialist _____</p> <p>Date _____</p>

Annex B: RING Menu Items

Component 1: Increase access to and consumption of diverse quality food among target households, especially among women and children under five.

- Village Savings and Loan Associations and Financial Literacy Training
- Small Ruminants or Poultry Rearing
- Shea Nut Collection and Financial Literacy Training
- Farmer Field Schools
- Cultivation of Nutritional Crops (Soybean or Cowpea) and Good Agricultural Practices and Improved Grain Storage Options and Financial Literacy Training
- Leafy Green Vegetables or Orange Flesh Sweet Potato Production and Small Scale Drip Irrigation and Good Agricultural Practices
- Cage Fishing/Fish Farming and Financial Literacy Training

Component 2: Improve behaviors related to nutrition and hygiene for women and children.

- Training of Facility-Based Service Providers and Community Health Volunteers on Community-Based Infant and Young Child Feeding (C-IYCF)
- Essential Nutrition Actions (ENA) Training for Non-Health Sector Staff
- Anemia Prevention and Treatment Training for Facility-Based Service Providers and Community Health Volunteers
- Strengthening Monitoring, Supervision and Coaching for Nutrition Activities
- Supporting District QI Coaches and Teams
- Establishment of Referral Mechanisms for Moderately Malnourished Children
- Training of Community-Based C-IYCF Support Group Facilitators and Establishment of C-IYCF Support Groups
- Community-Based Mass Media Delivery
- CHPS Strengthening Activities
- Rehabilitate Boreholes and Establish Separate Livestock Watering Areas and Revitalize/Establish WatSan Committees/Water & Sanitation Boards
- Construct Repairs to Existing Public Latrines
- Installation of Hand Washing Stations (Veronica Buckets at Public Places and/or Tippy Taps in Households)
- Community Led Total Sanitation
- Water Treatment and/or Household Water Filters
- Expanded and Improved Water Storage (Household or Facility Level)

Component 3: Strengthen local support networks addressing the ongoing (nutrition and livelihoods) needs of vulnerable households (below are menu items subject to this APS):

- “Town Hall” Style Annual or Bi-Annual Collaborative Planning Sessions with Communities/Stakeholders
- Strengthened PFM Capacity through Technical Trainings (Record Keeping, Auditing, M&E, etc.)
- Consultations Between Community Groups and District Assembly
- PFM Progress Review Meetings
- ICT Training (General Computer Use + Programs [MS Office])
- Hosting Networking Events/Stakeholder Forums to Identify Major Issues & Resource Gaps Impacting Food Security and Nutritional Gains
- Community Action Planning & Review of MTDPs
- Development of Participatory Monitoring Plan Utilizing Citizen Score Cards to Track Progress in Addressing the Needs of Vulnerable Populations
- General Monitoring of RING Activities

Annex C: Certifications

Certification of Recipient

To: RING

I, _____, _____, as a legally authorized
Name (Printed or Typed) Title

representative of _____
Organization Name

do hereby certify that, to the best of my knowledge and belief, this organization's management and other employees responsible for their implementation are aware of the requirements placed on the organization by OMB Circulars, and Federal and USAID regulations with respect to the management of, among other things, personnel policies (including salaries), travel, indirect costs, and procurement under this agreement and I further certify that the organization is in compliance with those requirements and other applicable U.S. laws and regulations.

I, we, understand that a false, or intentionally misleading certification could be the cause for possible actions ranging from being found non eligible for this award, termination of award, or suspension or debarment of this organization in accordance with the ADS 303 Standard Provision for Non-U.S. Nongovernmental Organizations (for in-kind, standard, and simplified grants) entitled "Award Termination and Suspension" and the ADS 303 Standard Provision for Fixed Obligation Grants to Nongovernmental Organizations entitled "Debarment and Suspension."

I, we, further agree that by signing below, we provide certification and assurance for the following:

- (1) The Certification Regarding Terrorist Financing

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all U.S. Federal grants, loans, contracts, property, discounts, or other U.S. Federal financial assistance extended after the date hereof to the recipient by RING, including installment payments after such date on account of applications for U.S. Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such U.S. Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

I declare under penalty of perjury that the foregoing is true and correct.

Signature

Type or Print Name

Position Title

Date of Execution

Certification Regarding Terrorist Financing

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1
 - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-
 - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Organization

Name _____

Organization's Authorized Representative

Name _____

Date _____

Annex D: RING Per Diem Policy

RESILIENCY IN NORTHERN GHANA (RING)
Per Diem Policy

Effective Wednesday, February 25, 2015, applicable per diem rates are as shown in the table below:

Location	Hotel	Incidentals	Meals			Total M&IE	Total Per Diem
			Breakfast	Lunch	Dinner		
Accra/Takoradi	280	10	17	22	35	84	364
Kumasi/Tamale	245	10	17	22	35	84	329
All other areas	182	10	14	18	28	70	252

- a. There will be no per diem for travel of less than 12 hours (a day trip)
- b. For travel more than 12 hours but less than 24 hours, employees will receive 75% of the approved daily rate.
- c. To/from travel days will be paid at 75% of the approved daily rate.
- d. Hotel rates are maximum allowed and reimbursable upon submission of official receipts.