



A USAID contractor



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Subject : Request for Applications RFA-AVANSE-2019-01
Reference: Issued Under AVANSE - USAID Contract No. **AID-521-C-13-00006**

Background & Introduction

DAI, through the United States Agency for International Development (USAID), is seeking applications from prospective partners to implement a grant that will create additional value for the agricultural sector. The U.S. Haiti Feed the Future Partnership: Northern Corridor Project (FTF-N) initiative called Appui à la Valorisation du Potentiel Agricole du Nord, pour la Sécurité Economique et environnementale (AVANSE) has been working for the last 4 years to improve agricultural best practices in several value chains (rice, banana/plantain, coffee and cacao) – including improved technologies and practices in agricultural inputs, technologies, post-harvest techniques, storage techniques, and fertilization/pesticide application/disease control. The AVANSE team has identified a weakness in the value chain – which is the proper and safe collection, transport, disposal and/or recycling of agricultural waste – which includes fertilizers, pesticides, and other materials and by-products. Currently there are no standards, service providers, or readily accessible dissemination of information to farmers, wholesalers and retailers that support the safe collection and disposal/recycling of these unused, expired and/or used waste materials, which may or may not be considered hazardous materials.

It is the goal of AVANSE to ensure that agricultural best practices not only include improving productivity and access to markets by farmers, but also ensuring safe and environmentally responsible practices by farmers, wholesalers, retailers and even importers of agricultural chemicals, inputs, by-products that are consistent with international best practices, technologies and innovations.

As such, DAI seeks a grantee/ a partner, potentially in the private sector, who can co-invest in finding a holistic and practical solution to the above stated industry gap – and establish solutions that are both impactful and sustainable. AVANSE believes that through this partnership with the private sector, tangible business-value and opportunities will be created.

Consequently, AVANSE is seeking in-country private sector actors and /or NGOs that are currently or potentially involved in the waste management and/or recycling sector, with previous experience with respect to hazardous wastes disposal, to partner and co-invest with AVANSE to facilitate in the short to medium terms the establishment of much needed standardized hazardous wastes disposal facilities, practices, information, and standards, including working with the relevant local and national authorities to promote and disseminate information about proper agricultural waste disposal. Considering that these waste disposal activities require the active involvement of local authorities for their proper functioning and sustainability, as related to hazardous wastes facility permitting, licensing and ongoing inspections, meaningful mechanisms for facilitating GOH's fulfillment of that regulating role along with increasing of their understanding of the technical and institutional best practices associated with the hazardous wastes management sector also will need to be materialized through this grant program / capacity building activity. Under this expected grant agreement, the collaborative arrangements to be set in motion between the in-country private sector actor to be selected and GOH's entities of interest will be formalized through agreed upon public private partnership (PPP) agreements.

Objectives

The specific objectives to be achieved through the grant's program are as follows:

1. Deepen GOH entities' understanding of relevant international conventions and treaties as linked to national laws and regulations associated with hazardous wastes management and sanitation – as well as providing them with tailored environmental management trainings and demonstrations** to effectively address issues of permitting/licensing, certifications, and inspections pertaining to the effective functioning of sanitation and wastes handling and disposal facilities. Identify and recommend international best practices that can be converted into GOH standards for disposal of these types of chemicals – for example using US EPA Standards, Standards from World Health Organization (WHO), Food and Agriculture Organization (FAO), other international best practices or a combination thereof; and
2. Establishing - in the medium/long terms – the foundations to facilitate the continuous availability of standardized hazardous wastes handling and disposal services in-country for all private and public entities involved in activities employing the use of manufactured products whose end-of-life cycle unavoidably lead to the production of special/hazardous wastes that need to be properly processed and disposed of.
3. Practical and accessible information provided to farmers, wholesalers, and retailers about the safe transportation, storage, break-packing, labeling, and eventual disposal of hazardous or environmentally sensitive agricultural inputs and waste.
4. Working collaboratively with farmers, retailers and wholesalers to identify and facilitate creative ideas, innovations, or formal and informal market linkages that would make more effective use of un-expired stock of agricultural inputs that eventually expire – for

example, working with boutiques and retailers to create smaller volumes of agricultural inputs to reduce the chances of expiration OR creating better inventory prediction tools for needed agricultural inputs, i.e. as a way to avoid the eventuality of expired stock that requires disposal. This aspect of the grant is intended to think proactively rather than reactively about how to tackle this concern, and if possible propose creative ideas to find income generating or cost savings

**In support of Objective #1 above, AVANSE will provide expired pesticides which it purchased in 2014 (roughly 1,000 litres of Roundup (Glyphosate) and 15 kg of Actara (Thimethoxam)) which can be used as demonstration and training materials to show exactly how, once the standards have been agreed to, can be applied and executed in a way that is compliant with the aforementioned adopted international standards and/or industry best practices.

Activities proposed under this grant must describe and demonstrate how they can contribute to one or more of the following AVANSE performance targets – and shall describe HOW they will contribute to these targets:

Agricultural Productivity Increased

- Availability of Improved Production Technologies and Systems Increased
- Extension of Agricultural Technologies Strengthened
- Management Capacity of User Associations Increased

Agricultural Markets Strengthened

- Improved Access to Storage and Processing Facilities
- Improved Market Information Systems

Program Main Guidelines

The type of grant mechanism that may be awarded will be determined on the TYPES of activities proposed by the grantee to fulfill the objective and the capacity of the organization to implement it. As such, DAI could consider awarding a grant-in-kind, a Firm Fixed Award (based on completion of milestones), or a Standard Grant (whereby DAI would reimburse costs based on actual expenses). When responding to this RFA the grantee should state its rationale for possible grant type – given the application activities submitted – however, DAI will actively work with the potential awardee to ensure the most appropriate type of grant is used.

The expected duration of DAI/AVANSE support or the period of performance is until October 2019. DAI reserves the right to fund any or none of the applications submitted. The award of this grant is subject to approval by USAID, and the award amount will be in USD and Haitian Gourdes.

This RFA consists of this cover letter and the following:

- Section A – Grant Application Instructions
- Section B – Special Grant Requirements
- Section C – Selection Process

Application can be submitted either in French or English, and must be received at the AVANSE offices not later than 15 calendar days after the date of issuance indicated at the top of this cover letter at the place designated below for receipt of applications. Applications and modifications thereof shall be submitted in pdf (preferred) or other electronic format to avanse_grants@dai.com or hard copy to the following address:

Macorel Saint-Elien
Rue Gérard Babiole, Haut du Cap
Cap-Haitien, Haïti
Tel: 509-2816-1226/2816-70911

Issuance of this Solicitation for an Application (RFA) does not constitute an award commitment on the part of DAI/AVANSE, nor does it commit DAI/AVANSE to pay for costs incurred in the preparation and submission of an application. Further, DAI/AVANSE reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Any questions concerning this RFA should be submitted in writing not later than 6 days after the issuance of the RFA. The following email will be used for all correspondence: avanse_grants@dai.com.

The applicant should retain for his records one copy of all enclosures which accompany their application.

Sincerely,

Macorel Saint-Elien
Chief of Party

Section A – Grant Application Instructions

Application Procedure

1. Eligibility Requirements:

- Registration of Haitian organizations under Haitian Law. Copy of *Numéro d'Identité Fiscale (NIF)*, or Fiscal Identification Number, and *patente* issued by the Haitian *Direction Générale des Impôts (DGI)*; or relevant certifications and/or registrations appropriate;
- Propose a significant cost-share commitment.

Application Submission Requirements:

1. Evidence of 2 eligibility requirements above
2. Technical Application including a Workplan
3. Proposed Grant Budget
4. Annex 1: Statement of liability (signature at the bottom of Budget Submission)
5. Annex 2: CVs of Key personnel

2. Preparation Instructions – Technical Response

Page Limitation: Technical Responses should be specific, complete, presented concisely and shall not exceed **5 pages** (exclusive of annexes).

Application submitted in response to this RFA must include the following information:

1. Project Description: The Grant program / capacity building activity will primarily involve-but is not limited to, facilitating the adoption of international best practices/standards and the commercialization and/or adoption of private sector sustainable business opportunities to provide hazardous wastes processing and disposal. The grantee will be expected to provide training and demonstrations directly linked to the practices pertaining to the operations and maintenance (O&M), and occupational and environmental health and safety (EHS) associated with the acquired technologies so to ensure sustainability of the grant program's equipment investments; Working with GOH's ministries and agencies with mandates to regulate the [hazardous] wastes management sector so to addressing issues of permitting / licensing, certification and inspections that are needed [from local authorities/ GOH] for the proper functioning and sustainability of the sector; and finally - through PPP agreements to be specified, providing private actors and stakeholders involved in end-of-life hazardous wastes production and management with training in international and national legal requirements associated with the proper handling and disposal of wastes being generated - using the grant program / technical assistance mechanisms as a hands-on pilot case, so to ensure that proper occupational and environmental health and safety safeguards are applied in their operations particularly.

Per the above, the best grantee to be selected to support AVANSE in this undertaking will need to present us with a clear overview of its understanding and vision of the grant/ technical assistance activity through providing us with a detailed description of the approach (es) being proposed to achieve the above objectives and how they will contribute to one or more of the performance indicators listed above. This will primarily include a detailed description of the technical procedures, equipment and logistics, and facilities needed to perform the trainings and demonstrations, obtain expert consultation services (potentially from outside Haiti to help), communicate and disseminate information to farmers, retailers and wholesalers, and to creatively find ways to improve income for farmers.

The grant envisions facilitating the meaningful involvement of GOHs entities of interest per the PPP agreement to be along with the integration of private sector actors and stakeholders of the hazardous wastes production and /or disposal sector also ought to be addressed. Technical and institutional rationals supporting the proposed approaches for implementation will be outlined, as well as the national laws and relevant international regulations frameworks and best practices (US EPA, WHO, FAO, e.g.) supporting this undertaking.

2. Monitoring (Results and Benchmarks): The applicant should define, to the maximum extent possible at the application stage, results and benchmarks for monitoring the performance towards attainment of program objectives.

3. Sustainability: The applicant should describe how the project or its benefits will continue after grant funding ends.

The program is aimed at establishing in-country standardized hazardous wastes management / disposal facilities that can provide the country with the necessary support to process and dispose of end-of-life cycle derived special wastes in general, and hazardous wastes (spoiled pesticides, e.g.) in particular. Therefore, the effective establishment of standardized operational facilities that can properly provide the whole sector— along with the meaningful involvement of GOH's entities in charge of regulating the hazardous wastes management sector – will constitute the main criteria through which the program's sustainability will/ should be assessed. As a result, the ideal grantee would be one whose environmental management / wastes management long term sustainable development plan falls within the grant program's overall objective and vision. This needs to be duly proven by past and/or ongoing sound interventions supporting the bettering of the sector as a whole - through targetted equipment and/or logistics investments made and/or sustainable and concrete initiatives undertaken in-country towards achieving their goals of enhancing the availability of sound hazardous wastes disposal mechanisms in Haiti. The grantee shall also propose how they will create information linkages to farmers, retailers and wholesalers – either through farmer associations or through traditional methods of rural communication. The aforementioned will then constitute – a priori- the guarantee needed to facilitate the continued availability in country of the much-needed standardized hazardous wastes disposal services for GOH entities and private actors and stakeholders long after these services would have been made available through this grant's program/ technical assistance.

4. Organizational Capability: Each application shall include information that demonstrates the applicant's expertise and ability to meet or exceed the goals of this program.

Ideally demonstrating the existing or potential technical expertise and in-country hands-on experience associated with special / hazardous wastes management / disposal in particularly, and water, sanitation & hygiene related interventions in general, required from the prospective grantee. Existence of designated and sound facilities (equipment/logistics) to properly carrying out the AVANSE Hazardous wastes disposal activities per se, and supporting the proposed hands-on technical/ best practices training and institutional capacity building interventions also required so to ensure the effective establishment of standardized hazardous wastes disposal facilities in-country.

5. Personnel. The grantee should provide, as part of their application, a summary description of each of the key personnel, demonstrating their ability to perform the duties outlined in the statement of work in accordance with the evaluation factors found herein. DAI/AVANSE will evaluate the CV to determine the individual's knowledge, skills and abilities in the areas listed herein.

3. Preparation Instructions – Financial and Administrative Documentation

The submitted proposal's financial response must have the following-

1. Completed Budget.

The respondent should present a full budget for all needed equipment and materials as well as the cost of any physical modification needed to the proposed sites.

2. Cost Sharing Contribution: Details regarding the proposed cost sharing contribution by the grantee must be included with the budget.

Cost sharing up to 25% will be required of the grantee. Cost-sharing or matching refers to that portion of project or program costs not borne by AVANSE. All contributions, including cash and third-party contributions, are accepted as part of the recipient's cost-sharing or matching when they meet the criteria established in the standard provision governing recipient contributions.

The nature and amount of cost-sharing contribution must be clearly defined in application and accounted in the detailed budget. The grantee must identify the means to verify this contribution. In applicable, the grantee should distinguish between co-funding that is already committed and co-funding that is only anticipated.

Contributions such as office space, land, equipment, staff-time, telephone, electricity, etc., can be counted as cost-share and a reasonable and fair value must be imputed by the applicant to this contribution so that it can be properly recognized. Contributions are allowable as cost share, in accordance with OMB Circular A-110 and 22CFR 226.23. Rates for employee services shall be consistent with those paid for similar work in the recipient's organization. The value of equipment (i.e., computers) shall not exceed the fair market value of equipment of the same age and condition. The basis for determining the valuation of services, equipment and supplies shall be documented in the application.

Section B. Special Grant Requirements

Prior to award, DAI will conduct an assessment of the organization's capability to manage a Standard Grant, specifically, their procurement and inventory controls, their employee policies and organization systems, their financial systems and controls and other accountabilities. The organization must be prepared to attend an assessment meeting with DAI/AVANSE staff members at the organization's office to review the organizations systems, procedures, and management controls.

Use of Equipments/Goods: Goods and equipments provided under this grant awarded shall be used exclusively to *the purpose if the activities here requested*. Diversion of grant equipments and goods to other uses will result in cancellation of award and retrieval of (goods/equipments) allocated to the grant recipient.

Reporting Procedures: A description of technical and financial reporting requirements will be included in the Grant Agreements. Upon USAID concurrence of the applicant, a Grant Agreement will be prepared. After DAI/AVANSE and the successful applicant have signed the Grant Agreement, DAI/AVANSE will provide training on award management and reporting on grant activities. All reporting and grant agreement obligations will be explained to the grant recipients.

Project Monitoring: DAI/AVANSE staff will monitor projects in terms of both programmatic and implementing aspects. Grant recipients will be expected to facilitate monitoring by making relevant information available to DAI/AVANSE staff.

Restrictions: ADS 312.3.3 states that grant funds provided by DAI **cannot be** utilized for:

1. Goods or services which are to be used primarily to meet military requirements or to support police or other law enforcement activities, Surveillance equipment,
3. Equipment, research and/or services related to involuntary sterilization or the performance of abortion as a method of family planning,
4. Gambling equipment, supplies for gambling facilities or any hotels, casinos or accommodations in which gambling facilities are or are planned to be located,
5. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas, or
6. Establishment or development of any export processing zone or designated area where the labor, environmental, tax, tariff, and/or safety laws of the country in which such activity takes place would not apply.
7. Pharmaceuticals, pesticides, and logging equipment,
8. Luxury goods (including alcoholic beverages and jewelry),

9. Establishing or expanding any enterprise that will export raw materials that are likely to be in surplus in world markets at the time such production becomes effective and that are likely to cause substantial injury to U.S. producers,
10. Activities not permitted under the DAI Programmatic Environmental Assessment
11. Activities which are likely to involve the loss of jobs in the United States due to the relocation or expansion outside of the United States of an enterprise located in the United States, or
12. Activities which the Grantee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers,

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4. Annex 1: Budget

Please provide a detailed budget for the entire duration of the project, using this as a guide for how to list the various budget elements and the amount of contribution by the RECIPIENT.

[Name of grantee]							
Budget							
Item #	Description	Unit Measure	Quantity per unit	Unit cost	Cost covered by DAI /AVANSE	Cost covered by the grantee	Total Value
				USD or HTG	USD or HTG	USD or HTG	
1							
	<i>Subtotal 1</i>				\$ -	-	
2							
	<i>Subtotal 2</i>						
3							
	<i>Subtotal 3</i>					-	
4							
	<i>Subtotal 4</i>				\$ -		
	GRAND TOTAL				\$ -		
	Total AVANSE Subsidy (USD)				\$ -		
	Total Cost Share (25%)						



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5. Annex 2. STATEMENT OF LIABILITY

I, the undersigned, being the person responsible in the applicant organization for this project, certify that the information given in this application is true and accurate

Name and surname:		Signature & stamp:	
Position:		Date and Place:	

Annex 3: Application Checklist

Before submitting your application, please check to make sure the following are included:

- The application must be submitted electronically and in hard copy (1 original with attachments, and 2 copies without attachments)
- Budget is included
- If minimum cost-share required include the following:* In the budget, the applicant's contribution is identified and is at least 25% of total project costs
- CVs for Key Personnel are included
- The statement of liability is signed and stamped (last page of application form – Annex 2)
- Incorporation Papers or Certificate of Registration and Statute, or equivalent

Section C. Selection Process

After submitting your application, a review panel with at least 3 (three) people will convene. Throughout the evaluation process, DAI/AVANSE shall take steps to ensure that members of the review panel do not have any conflicts of interest or the appearance of such with regard to the organizations whose applicants are under review. An individual shall be considered to have the appearance of a conflict of interest if that person, or that person's spouse, partner, child, close friend or relative works for or is negotiating to work for, or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted an application currently under the panel's review. Members of the panel shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

The applications will be evaluated according to the evaluation criteria set forth below. To the extent necessary (if the application does not provide all required detailed information) negotiations may be conducted with RECIPIENT.

Awards will be made based on the ranking of applications by the review panel according to the evaluation criteria and scoring system identified below:

The following criteria should be adjusted as necessary to suit project needs.

1. Organizational capability and Management;

The applicant's has the organizational and financial capacity to purchase the pumps? Does the grantee have the right type of staff, who are or will provide training to the professional in the areas?

Very good = 30 points; good = 10 points; average = 5 points; poor = 0 points

2. Project justification, design, and impact;

How does the training on the use of this equipment will benefit the farmers, and impact the communities?

Very good = 35 points; good = 15 points; average = 5 points; poor = 0 points

3. Cost effectiveness;

Is the cost reasonable in terms of the expected results?

Very good = 15 points; good = 7 points; average = 5 points; poor = 0 points

4. Potential for sustainability

Is the project or its benefits likely to continue after grant funding ends, and how?

Very good = 20 points; good = 7 points; average = 5 points; poor = 0 points

DAI and USAID reserve the right to fund any or none of the applications received

Signing of Grant Agreements

Upon USAID concurrence of the applicant, a Grant Agreement will be prepared. After DAI/AVANSE and the successful applicant have signed the Grant Agreement, DAI/AVANSE will provide training on award management and reporting on grant activities. All reporting and contractual obligations will be explained to the grant recipients.

Annex 1: Mandatory Standard Provisions

And/or

Mandatory Standard Provisions for Non-US Nongovernmental Recipients:
(<http://www.usaid.gov/missions/sa/usaidsa/mandatorystandard.pdf>)