1/23/2017

VIA ELECTRONIC MAIL

Subject: Request for Applications - Small Grants under Farmer-to-Farmer Special Program
            Support Project, Cooperative Agreement No. AIDOAA-13-00053

To Whom It May Concern:

Enclosed please find the Request for Applications (RFA) to implement a Farmer-to-Farmer (F2F) Small Grant Project.

Per ADS Chapter 321.3.2, awards under the attached RFA will be reserved for Minority Serving organizations (MSOs). The definition of MSO as it pertains to this competition is presented in the RFA's definitions and Eligibility Information, but generally refers to organizations that serve or are owned by socially disadvantaged groups.

Each Small Grant will be issued as a Fixed Amount Award (FAA) by the Farmer-to-Farmer Special Program Support Project (SPSP) with the Volunteers for Economic Growth Alliance (VEGA) and will be limited to a maximum of $150,000 per grant over a period of no more than one year.

All funding is contingent upon the availability of funds. VEGA expects to award up to four (4) grants under this RFA, but reserves the right to fund any or none of the applications submitted. VEGA also reserves the right to make additional award(s) under this RFA at a later date if funding becomes available and applications warrant.

Grant funds awarded under this RFA are intended for fielding and supporting volunteers only. Please feel free to share this announcement with other parties. Any questions concerning this RFA should be addressed via email by February 15, 2017 to the VEGA Competition Manager at: **F2F@vegaalliance.org**

Absolutely no telephone calls will be accepted regarding this RFA.

Concept Papers, Technical Proposals and Cost Proposals should be submitted by e-mail as separate attachments, addressed to:

Competition Manager
Email Address: **F2F@vegaalliance.org**

Thank you for your consideration of this USAID initiative.

Sincerely,

Laura Alexander and Leia D'Amboise
Competition Managers

Enclosure: Request for Applications

REQUEST FOR APPLICATIONS

Farmer-to-Farmer Special Program Support Project Small Grants Program

**A USAID program established by
USAID Bureau for Food Security
Farmer-to-Farmer Program**

Grant program Administered by:

**Volunteers for Economic Growth Alliance (VEGA)
734 15th Street NW
11th Floor
Washington D.C., 20005
Email: F2F@vegaalliance.org**

RFA No. 2017-1
Table of Contents:

I.   Award Information

1. *Planned Award*

VEGA expects to make up to four (4) awards as a result of this Request for Applications. Awards will be made as Fixed Amount Awards (FAA). Award amount will not exceed $150,000 per award.

2. *Anticipated Start Date*

VEGA anticipates making grant awards as a result of this RFA on or about May 12, 2017. VEGA may, at its discretion, issue awards after this date.

3. *Period of Performance*

Grants will be awarded to fund programs implemented over no more than 12 months. Grant funded activities must be completed within this time period.

II.   Eligibility Information

The USAID Farmer-to-Farmer program encourages applications from new partners to increase the diversity, innovation and effectiveness of program implementation.

1. *Eligible Entities*

U.S. based entities eligible to receive U.S. federal grant awards under this RFA include: non-profits, for profit firms, cooperatives, colleges and universities. In addition, applicants must meet all criteria below:

- NOT implementing a core F2F program (as prime) or PDP under SPSP at time of award
- IS a US-based organization
- IS a Minority Serving Organization according to the definition below

Applications from organizations that do not meet all eligibility criteria listed above will not be evaluated.

Please note, implementing organizations that are sub-awardees to current core F2F implementers are eligible under this RFA. Implementing organizations that were small grantees or PDP implementers during the FY09-FY13 phase of the F2F program are eligible for small grants under this RFA. Current implementers of the VEGA F2F small grants are eligible for grants under this RFA, but the current grant must be concluded before a new award is issued. U.S.-based entities may work with non-U.S.-based partners to implement F2F small grants. All proposed partnerships must be clearly identified in the grant application.

2. *Definition of Minority Serving Organizations*

Minority Serving Organizations are those that serve or are owned by socially or economically disadvantaged groups. To qualify as an MSO for the purposes of this RFA, at the time of the application, organizations must demonstrate that they meet **at least one** of the criteria below:

- Be certified as a socially disadvantaged organization under Section 8(a) of the Small Business Act[1]

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[1] https://www.sba.gov/contracting/government-contracting-programs/8a-business-development-program

- Have a board of directors or similar governing body with more than 50% membership from the following presumed socially disadvantaged groups as defined under Section 8(a) of the small Business Act[2]:
    - Black Americans
    - Hispanic Americans
    - Native Americans
    - Asian Pacific Americans
    - Subcontinent Asian American
- Meet USAID's definition of a Minority Serving Institution, which include Historically Black Colleges and Universities, Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and Asian American and Native American Pacific Islander Serving Institutions (AANAPISIs)

Applicants must include information in their Concept Papers that justifies their organization's status as an MSO as defined above. Organizations that do not provide sufficient justification may be considered ineligible. VEGA will follow up with any applicant whose documentation is not sufficient to demonstrate MSO status, but acceptable documentation must be provided by the Applicant within two business days of being contacted by VEGA.

III. Funding Opportunity Description

1. Definitions, Roles and Acronyms

Applicant or Eligible Applicant – U.S.-based organizations, educational facilities, training institutions, university researchers, research institutions, non-governmental organizations, independent for-profit firms, or contracting firms which meet the definition of Minority Serving Organization (below) are eligible for small grants under this RFA. Please see Section II for detailed Eligibility Information.

Automated Directive System (ADS) – The ADS details USAID policies, procedures, and regulations, which apply to all USAID funded assistance agreements and contracts. These documents are referenced in this RFA and apply where specified. They may be found on USAID's website: www.usaid.gov. USAID often issues policy changes or interim guidance pending ADS updating by means of Acquisition & Assistance Policy Directives (AAPDs). Where these documents pertain to assistance and subcontracting, via grants, they apply as well.

Leverage – Significant resource mobilization from sources other than USAID. In the case of public-private alliances, USAID seeks the mobilization of resources of other actors on a 1:1 or greater basis. Resources may include funds, in-kind contributions, and intellectual property. (ADS Chapters 200-203) For purposes of calculating the value of leveraged resources, volunteer time is valued at $470 per day for all Farmer-to-Farmer volunteers.

Minority Serving Organization (MSO) – For the purpose of this RFA, Minority Serving Organizations include both Minority Serving Institutions (MSI's, defined as Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities) and other organizations that are controlled by or represent a socially disadvantaged group. Please refer to Section II for detailed Eligibility Information.

Office of Management and Budget (OMB) – The U.S. Congress, through OMB Budget, controls all policies and procedures for grant-making by any of the U. S. Government agencies, including USAID.

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[2] https://www.sba.gov/contracting/government-contracting-programs/8a-business-development-program/eligibility-requirements/social-disadvantage-eligibility

OMB Circulars are referenced in this manual and they apply wherever specified, specifically those found on USAID's web site, http://www.usaid.gov/policy/ads/omb.html. Legislation for USAID grants is online: http://www.access.gpo.gov/nara/cfr/waisidx_03/22cfr226_03.html.

Proposal Evaluation Committee (PEC) – The PEC will be convened by VEGA with membership consisting of three independent technical specialists and development experts. The PEC will review and evaluate applications using the Selection Criteria described in the RFA. Applications are chosen for further negotiations based on technical and cost considerations and on how well the described activities can be expected to achieve the results desired by USAID foreign assistance programs, as described on pages 5-7 of this RFA.

Recipient (VEGA) – The U.S.-based non-government organization which holds a cooperative agreement from the USAID Bureau for Food Security to support international agricultural volunteer programs and is responsible for managing sub-awards under F2F SPSP.

Request for Applications (RFA) – The document used by VEGA for advertising competitive assistance programs. It is also the mechanism for satisfying the requirements for public notice of these programs. An RFA is issued when VEGA intends to support a specific type of activity or methodology in support of strategic objectives. The RFA contains eligibility and qualification requirements, a general description of the program and range of activities, evaluation criteria, and other relevant information.

Sub-recipient – An organization awarded a F2F Special Program Support Project (SPSP) grant by VEGA.

Volunteer – An individual who provides technical assistance under a volunteer program, receiving no direct salary from the assignment.

2. *Application and Submission Information*

Date of Issuance: January 23, 2017

Due Date for RFA questions: 6 PM EST February 15, 2017

Due Date for Concept Papers: 6 PM EST March 6, 2017

Concept Papers Selected for Advancement to Full Application Phase: March 20, 2017

Due Date for Full Applications: 6 PM EDT May 5, 2017

Note: Questions and applications must be sent via e-mail to F2F@vegaalliance.org. Application documents sent by Fax will NOT be accepted. All technical questions must be submitted in writing via e-mail by the specified due date and will NOT be accepted by telephone or fax at any time. VEGA will confirm receipt.

Answers to questions submitted during the Q&A period and recordings of public information sessions about this RFA will be posted to farmer-to-farmer.org/spsp-work-us/new-opportunities.

VEGA, with funding from the United States Agency for International Development (USAID), is seeking applications from parties interested in a Farmer-to-Farmer Special Program Support Project (SPSP) Small Grant.

This RFA will be conducted in two phases:
- Phase I: Competitive Concept Paper
- Phase II: Collaborative Development of Full Application

Each applicant shall initially provide VEGA with a Concept Paper. **Only one Concept Paper per organization will be accepted.** Each Concept Paper shall be competitively evaluated against the pre-

determined evaluation criteria. Applicants with the highest scoring Concept Papers will be invited to collaboratively develop Full Applications with VEGA under this RFA (Please see Section IV for additional information about how VEGA will support the development of Full Applications). It is anticipated that four Concept Paper Applicants will be selected to develop Full Applications. Note: being invited to develop a Full Application is not a guarantee of funding. Applicants must meet all Full Application requirements (described in Section III Part 8) and address all weaknesses, deficiencies, and uncertainties identified in the competitive Concept Paper phase before they can receive an award.

VEGA reserves the option to request that applicants who are not invited to submit Full Applications extend the period of validity of their Concept Papers by up to one year to facilitate consideration for later awards. Unsuccessful applicants will be notified in a timely manner and provided written feedback.

VEGA expects to award up to four (4) small grants under this RFA, depending on the availability of funds and applications received. Grants will be awarded only to qualified and responsible applicants that have the skills, institutional mandate, and experience necessary to implement the program within the terms set forth in this RFA. The value of each F2F small grant project will be a maximum of $150,000 for the life of the grant award. Projects may be up to one year in duration, but shorter periods of performance are acceptable.

Small grants will be made as Fixed Amount Awards (FAAs) using the USAID ADS 303.3.25 procedures. It is USAID's policy not to award profit under grants. However, all reasonable, allocable, and allowable direct expenses, which are related to Grant agreement activities and are in accordance with applicable U.S. Government cost standards (provided during negotiations with successful candidates), may be considered as a basis for determining the Fixed Amount for milestone completion under the agreement.

VEGA reserves the right not to make any awards under this RFA or to make an additional award(s) under this RFA at a later date up to one year after the closing date for applications, if funding becomes available and applications warrant. Issuance of this RFA does not constitute an award commitment on the part of VEGA or USAID, nor does it commit either entity to pay for costs incurred in the submission of an application. VEGA reserves the right to reject any and all applications, or to award a grant without further discussion or negotiations if it is considered to be in the best interests of VEGA and USAID.

3. Introduction

The Farmer-to-Farmer Program was first authorized by the U.S. Congress in 1985 to provide for the transfer of knowledge and expertise from U.S. agricultural producers and businesses on a voluntary basis to middle-income countries and emerging democracies. The U.S. Congress authorizes the F2F program through the Farm Bill, designating it the "John Ogonowski and Doug Bereuter F2F Program" in honor of one of the pilots killed September 11, 2001 and of former Congressman Bereuter, who initially sponsored the program. For more information on the worldwide Farmer-to-Farmer program, please see www. farmer-to-farmer.org.

Program evaluations have consistently found that the F2F Programs provide high quality technical assistance services from volunteers. Over the years, the F2F Program has evolved, placing increased emphasis on economic impact and obtaining measurable results by concentrating volunteer assignments in specific geographical areas, commodity programs, and service sectors. New programs go beyond simply placing individual volunteers and focus rather on development of specific market chains for which overall impact can be evaluated. Programs build institutions and transfer technology and management expertise to link farmers with markets that exploit comparative advantages in production, processing, and marketing. Volunteers typically work with medium and small agro-enterprises, cooperatives, individual producers, technical agencies, universities, and financial institutions.

VEGA implements a portion of the F2F program called the Special Program Support Project (SPSP). Under SPSP, VEGA contributes to meeting overall F2F Program objectives by awarding grants to qualified U.S.-based organizations to implement small scale F2F projects using voluntary U.S. technical assistance for agricultural development programs in developing countries and emerging democracies.

Applicants responding to this RFA should propose F2F Small Grant Projects address the development objectives described above using the F2F approach (described in part 4 of this section).
In addition, applicants are encouraged to demonstrate how their concept papers and proposals tie into larger US Government development strategies, including but not limited to those listed below:

a) Feed the Future Initiative (FtF): https://www.feedthefuture.gov/
b) USAID Country Strategies: https://www.usaid.gov/results-and-data/planning/country-strategies-cdcs
c) USAID Agriculture Strategy: https://www.usaid.gov/what-we-do/agriculture-and-food-security
d) The U.S. Farm Bill: The U.S. Farm Bill authorizes the F2F Program to assist developing countries, middle-income countries, and emerging markets in increasing farm production and farmer incomes. The Farm Bill mandates that F2F:

- Assist in the achievement of increased food production and distribution, and improved effectiveness of the farming and marketing operations of agricultural producers.
- Assist in the improvement of agricultural and agribusiness operations, including improving animal care and health, field crop cultivation, fruit and vegetable growing, livestock operations, food processing and packaging, farm credit, marketing, inputs, and agricultural extension; and
- Strengthen cooperatives and other agricultural groups.

4. *Farmer-to Farmer Approach*

While applicants are encouraged to propose projects that utilize their unique expertise to pursue overall F2F program objectives, concept papers and proposals should also incorporate the global F2F approach. The F2F approach is briefly described below, and full information is available in A Farmer-to-Farmer Program Manual of Good Practices (http://farmer-to-farmer.org/resources/2016-f2f-good-practices-manual).

F2F Volunteers share their knowledge to increase productivity, improve trade and competitiveness; and develop market opportunities. Programs are very diverse but in general they should increase farmer income and enterprise profitability; increase institutional capacities; improve financial services; or improve natural and environmental resource management.

The F2F program approach emphasizes projects that offer the greatest potential for expanded economic impact on small and medium scale producers. It is an effective, low cost program that blends two goals: providing people-to-people level exchanges and enhancing sustainable economic and social development. The success of the F2F program depends on two key steps: first, identifying and structuring good volunteer overseas assignments, and second, identifying the right volunteers to respond to the needs of the hosts/customers/clients.

F2F programs are managed by implementing organizations, such as U.S. organizations that receive grants from VEGA. An implementing organization may work through a local "partner" in the target country, i.e. an institution, project or program through which the implementing organization works to plan and implement activities with host organizations. The host organizations are the local beneficiary institutions or individuals receiving assistance from one or more F2F volunteers. In general, F2F host organizations should be groups of smallholder farmers or small agribusinesses that do not have access to technical assistance or investment from other sources. However, applicants may propose working with other host organizations, such as trade or business associations, local government offices, cooperatives, or public or

private service providers. Program beneficiaries are rural people, who may be (or be affiliated with) hosts, receive goods and services from them, or market agricultural products to them.

5. Small Grants Program Description

The objectives of the F2F Small Grant projects are to test innovative approaches to use U.S. based volunteers overseas in the food and agriculture sector, to draw from non-traditional sources of U.S. volunteers and to *allow new U.S. based organizations that are not currently implementing core or PDP F2F cooperative agreements to participate in the FY2014-FY2018 F2F Program.* Knowledge generated from these small projects should benefit the overall F2F Program.

Examples of possible program innovations include, but are not limited to:

- **New implementer:** an organization that is not currently implementing a core F2F program
- **New type of host organizations:** host organizations that do not typically receive volunteers or those that represent underserved populations;
- **New development objective:** volunteer assignments that are in line with the F2F approach but target development objectives that are not typically addressed with volunteers;
- **New use of volunteers:** creating non-traditional volunteer postings, such as longer-term placements or sending volunteers in teams;
- **New sources of volunteers**: recruiting from a specific community or technical specialty not previously tapped for F2F.

Because the Small Grant Program is designed to encourage and test innovation, Small Grants Projects have flexibility to incorporate new approaches and implementation strategies. However, projects should work within the F2F approach described above, focusing on agricultural activities that improve food security and economic development though safe, impactful and enjoyable volunteer assignments. In particular, Applicants should be sensitive to the following aspects that are common to most F2F activities:

1. **Demand-driven** – volunteers work with hosts to assist them in activities that the hosts have identified and desired, rather than implementing a program motivated or conceived by the F2F implementing organization.

2. **Focused on technical assistance or advisory services** – F2F funds should be used exclusively for the recruitment, placement, and support of volunteers to provide technical assistance or advisory services. Equipment, supplies, and operating costs for host organizations cannot be covered by F2F funds. Please note, implementers may use F2F funds for limited support of technical assistance and advisory services, such as covering the costs of demonstrations and presentation materials.

3. **Align with other USG strategies or programs in the target country** – Evidence of alignment with USAID or other USG development activities in a country will be supportive of Concept Papers and Full Applications. USAID mission concurrence is required for award of the Small Grant.

Proposed projects must be in F2F eligible countries, as listed in Annex C. Please refer to Eligibility Information in Section II for additional information. Applicants are encouraged to explore opportunities for leveraging funding of volunteer programs through volunteer co-financing or other innovative ways of programming volunteers. However, applicants should demonstrate that F2F funds will be used exclusively on new volunteer activities and will neither duplicate nor offset administrative costs of activities that have existing sources of funding.

The Small Grants Program aims to provide opportunities and support to organizations that have not implemented USAID or F2F programs in the past. Accordingly, VEGA will support and advise Awardees

as they implement their program making communication critical to the success of Small Grant projects. In addition to implementing all planned activities and providing sound grant administration (including financial management), Awardees should also plan to meet Small Grant reporting requirements, which will include a monthly update to VEGA, at least four milestone reports, and a final project report. Please see Section V and Annex D for more information about reporting requirements for Small Grant awards. Applicants might also find the 'Working with USAID' trainings available at https://www.usaid.gov/work-usaid/get-grant-or-contract/trainings-how-work-usaid helpful as they prepare their applications.

6. Application Requirements and Selection Criteria
Competition under this RFA will be conducted in two phases:
- Phase I: Competitive Concept Paper
- Phase II: Collaborative Development of Full Application

Each applicant shall submit a Concept Paper to VEGA. **Only one Concept Paper per organization will be accepted.** VEGA will convene an evaluation committee to competitively evaluate and rank Concept Papers according to the criteria outlined below. Applicants with the highest scored Concept Papers will be invited to develop Full Applications. VEGA will support the development of all Full Applications as described in Section IV Part 3. Please refer to Section IV for additional information about the application review process.

All Concept Papers and Full Applications must meet eligibility criteria (See Section II) and the requirements outlined below. Submissions that do not meet the eligibility criteria or requirements will not be evaluated. In addition, Full Applications must address all weaknesses, deficiencies, and uncertainties identified in the competitive Concept Paper phase.

Please Note: Proposed small grant activities should not overlap or duplicate existing F2F activities (listed in Annex C). Proposed activities may complement existing activities provided the Applicant demonstrates coordination with the existing project. Applicants proposing to work in countries with existing F2F projects will be required to obtain a no-objection statement from the existing project at the Full Application phase.

Phase I: Concept Papers

The first phase of the Application is a Concept Paper, the purpose of which is to outline the proposed project, demonstrate need and demand for proposed activities, and establish the Applicant's capacity to successfully develop a Full Application, negotiate and sign an award, and implement a safe and effective international volunteer-sending program. Each Applicant may submit only one Concept Paper, and Applicants should adhere to the formatting and content requirements below in preparing Concept Papers. To be considered, Concept Papers must demonstrate conformity with these criteria as well as the eligibility criteria set forth in Section II of this RFA. Concept Papers that do not include all required information or received from organizations that do not meet the eligibility criteria will not be evaluated.

Concept Paper Requirements:

1. All Concept Paper submissions must include:

    a. Cover page – maximum 1 page

    b. Concept Description– maximum 5 pages

    c. Three Past Performance References – no page limit, see Annex E

    d. Annex 1: Budget Summary

     e.   Annex 2: Key Personnel Resumes – limit two pages per resume

     f.   Full Budget – based on Annex G, submitted as separate Microsoft Excel file

2. All information shall be presented in the English language.

3. Documents shall be single spaced with an 11 point font (Arial or Times New Roman) and one-inch margins. Tables may use smaller fonts and margins, but they must be easily readable. The Concept Paper (other than the summary budget) should be submitted as a Microsoft Word or PDF file.

4. Submissions must be made via e-mail to F2F@vegaalliance.org.

Contents of Concept Paper Submissions:

1. Cover Page (1 page):
- Organization Name
- Organization Business Status (non-profit, for profit, PVO etc.)
- Contact Name (authorized negotiator)
- Contact Email address
- Contact telephone and fax number
- Complete business mailing address
- MSO Qualification (certified under Section 8(a) of Small Business Act, majority presumed socially disadvantaged management, or MSI – see Section III for additional information)

2. Concept Description (5 pages maximum):
Concept Papers must follow the outline below. To facilitate review, Applicants should organize their Concept Papers in the same order and with the same headings. Applicants should refer carefully to the Concept Paper evaluation criteria below and include relevant information in each section.

     a.   Project Overview and Description of Problem/Demand

     b.   Objective(s) and Proposed Activities

     c.   Sources and Management of U.S. Volunteers

     d.   Grant Administration

3. Past Performance References (no page limit, see Annex E):

Applicants must provide three (3) recent past performance references, including all information specified on the template in Annex E. References should have knowledge of the Applicant's performance implementing similar or related programs during the ten years before the application. Reference information must include the project location; source and amount of funding; award numbers if available; a brief description of work performed; and points of contact with current email addresses and telephone numbers. Applicants should communicate with listed References in advance to ensure they are willing to share information about the project with VEGA.

4. Annex 1: Budget Summary

Applicants must insert the budget summary worksheet from the separate Excel budget into the Word or PDF Application document as Annex 1.

5. Annex 2: Key Personnel Resumes

Applicants must provide, at a minimum, the resume of the proposed Project Director. Up to two additional resumes of proposed staff may also be included. Each resume shall be no more than two pages.

6. Full Budget:

Applicants should submit a Budget following the template in Annex G. The Budget must be submitted as separate a MS Excel file. The ceiling for USAID's contribution is $150,000. The budget should be realistic for the proposed activities and demonstrate cost-effective use (in terms of volunteer days) of USAID funds.

Applicants who have a USAID Negotiated Indirect Cost Rate Agreement (NICRA) may include that rate in their budgets. Applicants who have never received a NICRA may elect to charge a de minimis rate of 10% of modified total direct costs[3].

Exclusions – Because of the short duration of the grant, USAID will not fund capital expenditures such as durable goods and other large equipment purchases which have a shelf life more than one year and/or an acquisition cost exceeding $5,000.

Concept Paper Evaluation Criteria:

Concept Papers will be evaluated in accordance with the Evaluation Criteria set forth below. The evaluation criteria serve to A) identify the significant issues which applicants should address in their Concept Papers; and B) set the standard against which all applications will be evaluated.

The following evaluation factors and maximum scores will be used to evaluate all Concept Papers. The members of the PEC will score each Concept Paper, and those with the highest cumulative scores will be invited to submit a Full Application.

1. **10 points – Project Overview and Description of Problem**

   Successful Concept Papers will include a succinct summary of a project that will meet a specific development need through short-term volunteer assignments. The development need will be clearly explained and substantiated, and it will be clear that volunteer technical assistance is an appropriate solution. There will be evidence of local demand for the project, and the outcome(s) of the project at the end of the grant period will be specific.

2. **30 points – Objective (s) and Proposed Activities**

   Successful Concept Papers will include a clear and convincing model for how volunteer technical assistance will address the identified development need. Objectives of the project will be specific, measurable, and achievable within one year and $150,000. Objectives will also be tied to specific activities that can logically be expected to lead to the achievement of those objectives. Details on the kind of volunteer assistance that will be provided, number of volunteer assignments, length of volunteer assignments, and location of volunteer assignments should be included.

   Concept papers should include information about a committed local collaborator: a person or organization located in the target country that desires and is willing to support the proposed activities. The concept paper should describe the collaborator's background and its anticipated roles and responsibilities on the project. The Concept Paper should also describe the process that would be used to identify and select host organizations, taking host interest and needs into account. Evaluators will consider whether the proposed activities are feasible and appropriate for F2F.

3. **30 points – Sources and Management of U.S. Volunteers**

   Successful Concept Papers will include evidence that the applicant has the capacity to field safe, impactful and enjoyable volunteer assignments. Applicants should describe their experience and capacity to recruit volunteers and provide in-country support to volunteers while they are in the

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[3] Modified total direct cost means all direct salaries and wages, applicable fringe benefits, materials and supplies, service, travel, and up to the first $25,000 of each subaward. See CFR 200.68 for full definition.

field. Applicants should describe how they plan to develop scopes of work, insure volunteers, handle safety and security, and provide translation services when necessary.

4. **30 points – Grant Administration**

Successful concept papers will include evidence that the Applicant has staff and administrative systems in place to successfully implement a Small Grant project and meet all award requirements. Evaluators will consider staff experience and availability, quality of financial and administrative policies and systems, potential to meet all reporting requirements, the feasibility of meeting stated objectives within funding limitations, and the Applicant's previous experience managing similar programs. Evaluators will also consider whether the proposed budget is cost-effective and realistic.

Phase II: Full Applications

Applicants with the most qualified Concept Papers will be invited to submit Full Applications. VEGA will assist with refining Full Application components as described in section IV. The Full Application should build on information provided in the Concept Paper, addressing any questions raised by the PEC, providing more details about the proposed project, and providing evidence of the Applicant's ability to administer the award. Full Applications should be prepared according to the requirements listed below.

Full Applications are due May 5, 2017. Applicants who are unable to complete Full Application requirements by this date may be removed from consideration.

Full Application Requirements

1. All information shall be presented in the English language.

2. All documents must be submitted in Word or PDF file; with the exception of the proposed project budget which must be submitted in an Excel file.

3. The Full Applications will consist of the following:

    a. Cover Page – maximum 1 page

    b. Project Description – maximum 10 pages

    c. Revised Budget – submitted as an Excel file, conforms to the template provided by VEGA

    d. Budget narrative – no page limit

    e. Project Milestones

    f. Local USAID Mission Concurrence

    g. No-objection from F2F core or PDP implementer in target country (if applicable)

    h. Required Representations and Certifications

    i. Draft Safety and Security Policies

    j. Branding Strategy and Marking Plan

4. Full Applications shall be submitted via email to F2F@vegaalliance.org.

Full Application Outline

1. **Cover Page (1 page):**

- Organization Name
- Organization Business Status (non-profit, for profit, PVO etc.)
- DUNS Number (required at time of award)
- Tax Identification Number (TIN)
- Contact Name (authorized negotiator)
- Contact Email address
- Contact telephone and fax number
- Complete business mailing address
- Active Sam.gov Registry (Y/N) (required at time of award)

2. Project Description (10 pages maximum)

Full Applications must include a project description with the following information in the following outline. The project description should build on the information provided with the Concept Paper, addressing many of the same questions with additional evidence and specificity.

a) <u>Overview and Description of Problem</u>
- Brief summary of project
- Description and evidence of the problem.
- Key problems/constraints to be addressed by the project and why.
- Opportunities for outcomes and impact that alleviate the problem.
- Specific and measurable expected results of the project.

b) <u>Objectives and Proposed Activities</u>
- Specific, achievable project objectives and activities.
- Logical link between project objectives and activities expected results; consider including a logical framework.
- How project aligns with USAID or other USG development activities (USAID Mission concurrence is required).
- Key partners (if any) and their roles; include a description of each partner and their interest and capacity to participate in the project.
- Evidence of local demand for volunteer technical assistance.
- Target hosts; specify the number and type of expected hosts, identify criteria that will be used to select hosts and who will be responsible; provide an illustrative list of hosts with brief descriptions; describe how host interest and need will be taken into account in selection.
- Number of planned volunteer assignments and the type of each assignment; if possible, include an illustrative list of assignments and potential volunteers.
- Whether there are beneficiaries other than the host organizations; who are these beneficiaries, how will project activities affect them, and how many will be assisted under the project.
- Impact and expected benefits to beneficiaries.

c) <u>Sources and Management of U.S. Volunteers</u>
- Detailed explanation of volunteer recruitment, including sources of volunteers, process of recruitment, who will handle recruitment, and the Applicant's capacity to recruit volunteers who have never volunteered with F2F, female and minority volunteers.
- Detailed explanation of scope of work development, including who will develop the SOWs.
- Support services that will be provided to volunteers on assignment and how these services will be managed.

d) <u>Grant Administration</u>

- How will the Applicant comply with the terms and conditions of the award (technical, cost controls, reporting, and administrative requirements).
- Summary of staff and organization's experience and availability related to the administration of the award.
- Explanation of how reporting requirements will be met.
- Identify roles of key personnel. Key personnel must include, at a minimum, the small grant project manager, but may include up to two additional staff. Include resumes for all key personnel.

3. **Budget and Budget Narrative**

VEGA will provide all Applicants selected to participate in Phase II of the RFA with a MS Excel budget template that includes a Summary Budget and a Detailed Budget. In addition to submitting a firm fixed price budget using the template provided, Applicants must also submit corresponding Budget Notes, which explain in detail how each line item in the Detailed Budget was calculated and justification of cost estimates. The Budget Summary should be included in the Full Application document AND the Budget must be submitted as separate a MS Excel file. The ceiling cost for USAID's contribution is $150,000.

Please note: F2F SPSP grantees will be required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to purchase U.S. flag air carrier service for all air travel funded by the U.S. Government, except as provided in CFR §§301-10.136 and 301-10.137. Detailed information about the Fly America requirement can be found here.

Exclusions – Because of the short duration of the grant, USAID will not fund capital expenditures such as durable goods and other large equipment purchases which have a shelf life more than one year and/or an acquisition cost exceeding $5,000.

4. **Project Milestones**

Payments under FAAs are based on the achievement of pre-determined Milestones. Milestones are linked to objectively verifiable products, tasks, deliverables, or goals. Proposed Milestones must be submitted with the Full Application using the template below. Budgets must include a schedule for Milestone Payments, using the template below. Consider linking Milestone Payments to completion of key project deliverables and proposed targets for the four (4) core Farmer-to-Farmer indicators:

Volunteers fielded
Host institutions assisted
Persons trained
Persons directly assisted

Milestones should be set quarterly or more frequently. Applicants are permitted include Work Plan approval as the first Milestone. Applicants are required to have approval of their final report be part of their final Milestone. The final Milestone must be linked to a payment of at least $10,000.

Milestone template:

Milestone #	Milestone Description	Date Expected to be Completed (MM/YYYY)	Amount of Payment	Method of Verification for Milestone

EXAMPLE	2 volunteers fielded, 2 host institutions assisted, 20 persons trained, 100 persons directly assisted	08/2016	$25,000	Copies of plan tickets, copy of register for farmers who attended workshops, letter from institutions who participated/collaborated in workshop

5. **Key Personnel**

Please provide resumes for at least one but no more than three key personnel, as named in the technical application. This should include the director/manager/coordinator positions in the U.S. and target countries, or others as needed. Please limit resumes to a maximum of two (2) pages each. Resumes should include a summary paragraph, employment history, and education applicable to the role and skills needed for the position for which the person is being proposed. Successful grantees must inform VEGA of any change in key personnel that takes place during the project implementation.

6. **Local USAID Mission Concurrence**

Although USAID Missions do not need to approve or contribute resources to F2F Small Grant projects, it is important that they be aware of and agree to the proposal. Concurrence ensures that proposed activities are appropriate within the development and security context of the country. USAID F2F staff will contact the relevant Mission to obtain their concurrence, which is required before the Applicant may receive an award.

7. **No-objection Statement from F2F Core or PDP Implementer**

Applicants are responsible for contacting and obtaining a no-objection statement from any F2F core or PDP implementer that has existing activities in the proposed target country. Existing F2F projects are listed in Annex C. An email from the contact person listed or other authorized organization representative stating that they have no objection to the proposed project is sufficient.

8. **Representations and Certifications**

Representations and certifications applicable to this RFA are located online at http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf in a document entitled: Certifications, Assurances and Other Representations of the Recipient and Solicitation Standard Provisions. A copy of that document signed as appropriate must be included with the application for a grant. It includes the Certification Regarding Terrorist Financing. Note that some of the certifications have a dollar threshold before being applicable, such as the Narcotics Offenses and Drug Trafficking; others apply only if certain types of funding apply.

9. **Safety and Security Policies**

Safety and security are important considerations for any organization that implements international development programs. It is especially important for volunteer-sending programs since many volunteers have limited international experience or inadequate familiarity with their host countries. Applicants must submit Volunteer Safety and Security policies, which outline how organizations will mitigate potential threats to volunteer safety and security, including pre-departure volunteer information, in-country travel policies, health policies, personal safety and theft policies, accommodation policies, and natural or environmental hazard injury prevention policies. Guidelines for developing safety and security policies are available to assist organizations that do not have existing policies in place.

10. **Branding Strategy and Marking Plan**

It is a Federal statutory and regulatory requirement that all overseas programs, projects, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity. See Section 641, Foreign Assistance Act of 1961, as amended, 22CFR 226.91.

VEGA will provide a Branding Strategy and Marking Plan Template to Applicants that are selected to submit Full Applications. The Branding Strategy will include: the official name of the project; how the USAID, Farmer-to-Farmer, VEGA, and implementer logos and visual identity will be positioned in

communication and advertising; how the project will be promoted and communicated; and identification of all donors and explanation of how they will be acknowledged. The Marking Plan will detail the public communications, commodities, and program materials intended to visibly bear the USAID Identity. For additional information about writing Branding Strategies and Marking Plans, please review ADS 303.3.6.3.f, available online at http://www.usaid.gov/policy/ads/300/.

IV. Application Review Information

1. Application Review Process

VEGA will review all Concept Papers and submit only those that meet the RFA eligibility criteria and contain all required contents to a three person external Proposal Evaluation Committee (PEC). VEGA will also contact all performance references submitted and provide feedback to the PEC with other application materials for consideration in scoring. The PEC will review compliant Concept Papers and 1) identify which are worth further consideration on a pass/fail basis, and 2) use the evaluation criteria and scoring rubric in Section I, Part 7 to rank passing applications and identify weaknesses, deficiencies, and uncertainties.

VEGA will invite the top ranking Applicants to submit Full Applications, and VEGA will assist with refining Application components as described below. Prior to issuing Awards, VEGA will assess each Applicant to ensure that it practices mutually agreed upon methods of accountability for funds and other assets acquired as a result of the grant funding. Consideration shall be given to such matters as integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources. VEGA will also conduct a risk assessment to determine if the organization has the ability to effectively manage the FAA and if any special reporting requirements need to be included in the Award. VEGA will make the final determination on which organizations receive an award, with concurrence from USAID. Awards will be made only to responsible applicants whose applications meet the stated goals of this program and offer the best value with technical, cost and other factors considered.

The Budget will be evaluated by VEGA, for cost realism and reasonableness, in accordance with the U.S. Government's applicable cost principles. VEGA reserves the right to negotiate programmatic, cost, and other elements of proposals before making final funding decisions.

2. Proposal Evaluation Committee

A Proposal Evaluation Committee (PEC) will be constituted by VEGA, composed of personnel with technical expertise in agriculture, food security and volunteer based technical assistance. Committee members will be independent professionals. Each compliant Concept Paper will be evaluated in accordance with the evaluation criteria set forth above, with a report of selection recommendations made by the designated PEC. VEGA will confirm and obtain USAID approval of the recommendations.

3. Full Application Collaboration with VEGA

VEGA will collaborate with each Applicant who is invited to submit a Full Application. This collaboration is intended to ensure that Applicants understand feedback from the Evaluation Committee and Full Application requirements. Forms of collaboration are expected to include:

- Answering questions about Full Application requirements described in Section III

- Reviewing and commenting on draft Full Application materials

- Advising on Farmer-to-Farmer best practices and how to address weaknesses, deficiencies, and uncertainties identified by the Evaluation Committee

- Interpreting USAID rules and regulations

Although VEGA will provide guidance, feedback, and comments, Applicants are solely responsible for the final content of their Full Applications. VEGA will NOT create or heavily edit Application documents.

V. Award and Administration Information

1. Pre-award process

Prior to award, VEGA will request additional clarification, documentation, and certifications in line with USAID rules and regulations from Apparently Successful Applicants. Successful applicants will be awarded a Fixed Amount Award (FAA) and will be expected to submit a detailed implementation work plan within no more than 45 days from date of grant signing. Additional documents that must be submitted prior to award will include, but not limited to:

- VEGA Pre-Award Risk Assessment
- Human resources, accounting, and travel policies
- Most recent audited financial statement or most recent tax form with three years of financial records
- NICRA letter, if applicable
- Volunteer liability waiver
- Volunteer background check policy

2. Grant Mechanism

Grants will be awarded according to the criteria and procedures outlined in this RFA. VEGA will utilize the Fixed Amount Award Format, i.e., a grant procedure set forth in USAID ADS 303.3.25 and paid on a firm fixed price, **milestone-reimbursement basis**.

Milestones, with indicators for accomplishment, are negotiated based on grant Budgets, and established during the grant application and agreement negotiations stage. Grantees should propose payments against milestones in their Full Applications. **VEGA will not advance funds**.

3. Policies and Procedures

Awards will be administered in accordance with USAID ADS 303 policies and procedures. Awards to U.S. organizations will be administered in accordance with 22 CFR Part 226, the applicable OMB Circulars, other applicable USAID Policies and Procedures, and (as required) USAID Standard Provisions. To find these regulations and policies see the web sites below. If applicants are not able to access these documents via the web, they can request copies from VEGA.

22 CFR 226 – http://www.access.gpo.gov/nara/cfr/waisidx_03/22cfr226_03.html

OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

http://www.whitehouse.gov/omb/circulars_a110

OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (06/26/2007) – http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

4. *Work plan and reporting requirements*

VEGA seeks to reduce reporting and bureaucratic processes to the minimum and to retain flexibility in the operation of the small grants. However, oversight, learning and sound management require regular reporting and monitoring of performance and impacts. The following reporting will be required of all successful applicants. In addition, VEGA reserves the right to include additional reporting requirements based on the findings of the pre-award risk assessment conducted by VEGA. Applicants are advised to review these requirements and associated Annexes carefully to budget sufficient staff level of effort:

Implementation work plan – This report will be due within 30 days after signing the FAA. The work plan must describe the name of the host organization(s), volunteer assignments, number of days the volunteer will invest in country, timeline, and expected outcomes.

Volunteer Scopes of Work – The scope of work for each volunteer assignment must be sent to VEGA for review and concurrence before any volunteers travel overseas. Please see the attached Annex F for the format in which the grantee must submit information regarding the SOW prior to the assignment.

Monthly Updates – Brief updates must be submitted on the fifth business day of each month and include a brief update on Small Grant Project activities and volunteer assignments, as well as any problems encountered and solutions to these problems. VEGA will provide grantees with a simple template for monthly updates, which will be the required format.

M&E Reporting – The Farmer-to-Farmer standard indicators, as outlined in Annex D, must be submitted with each Milestone Report and with the Final Report, which is due 30 days after the end date of the award.

PERSUAP Reports – The grantee shall submit any volunteer SOWs which fall under the Pesticides Evaluation Report and Safe User Action Plan (PERSUAP) requirements to the local Mission point of contact, with VEGA and USAID/Washington copied on the email. Additionally, the grantee must complete the PERSUAP tables found in Annex B on or before October 5 and April 5 and in the Final Report. Please see Annex B for more information on PERUSAP requirements.

Volunteer Background Checks – Per GAO 2015 recommendations, the small grantee is required to conduct a reference check on each volunteer. Each background check must include, at a minimum:

- Confirming that the volunteer does not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury or the United Nations Security designation list. All potential volunteers are screened against these and other watch lists and this provision is included in all sub-agreements, including sub-awards and contracts issued under the F2F award.
- Two reference checks on all potential first time F2F volunteers in addition to other required screening and carries out reference checks on all repeat F2F volunteers with regard to prior F2F assignments, and additional external references if no F2F assignments have been completed within the past 24 months.

- Immediately informing the USAID AOR of any negative F2F volunteer performance or behavior and providing information on such performance or behavior experiences to other F2F implementing organizations when contacted for reference checks on potential volunteers.

Milestone Reports – These reports must be submitted when requesting payment from VEGA. Required contents include:

1. Brief work plan status update
2. Milestone description
3. Verification evidence that the milestone was reached
4. Project activities
5. Public outreach summary
6. Activities to achieve the next milestone and anticipated completion date
7. Milestone Report Annexes:
   a. Indicator tables (1, 2, and 4 as specified in Annex D)
   b. Volunteer scope(s) of work (for the period)
   c. Volunteer report(s) after the field assignment (for the period)

Final Report – This report will be due 30 days after the closing date of project. The report will contain all important findings and/or results from the project and final budget reconciliation figures. The report must include:

1. Descriptive title, author(s) name and contact information, award number, date of publication;
2. Summary of activities and comparison to work plan
3. Lesson learned and recommendations
4. Success story
5. Final indicator tables (1, 2, and 4 as specified in Annex D)

Annexes

Annex A: Functions and Activities Typically Required in a Farmer-to-Farmer Volunteer Program

a) Sector analysis and planning: The Applicant shall ensure adequate analysis and planning to guide implementation of the F2F program.

b) Selecting partners: The Applicant shall identify any key partners with which it intends to work to accomplish objectives of the proposed F2F Program. Applicants are not required, or necessarily encouraged, to work with or through partners. Still, partners with in-country capabilities may assist the Applicant in the development and implementation of the country F2F program and project strategies and plans. Such partners can be public or private agencies and can include trade associations, NGOs, commercial firms, projects, government departments and programs (e.g., Peace Corps) or educational institutions. Partners are commonly involved in providing goods and/or services to agricultural producers or agribusinesses. The clients of such partners are often the public and private sector organizations that are potential hosts for volunteers. Roles of partners vary, but commonly include serving as: a) local representative for the F2F program implementer; b) retailer of volunteer services; c) link to clients (hosts); or d) technical backstop.

In some cases, volunteers may work with partners to strengthen the partner's own capacity to provide goods and services to their clients (in which case the partner is also the "host" organization). Generally, good partners will help to see that the specific knowledge or skills that volunteers bring to a host organization are spread more widely to benefit the sector.

c) Selecting hosts: The Applicant shall establish systems necessary to identify appropriate hosts with which it will work to implement the proposed F2F Program. The hosts are organizations or individuals that request volunteer services and work directly with the volunteers. Host organizations commonly include private businesses, community groups, trade or business associations, local government offices, cooperatives, or public or private service providers (inputs, credit, information, marketing, processing, storage, etc.). Hosts may be the ultimate beneficiaries (typically small farmers) that the proposed F2F Program is designed to assist, but may also be intermediaries (service providers, agribusinesses, etc) whose improved operations benefit the target populations.

The ability of host organizations to absorb, utilize, and disseminate information provided by volunteers is a critical consideration in determining the impact of a volunteer's assignment. Host organizations should be involved early on in developing the F2F program strategies and plans. They should also, where possible, contribute to the costs of fielding volunteers and facilitate an assessment of the impact of the volunteer's efforts. The impacts of a volunteer program are primarily a function of what host organizations do as a result of the information and training provided by volunteers.

d) Development of assignments: The Applicant shall establish systems to develop scopes of work (SOW) that describe services required by host organizations and identify the skills and experience volunteers will need for the assignment. SOWs may also include background on the sub-sector and host project. The SOW identifies the results anticipated from the assignment. The SOW may also identify complementary inputs expected to be forthcoming from the host and other partners.

SOWs translate program and project plans into specified tasks for volunteers. Ideally, there should be a high degree of participation by host organizations in the preparation of SOWs. The SOWs document the understandings reached among the parties involved, namely the host organization, any partners,

and the proposed F2F program implementer. The clearer the SOW can be in terms of specifying who, what, where, when, why, and how, the easier it will be to recruit for the volunteer assignment, guide the volunteer once on the job, and finally assess the success of the volunteer assignment. The process of approving a SOW also clarifies the roles of the proposed implementing agency, the volunteer(s), any partners, and the hosts in making the assignment a success. Ideally, individual volunteers work with farmers and target beneficiaries to develop personal relationships and mutual understanding. Often effective assignments require volunteers to work with agribusinesses, financial institutions, or government institutions that benefit the target group. In such assignments it is desirable for volunteers to have some exposure and interaction with farmers and other beneficiaries at the field level.

e) Volunteer recruitment: The Applicant shall establish systems for identifying and recruiting volunteers to provide services as per defined SOWs. The success of any given assignment is largely a function of the quality of the volunteer. Building institutional capacity or influencing overall sub-sector development typically requires the aggregate efforts of a series of effective volunteers working in tandem with local partners and other development programs. The Applicant may require an extensive database of potential volunteers and/or develop linkages with farm, professional, cooperative, agribusinesses, university, and trade groups to assist in identifying and recruiting volunteers. F2F Program experience has indicated that many Americans are interested in serving as volunteers and – with a well-developed recruitment system – recruitment is generally not a problem, except for very specialized technical assignments.

The Applicant's F2F Program shall support services of U.S. volunteers (U.S. citizens and permanent residents); non-U.S. volunteers shall not be used, unless prior approval is obtained from the USAID AOR for any unique situation requiring such use of non-U.S. volunteers.

f) Volunteer orientation: The Applicant shall establish systems for appropriate volunteer orientation, including information about travel, health and security issues, other logistics and support, the country, and the organizations and individuals with whom the volunteer will work, as well as the specific tasks of the assignment. The orientation process begins as part of volunteer recruitment and extends through the initial days of their arrival in the host country. The more informed volunteers are about what they are getting themselves into, the better equipped they will be to make their assignment successful both for the host as well as for themselves.

g) Volunteer logistics and support: The Applicant shall establish systems to ensure that volunteers are provided with adequate logistical and technical support to provide efficient and effective services to hosts. The logistics and support services greatly impact the effectiveness of volunteers. Logistical support includes transport, housing, translators, secretarial assistance, compensation arrangements, and other services. Technical support includes information, links to local technology programs, teaching aids, and equipment. Volunteers that are appropriately supported will have more time to focus on their assignments and will develop a better understanding of the host's operating environment and constraints. Technical support can help volunteers adapt their technical knowledge and skills to local conditions and develop appropriate linkages to local technical support institutions. Such support is particularly important given the relatively short duration of many volunteer assignments. The Applicant shall provide adequate medical and evacuation insurance, vaccination and health briefings, in-country security and other support to ensure safety and wellbeing of volunteers.

F2F SPSP grantees will be required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. flag air carrier service for all air travel funded by the U.S. Government, except as provided in CFR §§301-10.136 and 301-10.137. Detailed information about this Fly America requirement can be found here:

http://www.gsa.gov/portal/content/103191?utm_source=OGP&utm_medium=print-radio&utm_term=openskies&utm_campaign=shortcuts

h) Complementary support to hosts: The Applicant shall consider needs and make appropriate arrangements, as far as is possible, to ensure that complementary services (e.g., financial services, equipment and infrastructure, input supply, marketing, and processing arrangements, etc.) are available to enable hosts to make use of volunteers' recommendations. Complementary support services represent the range of resources available to enable host organizations to operate effectively, including such things as financial services (especially), equipment and infrastructure, input supply, database services (e.g. marketing and pricing information), marketing, and processing arrangements. These services are generally not within the scope of an individual volunteer assignment, but volunteers' recommendations often implicitly or explicitly require a host to draw on such resources to implement recommendations. Thus, while a volunteer may complete his/her assignment satisfactorily without such services, their availability varies according to the environment in which the host operates and they are often critical determinants of the level of impact from a volunteer assignment. F2F programs with limited budgets are not likely to be able to provide complementary support to hosts, but may be able to facilitate access to such services from other programs.

i) Project staffing: The Applicant shall assign adequate staff and staff support resources for efficient and effective implementation of the volunteer program, including the planning, implementation, and monitoring and evaluation of the F2F program.

j) Volunteer outreach activities: The Applicant shall establish systems to encourage and maximize the amount and impact of outreach activities carried out by returned volunteers. Outreach encompasses the full set of activities designed to inform both the general public and particular interested parties of the character and accomplishments of the F2F program. Outreach has three principle benefits: 1) educating the public on global development issues and market opportunities; 2) building public support for international development efforts; and 3) recruiting new volunteers.

Annex B: Other Critical Implementation Requirements

The Applicant shall plan and implement the proposed F2F Program with attention to planned and unplanned results and impacts, including especially as may relate to USAID policy issues of importance to the F2F programs. Implementation issues requiring special attention by the Applicant include those discussed below.

a) Gender: The Applicant shall provide systematic consideration of gender issues and impacts in the F2F program and shall seek to promote gender equity.

b) Environment: The Applicant shall ensure systematic consideration of the implications of the proposed F2F Program activities on environmental and natural resources and should seek to mitigate any adverse impacts. USAID environmental guidelines for applicants implementing F2F programs will be provided. The Applicant shall exercise special care in any activities involving pesticides or genetically modified organisms (GMOs).

In the case of agriculture, development may be completely dependent on natural resources and potentially deplete them or degrade environmental resources. A healthy environment and the sustainable use of natural resources are essential to long-term economic growth. All U.S. government financed programs, including the F2F program, are obligated to comply with U.S. environmental regulations stipulating that the environment is to be safeguarded from adverse consequences in the implementation of all program activities. USAID's environmental guidelines require programs that it funds to:

- Ensure that the environmental consequences of USAID-financed activities are identified and considered by USAID and the host country prior to a final decision to proceed and that appropriate environmental safeguards are adopted;
- Assist developing countries to strengthen their capabilities to appreciate and effectively evaluate the potential environmental effects of proposed development strategies and projects, and to select, implement, and manage effective environmental programs;
- Identify impacts resulting from USAID's actions upon the environment, including those aspects of the biosphere which are the common and cultural heritage of all mankind; and
- Define environmental limiting factors that constrain development and identify and carry out activities that assist in restoring the renewable resource base on which sustained development depends.

The Initial Environmental Evaluation (IEE) completed by USAID for the F2F Program made a Recommended Threshold Determination of a Negative Determination with Conditions. The majority of F2F Program activities qualify for Categorical Exclusion under 22CFR216.2(c):

- per 22 CFR 216.2(c)(2)(i) for activities limited to education, technical assistance or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.)
- per 22 CFR 216.2(c)(2)(iii) for activities limited to the performance of analyses, studies, academic or research workshops and meetings.
- per 22 CFR 216.2(c)(2)(v) for activities limited to document and information transfers.
- per 22 CFR 216.2(c)(2)(xiv) for activities limited to studies, projects or programs intended to develop the capability of proposed countries to engage in development planning, except to the extent designed to result in activities directly affecting the environment

However, even though the F2F program will be essentially training and advisory activities with no direct effect on the environment, the subject of the training or advice may involve use of pesticides. While there will be no procurement or physical use of pesticides, the training in how to decide when to use them and how to use them safely can be seen as constituting a "use." This requires that some environmental safeguards be put in place on any involvement with pesticide use. The same holds true for any involvement with genetically modified organisms (GMOs), which are politically sensitive in some countries and which present some environmental dangers.

The Applicant shall ensure that no pesticides are provided, used, or sold under the program. Any pesticide-related training shall be in an IPM context and emphasize training on safe use of pesticides. Training and recommendations for use shall be in an IPM context where pesticide use is the last resort. The focus of the training shall be on IPM and the environmentally responsible and safe use of pesticides when they are needed. The Applicant shall ensure this caveat is included as a standard element in briefing materials provided to all volunteers prior to their traveling.

No genetically modified organisms shall be provided, used or sold. Only the benefits and disadvantages of GMOs shall be discussed during any training. If research, provision, use or recommendation for use of a GMO is subsequently planned, it shall first be submitted to USAID for clearance by the USAID bio-safety committee and subsequently the information flowing from the USAID bio-safety committee shall be used as the basis for an amendment to this IEE to make a final determination whether such GMO may be researched, provided, used, or recommended for use. This IEE amendment must be approved in writing by the EGAT Bureau Environmental Officer prior to a final decision or expenditure of funds to research, provide, use or recommend the use of a GMO.

Given the sensitivity of both the use of pesticides and the use of GMOs, the Applicant shall ensure that the following specific conditions are applied in its proposed F2F Program:

- The syllabus for each training event shall be reviewed and approved by the Mission environmental officer and/or the USAID AOR.
- A representative from USAID (preferably the Mission) should attend the training sessions to the extent possible.
- If any specific pesticides are to be used, procured or recommended for use, the USAID Pesticide Procedures (§216.3(b) must be followed. An amended IEE shall be prepared prior to the training and must include a separate section evaluating the risks and benefits of the proposed use. The 12 factors outlined in Section 216.3(b) shall be analyzed in that evaluation. This evaluation is known as a Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP).
- If the training includes recommendation for use of Genetically Modified Organisms (GMOs), a Biosafety Analysis shall be required and an amendment to this IEE shall be prepared. The extent of such an analysis will depend on the type of activity proposed and the current status of acceptance of the GMO.
- If the activity will have a significant adverse effect on the environment, based on the analysis in an amended IEE, a full Environmental Assessment shall be required.
- The Applicant shall familiarize all staff with the summary "*F2F Program Environmental and Natural Resources Management Guidelines for Implementing Partners*" (http://farmer-to-farmer.org/resources/farmer-farmer-environmental-and-natural-resource-management-issues) and F2F guidelines for volunteers (http://farmer-to-farmer.org/resources/environmental-guidelines-farmer-farmer-volunteers).

The Applicant shall ensure that volunteers consider the potential environmental consequences of their work and promote active environmental stewardship. All local laws regarding pesticide or GMO

regulation shall be respected. Any variation to these principles must be preceded by USAID approval of an amended IEE. If, during implementation, activities are considered other than those described above as the basis for the categorical exclusions, the Applicant shall inform the USAID AOR and request approval for an amended IEE before proceeding with such activities.

The training of applicators, vendors, decision makers, and farmers will improve IPM decision making and reduce pesticide misuse, thus benefiting the agricultural areas. The eventual effect on the environment is expected to be highly beneficial as trained host institutions and individuals are likely to make better decisions regarding pest management technologies and, when pesticides are used, they will be used in a safe and environmentally responsible manner.

c) Restricted sub-sectors and activities: The Applicant shall not support F2F Program activities that are restricted by USG policies and restrictions. USAID policies and regulations restrict support for certain activities involving: tobacco production and processing; African oil palm production or processing; degradation or conversion of tropical forests; agricultural products in surplus on world markets; assistance to activities or projects of Communist countries; assistance to military, police or prisons; luxury goods; alcoholic beverage production or marketing; export of U.S. jobs, relocation of U.S. businesses or restrictions on internationally recognized workers' rights; or production of agricultural products that compete with U.S. products in international markets. Activities involving support for any host projects that might involve support to such sub-sectors, products, or activities shall be discussed with USAID before initiating or making any commitments to work with hosts on such activities. The Applicant shall obtain prior approval from the USAID through the Contractor in Annual Work Plans or activity-specific approval prior to undertaking work on any activities involving these products and sub-sectors.

USAID will not support the growth of tobacco as a cash crop, nor will it support agribusiness activities contributing to tobacco production, promotion, and use. In countries in which tobacco is a major cash crop and an important source of income for low-income farmers, USAID may work with local agricultural interests to identify crops that are economic alternatives to tobacco and may support the introduction or expansion of these alternative crops.

d) Programmatic Pesticide Evaluation Report-Safe Use Action Plan (PERSUAP) Compliance:
The Programmatic Pesticide Evaluation Report-Safe Use Action Plan (PERSUAP) provides F2F volunteers with a list of active ingredients that they may use and recommend (including recommending the active ingredient, providing advice on procurement, storage, mixing, application, and disposal, and conducting training using these active ingredients as examples). Refer to the Programmatic PERUSAP document (http://pdf.usaid.gov/pdf_docs/PA00K2BJ.pdf) for a complete explanation of PERUSAP and compliance requirements.

The following guidance and standard language should be used in all program reports. *Each F2F Semi-Annual and Annual report should include a PERSUAP annex, noting compliance with the F2F PERSUAP guidelines.* This annex should include:

I. PERSUAP Implementation Experience – F2F Assignments:

Over the period covered by this report, the project has had experience in implementing the F2F PERSUAP, as reflected in the PERSUAP table below. This table lists all Type 1, 2, and relevant Type 4 volunteer SOWs that have been completed during the reporting period. Summaries of the volunteer assignment with a general description of activities with pesticides, key findings and recommendations on limitations/successes of F2F PERSUAP, and any recommendations to F2F for additional support needed to improve pest and pesticide management practices are found in the attachment summarizing

volunteer assignments during the reporting period. All assignments not listed in this table are Type 3 assignments or Type 4 assignments that fall within the Type 3 category.

PERSUAP Reporting Table

Assignment (Trip) Number	Volunteer Name	Country	Country F2F Project	PERSUAP Assignment Type	Work Directly with USAID Mission or Mission-funded Project (Type 4) – Check for Yes	Training Syllabus Sent to F2F AOR/ Mission Environmental Officer (Type 1) – Check for Yes	Training Attended by USAID (Type 1) – Check for Yes
Counts:							

Regional program, country program, or country project area assignments or SOWs in IPM and pesticide safer use: The following volunteer SOWs in IPM and pesticide safer use were undertaken for the F2F regional program, country program, or country project area as a whole. These differ from the individual assignments addressing pesticide use with specific hosts, which should be included in the table above.

(none or list)

Needs for a PERSUAP amendment: The following needs for a PERSUAP amendment to add pesticides were identified during the reporting period.

(None or list)

II.   Certifications of assignment and office compliance with PERSUAP guidelines:

A. PERSUAP Compliance – F2F Assignments
This certifies that all volunteers have received the F2F Environmental Brochure. For all PERSUAP Type 1, 2 and relevant Type 4 SOWs, and further certifies the following have been provided to and developed by the relevant volunteers:

	Type 1 SOWs[2]	Type 2 SOWs[2]
Provided to Volunteer	• F2F PERSUAP with Attachments A - H • SUAP briefing with F2F field staff • Implementing Partner F2F PERSUAP Questionnaire • List of any IPM practices and any tools, forms, protocols, plans from previous volunteers • Host country list of approved pesticides • Approved pesticide list from any other applicable PERSUAPs	• F2F PERSUAP with Attachments B, C, F, H • SUAP briefing with F2F field staff • Implementing Partner F2F PERSUAP Questionnaire • List of IPM practices from previous volunteers
Developed/ Provided by Volunteer	• Syllabus for training event • Material Safety Data Sheets (filed in field office) • Any pesticides that the F2F program should be able to recommend/use which are included on an approved list • Limitations/successes of F2F PERSUAP • Recommendations for additional support on pesticide management practices • Recommendations/feedback on local IPM practices • Highly Toxic Pesticides (Attachment E)/poor pesticide practices witnessed • Tools, forms, protocols, plans for implementation of pesticide-related recommendations	• Limitations/successes of F2F PERSUAP • Recommendations for additional support on pesticide management practices • Recommendations/feedback on local IPM practices

B. PERSUAP Compliance – F2F Offices

This certifies that all F2F staff have reviewed the F2F Environmental Brochure for staff the fiscal year and that the following have been updated and kept on file:

	Home Office	Field Office
Documents Updated and on File	• F2F Environmental Brochure for staff • PERSUAP with Attachments A-I • Any USAID Mission- or sector-wide PERSUAP(s) for relevant country/sector	• F2F Environmental Brochure for staff • PERSUAP with Attachments A-I • USAID Mission- or sector-wide PERSUAP(s) for relevant country/sector • Host country list of approved pesticides3 • Implementing partner F2F PERSUAP Questionnaire, with any volunteer additions • Material Safety Data Sheets for relevant pesticides4 • Tools, forms, protocols, plans developed by volunteers

Annex C: Eligible F2F Countries and Existing F2F Programs

Eligible Countries by Region

F2F Focus Region	Feed the Future Core Countries	Feed the Future Aligned Countries	Other Countries
Caribbean & African Regions			
Caribbean Basin	Guatemala, Haiti, Honduras	Dominican Republic	Belize, Costa Rica, Dominica, El Salvador, Grenada, Guyana, Jamaica, Nicaragua, Panama, St. Lucia, St. Vincent and the Grenadines
East Africa	Ethiopia Kenya, Rwanda, Tanzania, Uganda		Comoros, Djibouti, Republic of the Congo, Sychelles, Sudan
Southern Africa	Malawi, Mozambique, Zambia	Zimbabwe	Angola, Botswana, Lesotho, Madagascar, Mauritius, Namibia, South Africa, Swaziland
West Africa	Ghana, Mali, Senegal, Liberia	Nigeria	Guinea, Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Cote d'Ivoire, Equatorial Guinea, Gabon, Guinea-Bissau, Mauritania, Niger, Sao Tome and Principe, Sierra Leone, Togo

F2F Focus Region	Feed the Future Core Countries	Feed the Future Aligned Countries	Other Countries
Non-Caribbean & African Regions			
Asia	Cambodia, Nepal	East Timor, Indonesia, Timor-Leste	Burma, India, Mongolia, Philippines, Sri Lanka, Vietnam
Middle East & North Africa		Egypt, Lebanon, West Bank and Gaza	Jordan, Morocco
Europe, Caucasus & Central Asia	Tajikistan	Georgia, Kosovo, Kyrgyz Republic, Serbia, Ukraine	Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Kazakhstan, Moldova, Turkmenistan, Uzbekistan
Latin America			Brazil, Colombia, Ecuador, Mexico, Paraguay, Peru

Existing F2F Programs

Country	Implementer	Contact	Program Type
Angola	CNFA	Daney Jackson, djackson@cnfa.org	Core country program
Armenia	ACDI/VOCA	Eric Wallace, ewallace@acdivoca.org	Core country program
Bangladesh	Winrock International	Jen Snow, jsnow@winrock.org	Core country program
Burma	Winrock International	Jen Snow, jsnow@winrock.org	Core country program
Colombia	Purdue University	Emma Charlebois, charlebois@purdue.edu	VEGA SPSP PDP
Democratic Republic of Congo	ACDI/VOCA	Eric Wallace, ewallace@acdivoca.org	Core country program
Dominican Republic	Partners of the Americas	Peggy Carlson, pcarlson@partners.net	Core country program
Egypt	Land O'Lakes	Lauren Ruth, leruth@landolakes.com	Core country program
Ethiopia	Catholic Relief Services	Bruce White, bruce.white@crs.org	Core country program
Georgia	ACDI/VOCA	Eric Wallace, ewallace@acdivoca.org	Core country program

Country	Implementer	Contact	Program Type
Ghana	ACDI/VOCA	Eric Wallace, ewallace@acdivoca.org	Core country program
Ghana	International Executive Service Corps	Kayla Sainato, ksainato@iesc.org	VEGA SPSP PDP
Guatemala	Partners of the Americas	Peggy Carlson, pcarlson@partners.net	Core country program
Guinea	Winrock International	Jen Snow, jsnow@winrock.org	Core country program
Haiti	Partners of the Americas	Peggy Carlson, pcarlson@partners.net	Core country program
India	Florida A&M University	Harriett Paul, harriett.paul@famu.edu	VEGA SPSP small grant
Jamaica	Florida Association for Volunteer Action in the Caribbean and Americas	Demian Pasquarelli, demian@favaca.org	VEGA SPSP PDP
Kenya	Catholic Relief Services	Bruce White, bruce.white@crs.org	Core country program
Kosovo	Engineers without Borders	Kevin Andrezejewski, kevin.andrezejewski@ewb-usa.org	VEGA SPSP small grant
Kyrgyzstan	ACDI/VOCA	Eric Wallace, ewallace@acdivoca.org	Core country program
Lebanon	Land O'Lakes	Lauren Ruth, leruth@landolakes.com	Core country program
Liberia	ACDI/VOCA	Eric Wallace, ewallace@acdivoca.org	Core country program
Malawi	CNFA	Daney Jackson, djackson@cnfa.org	Core country program
Madagascar	NCBA CLUSA	Virginia Bunker, vbunker@ncba.coop	VEGA SPSP small grant
Mali	Browse and Grass Growers	Judy Moses, jmoses@pacer.org	VEGA SPSP small grant
Mozambique	CNFA	Daney Jackson, djackson@cnfa.org	Core country program
Nepal	Winrock International	Jen Snow, jsnow@winrock.org	Core country program
Nicaragua	Partners of the Americas	Peggy Carlson, pcarlson@partners.net	Core country program
Nigeria	Winrock International	Jen Snow, jsnow@winrock.org	Core country program
Senegal	ACDI/VOCA	Eric Wallace, ewallace@acdivoca.org	Core country program
Senegal	Winrock International	Jen Snow, jsnow@winrock.org	Core country program
Sierra Leone	Catholic Relief Services	Bruce White, bruce.white@crs.org	Core country program
Tajikistan	ACDI/VOCA	Eric Wallace, ewallace@acdivoca.org	Core country program
Tanzania	Catholic Relief Services	Bruce White, bruce.white@crs.org	Core country program
Uganda	Catholic Relief Services	Bruce White, bruce.white@crs.org	Core country program

Annex D: Required Indicators

Standard Farmer-to-Farmer indicators are reported in four tables. Small grant recipients are <u>only required to report on indicators highlighted in yellow.</u>

Table 1

Farmer-to-Farmer Program Standard Indicator Reporting Tables
Table 1: Volunteer and Assignment Data

Assignment (Trip) Number	Name	Sex	State of Residence	Occupation Category	Race/Ethnicity	Prior F2F Service	Number of Scopes of Work	Type of Volunteer Assistance	Type of Commodity Chain	Country	Country F2F Project	Scope of Work Start Date	Scope of Work End Date	Number of Volunteer Days	Value of Volunteer Time Leveraged on Assignment (U.S.$)	Estimated Value of Host Contribution (U.S.$)	Number of Persons Trained — Male	Female	Total	Number of Persons Directly Assisted — Male	Female	Total	Number of Volunteer Recommendations Made — Economic	Organizational	Environmental	Financial	Total	Host(s)
Fiscal Year	2014																											
U-F-1	Erin Baize	F	AZ	N	W/N	N	1	T	A	Faminestan	Aquaculture	9/24/2013	10/9/2013	17	$7,990	$657	62	38	100	70	51	121	3	2	1	0	6	Watershed Conservancy (WC)
U-F-2a	Gary Alex	M	IL	G	W/N	Y	3	T	T	Faminestan	AET	10/12/2013	10/23/2013	12	$5,640	$400	15	32	47	211	228	439	6	0	0	0	6	Faminestan Farmers Federation
U-F-2b	Gary Alex									Faminestan	Rural Finance	10/24/2013	10/31/2013	8	$3,760	$65	3	1	4	3	1	4	2	1	0	0	3	Yousaree Financial Services
U-F-2c	Gary Alex									Faminestan	Legumes	11/1/2013	11/8/2013	8	$3,760	$200	27	15	42	116	87	203	1	4	0	0	5	National Producers Korporation (N-P-K)
U-F-3	Erin Baize	F	AZ	N	W/N	N	1	T	T	Faminestan	Horticulture	12/1/2013	12/20/2013	20	$9,400	$0	0	0	0	54	31	85	2	0	2	0	4	Faminestan Farmers Federation
Counts:		3	3	3	3	3	5	3	3	5	5			Totals: 65	$30,550	$1,322	107	86	193	454	398	852	14	7	3	-	24	5

Table 2

Farmer-to-Farmer Program Standard Indicator Reporting Tables
Table 2: Host Data (Baseline)

Host	Country	Country F2F Project	Date of Baseline Assessment	Host Gender	Institution Type	Potential Beneficiaries — Members/Owners	Employees	Clients & Suppliers	Family Members	Total	Economic Indicators — Area of Potential Production Influence (ha)	Annual Gross Sales (Revenue) (US$)	Annual Net Income (US$)	Environmental Indicator — Area Potentially under Improved Environmental/ Natural Resource Management (ha)	Financial Services Indicators — Annual Value of Rural/ Agricultural Lending (US$)	Number of Rural/ Agricultural Loans Issued Annually	Organizational Indicator — ODI Rating
Fiscal Year																	
Watershed Conservancy (WC)	Faminestan	Aquaculture	9/24/2013	F	N	1	74	3	385	463	6,000	500	3,033	6,000	-	-	2.3
Yousaree Financial Services	Faminestan	Rural Finance	9/30/2013	G	R	1	6	150	780	937	-	-	600	-	10,000	10	1.7
Count:	2	2	Total:			2	80	153	1,165	1,400	6,000	$ 500	$ 3,633	6,000	$ 10,000	10	2.0

Table 3

Small grant recipients are not required to submit any indicators from Table 3

Table 4

Farmer-to-Farmer Program Standard Indicator Reporting Tables							
Table 4: Outreach and Leverage							
Implementing Partner Name	Fiscal Year	Number of Press Releases	Number of Media Events	Number of Group Presentations	Total Number of Outreach Activities	Value of Resources Leveraged by Grantee and Volunteers in the U.S. (U.S.$)	
USAID/Faminestan	FY15	284	68	493	845	$	387,098
USAID/Faminestan	FY14	237	99	29	365	$	245,050
Total To-Date (Date):		521	167	522	1,210	$	632,148

Annex E: Past Performance Review Template[4]

Past Performance References

	Reference 1	Reference 2	Reference 3
Project Name			
Reference Number			
Client/Funder			
Project Location			
Project Value (USD)			
Contract Type			
Was Applicant a Prime or Subcontractor?[5]			
Term of Performance			
Reference Contact (Name, Title, Email Address, Phone Number)			
Description of Project			

---

[4] Applicants may submit Past Performance References in an alternative format as long as the information listed on this template is provided.

[5] Indicate Prime if the Applicant was the recipient named in the funding agreement and responsible to the funder for the project's success; Indicate Subcontractor if the Applicant was contributing to a project for which another person or organization was the recipient named in the funding agreement and responsible to the funder for the project's success.

Annex F: VEGA Farmer-to-Farmer Illustrative Volunteer SOW

USAID-Funded
John Ogonowski and Doug Bereuter Farmer-to-Farmer Program
[Name of Project]

Request for Technical Assistance
Scope of Work

Assignment Title:
Assignment Number:

Executive Summary: *Provide a 2-3 paragraph abstract of the assignment. This should include a <u>brief statement of problem(s) to be addressed during the volunteer assignment,</u> and <u>skills required of the volunteer</u>. Additional/longer information can be included in the Background or Host Information sections below.*

Background: *Include information to explain the context of the assignment and orient volunteers about the assignment.*

Host Information: *The host is the <u>direct recipient</u> of F2F assistance. If there are multiple hosts, provide information for each host to be assisted under the SOW. Information should include, at a minimum:*
- *Host name*
- *Address and contact information*
- *Host gender (refer to Standard Indicator: Output 10: Number of Host Organizations Assisted to define Host Gender)*
- *Host type (refer to Standard Indicator: Output 10: Number of Host Organizations Assisted to define Host Type)*
- *Whether the host is new under the project*

Host Organization Profile: *Provide additional information about the host, such as history of the organization, size, capabilities, assets, etc. The greater the detail, the better as a well-developed SOW can aid volunteer recruitment, orientation, and data collection. <u>Provide only information applicable to this assignment</u>.*

<u>Assignment Information</u>

Type of Volunteer Assistance Choose an item.
Indicate which category of assistance (standard F2F indicators) the volunteer will spend the majority of his or her time supporting. (Administrative, Business/Enterprise Development, Environmental Conservation, Financial Services, Organizational Development, Technology Transfer)

Number of Volunteer Experts Requested:
The number of volunteers required to complete the assignment.

Expertise of Volunteer Experts Requested:
Describe in as much detail as possible the technical and training skills needed by the volunteer to fulfill the assignment objectives. Information needed includes minimum requirements, professional affiliations, specific experience or skills, etc.

Objectives of the Assignment: *Describe what kinds of impacts the host expects from this assignment - make sure they are realistic -e.g., increased sales, a new product developed; a new business plan written, new business/farm management skills. Objectives should be linked to the overall objectives of the small grant program.*

Duration and Dates of Assignment (including travel): *Identify specific dates or windows of opportunity with regards to crop cycles, holidays, etc. Also note any time periods that the host would not be available.*

Expected Beneficiaries: *Provide the following information on the expected training participants or direct recipients of volunteer assistance.*
- *Estimated number of assignment participants:*
- *Estimated % of women:*
- *Average skill and education level:*
- *English-language capability:*
- *Any prior training on similar topic:*

Tasks to be Performed: *These are the activities the expert is expected to perform in order to achieve the objectives. Include an illustrative work schedule for the volunteer (suggested table format included below).*

Prior to leaving the US:

In-country:

Activity	Location	Estimated days
Total number of days		

F2F Pesticide Evaluation Report and Safer Use Action Plan (PERSUAP): *Indicate whether this is a PERSUAP assignment and, if so, the type: Type 1 (the assignment is expected to cover pesticide issues), Type 2 (the assignment may address some pesticide issues, but it is not a main focus), Type 3 (the assignment will probably not have any pesticide issues), or Type 4 (the assignment is supporting another USAID program).*

Working/living Conditions and Materials Needed for Assignment: *Describe the physical conditions the volunteers will encounter, such as the amount of walking/hiking to farm fields that will be required, if there will be large elevation changes, whether there will be hot or cold temperatures that may be difficult for some volunteers, etc. Please suggest what equipment and clothing the volunteer will need. This helps reduce the amount of luggage some volunteers bring. Describe need for water purification tablets, insect repellent, clothing, voltage of electricity, lack of water, etc. volunteer expert/s should be prepared for. Also, include any electronic, teaching materials, video, written information, etc. required for the assignment.*

Annex G: Budget Template

Budget Summary

<table>
<tr><td colspan="3">Organization Name
Project Title
Under USAID/VEGA Farmer-to-Farmer Special Program Support Project</td></tr>
<tr><td colspan="2">SUMMARY BUDGET</td><td>US$</td></tr>
<tr><td colspan="2">1. Personnel</td><td></td></tr>
<tr><td colspan="2">2. Fringe Benefits</td><td></td></tr>
<tr><td colspan="2">3. Travel, Transportation & Per Diem</td><td></td></tr>
<tr><td colspan="2">4. Equipment</td><td></td></tr>
<tr><td colspan="2">5. Supplies</td><td></td></tr>
<tr><td colspan="2">6. Contractual - Subcontractors / Sub grants</td><td></td></tr>
<tr><td colspan="2">7. Other Direct Costs</td><td></td></tr>
<tr><td colspan="2">8. Indirect Charges</td><td></td></tr>
<tr><td colspan="2">TOTAL FEDERAL COST</td><td></td></tr>
<tr><td colspan="2">9. Leverage</td><td></td></tr>
<tr><td colspan="2">TOTAL PROGRAM VALUE</td><td></td></tr>
</table>

Detailed Budget

<table>
<tr><td colspan="7">Organization Name
Project Title
Under USAID/VEGA Farmer-to-Farmer Special Program Support Project
Detailed Budget</td></tr>
<tr><td>#</td><td></td><td>Description</td><td>Unit</td><td>Rates</td><td>Units</td><td>Dollars</td></tr>
<tr><td>1</td><td colspan="2">PERSONNEL</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>1.01</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>1.02</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>1.03</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">TOTAL PERSONNEL</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>2</td><td colspan="2">FRINGE BENEFITS</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>2.01</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>2.02</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>2.03</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">TOTAL FRINGE BENEFITS</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3</td><td colspan="2">TRAVEL & TRANSPORTATION</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">Volunteers</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>3.01</td><td>Round-trip Airfare</td><td>Assignment</td><td></td><td></td><td></td></tr>
<tr><td></td><td>3.02</td><td>Meals & Incidental Expenses</td><td>Days</td><td></td><td></td><td></td></tr>
<tr><td></td><td>3.03</td><td>Accommodation</td><td>Days</td><td></td><td></td><td></td></tr>
</table>

	3.04	Local Transport and other related expenses	Assignment/ Days			
	Staff (Maximum 1 trip per small grant)					
	3.05	Round-trip Airfare	Assignment			
	3.06	Meals & Incidental Expenses	Days			
	3.07	Accommodation	Days			
	3.07	Local Transport and other related expenses	Assignment/ Days			
	TOTAL TRAVEL AND TRANSPORTATION					
4	EQUIPMENT[6]					
	TOTAL EQUIPMENT					
5	SUPPLIES					
	5.01	Stationery for training				
	TOTAL SUPPLIES					
6	CONTRACTUAL (SUB-GRANTS) [7]					
	6.01					
	TOTAL CONTRACTUAL					
7	OTHER DIRECT COSTS					
	7.01					
	7.02					
	TOTAL OTHER DIRECT COSTS					
8	INDIRECT CHARGES [8]					
	8.01	G&A	Base			
	8.02	Facilities	Base			
	TOTAL INDIRECT CHARGES					
TOTAL FEDERAL COST						
9	LEVERAGE					
	9.01	Value of Volunteer Time	Day	$470		
	9.02	Other expected implementer and volunteer contributions				
	9.03	Expected host contributions				
	TOTAL LEVERAGE					
TOTAL PROGRAM VALUE						

---

[6] Not Expected for F2F Small Grants

[7] It is rare for a F2F Small Grant to have a sub-grantee.

[8] If Applicant has a NICRA, list applicable rates. If Applicant has never had a NICRA, may include 10% de minimis rate