

REQUEST FOR APPLICATIONS

SOCIAL COHESION & YOUTH ENGAGEMENT PROGRAMS IN THE COMMUNITY

Announcement No.	TM/RFA/2023/03
Project:	'Promoting Resilience in the Maldives' (PRIME)
Published on:	22 nd June 2023
Concept notes due on:	23:00 pm, Monday 17 th July 2023
Point of Contact:	grants-maldives@transparency.mv

This is a call for sub-grant applications. In the first stage, only concept notes (Annex 1) must be submitted for evaluation. Thereafter, selected applicants will be invited to co-create a full proposal.

Any questions about this Request For Applications (RFA) must be submitted in writing [to grants-maldives@transparency.mv](mailto:grants-maldives@transparency.mv). Emails should reference the Announcement number (TM/RFA/2023/03) in the subject line. All responses and questions about the RFA during the application period will be posted in this online document, to allow access to all interested applicants: <https://docs.google.com/document/d/1gMnNKZ0iMVo7nrNbaP7NTUu6R6sg2aavCGgWHeIAgl/edit?usp=sharing>. Last day for queries related to this RFA is 10th July 17:00 hours.

SECTION 1 – BACKGROUND of PRIME PROJECT

1. Background

PRIME is a five-year program, implemented by TM|, aiming to build cohesive communities and resilience of vulnerable populations and at-risk groups such as youth, men and women alike in order to create an atmosphere for young people to grow into being contributing citizens of the Maldivian society. The program includes both preventive and rehabilitative interventions targeting youth in general as well as targeted rehabilitative interventions for youth at risk who are excluded and/or involved in criminal activities and are socially vulnerable.

According to the Youth Vulnerability report by UNDP (2019), the risks faced by youth in the Maldives include unemployment, underemployment, limited access to education, loss of identity, perceived unfairness, ostracism, and disillusionment. The study also reported that 69% of the participants felt that social isolation is a huge issue faced by the youth of Maldives. It further highlighted the lack of support networks in schools, as well as under-preparation for employment which can exacerbate the mentioned risks. The factors stated above may increase the vulnerability of young people to substance abuse, gang violence and other criminal activities.

The overall project is designed to address four interrelated social problems that drive youth towards violence and criminal activity in the Maldives:

- a. Break down of family structures
- b. Gangs and drug use
- c. Weak Education system

d. Unemployment and underemployment

2. Objectives of sub-grants programs and priority issues

The priority areas for this request for applications are given below. The examples of activities given are illustrative and are not limited to the mentioned ones:

- Activities that support youth development and reduce risks and vulnerabilities. This includes developing and conducting programs to enhance youth empowerment, career-building or enhancing programs, or activities that reduce their involvement and risk of involvement in criminal activities,
- Activities to promote social cohesion and community mobilization. This includes activities encouraging public participation in local governance, inclusion of minority or marginalized groups in community activities, encouraging positive citizenship.
- Mental health awareness and capacity building among community and local leaders. Activities may include programs to reduce stigmatization, prevention of mental health issues, advocate/support for proper environments in schools and workplaces.

SECTION 2 – AWARD INFORMATION

2.1 Specifics of sub-grants

<p>Target Beneficiaries:</p>	<p>PRIME program is broadly targeted towards girls and boys aged 12-17 years and men and women aged between 18 and 34 years, especially focusing on at-risk youth (who may include adolescents, school dropouts, young mothers, unemployed and underemployed youth). Subgrants are expected to target these groups as well. However, other target audiences may be included, depending on the interventions and activities proposed; such as parents or teachers or ex-offenders.</p> <p>It is expected that each grant will directly reach at least 300 – 400 individuals (girls, boys, women and men)</p>
<p>Target locations:</p>	<p>The following locations are the primary targets of the sub-grants issued under this RFA.</p> <ul style="list-style-type: none"> • Greater Male’ area. • K.Himmafushi, K.Maafushi and/or K.Guraidhoo • Addu City • Fuvahmulah City, • Kulhudhufushi City <p>Other locations with justifications on the relevance of the project will also be considered, if proposed in addition to at least one of the above locations. More points will be given for multiples locations.</p>
<p>Grant Value:</p>	<p>Minimum USD 15,000 – maximum USD 40,000 per grant</p>

Implementation period	October 1 st 2023 to September 30 th 2024 (twelve months)
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2.2 Type of Agreement

- Fixed Amount Award (FAA)

For this sub-grant, TM will sign a Fixed Amount Award (FAA) Agreement with the sub-grantee. Under an FAA agreement, payments will be made based on achievement of pre-determined milestones, as agreed and included in the agreement.

2.3 Number and size of sub-grant

PRIME Program expects to award several grants towards achieving the objectives in Section 1. The grant should not exceed USD 40,000, and be a minimum of USD 15,000.

The total number of grants to be issued will depend on the funding available and number of requests received.

2.4 Stages of selection

This RFA will follow a two-step process of selection. In the first stage, applicants must submit Concept Paper, which will be evaluated by TM. Successful applicants will be invited to the second step to co-create a full technical and cost application.

2.5 Renewals

Given the limitation of funds disbursement deadline, there will not be an opportunity to extend the period of performance, beyond October 2024. If the grantee demonstrates exceptional progress in disbursing funds and achieving the project targets, there is, however, a possibility of increasing the grant amount during the implementation year. All grants should be closed by October 2024.

SECTION 3 – ELIGIBILITY

3.1 Eligible organisations

Applicants must be Maldivian organizations. Applicants can be any organization in the Maldives with a legal personality in Maldives, that is NOT a public sector or profit sector institution. Examples of eligible organisations include non-government organisations, not-for-profit companies, societies, professional associations, and community based organisations.

Eligible organizations must also:

- Demonstrate the ability to contribute towards the objectives and perform the award in accordance with USAID policies and practices.
- Display sound financial, administrative, and technical management systems to safeguard assets and protect against fraud and waste.
- Able to demonstrate satisfactory performance with relevant experience.
- Have satisfactory record of business integrity and ethicality
- Commitment and flexibility to work in partnership with TM
- Must NOT subgrant the funds to a third party

3.2 Ineligible organizations include

- Political parties, including their subsidiaries and affiliates;
- Organizations that advocate or promote anti-democratic policies or illegal activities;
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective for the grant is of a religious nature;
- Any entity included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID;
- Any entity whose name appears in the excluded list of System of Award Management (SAM), on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the “OFAC List” and in the United Nations Security designation list with an active exclusion; and
- An organization that refuses to sign all required certifications and assurances.

Applicants are strongly encouraged to cost-share overheads with other projects, if implementing any. Applicants who demonstrate reasonable cost share in the concept note will have additional points in the evaluation of their applications

3.3: Ineligible activities and costs

Unallowable costs are further described in Subpart E-Cost Principles in 2 CFR 200 for non-profit organizations and FAR 31.2 “Cost principles for Commercial Organizations” for for-profit organizations.

All costs must be reasonable, allocable, and allowable. Grant funds cannot be used for the following:

- Private ceremonies, parties, celebrations, or "representation" expenses.
- Purchases of restricted goods, such as agricultural commodities, motor vehicles, pharmaceuticals, pesticides, timber extraction or processing equipment, used equipment, and fertilizers. If procurement of these restricted goods is necessary, TM will request approval from the AO and will procure items directly and donate in-kind to the recipient.
- Prohibited goods under USAID regulation ADS 312.3.4, including but not limited to: police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment.
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality and other regulations found under ADS 310.3; or from countries or suppliers as may be identified by USAID's consolidated list of debarred, suspended, or ineligible subcontractors at <http://www.sam.gov/>.

- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by TM, including any recipient headquarters expenses that are not directly linked to the implementation of the proposed project.
- Previous obligations and/or bad debts.
- Fines and/or penalties.
- Creation of endowments.
- Other costs unallowable under USAID and/or federal regulations, such as alcoholic beverages.
- Construction, infrastructure, renovation, or rehabilitation projects

SECTION 4 – APPLICATION AND SUBMISSION INFORMATION

Grants will be awarded through a **two-stage process** under this RFA. Applicants must first submit a Concept note (Stage 1). Applicants with successful Concept note will then be invited for a co-creation process of the Technical Application and Cost Application (Stage 2).

4.1. Stage 1: Concept Note

4.1.1: Concept note submission Process – (Stage 1)

Interested organizations are invited to submit a concept note (Annex A). All applicants will be reviewed based on compliance with the RFA requirements, technical merit of the program ideas, cost, and feasibility for participation.

Concept Paper submission deadline:

Deadline for submission of Concept notes
23:00 on Monday 17 th July 2023

Interested organizations are invited to submit a Concept Paper (Annex A). All applications will be reviewed based on compliance with the RFA requirements, technical merit of the program ideas, cost, and technical capacity of the implementing organisations. The concept note will require for the applicants to briefly list the proposed grant objectives, activities, the target beneficiaries, key stakeholders necessary for the project, requested grant budget total and a description of the CSOs capacity and experience.

An organization can submit more than one concept note, if desired. However, one award will be granted per selected organization.

An organisation can collaborate with another organisation and submit jointly however there must be a lead organisation. TM will enter into an agreement with only the lead organisation.

Upon evaluation of the concept paper, successful Applications will be invited for co-creation of the full technical and cost applications. Unsuccessful applicants will be notified of TM’s decision.

4.1.1: Submission instructions for concept notes

Concept notes can be submitted in **English or Dhivehi**. Applications must be submitted electronically to this email address: grants-maldives@transparency.mv, **by 23:00 hours on Monday 17th July 2023**. All correspondence must include the relevant RFA number (TM/RFA/2023/03) in the Subject line with the name of the organization.

Sample:

Subject: TM/RFA/2023/03 - “Name of the organisation”

4.1.2: Required Documents with concept note:

Please provide the following attachments with your CONCEPT NOTE:

- Copy of organization’s certificate of registration or incorporation
- CVs of Key Personnel of the organization who will be active in decision making and implementation
- Past Audit Reports of the institution (most recent 2 reports, if available)
- Past Annual report of the institution (most recent 2 reports if available)
- Any other project document, or document that demonstrates successful implementation of prior projects (past projects/event reports, recommendation letters, verifiable impact stories).

4.2: Stage 2 Co-creation Process

After the evaluation of the concept note, the selected candidates will be invited to participate in a co-creation process. During this stage, TM and the applicant work together closely to co-create a comprehensive implementation plan. This includes defining the specific activities, establishing a timeline, setting targets, and developing monitoring and evaluation frameworks. Through this collaborative process, both parties ensure a shared understanding of the project objectives, allowing the applicant to align their contributions effectively within the broader project scope. This co-creation stage fosters synergy and clarity, enabling a more successful and coordinated implementation of the project. This will take place in the form of an in-person workshop in August.

The following documents will be prepared during co-creation stage.

- A: Full Technical Proposal and Completed Detailed Budget Template
- B: One-page letter of support signed by the President of the Board of Directors indicating that they have reviewed the proposal and agree to the targets and resource commitment presented in the application.
- C. Signed Certifications
- D. SAM.gov registration details
- E. Organizational Capacity Assessment Questionnaire and supporting documents.

SECTION 5 – CRITERIA FOR REVIEW OF CONCEPT NOTES

5.1: Evaluation of Concept notes (Stage 1)

Stage 1 applications (concept notes) will be evaluated and scored based on the following evaluation criteria. Applicants are reminded to demonstrate how their proposed work will contribute to the objectives of PRIME program especially within the Maldivian context.

<p>Management and Staffing Capacity of the applicant</p> <ul style="list-style-type: none"> • Is the organization a legally registered entity? • Are the proposed management structure and staff, and other resources (example consultants or volunteers) adequate for implementation, based on current staff and proposed new staff? • Are the relevant prior experience and track record of proposed personnel on activities similar to this project, as per the CVs provided for key staff? 	20%
<p>Past Performance</p> <ul style="list-style-type: none"> • Does the organization have demonstrated prior experience in successfully implementing project of similar scale, including descriptions of previous relevant projects and results achieved. • Does the organization have adequate experience required for implementing the proposed project? • Has the organization any demonstrated ability to disburse project funds on time? • Does the organization have experience in working with the proposed stakeholders, target groups and in the proposed location? • Are the audit and annual reports submitted and in order? 	15%
<p>Proposed activities:</p> <ul style="list-style-type: none"> - How relevant are the proposed activities to the objectives of PRIME program and the priority areas in the call for proposals. - Do the proposed location(s) of the project include at least one of the PRIME target locations? Are there additional locations? - Are the target beneficiary groups and numbers meeting or exceeding the requirements of the call for proposals? - Are the proposed activities realistic and do they have a logical sequencing? - Do the activities take into account the capacity and likelihood of support of the stakeholders necessary to implement projects? - Are the objectives / outputs proposed under the project likely to bring meaningful impact to beneficiaries? - Are the activities proposed suitable for the location and have a high possibility of successful implementation? - Do the activities take into consideration external risk factors ? Are there a variety of activities proposed to spread risk? - Can the program be effectively completed in 12 months? 	50%
<p>Requested budget amount</p> <ul style="list-style-type: none"> • Are the requested amounts within the guidelines in this proposal? • Are the proposed amounts adequate for the proposed activities? • Are the estimated costs reasonable for the proposed activities? • Is the total amount requested close to the maximum expected grant value of USD 40,000? 	15%

SECTION 6 – Additional Information

6.1: Award administration information

Following the completion of co-creation stage, TM will inform the successful applicant in writing to confirm granting of the award. A notice of award signed by the Chief of Party is the official authorization document, which TM will provide either electronically or in hard copy to the successful applicant's main point of contact. TM will also notify unsuccessful applicants concerning their status after selection has been made at concept stage.

The following conditions, guidelines and notices are included to assist applicants in preparing a competent application. All of them should be reflected in the submission.

6.2: Language

Documents required for the Concept stage can be provided in English or Dhivehi.

6.3: Source and Nationality

The USAID authorized geographic code for the procurement of goods and services under the PRIME Activity Cooperative Agreement is 937 (the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source). A current list of eligible countries and further information on Source and Nationality may be found at www.usaid.gov/ads/policy/300/310.

6.4: Entity Registration in SAM.gov

The successful applicant must register for a Unique Entity ID and get an NCAGE code. Instructions to obtain a DUNS number can be found at:

- For Unique Entity ID : SAM.gov | [Duns - Sam UEI](#)
- For NCAGE: <https://eportal.nspa.nato.int/AC135Public/CageTool/home>

Before receiving an award, the winning applicant must be registered with the U.S. Government at www.sam.gov. Instructions to register can be found at:

<https://sam.gov/content/entity-registration>

Both registrations are free of charge. TM staff will assist all applicants with this process.

6.4 USAID (donor) required flow-down clauses

The winning applicant will be required to comply with the following USAID (donor) required rules and regulations:

Copies of the provisions may be found at:

[303mab.docx \(live.com\)](https://303mab.docx)

The following U.S. Government-issued documents shall serve as the primary reference for any questions regarding policies, procedures, and allowable costs, not specifically addressed elsewhere in this Award:

2 CFR 200, Subpart E, Cost Principles

<https://www.govinfo.gov/app/details/CFR-2022-title2-vol1/CFR-2022-title2-vol1-part200>

Applicants are encouraged to review these required rules and regulations to ensure that they will be able to comply with them if an award is made.

6.5: Pre-award certifications

Successful applicants before receiving any USAID grants are expected to provide certifications as required by U.S. legislation. A copy of all certifications can be found for review at

<https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>

Consequently, the applicants are required to familiarize themselves with the following and provide signed certification:

- Certification Regarding Lobbying (22 CFR 227)
- Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers)
- Certification Regarding Support to Terrorists.
- Certification Regarding Trafficking in Persons; and
- Certification of Recipient
- Key Individual Certification Narcotics Offenses and Drug Trafficking
- Participant Certification Narcotics Offenses and Drug Trafficking

SECTION 7 – PROJECT CONTACTS

The point of contact for this RFA and any questions during the RFA process should be addressed to:

Aminath Haifa Naeem, Grants and Learning Manager.

Email: grants-maldives@transparency.mv

Any prospective applicant with queries about this RFA must submit them in writing to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants via the online google doc stated above.

SECTIONS 8 – OTHER INFORMATION

1. TM will not reimburse organizations for any pre-award expenses.
2. TM and USAID reserve the right to fund any or none of the grant applications submitted.
3. All questions regarding the PRIME Grants Program should be addressed in writing to the email given above.
4. All USAID regulations will apply to awards, including those related to terrorism financing, trafficking of persons, environmental approvals, and other regulations. A complete list of all relevant regulations will be provided to awardees and certifications will be signed to ensure acknowledgement and understanding of the specific language.
5. A pre-award survey of the organization will be conducted by TM prior to award of any grant.

End of RFP

Annex A – Concept Note (English and Dhivehi available)