

## GHANA MARKET SYSTEMS AND RESILIENCE ACTIVITY

### Annual Program Statement

**APS Issue Date:** [December 08, 2022]

**Closing Date:** [December 07, 2023]

**Subject:** Annual Program Statement Number: [MSR-12-2022-001]

The Feed the Future Ghana Market Systems and Resilience Activity (hereinafter also referred to as MSR) is accepting applications that include concept notes from qualified applicants under this Annual Program Statement (APS). Under the Ghana MSR Activity, the U.S. Agency for International Development (USAID) has authorized the issuing of Grants under Contract (GUC) to Ghanaian private and non-governmental organizations, with the objective of increasing sustainable on- and off-farm employment and investment opportunities through leveraged investments in agriculture and non-agriculture enterprises that will lead to improved farm productivity, access to markets, and improved markets efficiency.

Eligibility is subject to the requirements under Section C of the APS. An award will be made to the responsible applicant(s) whose application(s) best align with the objectives of this funding opportunity and the selection criteria contained herein.

For purposes of the APS, "Grantee" is synonymous with "Recipient". Eligible organizations interested in submitting a concept note (and an application for those retained afterwards) are encouraged to read this funding opportunity thoroughly to understand the type of program sought, concept note submission requirements, and evaluation process.

It is the responsibility of the applicant to ensure that the application has been received in its entirety and MSR bears no responsibility for data errors resulting from transmission or conversion process.

Any questions concerning this APS should be submitted in writing to the grants Manager at [grants@acdivocaghana.org](mailto:grants@acdivocaghana.org). Issuance of this APS does not constitute an award commitment on the part of ACDI/VOCA nor does it commit ACDI/VOCA to pay for any costs incurred in preparation or submission of application. Applications are submitted at the risk of the applicant and all preparation and submission costs are at the applicant's expense.

Please note that we have attached the Annual Program Statement (APS), Concept Note Template and Project Budget Template for your reference.

Thank you for your interest in this APS.

Sincerely,

*Michael Dockrey*

**Michael Dockrey**

**Chief of Party**

**Feed the Future Ghana Market Systems and Resilience Activity**

**ATTACHMENTS**

**Attachment 1: Annual Program Statement (APS)**

**Attachment 2: Concept Note Template**

**Attachment 3: Project Budget Template**

## ATTACHMENT 1: Annual Program Statement (APS)

### A. PROGRAM DESCRIPTION

#### 1. Purpose

The purpose of the Feed the Future Ghana Market Systems and Resilience Activity (MSR) is to support and strengthen agricultural market systems that will result in greater efficiency, productivity and investment in goods and services that drive agricultural-led economic growth, and ultimately increase incomes for households in Northern Ghana.

#### 2. Background

The Ghana MSR is a \$35,858,073.02 five-year activity managed by ACDI/VOCA and funded by USAID. The period of performance for the MSR contract is April 1, 2022, through March 31, 2027. Under the Ghana MSR Activity, USAID has authorized the issuing of Grants under Contract (GUC) to Ghanaian private and non-governmental organizations, with the objective of increasing sustainable on- and off-farm employment and investment opportunities through leveraged investments in agriculture and non-agriculture enterprises and improved farm productivity, access to markets and improved markets efficiency. The MSR Activity's objectives and specific outcomes are as follows:

#### MSR Technical Objectives and Intermediate Results

##### Objective 1: Increase commercialization and profitability of agriculture markets

**IR 1.1:** Supply chain actors organize and cooperate to increase production and sourcing in the Zone of Influence (ZOI).

**IR 1.2:** Smallholder farmers adopt improved technologies, practices, and services.

**IR 1.3:** Buyers invest in quality raw material supply chains.

##### Objective 2: Increase institutional capacity of market actors

**IR 2.1:** Local institutions strengthen agro-entrepreneurship ecosystem.

**IR 2.2:** BDS Providers create incentives for women and youth (Women & Youth) to enter agricultural markets.

**IR 2.3:** Agricultural institutions build capacity within the sector.

##### Objective 3: Improve market access and quality of business services

**IR 3.1:** Agricultural services providers innovate and expand services in northern Ghana (especially for Women & Youth).

**IR 3.2:** Financial institutions innovate and expand services in northern Ghana (especially for Women & Youth).

**Objective 4: Improve the enabling environment for local market actors**

**IR 4.1:** Government and market actors cooperate to improve the enabling environment in northern Ghana.

**IR 4.2:** Market actors and government comply with and enforce policies.

### 3. Objectives

MSR will co-invest in proven technologies and innovations on a grant matching principle with non-governmental organizations and private sector actors, as well as research institutions that promote smallholder farmer productivity and incomes as outlined in section 2 of this APS.

Eligible organizations with research and development initiatives that engage in smallholder-productivity improvements, aggregation, warehousing, transport, marketing or processing, and which align with MSR's targeted value chains and geographic target districts within USAID's 17-district Zone of Influence (ZOI) in northern Ghana are invited to submit concept notes to support the piloting and the scaling of their proven technologies and innovations.

A general eligibility requirement is that the proposed projects and activities must include some level of contribution/leverage from the private sector.

Further, MSR will prioritize the proposed projects and activities that provide significant leveraged funds governing the grant partnership, as well as activities that have potential to engage women and youth.

Under this Notice of Funding Opportunity (NFO), MSR is soliciting applications from farmer-based organizations, micro, small and medium enterprises (MSME's), anchor firms, private sector umbrella organizations, Ghanaian and US non-governmental organizations, business service providers, financial services providers, and selected public institutions.

i. Eligible Entities Include:

- Farmer based organizations
- Associations or cooperatives
- Micro, small and medium enterprises (MSME's)
- Anchor firms (buyers, processors, exporters, etc.)
- Private sector umbrella organizations
- Business service providers (BSP), including banks, other financial institutions
- Ghanaian non-governmental organizations
- US non-governmental organizations
- Technical assistance organizations
- Consultancy firms
- Training organizations
- Input & agriculture technology suppliers
- Value chain intermediaries
- Product certification servicers

ii. Grant applications should consider the following:

- All proposed activities must target one or more of MSR’s targeted crop value chains (see Figure 1 below) and either conduct their proposed activity within USAID’s designated seventeen districts and four regions (see Figure 1) defining the Zone of Influence (ZOI), or directly impact upon or benefit those living within the ZOI.
- Must propose market-driven, innovative technology(ies) or practice(s) to increase agricultural yields and revenue within targeted market systems for smallholder farmers and/or agribusiness/value chain actors
- Must propose contribution/leverage using private funding

Must be an eligible organization as described under Section 3.i: Eligible Applicants

Figure 1: Map of MSR’s zone of influence and focus crops

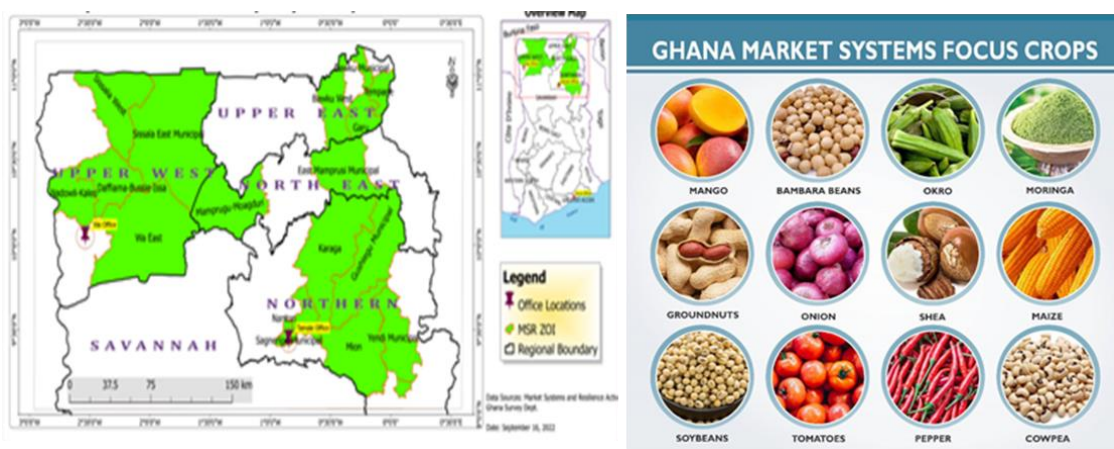


Table 1: List of MSR’s focus crops and target Zone of Influence (ZOI) districts

Targeted Value Chains	Zone of Influence (Districts)	
Maize	Yendi	Bawku Municipal
Shea	Mion	Garu
Bambara beans	Karaga	Tempani
Soybeans	Gushegu	Nadwoli Kaleo
Cowpea	Nanton	Wa East
Groundnut	Sagnarigu	Daffiama Bussie Issah
Horticulture (fruits/vegetables)	East Mamprusi	Sissala East
Mango	Mamprugu Moagduri	Sissala West
Moringa		Bawku West

**4. Illustrative Activities**

Some examples of activities that could be eligible:

- Technology innovations that support smallholder farmers and MSME’s
- Business development services that improve performance of actors in the ZOI
- Initiatives that support supply chain development in the ZOI
- Technologies that promote productivity and commercialization
- Initiatives that incentivize women and youth to participate in the market systems

- Activities that promote and strengthen quality standards adoption, use and reforms in the market systems
- Initiatives that promote investment and innovative financing approaches in the market system
- Initiatives that promote research, invention and upscaling of improved technologies for actors in the selected cropping systems' value chains
- Promotion of second cropping season for actors, especially women and youth in the selected value chains
- Promotion of market information gathering and deployment to focus value chain actors using ICT mechanisms
- Activities that promote mechanization support to production and post-harvest processors in the focus value chains
- Rollout and deployment of digital platforms for transactions and supply chain activities
- Activities that support resilience building services and behavior of focus value chain actors in the ZOI
- Activities that support focus crop production aggregation and marketing in/or from the ZOI
- Activities that support development of strong Village Savings & Lending Associations (VSLA's) functions in the ZOI
- Digitalization and ICT4Ag applications that promote the commercialization of agro-enterprise activities, including VSLA initiatives
- Promoting policies on seed, biosafety field trails, licensing, and commercialization
- Support that leads to building of strong Outgrower Business (OB) networks to foster growth of OBs in the ZOI
- Professionalization of OBs to become competitive and able to attract investment
- Post-harvest technologies that reduce losses at all stages of the value chain and support quality assurance and food quality in storage and processing
- Studies that support and promote commercialization decision making in the selected value chains

## 5. Authorizing Legislation

Awards are authorized in accordance with ACIDI/VOCA's contract with the United States Agency for International Development (USAID), and in compliance with local statutory requirements.

## 6. Additional Information

**Monitoring requirement:** Potential Applicants will be required to provide details on how they will monitor the impact of their proposed activity, notably the resources that will be required to ensure a high standard of data is being recorded and reported, based on set indicators in adherence to MSR's Activity Monitoring and Evaluation Plan.

MSR indicators track the following:

- Reach -- beneficiaries or participants
- Adoption of new technologies and management practices (including ICT4Ag and Climate Smart Agriculture (CSA) practices)
- Productivity increases -- (yield and gross margins)
- Annual sales by firms and farms

- Capacity improvements (organizations/firms/BDS)
- Access to finance and/or leveraged cost contribution
- Level of investment (LOI)
- Participation of women, youth, and persons with disabilities (PWD's)
- Contribution to policy standards and regulations

Grantees should be willing to be trained on/and utilize the MSR data management system for data collection analysis and reporting.

Additional information will be provided in the event an applicant is requested to submit a full application.

- **Gender:** Activities under MSR seek to reduce gender disparities in access to and benefits from investments in the agricultural sector. To that end, potential applicants will be expected to outline how their activities will increase access to technologies to improve production, expand access to, and enhance women's skills and access to better paid employment and commercial opportunities. Applicants who demonstrate the potentials for large scale impacts on women will be prioritized.

If selected to submit a full application, applicants will be expected to participate in project-provided training on gender, and work with project staff in the co-creation phase to ensure gender is adequately addressed in the proposal.

- **Youth:** Applicants should describe how youth will benefit from the grant and serve as agents for sustained business growth. Applicants that include elements to promote vocational training and internship programs, which will offer technical training to facilitate linkages and private-sector investment to meet workforce demand will be prioritized.

- **Environmental and climate risks management considerations:** All activities implemented under the MSR grant program must adhere to 22 CFR 216 on environmental compliance. Please refer to the following links for additional information:

1. Environmental compliance background information:  
[https://www.usaid.gov/our\\_work/environment/compliance](https://www.usaid.gov/our_work/environment/compliance)
2. Environmental soundness and Compliance in design and implementation, 22 CFR 216 determination (ADS 204): <https://www.usaid.gov/ads/policy/200/204>
3. All activities implemented under the MSR grant program must use climate-sensitive approaches to improve potential for livelihoods that are associated with climate adaptation in vulnerable communities.

- **Source Nationality:** Applicants will be required to procure all commodities and services in accordance with 22 CFR 228 "Rules on Procurement of Commodities and Services Financed by USAID Federal Program Funds." The authorized source for procurement is Geographic Code 937, which means that the procurement of commodities and/or services can be from the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. See ADS 310 for further details, <https://www.usaid.gov/sites/default/files/documents/1876/310.pdf>.

- **Profit/Income:** Applicants must account for all income earned under the implementation of the grant in accordance with 2 CFR 200.307 (or the Standard Provision entitled “Program Income” for non-U.S. organizations). Income earned under the implementation of a grant shall be added to the Activity. According to 2 CFR 200.80, Program Income means gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award (see exclusions in 2 CFR 200.307 (f) and (g)). Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under the award being implemented, the sale of commodities or items fabricated under the award being implemented, license fees and royalties on patents and copyrights, principal and interest on loans made with funds received from the MSR. Interest earned on advances of funds received from the MSR is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also 2 CFR 200.407.

## **B. AWARD INFORMATION**

### **1. Concept Note and Application Process**

The Ghana MSR will request Concept Notes under this APS on a rolling basis from the date of release up until the date of closure.

- i. Questions on the APS can be submitted at any time to [grants@acdivocaghana.org](mailto:grants@acdivocaghana.org) while the APS is open.
- ii. All applications and required attachments must be submitted to [grants@acdivocaghana.org](mailto:grants@acdivocaghana.org)
- iii. After receipt of a Concept Note and/or application, MSR will determine if the Concept Note and/or application is compliant with the APS instructions. Applications that do not comply are subject to rejection.
- iv. Concept Notes and/or applications that comply with the instructions will be evaluated against the criteria listed in Section E.1 below.
- v. After evaluation, MSR will consult with USAID to determine if the application is accepted or rejected.
- vi. If accepted, the applicant, along with MSR will co-create/collaborate to further develop the programmatic description and/or provide technical assistance in application development.
- vii. If MSR determines after co-creation that a viable activity and partnership does not exist, the application will be rejected.
- viii. After the work plan and budget are developed during co-creation, MSR will then consult with USAID to decide on whether to award a grant agreement.
- ix. Note that MSR will allow applicants, whose Concept Notes or full applications have been rejected to correct, improve, and resubmit their applications, both at the Concept Note and the full application stages.

### **2. Estimate of Funds Available and Number of Awards Contemplated**

- Subject to availability of funds, MSR plans to issue multiple awards under this APS.



- The total value of each award is estimated to range from approximately \$10,000 - \$250,000. As the amount of an award is subject to negotiation, a final negotiated award amount may or may not fall within this range.
- MSR reserves the right to fund one, some, or none of the applications received.

### **3. Period of Performance**

- This APS will be active for one year from the date of release but may be reissued or extended. The length of grants awards made under the APS are subject to negotiations but are expected to be for multiple years.
- The expected period of executed grants shall not exceed 36 months.

### **4. Award Mechanisms**

It is expected that all grants awarded under this APS will be performance-based with an appropriate means of verification for agreed upon milestones. These milestones will be determined in collaboration with the applicant prior to signing the grant agreement. However, MSR's final determination on the award mechanism will be based on its assessment of an applicant's risk prior to award. If MSR's assessment identifies weaknesses or deficiencies that call into question the applicant's ability to manage an award, MSR may elect to remove the applicant from consideration under this funding opportunity or select a mechanism more appropriate for the applicant's current financial, administrative, and operational capability.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

To be eligible for award under this opportunity, an applicant must demonstrate that it falls into one of the organizations below:

- Farmer based organizations, including associations and/or cooperatives.
- Small and Medium enterprises.
- Anchor firms (buyers, processors, exporters, etc.).
- Private sector umbrella organizations.
- Ghanaian non-governmental organizations.
- US non-governmental organizations.
- Business service providers (BSP), including banks and other financial institutions, technical assistance organizations, consultancy firms, training organizations, input and agriculture technology suppliers, value chain intermediaries, product certification services, etc.

Independent applications are allowed. However, joint applications between private sector companies are encouraged under this solicitation.

- Government institutions are not eligible to apply. However, research institutions and universities supported by National funding are eligible to apply for this solicitation provided they meet the other requirements and can only be supported using the in-kind grant mechanism.
- Additionally, an applicant must be officially registered and working in compliance with all applicable civil and fiscal regulations, including but not limited to pertinent local laws and

status. In lieu of official registration, an applicant may still be eligible for an award if it shows proof of effort to secure registration, exemption from registration, or cause for why registration is not optional or practicable.

- Individual entrepreneurs and microenterprises that apply for grant funding must have a national Tax Identification Number and any requisite permits, licenses, and registrations required.

## **2. Contribution or Leverage**

All grants must include some level of contribution/leverage of public/private sector resources, assets, capabilities, and expertise. This means that the value of public/private sector resources, assets, capabilities, and expertise (cash and in-kind) contributed to the activities proposed along with the monetary resources provided by MSR must be clearly shown. It is strongly encouraged that companies/organizations propose private sector resources, assets, capabilities, and expertise and as such, will be viewed more favorably.

Contribution or Leverage can be either cash (e.g., from operating cash flow, non-USG donor funds, etc.), rate discounts, services, material, or third-party contributions, such as equity investors loans from financial institutions, or a combination thereof. Other USG funding sources are not accepted for cost-share or leverage requirements. Examples of contributions that may be counted include:

- Inputs (seeds, fertilizers and crop protection products), not billed under the grant
- Use of training or other purpose-specific facilities necessary to a program's implementation, not billed under the grant
- Value of time donated by technical consultants or company employees whose work and expertise are necessary to a project not billed under the grant
- Value of salaries for staff dedicated to a project, not billed under the grant
- Technology, communications, and capital assets not billed under the grant
- Intellectual property rights

Determining whether the private sector resources and contributions can count towards meeting the matching requirement, MSR will consider the following criteria:

### **a) Attribution and Additionality**

- i. The contribution must support and advance the objectives and activities of the MSR Activity.
- ii. The contribution must be based upon the active engagement of the private sector partner in the design and development of the partnership.
- iii. The application of the resources and contributions to activities under the proposed alliance must be attributable to the private sector entity's anticipated or actual engagement with MSR.
- iv. The provision or application of the resources must be qualitatively and/or quantitatively different from what the entity would have done in the absence of anticipated or actual engagement with MSR.

### **b) Nature and Origin – the contributions and resources must be private in nature and origin; they must come from a critical and core partner to the partnership; and they must come from one or more of the following sources:**

- v. Private for-profit entities such as a business, corporation, or private firm;

- vi. Private equity or private financial institutions, including private investment firms, mutual funds, or insurance companies;
  - vii. Private investors (individuals or groups);
  - viii. Private business or industry associations, including but not limited to chambers of commerce and related types of entities.
- c) Value Proposition and Development Impact – the resources and contributions mobilized from the private sector should, in combination with the support provided by MSR, provide the partnership with a comparative advantage in achieving significant and sustainable impact on the targeted development challenge.
  - d) Measurable – the resources and contributions must be something of value that can be measured in financial terms that permits evaluation of the contribution's impact on achieving desired results.
  - e) Composition – most of the private sector resources should come in the form of cash, equity capital, with a letter of intent from the equity investor, and or debt capital with a letter of commitment from the financial institution.
  - f) Timing of Private Sector Resource Commitments and Contributions – The mobilization, contribution, provision and/or application of the resources can take place at any time during the development or implementation of the partnership.

Cost-share and leverage are those resources, assets, capabilities, and expertise that do not form part of the amount provided by MSR; they are treated differently.

- Leverage strictly comes from the private sector, while cost-share does not
- Cost-share is binding and auditable under an award agreement, while leverage is not
- The determination of what constitutes leverage is based on the objectives, considerations and criteria set forth at [https://www.usaid.gov/sites/default/files/documents/15396/GDA%20APS\\_APS-OAA-16-000001\\_2\\_n01\\_6-2018.pdf](https://www.usaid.gov/sites/default/files/documents/15396/GDA%20APS_APS-OAA-16-000001_2_n01_6-2018.pdf); the determination of what constitutes cost-share is set forth at 2 CFR 200.306 and ADS 303.3.10

#### **D. LIMIT ON NUMBER OF CONCEPT SUBMISSIONS**

An eligible organization may submit more than one Concept Note.

#### **E. CONCEPT & SUBMISSION INFORMATION**

##### **1. Address to Request APS Package**

Any requests regarding this APS package may be addressed to:

- a. **Attention:** Grants Manager
- b. **Email Address:** [grants@acdivocaghana.org](mailto:grants@acdivocaghana.org)

##### **2. Content and Form of Application Submission**

Applicants must submit their concepts applications via email to [grants@acdivocaghana.org](mailto:grants@acdivocaghana.org). Applicants should retain for their records, one (1) copy of the Concept Note for their records. Pursuant to the Paperwork Reduction Act, MSR prefers to receive applications electronically through email.

##### **3. Submission Date & Time**

Applicants must submit their Concept Note application prior to the closing date and time listed on the cover page. Please note that an early submission is advised as applications submitted late are at risk of not being considered for review. MSR reserves the right to accept and include late concepts, when they are in the best interest of the Activity.

#### 4. Disclaimers

MSR acknowledges that all information prospective applicants develop in connection with the submission of their concept and/or application received by the Activity in confidence, constitutes “Confidential Information” (defined as any and all information about the prospective applicant, including without limitation, information about applicant’s business, plans, formulas, sales, branding and marketing strategy, technology, know-how, processes, knowledge, intellectual property, ideas, trade secrets, research and development, pricing policies, customer lists/customer prospect lists, vendor relationships and agreements, employees, products, projects, properties, processes and procedures, financial condition and performance and documents). “Confidential Information” also includes information of third parties that MSR is required to treat as confidential.

The Activity will hold in confidence and not disclose or, except in performing any grants resulting from Concept Note(s)/application(s) related to this APS, use any Confidential Information. However, MSR shall not be held responsible for “Confidential Information” dissemination with respect to information MSR can document or becomes readily publicly available without restriction and/or through no fault of the MSR Activity.

#### F. OTHER SUBMISSION REQUIREMENTS

- **Submittal of Concepts** – The Concept Note must be completed and submitted electronically to this email address: [grants@acdivocaghana.org](mailto:grants@acdivocaghana.org). Should an applicant experience any difficulties in submitting a concept, they should contact the Grants Manager at [grants@acdivocaghana.org](mailto:grants@acdivocaghana.org)
- **Questions & Answers** - Questions regarding this APS can be submitted in electronic format to the same email address above, preferably at the applicant’s earliest convenience but no later than 5:00 p.m. local Ghanaian time, September 30, 2023.

*Answers to questions concerning this APS will be furnished promptly to all prospective applicants as an amendment to the APS.*

#### G. CONCEPT REVIEW INFORMATION

##### 1. Criteria

Each concept received by/or before the APS closing date will be reviewed against the eligibility criteria outlined in “Section C. Eligibility Information.” Concepts that do not meet the eligibility criteria will not be considered for co-creation. Concepts that are found to be incomplete will be determined nonresponsive and not considered for co-creation.

Eligible, responsive concepts will be reviewed in accordance with the criteria set forth below. Following this review, MSR may request successful applicant(s) to co-create.

The applicant’s Concept Note will be evaluated against the following criteria:

- i. **Technical Merit** – Examples of technical merit that will be considered:

- Does the organization propose activities that respond to the APS' overall objectives, and does it have experience implementing similar activities and / or working in one or more of the Zone of Influence (ZOI) listed in Section A.3 of this APS.
  - Do the activities provide partnership opportunities to co-create, co-design, co-invest, and collaborate in research, development, piloting, testing, and scaling of innovative, practical, cost-effective interventions in breeding and genetics for major crop varieties, improved horticulture species to increase production, and solutions for other constraints in Northern Ghana?
  - Do the proposed activities provide potential impact on smallholder productivity (such as improved seeds, inputs, financing, mechanization, & irrigation).
  - Does the technical approach note how the organization will address capacity building in the area of Gender, Youth and Social Inclusion (GYSI) activities, and income generating activities in particular?
- ii. **Eligibility** – Is the entity a legally registered business or in the process of obtaining a registration, and are the proposed activities targeting one of the required value chains and one of the Zones of Influence (ZOIs) listed in Section A.3 of this APS.
- iii. **Past Performance** – Has the applicant demonstrated a level of business capability and/or provided at least three references to support past relevant business performance?
- iv. **Proposed Applicant Contribution:** Does the applicant propose some amount of leverage/contribution. The applicant's Concept Note should clearly outline and quantify their proposed contribution/leverage for ease of review and accurate judgment by the evaluation committee.

## 2. Evaluation Committee

To evaluate concepts, MSR will establish a committee of individuals with the relevant expertise on the program requirements described in this APS. Throughout the evaluation process, the MSR Activity will take every step to ensure that members do not have any conflicts of interest or the appearance of such, with any organization submitting a concept in response to this APS.

An individual shall be considered to have the appearance of a conflict of interest if that individual or that individual's spouse, partner, child, close friend, or relative works for, is negotiating to work for, and/or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that has submitted a concept for review by the committee. Members of the committee shall neither solicit nor accept gratuities, favors, or anything of monetary value from any applicant.

## H. AWARD ADMINISTRATION INFORMATION

### 1. Award Process and Notices

- Applicants will be notified in writing if they are chosen to continue to the co-creation phase.
- Once the work plan and budget have been finalized through co-creation, MSR will proceed with requesting approval from USAID.
  - 1) Applicants will be informed in writing that they will receive the proposed grant after MSR has received USAID approval.

### 2. Award Administration

Any awards made under this APS will be administered according to the following:

- All NGOs are subject to 2 CFR 200 Subpart E-Cost Principles and F–Audit Requirements, and applicable 2 CFR 700 regulations.
- Non-U.S. based NGOs are subject to [USAID Standard Provisions for Non-US Based Non-Governmental Organizations](#).
- Fixed Amount Awards are subject to [USAID Standard Provisions for Fixed Amount Awards](#).

## **I. CONTACT INFORMATION**

The applicant(s) may use the following e-mail address to contact MSR regarding this funding opportunity: Attention: Grants Manager at [grants@acdivocaghana.org](mailto:grants@acdivocaghana.org).

*Please note: The MSR Activity reserves the right to co-create with one, some, or none of the applications received.*

## ATTACHMENT 2 – CONCEPT NOTE TEMPLATE



Attachment  
2\_Concept Note Ten

### 1. Applicant Information

- a. Organization Name:
- b. Street Address:
- c. Street Address 2:
- d. City:
- e. Region:
- f. Postal Code:
- g. Authorized Representative
  - Prefix:
  - First Name:
  - Last Name:
  - Title:
  - Email Address:
  - Work Phone:
- h. Point of Contact
  - Prefix:
  - First Name:
  - Last Name:
  - Title:
  - Email Address:
  - Work Phone:

### 2. Grant Activity Location(s)

*In this section, applicants can enter as many locations as necessary to capture all locations of implementation.*

- a. Region:
- b. Country:
- c. State:
- d. City:
- e. Geo Coordinates:

### 3. Grant Activity Description

- a. Requested Grant Budget
  - a. In USD:
  - b. In Local Currency:

### 4. Cost Share and Leverage Proposed

*In this section, applicants need to indicate the value of anticipated contributions.*

1. In USD:
2. In Local Currency:

### 5. Goal:

*In this section, applicants should describe the overall objective of the grant activities (1-2 sentences)*

**6. Objectives:**

*In this section, applicants should describe the objectives of the grant activities.*

**7. Illustrative Activities:**

*Describe the proposed approach and activities that will address the grant rationale. What will be the anticipated outputs, outcomes, results and impact?*

*Applicants should explain the roles and responsibilities of the core partners. This must include a description of the role of the private sector partner(s) and how the private sector partner's involvement, expertise and resource contributions will support specific alliance activities and contribute to outputs, outcomes, results and intended impacts.*

*Applicants should also explain how the outcomes and results, as well as any activities that need to continue beyond the duration of the award, will be sustainable without continued funding from MSR or involvement after the award ends.*

**8. Proposed Beneficiaries**

*This section should briefly describe the proposed direct and indirect beneficiaries that will benefit from the project (e.g., who they are, what challenges they face, socioeconomic factors impacting them as a population, key demographic information such as age, gender, ethnicity, religion, etc.). Applicants should also provide a brief description of the monitoring and evaluation approach, gender and youth inclusion approach to be used.*

*Include how success will be defined, the availability of baseline data, the use of control groups, or the definition and development of comparison groups and counterfactuals.*

- Number of direct beneficiaries:
- Number of indirect beneficiaries:
- Beneficiary Description:

**9. Attachments**

Attach relevant documents for submission to the “Concept Documents” section.

**10. Experience**

- Project Title:
- Total Project Budget:
- Project Start Date:
- Project End Date:
- Project Location:
- Project Summary:
- Name of Donor:
- Donor Point of Contact (POC):
- POC's Email Address:
- POC's Telephone Number:

**11. Name and Contact Information for Private Sector Partner(s)**



*In this section, applicants must provide the organization name and authorized representative for all private sector partners that will be a part of the grant activities. In addition, the applicant should provide a brief description of the partner's previous work and experience that will contribute to the grant activities.*

- Organization Name:
- Street Address:
- Street Address 2:
- City:
- State/Province:
- Postal Code:
- Authorized Representative
  - Prefix:
  - First Name:
  - Last Name:
  - Title:
  - Email Address:
  - Work Phone:
- Brief Description of Previous Work and Experience

## **12. Proposed Estimated Cost and Cost Breakdown**

*For this section, applicants should utilize the budget template under the attachments section to account for the funding being requested by the MSR.*

## **13. Commitment Letters (4 letters maximum; any letter must not exceed two pages)**

*Applicants must submit letters of support and commitment from key partner(s)/clients, if relevant. The letter should identify the interests the partner or client has in the application, the ways in which the partner/client was engaged in developing the concept note, the objectives and results the firm seeks to achieve through, the role and responsibilities, and the resources and contributions the partner/client anticipates providing to the primary applicant. If the applicant is contributing only its own resources, then they do not need to submit a letter of support or commitment.*



### **ATTACHMENT 3. PROJECT BUDGET TEMPLATE**



Attachment  
1\_Project Budget Tei



Attachment  
1\_Project Budget Tei