



Request for Applications

Advocacy Support Fund 2016: *Supporting Collective Action for Change*

Issue Date: April 28, 2016

Deadline to submit Pre-Applications:
June 5, 2016 @ 11.59 PM (23:59) Amman Time

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I. OVERVIEW

I.A. Summary

The USAID Civic Initiatives Support Program (USAID CIS) aims at cultivating a strong and vibrant civil society in Jordan through supporting a broad range of civic initiatives. Working at both national and local levels, it supports civic initiatives and advocacy responding to common interests, strengthens the organizational capacity of civil society organizations (CSOs) and promotes Government of Jordan-CSO collaboration efforts to address reform and development challenges. USAID CIS is a five-year project (2013-18) implemented by FHI 360, a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions.

Through the Advocacy Support Fund Request for Applications (ASF RFA), USAID CIS invites Jordanian civil society organizations (CSOs) to collectively advocate for locally-defined priorities through community engagement and rights-based advocacy. ASF grants will:

- Support issue-driven collective action and networking to create locally-driven solutions that address rights violations in the areas of democracy, human rights and governance; economic development and energy; education and youth; water resources and environment; population and family health; gender equality and female empowerment; and inclusion of persons with disabilities.¹
- Support citizen-led issue-based networks to advocate their priorities among candidates, elected officials and governmental decision-makers.
- Enhance CSO/community knowledge, skills and abilities to advocate at the local level.

Parameters governing this RFA are as follows:

Advocacy Support Fund Grant Parameters	
Purpose	Support local-level change initiatives to be implemented within <u>one</u> governorate (either within a community or across the governorate)
Eligibility	CSOs must be legally registered in Jordan with headquarters in Jordan. Applicants must be headquartered in the governorate in which its proposed project will be implemented <u>OR</u> applicants can be branches of national umbrella organizations in the governorate where their proposed project will be implemented. Government and semi-governmental entities are <u>ineligible</u> to apply for this grant.
Competition Review	Applications are evaluated on a governorate level (i.e. Mafrqa applications evaluated against Mafrqa applications). If no applications from that governorate are shortlisted, no awards will be made there.
Budget	Estimated amount range: JOD 35K - JOD 50K. <i>NOTE: An applicant can apply for an amount that is less or more but if the applicant applies for more than JOD 50K, this must be justified by a comprehensive project design and organization capacity to effectively implement the project and to spend the proposed amount within the defined period of performance.</i>
Period of Performance (Anticipated)	<ul style="list-style-type: none"> • Pre-Award assessments and capacity building of shortlisted CSOs (Aug-Nov 2016) • 12-month advocacy implementation period (Dec 2016-Dec 2017) • 3-month post-assessment period for M&E, capacity, etc. (Jan-March 2018) <i>NOTE: All grantee implementation activities must end by Dec 31, 2017.</i>
# of awards	Estimated # of awards: 1-2 per governorate (approx. 24 total)
Other requirements	<ul style="list-style-type: none"> • Capacity building budget line for institutional/technical strengthening • 5% cost share from the grantee required

¹ Issues are also linked to USAID's Country Development Cooperation Strategy (2013-17 (updated March 2015): <https://www.usaid.gov/jordan/cdcs>

I.B. Background

Advancing change requires the effective engagement of people in:

- Identifying their rights and addressing priorities to safeguard those rights
- Defining, proposing and advocating for solutions
- Working together to translate their proposed solutions into action and to strive for change in policy, behavior and practice.

Achieving effective engagement requires individuals to work together and think strategically about what is required in the short, medium and long-term. Although few Jordanian CSOs have defined rights-based advocacy as their primary mandate, civil society organizations can serve to lead their constituency's collective action in advocating for their defined change. They are embedded within their communities and are well-positioned to facilitate this process of engagement with relevant stakeholders and decision-makers. Ultimately, this will result in strengthening mechanisms of bottom-up social accountability, increasing peoples' understanding of their rights and responsibilities, and empowering them to engage with government actors.

USAID CIS supports the aspirations of people to contribute to the decisions that shape their own communities and livelihoods, and believes that peoples' voice and civic expression are essential to building and sustaining democratic societies. USAID supports efforts to strengthen CSOs because organized civic action is an expression of the basic human rights that are fundamental to democratic societies. Strong civil society actors are effective at representing their constituencies, and influencing public debate, legal and policy frameworks, and decisions that affect those constituents.

To do so, USAID CIS will work closely with successful applicants to:

- Build their capacities to strengthen collective action at the local level
- Understand the rights-based approach to ensure equality and social justice
- Strategize effectively by using a specific advocacy planning framework that stems from a rights-based practice
- Implement a project that defines short, medium and long-term solutions that ensure the rights of all members of the community, particularly marginalized groups.

Grants will enable local CSOs to focus on building broad issue-based constituencies, embed themselves in the communities in which they operate, develop a better understanding of those communities' needs and become more effective at addressing and advocating for them.

Applicants should take into consideration Jordan's development priorities as well as the challenges that have emerged due to and/or been exacerbated by the Syrian refugee crisis and the impact this has on their communities. In addition, applicants must demonstrate how they will engage vulnerable groups including women, youth, persons with disabilities and refugees in addressing those challenges and maintaining social cohesion. Overall, communities are growing and becoming increasingly diverse, making community members uniquely positioned to define solutions that are critical to challenging the status-quo, to breaking down barriers to innovations and to improving the health and stability of their communities.

In addition, this RFA comes at a time where Jordan is anticipating elections at the different levels: Parliamentary elections, municipal elections and decentralization either in 2016 or 2017. These elections provide an opportunity for CSOs to shape the election landscape by shifting the debate from the merits of individual candidates to how they will tackle priority issues and subsequently demand elected officials at all levels to respond to community priorities. CSOs as well can serve their role as watchdogs to ensure the accountability process between constituencies, elected bodies and local authorities.

I.C. Guiding Principles of the ASF RFA

This grants program aims to support a wide variety of initiatives and creative approaches that enable CSOs to tackle a collectively defined community issue from a rights-based perspective. Definitions of the concepts are summarized here:

Snapshot of ASF RFA Definitions		
Collective Action	Advocacy	Human Rights-Based Approach
<p>When individuals, groups, or organizations come together to combine the strength of the group’s resources, knowledge and efforts to reach a shared goal by all the stakeholders.</p> <p>Benefits of Collective Action:</p> <ul style="list-style-type: none"> • Creates space to engage marginalized and other diverse members of the community • Unites many voices as a powerful force for change • Creates a common platform for joint action • Establishes common cause and reduces alienation • Strengthens social networks to promote transparency and accountability • Brings accountability to your constituencies and recognition from decision-makers 	<p>Advocacy is a means for individuals, constituencies, or organizations to shape public agendas, change public policies, and influence other processes that impact their lives through a series of strategic, interconnected, integrated activities designed to achieve a goal.</p>	<p>An approach to advocate on issues from a rights perspective especially in relation to the State’s human rights commitments as well as international human rights conventions. Using this approach to advocate for a specific human right or several rights outlines how local and international human rights laws can empower and reposition people and communities as “rights-holders” as well as identify those responsible for providing those rights (“duty bearers”). Additionally, it aims to address and rectify power imbalances between both sides (right holders and bearers).</p> <p><i>(See Attachment D for a Summary of the Universal Declaration of Human Rights)</i></p>

Guiding principles for projects funded under this RFA include but are not limited to:

- Project proposals respond to an identified priority taking into consideration Jordan’s current political, social, economic and development context.
- Proposed solutions are grounded in core values such as equity, justice, mutual respect.
- Proposed change should be driven by collective actions, collaboration, networking and coalition-building among community actors, i.e. CSOs, private sector, decision-makers, influencers, etc.)
- Marginalized groups (women, youth, persons with disabilities, elderly, refugees, etc.) are engaged at all levels of the project (issue identification, design, implementation, and evaluation)
- Opportunity for community/private sector engagement is encouraged.
- Gender and inclusion must be taken into consideration throughout the entire project cycle (i.e. identifying, analyzing, designing, implementation and evaluation).

Advocacy Case Study: Sar Waqtha (See Attachment A):

USAID CIS has included a case study on the “Sar Waqtha” (It’s Time) campaign to demonstrate to applicants how the guiding principles have been applied in Jordan. The campaign was founded by a group of University of Jordan (UJ) students with various disabilities and without disabilities to demand the rights of students with disabilities in education on the basis of equal opportunity and equal basis with others, without any form of discrimination or exclusion; according to the principles and provisions of the Jordanian Constitution and the Convention on the Rights of Persons with Disabilities ratified by Jordan in 2008. It has resulted in concrete changes that have advanced the rights of UJ students and has served as an inspiration for university students across the Kingdom. The USAID Jordan Civil Society Program, implemented by FHI 360, provided technical assistance and in-kind support to Sar Waqtha.

Attachment A aims to assist applicants in understanding the goals and objectives of the ASF RFA and provides a concrete example of how to develop their application. By reviewing the questions and answers outlined in the case study, applicants will recognize the importance of gathering key information in advance in order to design their proposal. USAID CIS encourages applicants to watch the video about the campaign to learn more about how this group successfully advocated for change that improved the lives of marginalized people in the community: <https://www.youtube.com/watch?v=MnHnf4Mjfk0>.

II. Competition Process

II.A. Grant Competition Process

The ASF RFA consists of the following steps:

<i>Steps/Anticipated Timeline</i>	<i>USAID CIS & Applicant/Grantee</i>
<i>STEP 1: Pre-Application (May - June 2016)</i>	<ul style="list-style-type: none"> Applicants submit 3-minute video and a pre- application form via email to jordanusaidcis@fhi360.org by June 5, 2016 @ 11.59 PM (23:59) Amman time FHI 360 conducts mandatory searches to ensure eligibility Grant Evaluation Committee convenes to review applications per RFA criteria (by governorate) to determine initial shortlist
<i>STEP 2: Oral Presentations to Grant Evaluation Committee/GEC (Jul 2016)</i>	<ul style="list-style-type: none"> Initial shortlist are invited to make an oral presentation to GEC in July GEC scores and determines final shortlisted applicants USAID concurrence is confirmed and shortlisted applicants move to Step 3
<i>STEP 3: Action Planning & Due Diligence for Final Shortlist (Aug-Nov 2016)</i>	<ul style="list-style-type: none"> Participation in advocacy action planning & budgeting workshops (3-4 days) Shortlisted submit their advocacy plan and budget CIS provides support to finalize plan/budget CIS conducts pre-award assessment & due diligence Assessments: <ul style="list-style-type: none"> - Institutional Assessments (IDA/ICAT) - Advocacy Capacity Index (ACI) - Advocacy Issue Evaluation
<i>Step 4: Grant Implementation (Dec 2016- Dec 2017)</i>	<ul style="list-style-type: none"> Grants issued and ongoing mentoring provided USAID CIS technical support to grantees: workshop on rights-based approach, gender and inclusion, grant management, etc.
<i>STEP 5: Post Assessment (Jan-Mar 2018)</i>	<ul style="list-style-type: none"> IDA/ICAT, ACI Advocacy Issue Evaluation End of Project Evaluation

STEP 1: Pre-Application (Deadline: June 5, 2016 @ 11.59 PM (23:59) Amman time)

Pre-Applications are accepted in either Arabic or English. Only Applicants that submit a complete application in the specified format will be considered. The following components comprise the Pre-Application:

1.1 Applicants submit:

- Pre-Application Form (see Attachment B) and 3-minute video concept submitted to jordanusaidcis@fhi360.org by the deadline above.
- Videos must respond to the following questions:
 - Describe your local community issue by answering:
 - ⇒ What is the problem?
 - ⇒ What is the right that is being violated?
 - ⇒ Who is suffering from this problem?
 - ⇒ How is the right being violated and by whom?
 - ⇒ How are people being prevented from accessing their right?
 - ⇒ When is the violation taking place?
 - ⇒ Where is the problem taking place?
 - ⇒ Why does this reason occur?

- Why is this a community priority?
- What change do you want to make through this project?
- What actions will you take to achieve this change?
- How will you engage marginalized groups in this effort?
- Who is working on the problem already and how will you engage them?
- What is your organization? Why should we fund you and not someone else?

NOTES: Applicants are encouraged to review the following resources:

- Attachment A - Sar Waqtha Case Study
- Attachment C - Instructions for Uploading a Video Application

1.2 USAID CIS staff conducts mandatory searches to ensure eligibility of applicant organizations.

1.3 USAID CIS convene the Grant Evaluation Committee (GEC #1) to evaluate video applications per Pre-Application Criteria and per governorate as below and select the initial shortlist:

<u>GEC #1: Video Application Criteria</u>	<u>Scores</u>
<u>Clearly defined problem & how it impacts the community</u> <ul style="list-style-type: none"> • What is the problem? • What is the right that is being violated? • Who is suffering from this problem? • How is the right being violated and by whom? • How are people being prevented from accessing their right? • When is the violation taking place? • Where is the problem taking place? • Why does this reason occur? • Why is this a community priority? 	40
<u>Clear link between the problem & proposed solutions to create change</u> <ul style="list-style-type: none"> • What change do you want to make through this project? • What actions will you take to achieve this change? • What is your organization? Why should we fund you and not someone else? 	30
<u>Engagement of marginalized groups in design & implementation through collective action</u> <ul style="list-style-type: none"> • How will you engage marginalized groups in this effort? • Who is working on the problem already and how will you engage them? 	30
Total	100

STEP 2: Oral Presentations to Grant Evaluation Committee (GEC #2) (July 2016)

2.1 Per the results of the GEC #1, applicants per governorate will be invited to make an oral presentation to the GEC using the power point template to be provided by USAID CIS. During this presentation, applicants will present their problem statement, previous similar work, engagement process, perceived challenges and resources needed to implement. Applicants are expected to bring along their partners or stakeholders as part of this presentation to tell their story to the GEC #2. A maximum of five representatives for each applicant can attend.

2.2 GEC #2 will score each applicant per the following evaluation criteria at the governorate level after which only shortlisted applicants will move to Step 3, upon USAID concurrence.

<u>GEC #2: Oral Presentation Criteria</u>	<u>Scores</u>
<u>Understanding of the defined problem & importance to the community</u> <ul style="list-style-type: none"> • Problem statement • Why is this problem a community priority? 	30

<u>Demonstrated engagement of stakeholders in collective action</u>	30
<ul style="list-style-type: none"> • Whom would you engage in the process and how? • Who is working on the problem already and how will you engage them? • How will you engage marginalized groups in this effort? 	
<u>Demonstrated ability to conceptualize and implement the project (problem, violated right, desired situation, implementation elements)</u>	40
<ul style="list-style-type: none"> • What is your organization’s mission and how does the proposed project fit under your mission? • What has been your previous or similar work related to advocacy (if relevant)? • What change do you want to make through this project? • What is your capacity to implement the proposed project? • What challenges might you face during the implementation process? • What resources and support are needed to implement this project? 	
Total	100

STEP 3: Advocacy Action Planning Workshop & Due Diligence (Aug.-Nov. 2016)

- 3.1 Shortlisted applicants will be invited to participate in a 3-day action planning workshop to develop an action plan and then submit a final version. The workshop will cover the concepts and framework, project design, budget instructions. Up to four members from each organization will be invited to work collectively on the action plan. The workshops will be conducted in each region as needed. Applicants will be requested to submit the final draft of the action plan and budget for review and finalization. One to one meetings will be conducted to ensure the finalization of the action plan and budget.
- 3.2 CIS staff will review applications, conduct due diligence and finalize awards. (See Section III below on Due Diligence)
- 3.3 CIS staff will conduct with the shortlisted CSOs pre institutional assessment using IDA or ICAT as appropriate. The outcome would feed into defining the capacity building elements as appropriate
- 3.4 CIS staff will conduct with the shortlisted CSOs pre advocacy capacity index assessment

STEP 4: Award Implementation (December 2016-December 2017)

Grantees will be provided with relevant workshops to support the effective implementation and management of the grant including a workshop on human rights based approach, gender and inclusion, to ensure that it is effectively mainstreamed throughout the implementation process.

STEP 5: Post Assessment (January - March 2018)

After the project implementation period ends (by December 31, 2017) USAID CIS will work with grantees to conduct a series of post-assessments: institutional capacity assessment, advocacy capacity index, and end of project evaluation. External costs for assessments will be covered by USAID CIS directly whereas grantees’ costs will be contributed as part of their cost share requirements.

II.B. Grant Competition Timeline

The following is the anticipated timeline:

<i>Competition Process</i>	<i>Anticipated Timeline</i>
Request for Applications Issued	April 28, 2016
Solicitation Workshops	May 5 - 12 (see schedule below)
Deadline for Q&A	May 15 by 4pm (16:00) Amman Time
Responses to Q&A posted on CIS website	Anticipated May 18
Pre-Application DEADLINE	June 5 by 11:59pm (23:59) Amman Time
Grant Evaluation Committee #1	Anticipated week of June 26
Applicants Informed of Status	Anticipated week of June 26
Grant Evaluation Committee #2: Oral Presentations	Anticipated weeks of July 10-21
Advocacy Action Planning workshop	TBD August
Due Diligence for Shortlisted (pre-award assessment, one-on-one design and budget planning, institutional and advocacy pre-assessments)	August-November
Anticipated Award/Period of Performance	December 2016-December 2017
Mandatory Grantee Orientation Workshops: Grant management, Human Rights Based Approach, Gender and Inclusion, M&E, etc.	December 2016-January 2017
Institutional, advocacy post assessments and end of project evaluation	January - March 2018

III. DUE DILIGENCE

III.A. Supporting Documentation

Upon being selected by the GEC #2, shortlisted applicants will be asked to submit full supporting documentation to demonstrate that the organization has the technical capacity to implement the grant, as well as the financial and administrative systems in place to adequately account for the grant funds.

Supporting documentation consists of the following:

- FINANCIAL PRE-AWARD ASSESSMENT TOOL. A USAID CIS staff member will schedule a time to conduct the assessment tool with short-listed organizations
- MANDATORY CERTIFICATIONS
- AUDITED FINANCIAL STATEMENTS, if available. (English translation desirable, but not required). If no recent audit has been conducted, a revenue and expense statement and balance sheet for the previous financial year must be attached)
- SUPPORTING COST DATA, including payroll records, USAID 1420 forms, quotes, etc. as described in the CIS Budget Instructions

Visit www.cisjordan.org to download the documents and guidelines required for final shortlisted applicants.

III.B. Cost Proposal

As part of Step 3 outlined above, only shortlisted applicants will submit a full cost proposal.

This will be done after the advocacy planning workshop as part of the development of their project action plan which includes a detailed budget and budget narrative. The detailed budget should include a complete breakdown of the cost/price elements associated with each line item. The budget shall include cost or prices of labor, travel or transportation, and other direct costs related to various implemented strategies. USAID CIS will provide shortlisted applicants

with budget instructions that outline what will be required for shortlisted grantees, including detailed budget guidance and supporting documentation requirements.

III.C. Cost Share Requirement

Successful applicants are required to include a cost share contribution of at least five percent (5%) of the total budget cost either from the applicant or other sources. The cost share should be calculated based on the total amount requested from USAID CIS (for example if the budget requested from USAID CIS is 35,000 JOD, a cost share of 1,750 JOD is required).

Cost share refers to funds or resources from other donors or the private sector that will pay for program-related activities. Cost share can also be payments from the Applicant's own funds or the fair value of in-kind contributions, such as space, equipment, the monetary value of volunteers' or staff time, etc. Applicants are encouraged to leverage private sector partnerships and/or other support, as appropriate. Cost share contribution may not be paid by the U.S. Government under another grant, cooperative agreement, or contract.

Applicants must explain the source of organizational funds that will constitute the organization's cost share contribution. Grantees are contractually obligated to contribute cost share from sources stated in the Application and Budget and described in the Grant Agreement.

IV. ADDITIONAL NOTES

The following apply to all grants competitions organized under the USAID CIS program:

IV.A. Inclusion of Gender & Disability: Applicants should pay special attention to gender and inclusion as cross-cutting themes and an integral part of the proposed pilot and ensure that youth can actively participate in all project processes and activities and equally benefit from the development outcomes, regardless of age, sex, disability, state of health, ethnic origin or any other characteristic. Applicants must ensure throughout the project phases accessibility and the provision of reasonable accommodation for persons with disability, i.e. Braille, sign language interpretation, etc. are provided to facilitate full participation.

IV.B. Monitoring & Evaluation Plan: USAID CIS will share relevant indicators from its own performance monitoring plan against which grantees are required to report (i.e. USAID mandatory indicators related to gender, capacity building, etc.)

IV.C. Grantee Capacity Building & Coordination: All Grantees will be required to participate in a series of capacity building workshops and coordination meeting offered by USAID CIS. "All Grantee Meetings" are designed to improve communication and cooperation between grantees, and to assist in fostering a dialogue and consensus on different civil society initiatives. In addition, USAID CIS will provide capacity building in the area of grants management to ensure compliance with all USAID regulations as well as monitoring and evaluation and advocacy.

V. EVALUATION OVERVIEW

USAID CIS intends to award grants resulting from this solicitation to Applicants whose proposals best conform to the solicitation requirements after evaluation in accordance with the criteria listed above. Upon receipt, CIS staff will screen applications for eligibility and completeness. An application can be categorized as non-responsive if it is incomplete, does not respond to the RFA, does not comply with the format requirements or is submitted after the due date.

Eligible video applications will be reviewed and scored by the USAID CIS Grants Evaluation Committee (GEC #1) as per governorate level. Initial shortlisted applicants will be requested to submit a power point presentation and deliver an oral presentation to the second GEC meeting who will evaluate per the criteria outlined above. GEC #2 members will finalize their scores and determine a final shortlist of applicants. Applications are evaluated by governorate and if

there are no applicants from a specific governorate that met the criteria, then none will be selected from that governorate.

As described above, once Applicants have been shortlisted by the GEC #2 shortlisted applicants will be asked to submit full supporting documentation to demonstrate that the organization has the technical capacity to implement the grant, as well as the financial and administrative systems in place to adequately account for the grant funds as detailed in the USAID CIS Grants Manual. Once finalized, grants will be presented to USAID and final awards are issued only upon USAID approval.

V.A. Technical Evaluation

It is important for applicants to understand that their video application will be evaluated as per the set criteria. Applicants from each governorate will be competing with CSOs within their governorates only. Then the initial shortlisted applicants will be requested to do an oral presentation to the GEC and be evaluated as per the criteria set above and evaluated at the governorate level as well.

A proposal can be categorized as unacceptable when it has many deficiencies or gross omissions or both and thereby: (1) fails to demonstrate an understanding of much of the scope of work necessary to perform the required tasks; and (2) fails to provide a reasonable, logical approach to fulfilling much of the requirements. A finding of unacceptable in one technical evaluation factor may result in the entire concept note being found to be unacceptable.

The technical criteria above are presented by major category, in relative order of importance, in order for Applicants to know which areas require emphasis in the preparation of applications. The above criteria reflect the requirements of this particular solicitation and its respective phases. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters that Applicants should address in their applications.

Shortlisted applicants will participate in a three-day advocacy planning workshop during which applicants will develop their project advocacy action plan to be followed by one-on-one mentoring to finalize their action plan and budget. Template for the action plan will be provided by USAID CIS during the advocacy workshop.

As a result of this process USAID can decide on the following:

- Fully fund the project
- Fund the project, with conditions
- Not to fund the project

V.B. Cost Evaluation

As described in section III.B above, only shortlisted applicants will be asked to submit a project budget upon the development of the advocacy action plan (Step 3). Budget instructions will be explained during the advocacy planning workshop and will be followed by one-on-one meetings with relevant USAID CIS staff who will review the proposed budget in line with the proposed action plan.

Applicants should note that budgets must be sufficiently detailed to demonstrate cost/price reasonableness and completeness, and that cost/price information determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be deemed unacceptable.

Applicant's best terms from a cost/price and technical standpoint should be considered:

- Please note that full-time staff must be budgeted based on the proposed individual's salaried rate, not a consultancy rate.

- Please note that USAID CIS will not accept daily rates in excess of 182 JOD per day; each proposed position should be commensurate with experience and previous salary history.

(i) **Cost Reasonableness.** USAID CIS will make a determination of cost/price reasonableness based on its cost experience for similar items or services, what is available in the marketplace, and/or other competitive offers.

(ii) **Cost Completeness.** A detailed line item budget, budget notes, assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the Applicant's cost proposal. The Program may request additional supporting information to the extent necessary to determine whether the price is fair and reasonable.

(iii) **Ineligible Costs/Activities**

- Infrastructure, modifications and/or maintenance of facilities
- Establishing new organizations
- Service provision

VI. INSTRUCTIONS TO APPLICANTS

VI.A. General

Applicants will not be reimbursed for the cost incurred in preparation and submission of an application. All preparation and submission costs are at the Applicant's expense.

Issuance of this RFA does not constitute an award commitment on the part of USAID CIS.

USAID CIS reserves the right to independently negotiate with any Applicant, or to make an award without conducting discussions based solely on the written applications if it decides it is in its best interest to do so.

USAID CIS reserves the right to fund any or none of the applications received.

USAID CIS reserves the right to check Applicant's donor references.

These Instructions to Applicants will not form part of the application or of the grant agreement. They are intended solely to aid Applicants in the preparation of their applications.

VI.B. RFA Contact Information

USAID Civic Initiative Support Program, P. O. Box 1252 Amman, 11821 Jordan
Tel.: +962 6 5933116, Fax: +962 6 5934554; Email: jordanusaidcis@fhi360.org
www.cisjordan.org and www.facebook.com/CISJordan

VI.C. Solicitation Workshop

Dates: Solicitation workshops will be held in each governorate per the schedule outlined below. Applicants are strongly encouraged to attend this workshop.

No.	Governorate	Date and time	Location	Venue
1.	Balqa	Thursday May 5 th 10:00 - 2:30	Salt	Musa al Saket
2.	Madaba	Thursday May 5 th 10:00 - 2:30	Madaba	Madaba Municipality
3.	Ajloun	Saturday May 7 th 10:00 - 2:30	Ajloun	Teachers Club
4.	Tafileih	Saturday May 7 th 10:00 - 2:30	Tafileih	Queen Alia Center (JOHUD)
5.	Jerash	Sunday May 8 th 10:00 - 2:30	Jerash	All Jordan Youth Commission
6.	Aqaba	Sunday May 8 th 10:00 - 2:30	Aqaba	ASEZA theatre
7.	Mafraq	Monday May 9 th 10:00 - 2:30	Mafraq	Teachers Club
8.	Ma'an	Monday May 9 th 10:30 - 3:00	Ma'an	Al Hussein Cultural Center

No.	Governorate	Date and time	Location	Venue
9.	Irbid	Tuesday May 10 th 10:00 - 2:30	Irbid	Officers Club
10.	Amman*	Wednesday May 11 th 10:00 - 2:30	Amman	Le Royal Hotel
11.	Karak	Thursday May 12 th 10:00 - 2:30	Karak	Princess Basma Center
12.	Zarqa	Thursday May 12 th 10:00 - 2:30	Zarqa	Chamber of Commerce

*Depending on demand, USAID CIS may hold a second workshop in Amman during the week of May 15th. Please check our website and Facebook page to confirm.

Confirmation: An e-mail confirming attendance must be sent to: jordanusaidcis@fhi360.org preferably 48 hours before the date of the governorate-level workshop. Dates and venues are subject to change and interested applicants are encouraged to check the CIS Facebook page and website for updates.

Language: The solicitation workshops will be held in Arabic.

VII.D. Clarifications

Method: Only written requests for clarification(s) will receive a response. Requests should be submitted via email to: jordanusaidcis@fhi360.org

Due date for receipt: All requests for clarification must be received by 16:00 on May 15, 2016 to the email address noted above. Only questions received by this date will be considered.

Responses: USAID CIS anticipates providing consolidated responses to the requests for clarifications by May 18, 2016 to be uploaded to www.cisjordan.org website.

VI.E. Pre-Application Deadline & Delivery:

Pre-Applications consist of two components: pre-application form and video concept. Both are due to USAID CIS by 11.59pm (23:59) Amman time on June 5, 2016. Pre-application form and video should be submitted via email to jordanusaidcis@fhi360.org. **A pre-application will not be considered complete without both components being submitted by the deadline.**

VI.E. Proposal Requirements

Language: Pre-applications and video application can be submitted in either Arabic or English.

Format: Applicants must submit proposals in the format specified in this RFA.

Authorized Signer (signatory): The Pre-Application Form (Attachment B) must be signed by a person duly authorized to submit an application on behalf of the Applicant and to bind the Applicant to the application. The Application Form shall include name, title, e-mail and telephone number of the person or persons in the organization who are authorized to discuss and accept a grant, if awarded.

By signing the application form, the Applicant verifies that it has reviewed the USAID CIS Grants Manual (available on website: www.cisjordan.org) and that the Applicant's management has read and understands its contents.

VII. USAID CIS SMALL GRANTS MANUAL

The USAID CIS Grants Manual, which must be read and acknowledged by the Applicant, is available on the project website (www.cisjordan.org).

VIII. DISCLAIMERS

- FHI 360 may cancel solicitation and not award;
- FHI 360 may reject any or all responses received;

- Issuance of solicitation does not constitute award commitment by FHI 360;
- FHI 360 reserves the right to disqualify any offer based on Applicant failure to follow solicitation instructions;
- FHI 360 will not compensate Applicants for response to solicitation;
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion;
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities;
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
- FHI 360 will be contacting all Applicants to confirm contact person, address and that bid was submitted for this solicitation.
- USAID and FHI 360 reserve the right to provide supplemental support (financial or in-kind) in excess of the total award ceiling, either by modifying the grant award, or by providing a follow on award.