**Active Communities Project**

**REQUEST FOR APPLICATIONS (RFA)**

FHI 360 is seeking applications for funding from prospective grantees to cooperate in the field of solid waste management improvement at the regional level through strengthening civic participation. The grant will be issued under the Active Communities project funded by the United States Agency for International Development (USAID).

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| **Issuance date:** February 10, 2022 | **Closing date:** February 23, 2022 | **Closing time:** 18:00 Bishkek Time |

**Applicant profile:** Registered civil society organizations (CSOs) with proven experience providing

support and working with local communities and self-governance bodies.

**Number of grants:** One grant award

**Duration:** 18 months (March 2022 – September 2023)

**Grant award amounts:** Up to US $165 000 (depending on proposed activities and geographical coverage).

**DISCLAIMER**

The applicant shall bear all costs associated with the preparation and submission of its application. The AC Project is hereby informing potential applicants that this RFA is not a contract or financial obligation by the AC Project to the parties that respond to this solicitation. The AC Project reserves the right to cancel the entire process without any obligation to inform the applicants of the reason for its actions.

**THIS REQUEST FOR APPLICATIONS (RFA) IS THE EXCLUSIVE, CONFIDENTIAL, AND PROPRIETARY PROPERTY OF FAMILY HEALTH INTERNATIONAL (FHI 360). IT MAY NOT BE COPIED, TRANSMITTED, OR DISCLOSED BY ANY MEANS WITHOUT THE EXPRESS WRITTEN CONSENT OF FHI 360. BY ACCEPTING A COPY HEREOF, THE RECIPIENT AGREES TO USE THE RFA (AND ANY RELATED DOCUMENTS) SOLELY FOR RESPONDING TO THIS RFA AND DESTROY THE RFA (AND ANY RELATED DOCUMENTS) UPON YOUR DECISION NOT TO RESPOND TO THIS RFA.**

# GENERAL PROJECT OVERVIEW

This RFA is part of the AC project, a five-year initiative funded by USAID and implemented by FHI 360

The overall goal of AC is to enable interaction and collaboration of individuals and organizations

to advocate for and bring about change across issues that resonate with local communities and

increase government responsiveness and accountability in the Kyrgyz Republic. Within the framework of this project, four main thematic areas are distinguished:

1. Improving the quality of public services that affect the health and safety of the population, with particular attention to environmental protection and related waste management issues.
2. Defend and expand civic space and participation through strengthened horizontal and vertical networks of civic leaders and associations with a focus on legislative reforms.
3. Improve access to justice for the most vulnerable and marginalized, focusing on local institutions able to sustain legal aid and advocate for law and policy changes needed to overcome barriers to justice.
4. Reduce gender-based violence (GBV) through civic-minded efforts of Local Committees for the Prevention of Domestic Violence (LCPDVs) and Crisis Centers.

The AC Project additionally focuses on several thematic issue areas of importance to local communities, in ways that also support local authorities’ priorities on these issues. Moreover, the Project works with government and non-government legal aid providers and civil society organizations to strengthen citizens’ understanding of their legal rights, increase demand for the rule of law, and improve access to justice.

# GOAL OF THE REQUEST FOR APPLICATIONS

Industrial and human waste is a source of significant environmental pollution that destroys natural ecological systems and has a negative impact on human health. The waste management has become a burning issue in the Kyrgyz Republic, due to the uncontrolled increase in the number of unauthorized landfills and, in general, the growth of garbage in the territory of cities and villages.

Waste in the Kyrgyz Republic is classified into 20 types, one of which is “Household and trade-related waste”, including “solid household waste”. Local communities and local self-government bodies (LSGs) play a key role in waste management issues. The tasks of organizing the collection, removal and disposal of household waste are established by the Law “On Local State Administration and Local Self-Government Bodies” in the form of a separate issue of local significance (Article 27).

The level of success in waste management at the local level depends on the ability of the LSGs to establish the necessary waste management rules, as well as the responsibility and ability of the population to comply with these rules. Unfortunately, the issues of effective waste management at the local government level are at the very initial stage of development.

Therefore, the AC project has identified waste management as one of the areas of its activity: to provide support for initiatives of local communities and Local Self-Government (LSG) for the effective organization of waste management at the local government level based on the maximum involvement of citizens in this process.

# PROGRAM DESIGN ELEMENTS

## Project description

Applicants should provide an outline of the proposed goals, objectives, activities, and time frame for their individual grant projects. The sequence of activities should be clear as should be the timing of each main activity. Applicants must use the application template attached to this RFA. Other templates will not be accepted.

## Areas of intervention and illustrative activities

The AC Project will support governmental and civil society joint efforts to address waste management issues on the local level. The list of activities below is illustrative and is organized by the Objectives to be reached. Applicants should not limit themselves to these Objectives and activities but must align proposed activities with the goal of this grant program to be considered for funding. Applicants are asked to clearly describe their prior experience supporting activities under the grant program in their applications.

Applicants are requested to proposed activities to cover the following regions and municipalities:

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| --- | --- | --- | --- |
| # | **Region (Oblast)** | **District (Ryon)** | **Rural Government (RG)**  |
| 1 | Osh | Uzgen | Akjar |
| 2 |   |   | Kurshab |
| 3 |   | Nookat | Kara Tash |
| 4 | Chui | Sokuluk | Kyzyl Tuu |
| 5 |   | Kemin | Orlovka town |
| 6 |   |   | Burana |
| 7 | Jalal Abad | Suzak | Yrys |
| 8 |   |   | Kok Jangak town |
| 9 | Issyk Kul | Ton | Ton |
| 10 |   | Tort Kul |
| 11 | Talas | Kara-Buura | Bakiyan  |
| 12 | Talas | Kara-Suu |
| 13 |   | Talas |
| 14 | Naryn | At-Bashy | Ak-Moiun |
| 15 |   | Ak-Muz |
| 16 | Naryn  | Uchkun |
| 17 | Kochkor | Kochkor |
| 18 | Batken | Leilek | Isfana |
| 19 |   | Toguz Bulak |
| 20 |   | Sumbula |

It is anticipated that applicant will work with at least seven local civil society organizations (CSOs, one in each oblast) but not limited in terms of enhancing their capacities and working with local communities.

 Applicants are allowed to propose more activities in each Objective and not be limited to the illustrated activities below.

**Objective 1. Coordinate activities and enhance capacities of regional CSOs**

***Illustrative activities:***

* 1. Select local CSOs (at least one in each region) to implement project activities related to waste management.
	2. Conduct assessment in the target municipalities together with the selected CSOs the state of affairs with regard to the waste management including but not limited to regulatory legal framework (in the areas of budget process, municipal property management, etc.); knowledge, attitudes, and practices of citizens on waste management; and availability of infrastructure and equipment for the collection, removal, and disposal of solid waste.
	3. Presentation of the assessment results on local/national level.
	4. Provide capacity building activities for CSOs, but not limited to, the following topics:
* Environmental protection and the basics of service management at the level of LSG.
* Involvement of local communities in the process of organizing the provision of public services taking into account gender aspects. Public hearings on tariffs and budget issues. The system of accountability at the level of LSG.
* The procedure for organizing services for waste collection, removal, and disposal. Involvement of the private sector in the process of organizing public service delivery.
	1. Coordinate activities related to waste management with the selected local CSOs.
	2. Strengthen partnership with LSG bodies in target municipalities to implement project activities.
	3. Conduct awareness raising campaigns of the local communities on waste management activities.

**Objective 2. Develop the standard regulatory legal acts of local significance**

***Illustrative activities:***

**2.1**. Conduct review of existing normative legal acts (NLAs) on waste management and service delivery management in general at the LSG level.

**2.2.**  Develop a list of draft standard NLAs that will be recommended for approval by LSG through the regional CSOs

**2.3.** Discuss and promote at least 2 developed NLAs with the key stakeholders and promote at least 3 in each target municipalities developed NLAs.

**Objective 3. Provide expertise to the Active Communities project on waste management.**

**Illustrative activities:**

* 1. Provide consultations and technical support the AC project in developing the Conceptual Vision on waste management issues at the national level by providing some analytical reports/ lessons learnt/ communities feedback/ meetings minutes to be to include/ consider during developing Conceptual Vision.
	2. Participate in the regular meetings with the AC project to review and promote waste management issues in the project components.

## Funding

The AC Project will award one grant for the implementation of activities within the above-mentioned Objectives. The grant will be awarded in the amount up to US$165,000 for the following period: **March 2022 – September 2023.**

To receive this grant the grant recipient procures its own goods and services, as well as manages implementation of all grant activities. An organization must demonstrate adequate and established systems and processes to manage procurement.


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# ELIGIBILITY CRITERIA AND APPLICATION DOCUMENTS

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| **MINIMUM ELIGIBILITY CRITERIA*** An applicant must be registered as a CSO in accordance with the Kyrgyz legislation.
* An applicant’s current statute and mission should be in line with the AC objectives and purpose of this grant program.
* An applicant should have at least 3 years of experience working with civil society institutions, LSG bodies, and local communities.
* An applicant should have experience working in the public service sector at the LSG level.
* Availability in the team of specialists in law, economy, and public service delivery.
* An applicant should have extensive experience of constructive engagement of public institutions to identify and implement necessary policy and regulatory reforms.
* Experience in issuing and providing small grants to local CSOs.
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Only applicants that meet the eligibility criteria and submit a complete application and budget in the specified format will be considered. Organizations may not submit more than one application.

The grant application should include the following documents:

* **Application Form** with attachments (see the Application Form for more details)
	+ Copy of the Registration Certificate
	+ Copy of the Organization’s Statute
	+ Data Universal Numbering System (DUNS) number\*

*\*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. FHI 360 will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>*

* **Budget Table and Budget Narrative**: The applicant’s cost proposal shall include a detailed budget table and budget notes. The detailed budget table should include a complete breakdown of the cost/price elements associated with each line item. The budget shall include cost or prices of labor, travel or transportation, and other direct costs related to various implemented activities. The budget notes should justify these expenses in terms of the reasonableness of the cost and the relevance to project activities. All project expenses should be detailed in Kyrgyz Som (KGS). Please note that project budgets should reflect the full implementation period (March, 2022 – September, 2023)**. If selected, applicants will be expected to provide supporting documentation for all proposed salaries, consultant rates, any rent, and any budgeted items that are not common market goods.**
* **Optional documentation:** other material such as brochures, research reports, samples of publications and results of past programs are welcome.

FHI 360 may request additional information related to the application.

# **EVALUATION PROCESS**

All interested applicants that meet the eligibility criteria above are invited to submit project applications responding to the requirements, terms, and selection criteria of this RFA, in English or Russian, based on the application form and required attachments from the application package (see the Application Form) by February 23, 2022 (18:00 Bishkek Time).

Upon receipt, the AC Project will review all applications for conformity to project eligibility and evaluation criteria described in the table below. Incomplete or late applications will be considered non-responsive and ineligible for consideration. Applications are confidential and will be treated as such.

Upon receipt, AC staff will review all applications for conformity to project eligibility and evaluation criteria described in the table below. Incomplete or late applications will be considered non-responsive and ineligible for consideration. Applications are confidential and will be treated as such. An independent Review Committee, consisting of independent experts, representatives of AC and/or other donors active in Kyrgyzstan, will be created to review the applications.

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| **Evaluation Criteria** | **Weight**  |
| **Technical Approach**Project Design* Activities are consistent with the goals of the grant program.
* The application includes sufficient detail about how project activities will be

carried out.* The application provides a reasonable timeline for the implementation of

activities.* Proposed activities are likely to produce measurable results.
* The application includes sufficient detail about how the implementer will

establish cooperation with other CSOs and government stakeholders.* The project will establish a practice or approach that can be replicated by other municipalities, groups or institutions.
* The proposed activities will reach a significant number of constituents/beneficiaries.
* The project will mainstream gender equity and social inclusion (GESI) issues

through project activities. | 45 points |
| Sustainability* How likely is it that the benefits of the project and/or its activities will continue after the life of the grant?
 | 5 points |
| Organizations’ capacity * Applicant has sufficient capacity to manage the project/grant and to achieve

the goals of the advocacy grant program.* Applicant has sufficient staff (full-time; part-time; associates) and volunteers

to complete the proposed activities.* Applicant has sufficient skills, expertise and experience to implement the

proposed activities including:* expertise in solid waste management improvement at the regional level through strengthening citizen participation
* ability to communicate and build effective networking with various community members and organizations.
* experience implementing activities related to the area of intervention described in the RFA for which the applicant is applying ability to reach a broad range of stakeholders at national, regional and local levels
* relevant past assignments, including list of research and public reports
* ability to work online, conducting training\workshops online if needed
* experience in grant management/ availability of a policy for issuing small grants.
 | 35 points |
| **Budget** (see additional budget requirements below)* Cost Effectiveness (costs have been reasonably set in the budget and are the most economical amount to allow attaining the project objectives).
* Budget summary, detailed budget and budget notes included.
* Proposed costs reflect a clear understanding of the requirements stated in this RFA;
* Proposed prices are reasonable in comparison with prices with the independent cost estimate.
* Proposed planned costs ensure optimal delivery of the proposed activities.
* A detailed line-item budget, budget narrative, and supporting documentation that clearly describe how the budgeted amounts are calculated must support the applicant’s budget.
 | 15 points |
| **TOTAL** | **100 points** |

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## Pre-Award Requirements

The Review Committee-recommended finalist to implement the project will need to then pass a pre-award assessment process in order to receive funding. The AC Project will then select the organization with the highest overall scores and greatest capacity to serve as AC grantee. All final selections will be contingent upon USAID approval.

# **SUBMISSION INSTRUCTIONS**

Applications may be submitted in English or Russian:

* + - 1. **Electronically** by email (with scanned attachments of all required forms and materials stated in the Application Form) to: info.dlcpa@fhi360.org

All applications must be submitted by February 23, 2022. Proposals could be sent electronically and will receive a confirmation email from FHI 360/AC.

Note: English language version of the RFA will be the controlling version.  English will be the controlling language of any grants and any supporting award documents.

# **TERMS AND CONDITIONS**

As a USAID-funded project, AC is required to follow the provisions of the United States Foreign Assistance Act and other United States Government laws and regulations. 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.

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>

**A. Activities that will not be considered for funding**

* Activities related to the promotion of specific political parties;
* Reconstruction or building rehabilitation projects that are not accompanied by plans for wide community use and maintenance;
* Distribution of emergency/humanitarian assistance or funds;
* Religious events or activities that promote a particular faith;
* For-profit business activities that benefit a small select group, rather than providing increased opportunities to the larger community;
* Unrelated operational expenses.

**B. Prohibited Goods and Services**

Under no circumstances shall the recipient procure any of the following under this award, as these items are excluded by the Foreign Assistance Act and other legislation which govern USAID funding:

* Military equipment;
* Surveillance equipment;
* Commodities and services for support of police or other law enforcement activities;
* Abortion equipment and services;
* Luxury goods and gambling equipment;
* Weather modification equipment.

**C. Restricted Goods**

The following costs are restricted by USAID (primarily due to higher-level restrictions imposed by U.S. regulatory bodies or through specific legislation) and require prior approval from FHI 360 and USAID:

* Agricultural commodities;
* Motor vehicles;
* Pharmaceuticals;
* Pesticides;
* Fertilizer;
* Used equipment; and
* U.S. Government-owned excess property.

**D. Grant Agreement**

A fixed amount award grant agreement will include the approved final project description, milestone payment schedule, reporting requirements and relevant provisions. Once executed it is a legally binding agreement between FHI 360 and the recipient CSO. Once the grant agreement is signed, it cannot be modified without prior written approval from FHI 360.

**E. Grant Disbursement and Financial Management**

Recipients of funds under this grant will need to open a separate bank account before any funds are transferred from FHI 360. The grants will be disbursed in KGS and transferred only through bank transactions.

**F. Reporting**

A description of reporting requirements will be included in the grant agreement. The types of reporting required, along with the schedule of reporting, will be provided.

## **DISCLAIMERS**

1. FHI 360 may cancel this solicitation and not award.
2. FHI 360 may reject any or all responses received.
3. Issuance of solicitation does not constitute award commitment by FHI 360.
4. FHI 360 will not compensate offeror for responses to solicitation.
5. FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions.
6. FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation’s activities.
7. FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
8. FHI 360 will be contacting all offerors to confirm the contact person, address, and that a bid was submitted for this solicitation.
9. FHI 360 also reserves the right to reject any or all proposals received without explanation.
10. FHI 360 has the right to issue amendments to the RFA at any time.

### Withdrawals of Proposals

Applicant may withdraw proposals by written notice via email received at any time before award. Proposals 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 proposal before award.

### Right to Select/Reject

FHI 360 reserves the right to select and negotiate with those organization it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability.  FHI 360 also reserves the right to reject any or all proposals received without explanation.

### RFA Not an Offer

This RFA represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 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 FHI 360 in accordance with the terms and conditions contained in such agreement.

### Discussions and Award

FHI 360 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.  FHI 360 reserves the right to exclude from further consideration any proposal 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.

### Proposal Validity Date

All information submitted in connection with this RFA will be 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 your organization is awarded the contract, all information in the RFA and negotiation process is contractually binding.

### Offer Verification

FHI 360 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 FHI 360 determines that an applicant has provide false statements in the proposal, FHI 360 may reject the proposal without further consideration.