

**Request for Applications**  
**Konbit**  
*“Innovative Solutions to Development Challenges in Haiti”*

**Phase 1: Requests for Concept Papers**

**Issuance Date: 19 January 2018**

**Questions for Clarification: 1 February 2018**

**Clarifications Issued to all Applicants: 2 February 2018**

**Concept Paper Submission Closing Date & Time: 23 February 2018 4:00pm**

*Following a review and evaluation, all applicants will be notified if their Concept papers were successful or unsuccessful. Successful applicants will be asked to move on the Phase 2 as described below:*

**Late submissions will not be considered**

**Phase 2: Request for Full Applications**

**Full Application workshop: 12 March 2018**

**Application Submission Closing Date & Time: 13 April 2018 4:00pm**

*Following a review and evaluation, all applicants will be notified if their Applications were successful or unsuccessful*

Dear Applicants,

Papyrus S.A, the implementing partner for USAID’s Konbit project, pursuant to the Foreign Assistance Act of 1961, as amended, is seeking innovative ideas from qualified Haitian organizations and companies to implement ‘*Innovative Solutions to Development Challenges in Haiti*’ for an estimated period of 12 months. Funding for this activity is provided under USAID contract AID-521-A-15-00009.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following sections. **Please read this RFA in its entirety before submitting your application to ensure you have completed the full application and are submitting all required documentation.** Late or incomplete applications will not be considered for an award.

Section I: Funding Opportunity Description  
Section II: Eligibility Information and Evaluation Criteria  
Section III: Application and Submission Information  
Section IV: Award and Administration Information  
Section V: Concept Paper Format

Thank you for interest.

Sincerely,

Konbit Chief of Party

## Section I. Funding Opportunity Description

### 1.0 Two-Tier Competition Process

#### Phase 1: Concept Paper

Konbit seeks initial concept papers for innovative ideas for **key development challenges in Haiti within the sector in which your organization intervenes**, further described below:

*Innovative (New idea, product, method, service, or approach leading to significant improvements)*

*For example, if your organization's area of expertise is gender, then your proposed innovative idea would address a gender-related development challenge.*

*Similarly, if your organization is best known for its agri-business initiatives, then you would identify a key agribusiness development challenge and propose an innovative idea to that challenge.*

*All national and local organizations are eligible to apply as per Section II below.*

**While applicants are developing their concept papers, they may NOT solicit information from Konbit, its staff or USAID that would give them a competitive advantage over others.** However, applicants may submit questions to Konbit by **1 February 2018**. Questions from all applicants will be compiled and responses will be sent to all applicants to ensure transparency and consistency of information. Konbit will conduct a review of all concept papers utilizing the eligibility and selection criteria outlined in Section II.

#### Phase 2: Full Application

Those successful applicants will be notified and asked to attend a 'Next Steps Clinic' in which Konbit will provide information on developing a full application for submission. Following the Next Steps Clinic, applicants will have until **13 April 2018** to develop a full application based on their successful concept paper. Konbit will conduct a second review and evaluation on the full applications. Successful applicants will be notified to 'proceed in cycle' to the pre-award phase. ***Acceptance of a successful concept paper or application does not guarantee a grant award.***

### 2.0 Konbit Background

KONBIT's goal is to increase the number of local development partners influencing and achieving significant and sustainable development results in Haiti, who are accountable to their constituents, and are able to effectively compete for and manage resources. Through working with local service provision partners, KONBIT will: strengthen the proficiencies of capacity development service providers and build local institutional competence, by providing capacity development assistance to local organizations so they can take on increasingly complex Haitian development challenges; mobilize networking events for local and international stakeholders to encourage collaboration and sharing of best practices, innovations, and industry standards in both capacity development and technical areas; and measure project progress and achievements, utilize its monitoring and evaluation processes and results to create learning opportunities for program participants, and employ its interactive platform for sharing key lessons learned.

### 3.0 Purpose of Innovation Grants

Konbit recognizes that building strong local institutions requires self-reliance, a strong sense of ownership over the development process, and innovative solutions to achieve sustainability. Konbit will promote innovative ideas and periodically issue RFAs on a competitive basis for innovation projects developed under the Development Innovation Network (DIN) that clearly demonstrate a unique,

innovative, or proprietary capability, and/or represent appropriate use of grant funds to support program objectives. ***The Konbit Small Grants Program will promote innovative solutions that address development challenges specific to the Haitian context.*** These grants will be developed under the Konbit Development Innovation Network (DIN) activities and/or online platform.

#### **4.0 Project Objectives**

The overall objective of Konbit is to increase the number of local development partners influencing and achieving significant and sustainable development results in Haiti, who are accountable to their constituents, and are able to effectively compete for and manage resources.

#### **5.0 Allocation of Innovation Grants**

**Konbit anticipates providing a maximum amount of up to but not exceeding \$150,000 USD (one hundred fifty thousand dollars) per grant.** The budget should describe the budget components to be financed by Konbit as described in the budget line items in the grant application form.

#### **6.0 Location of Activity**

Organizations from all regions of Haiti are eligible to apply for this grant, however **preference will be given to organizations operating outside of Port-au-Prince or whose activities will take place outside of Port-au-Prince.**

## **Section II: Eligibility Information and Selection Criteria**

### **1.0 Eligibility**

To be eligible for this award, applicants must:

- Possess sound managerial, technical, and institutional capacities to achieve project results under a Fixed Amount Award;
- Be National and local entities<sup>1</sup>
- Register on the Development Innovation Network: [konbitayiti.globalinnovationexchange.org](http://konbitayiti.globalinnovationexchange.org)

In addition, the applicant must:

- Possess a system of internal controls that safeguard assets and protect against fraud, waste, and conflicts of interest;
- Be in good standing with all civil and fiscal authorities;
- Be willing to sign applicable assurances and certifications;
- Not be barred from receiving US Government (USG) funds.

Konbit encourages applications from organizations and companies with and without prior USAID experience and will all be considered equally.

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<sup>1</sup> Meaning an individual, a corporation, a nonprofit organization, or another body of persons that:

1. Is legally organized under the laws of;
2. Has its principal place of business or operations in;
3. Is majority owned by individuals who are citizens or lawful permanent residents of; and
4. Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country receiving the assistance.

The following organizations are not eligible for Agricultural Growth and Rural Opportunities IIF Grant funding:

- Political parties and their subsidiaries or affiliates;
- Organizations that appear with a negative determination on the SAM, OFAC or UN SD Lists
- Organizations that promote or engage in illegal activities or anti-democratic activities;
- Faith-based organizations that are not in compliance with Automated Directives System (ADS) 303.3.6.4.m, which is in accordance with Executive Order 13279, Equal Protection for the Laws of Faith-based Community Organizations;
- Any governmental entity

## 2.0 Selection Criteria

A Review and Evaluation Committee (REC) will formally evaluate and rank your application in writing, using an Application Evaluation Form. Rankings will be based on maximum score of 100 points per criteria and weights in the table below:

Category	Score (out of 100)
1. <b>Innovative Idea:</b> Is the proposed idea innovative and does it provide a solution to a clearly defined development challenge?	30
2. <b>Cross-Cutting Considerations:</b> Does the innovative idea incorporate gender and/or advocacy in its solution to the identified development challenge?	10
3. <b>Sustainability &amp; scalability:</b> Does the concept discuss how the process and results from the activity will be sustained and scaled up after the grant ends?	30
4. <b>Organizational Capability:</b> Does the organization have the necessary experience and capability to execute their innovation?	20
5. <b>Cost Effectiveness:</b> Are proposed costs reasonable and in line with the described activities?	10

## Section III: Application and Submission Information

The applicant must submit their concept paper using the template provided in Attachment A. **Failure to use the templates provided or the submission of incomplete documentation will result in the disqualification from this RFA.**

**The Concept Paper must not exceed 3 pages (not including a cover page) and must be written using Calibri font, size 11 point, single-spaced. Your Concept Paper may be submitted in English or French.**

Applicants should submit applications electronically to:

**Attention:** Dimitri Jean  
Konbit Grants Manager  
Email: dimitri@papyrushaiti.com

Please insert in the 'subject' line of the application email, the following: **"RFA002-Innovative Ideas"**

Organizations with successful concept papers will be requested to register for a DUNS number and in the System for Award Management. Any organization receiving USG funds is required to obtain these

registrations prior to award, and thus all organizations submitting concept papers are encouraged to obtain their registration early, even if not awarded a grant under this RFA. Links to the websites:

- **DUNS:** <http://fedgov.com/webform>
- **SAM:** [www.sam.gov](http://www.sam.gov).

## **Section IV: Award and Administration Information**

### **1.0 Award Information**

1. Konbit anticipates awarding **5 (five) grants** with an anticipated cost of US\$**150,000 (one hundred fifty thousand US dollars)** each.
2. Allowable costs must be reasonable, allocable, well documented and justified for the proposed project and budget. Nonrefundable VAT is unallowable.
3. The grant must not exceed 12 months in duration.
4. Applicants may submit no more than one Concept Paper in response to this RFA.
5. A Grant application received by the deadline will be reviewed by the Konbit Review and Evaluation Committee (REC) according to the evaluation criteria outlined in Section II of this RFA.
6. Submissions received after the closing date will not be considered in the review process. Electronic copies must be received before the closing date and time.
7. Following submission of your complete Application, the Konbit Grant Manager (GM) will send you an e-mail notification confirming receipt of your application. If your application has received a minimum score, and assuming availability of funds and other applications, you will be notified to 'proceed in cycle' and will be asked to attend a Next Steps Clinic.
8. During the Next Steps Clinic, Konbit will discuss next steps, review the full application format and reporting requirements expected of potential grant awardees.

If your concept paper or full application is unsuccessful, you will be notified in writing within 10 business days following the REC meeting.

### **2.0 Administration Information**

Konbit will issue Fixed Amount Award grants to support projects with very specific and defined elements that can be turned into deliverables. A grant award will be administered in accordance with applicable regulations as follows:

- ADS 303 and Standard Provisions for Non-US Nongovernmental Organizations for Fixed Amount Awards
- 2 CFR 200 and 700
- Applicable OMB Circulars

**USAID and Konbit reserve the right to fund or not fund applications from your organization. Additionally, any award pursuant to this funding opportunity is contingent upon the availability of funds.**

## CONCEPT PAPER FORMAT

CONCEPT PAPER	
<b>Date:</b>	<b>Name of Applicant:</b> <b>Organization Name:</b> <b>Technical focus of the organization:</b>
<b>Phone:</b>	<b>E-mail:</b>
<b>Address:</b>	

**Instructions: Please provide the following information in three (3) pages or less:**

Technical Application
<p><b>Notes:</b> Describe why you think your concept is innovative or different from existing initiatives. Include your approach and methodology, anticipated results, and geographic focus. Detail Haiti specific challenges, targeted beneficiaries and proposed solutions.</p> <p><b>Page Limit:</b> 1 pages</p>
Cross-Cutting Considerations
<p><b>Note:</b> Provide information on how this innovation will address cross-cutting issues, such as gender or advocacy. If there will be a potential environmental impact, describe how the program will seek to manage and mitigate risks.</p> <p><b>Page Limit:</b> ½ page</p>

<b>Sustainability</b>			
<p><b>Note:</b> Provide information on how this program and/or its results will be sustained or scalable after the activity ends.</p> <p><b>Page Limit:</b> ½ page</p>			
<b>Organizational Capabilities and Experience</b>			
<p><b>Note:</b> Provide information on the organization’s capacity and experience to execute the proposed activity. Describe any key personnel you have on staff.</p> <p><b>Page Limit:</b> ½ page</p>			
<b>Estimated Budget</b>			
<p><b>Note:</b> Provide a summary budget below. Do NOT submit detailed budgets with your Concept Paper</p> <p><b>Page Limit:</b> ½ page</p>			
Category	Unit Value	Units	Total
<i>Personnel/Labor</i>			
<i>Equipment</i>			
<i>Materials and Supplies</i>			
<i>Transportation</i>			
<i>Communication Costs</i>			
<i>Activity Costs</i>			
<b>TOTAL:</b>			
<p>“We, the undersigned, hereby submit this Grant application to Konbit for review and consideration. We have materially participated in its preparation. To the best of our knowledge, all information provided is current, complete, and accurate and based on the need to efficiently and effectively meet the needs of the target population.”</p>			
<p><b>Signature:</b> _____</p>			<p><b>Date:</b> _____</p>