

**REQUEST FOR APPLICATION (RFA)  
COG ASALS & DRM COMMITTEE NEEDS ASSESSMENT AND STRENGTHENING PLAN  
DEVELOPMENT**

**Section A- NOTICE OF FUNDING OPPORTUNITY**

The Council of Governors (COG) intends to carry out a needs assessment and develop a strengthening plan for the Council of Governors Arid and Semi-Arid Lands of Kenya & Disaster Risk Management (COG ASALS & DRM) committee to enhance its effectiveness in advocating for sustainable development of the ASALs. The proposed work is in partnership with USAID, Strathmore University, and other partners. This notice of funding opportunity aims to identify firms or a consortium of firms that can carry out this assessment. This work is expected to be carried out in an inclusive and collaborative way with COG and other stakeholders.

Name of Project:	USAID Strategic Partnership Program
Request for Applications (RFA) No.	<b>RFA-USAID SPP-2024-004</b>
Date of Issue:	7 <sup>th</sup> June 2024
Closing Date for Receipt of Applications	<b>Midnight, 28<sup>th</sup> June 2024</b>
Questions on this solicitation should be submitted to the e-mail address provided no later than the date indicated.	Email: <a href="mailto:trpgrants@strathmore.edu">trpgrants@strathmore.edu</a> No later than: 18 <sup>th</sup> June 2024
Question Response Date:	18 <sup>th</sup> June 2024

**Section B - PROGRAM DESCRIPTION**

**1 Purpose**

This activity aims to conduct a needs assessment and develop a strengthening plan for the COG ASALS & DRM committee.

## 2 Rationale

In 2010, Kenya made one of the most significant adjustments to the governance framework by promulgating a new constitution. The Constitution of Kenya, 2010 introduced the devolved system of governance, which devolved power and responsibilities from the national government to 47 elected County Governments. In doing so, the National and County Governments were assigned functions under the Fourth Schedule of the Constitution. The import of the functional assignment was that the development of policies, research, standards, and regulation of international trade remained with the National Government. In contrast, service delivery in key sectors such as agriculture, including the development of arid and semi-arid lands (ASALs), was devolved to the County Governments. To ensure a coordinated approach in the discharge of the functions between the two levels of government, the Intergovernmental Relations Act, of 2012, was enacted, which established intergovernmental institutions responsible for fostering cooperation and mutual understanding between the two levels of government. Key among them is the Council of Governors (COG), established under section 19 of the Act.

The Council operates through committees that mirror those of the National Government. The Arid and Semi-Arid Lands and Disaster Risk Management (ASALs & DRM) Committee is key among these Technical Committees. Even though Kenya has made progress in the development of its arid and semi-arid lands (ASALs), the country has yet to reach its full potential. To achieve this potential, Kenya must develop the ASALs differently, from how it develops policy at the national level to how the policies are cascaded to the counties. Eighty-three percent of Kenya's land area is in the ASALs region, with an average annual rainfall of 400 mm; therefore, only 17 percent of the country is suitable for rain-fed agriculture. The decline in the availability of arable land demonstrates the need and importance of improving productivity in the ASALs to ensure food security and other development initiatives. For the effective functioning of this ASALs & DRM Committee, it's essential that it has a functional technical team or secretariat to coordinate the activities of the Committee.

### 2.1 Objectives of the Activity

The objectives for this activity include the following.

1. Identify the gaps in knowledge, skills, and processes within the COG ASALs & DRM committee to enhance its effectiveness in advocating for sustainable development in the ASALs.
2. Develop a plan for strengthening the capacity of the COG ASALs & DRM Committee.

### 2.2 Deliverables

This assignment will deliver:

- i. A comprehensive COG ASALs & DRM Committee Needs Assessment report.
- ii. An institutional strengthening plan for the COG ASALs & DRM Committee.

## 1. Section C: TEAM PROFILE

It is anticipated that this work will be carried out by an organization, a firm, or a consortium of firms. Ideally, the firms should have expertise in:

- i. Human-centered, systems design or other innovative approaches.
- ii. Experience working with complex, multi-stakeholder partnerships and alliances .
- iii. Experience of working with Governments, the private sector, and development agencies, including donors and implementing partners.
- iv. Capacity building for experiential learning.

Specific qualifications for the awards are shared below, where applicants are expected to have experience and expertise.

- i. In-depth understanding of working with governments and private sector partners in diagnosing existing constraints to economic growth, identifying and prioritizing potential solutions and implementation, and leading to growth opportunities for a country or a segment of a country.
- ii. In-depth understanding of Arid and Semi-Arid Areas in Kenya or countries with similar ecosystems and context, including economic, social, and climate-related aspects.
- iii. In-depth understanding of Kenya's public sector policy and planning, precisely the policy and institutional set-up relating to national and county governments and ASALs development.
- iv. Experience in leading and managing teams of experts to undertake complex analyses, multi-stakeholder consultation and processes, and strategic / policy document preparation.
- v. Communication, GIS mapping, and analytical skills to support the preparation of papers, policy briefs, and presentations using multimedia tools, posters, charts, web pages, etc.
- vi. Relevant cross-cutting areas, including specifically gender, youth and social inclusion, and Climate mitigation/adaptation.

#### **Section D: ELIGIBILITY: WHO CAN APPLY FOR A GRANT?**

All applicants must be able to demonstrate that they meet the following eligibility requirements.

- i. Should be officially licensed to do such business (Certificate of Incorporation/ Business Registration, Tax Compliance Certificate, Business permit, CR 12 Form, KRA PIN).
- ii. Be formally constituted at the time of grant award.
- iii. Be compliant with the laws of Kenya and the government of Kenya regulations.
- iv. Pass due diligence requirements to ensure they can receive U.S. foreign assistance.
- v. Have the requisite Geographic presence to carry out the assignment after the award.
- vi. Recognizes the importance of promoting the participation of women, youth, persons with disabilities, and other marginalized groups.
- vii. Must demonstrate financial stability and compliance with legal requirements.
- viii. Must comply with all relevant government regulations, including those related to taxation, labor laws, environmental standards, and other applicable laws and regulations.
- ix. Must have the requisite sector or industry focus.

- x. The winning applicant must have a UEI number and be registered in the System for Award Management (SAM).

Notwithstanding the above, applicants who fall into any of the following categories are ineligible to receive a grant: (i) Individuals and organizations associated with terrorism and (ii) Individuals and organizations suspended or debarred from participating in federal government awards.

## **Section E: APPLICATION AND SUBMISSION INFORMATION:**

### **I. Application Instructions**

Applications must be submitted in English as Word/Excel documents, in font not smaller than Times New Roman size 11, page limit not to exceed 15 pages, and include the following elements:

Applicants must submit a technical proposal detailing the applicant's approach to the assignment, a financial proposal, CV(s) of key personnel, and a KRA PIN.

The technical application should present a concrete approach toward identifying and addressing the stated objectives in the activity description. The technical application requires the following:

- i. Contact information for the responsible party.
- ii. Demonstration of relevant previous experience and the ability to undertake and support a grant under the USAID Strategic Partnership Program as described in the activity description in this RFA.
- iii. Evidence of knowledge and understanding of the indicated problem statement.
- iv. Estimated costs for implementation through a proposed budget.
- v. Current or proposed staff members that will be assigned to manage grant activities.
- vi. The applicant is expected to show how they will monitor the implementation of the activity. Recipients must provide regular progress reports to the USAID Strategic Partnership Program detailing the status of project activities, achievements, challenges, and financial expenditures.
- vii. Annexes to provide supporting information, as required.

See attached **Annex 1** as a guide to prepare your proposal.

In addition, applicants must provide the following information.

- i. Documentation to verify licensure (Business registration certificate, Tax ID)
- ii. Demonstration of adequate management and financial resources to perform the contract. This includes HR, Finance and Administration manuals, audited financial statements for the last two years.
- iii. Satisfactory records of performance history, integrity and business ethics.

### **II. Budget**

- i. Submit a detailed budget for a 5-month period.

- ii. The proposed budget should be detailed enough to allow evaluation of the proposed costs. Budgets should be submitted in USD.

**III. Past Performance/References**

Please include three client references and contact information. References should have worked with your organization within the past two years applicable to this RFA Submission Instructions:

**All applications and related documents should be submitted electronically by 28<sup>th</sup> June 2024 to [trpgrants@strathmore.edu](mailto:trpgrants@strathmore.edu)**

**Section F: APPLICATION REVIEW INFORMATION / SELECTION CRITERIA**

Applications will be evaluated against the evaluation criteria in the table below:

Criteria	Maximum Score
Capability and Technical Experience Statement	60
Cost Proposal	20
Past Performance/References	20
<b>Total</b>	<b>100</b>

**Section G: AWARD ADMINISTRATION INFORMATION**

**3 Timeframe**

The overall estimated timeframe for implementing the activity is July 2024 – November 2024. The successful applicant will provide a detailed schedule and work plan during the inception process.

**4 Performance and Financial Details**

Any amounts indicated below are projections. Applicants should not use them as targets or assume them to be guaranteed amounts.

	Grants
Number of grants to be awarded	1
Budget not-to-exceed	\$120,000
Anticipated period of performance ( <i>duration in months</i> )	5 months

	Grants
Number of grants to be awarded	1
Budget not-to-exceed	\$120,000
Anticipated start date of performance	As soon as the grant is awarded
Type of grant that <u>may be</u> issued: <b>Fixed Amount award</b>	

## 5 Monitoring and Evaluation

The USAID Strategic Partnership Program Management Unit (PMU) oversees the grant process. Site visits and/or meetings with the grantee will be carried out by the Grants Manager or his/her designee. The purposes of the site visit/ meetings include confirmation or assurance that:

- i. Information contained in grantee technical and financial reports is accurate.
- ii. Project activities are proceeding as planned, and/or, if significant problems, delays, or obstacles exist, the grantee is effectively and constructively attempting to resolve such issues.
- iii. The grantee complies with the agreement's terms and conditions, particularly those related to the proper management and security of USAID Strategic Partnership Program funds and equipment purchased under the award.

USAID SPP will administer grant awards in accordance with the following USAID regulations: Code of Federal Regulations 2 CFR 200 and 700; and 48 CFR 31.2

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

<https://www.ecfr.gov/cgi-bin/text-idx?SID=cbb7305b43e022815d30aeaf7b642744&node=pt48.1.31&rgn=div5>

USAID Environmental Procedures 2 CFR Part 216

[https://www.usaid.gov/our\\_work/environment/compliance/22cfr216](https://www.usaid.gov/our_work/environment/compliance/22cfr216)

Please submit all questions concerning this call of applications to the USAID SPP team on email

[trpgrants@strathmore.edu](mailto:trpgrants@strathmore.edu)

All costs associated with responding to this RFA shall be the applicant's sole responsibility. USAID SPP reserves the right to fund any or none of the applications submitted.

Only successful applicants will be contacted; if you are not contacted within three months regarding your application, please consider your application unsuccessful.

### ANNEXES

1. Application Form.



**APPLICATION FORM**

**Section 1: Introduction**

1.1. Briefly introduce your organization, its mission and vision.

1.2. Mention the purpose of the grant application and the grant program you are applying for.

**Section 2: Project Overview**

2.1. Provide a concise summary of the proposed project.

2.2. Explain the significance and the impact of the project on the community.

### Section 3: Needs Assessment

3.1. Identify the specific problem or need that your project aims to address.

3.2. Present relevant data or statistics to support the need for your project.

### Section 4: Goals and Objectives

4.1 Clearly state the goals and objectives of your project.

4.2. Ensure that your goals are SMART (Specific, Measurable, Achievable, Relevant, Time-bound).

### Section 5: Project Activities

5.1. Describe the activities and strategies you will implement to achieve your objectives.

5.2. Explain the timeline for each activity.

**Section 6: Budget**

6.1. Provide a detailed budget for the project, including both income and expenses.

6.2. Clearly specify how the grant funds will be used.

**Section 7: Evaluation and Measurement**

7.1. Explain how you will measure the success and impact of your project.

7.2. Describe the metrics and tools you will use for evaluation.

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**Section 8: Organizational Capacity**

8.1. Highlight your organization's qualifications and experience in carrying out similar projects.
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8.2. Include relevant partnerships or collaborations.
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**Section 9: Sustainability**

9.1. Discuss how the project will be sustained beyond the grant period.
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9.2. Address any long-term plans for the project's continuation.
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**Section 10: Conclusion**

10.1. Summarize the key points of your proposal.

10.2. Express gratitude for considering your application

**Section 11: Attachments**

11.1. Include any required attachments, such as financial statements, letters of support, or additional documentation.