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Closing Date: April 3, 2014
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Subject: Request for Applications for Title II Development Food Assistance Programs for
            Burundi, Madagascar and Malawi
Title: Fiscal Year 2014 Food for Peace Development Food Assistance Programs for
            Burundi, Madagascar and Malawi

The U. S. Agency for International Development (USAID) Office of Food for Peace (FFP) is seeking applications for funding for development food assistance programs in Burundi, Madagascar and Malawi. Private voluntary organizations or cooperatives that are, **to the extent practicable**, registered with the USAID Administrator may apply. This includes U.S. and non U.S. nonprofit organizations. Intergovernmental organizations are also eligible to apply. Please refer to the Program Description for a complete description.

Subject to the availability of funds and commodities, under this Request for Applications (RFA), FFP plans to enter into several awards as described in detail in the Country Specific Information (CSI) for each country.

USAID reserves the right to adjust the number of awards, funding levels and/or sources of funding. For example, Community Development Funds (CDF) may be made available for select programs, and if so, Title II resources will not be provided for the purpose of monetization. . If CDF is not stipulated in the CSI, applicants may consider monetization, if appropriate. Successful applicants will be notified of any changes or updates, accordingly.

Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense. This includes the completion of all required documents for USAID awards, e.g., Initial Environmental Examination (IEE).

Issuance of this RFA for Burundi, Madagascar and Malawi does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. Final awards cannot be made until funds have been fully appropriated, apportioned, allocated, and committed. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

- Section I – Funding Opportunity Description
- Section II – Award Information

- Section III – Eligibility Information
- Section IV – Submission and Application Information
- Section V – Application Review Information
- Section VI – Award and Administration Information
- Section VII – Agency Contacts
- Section VIII – Other Information
- Annex I – Definitions
- Annex II – Gender: Title II Development Food Assistance Programs
- Annex III – RFA Initial Environmental Examination (IEE)
- Annex IV – Selected Templates and Examples

To be eligible for the award, the applicant must provide all required information in its application, including the requirements found in any attachments to this opportunity on www.grants.gov. Any future amendments to this RFA can be downloaded from www.grants.gov. This information may also be posted on the FFP website, but it is the responsibility of the applicant to ensure that she/he has the most up-to-date versions of all of the documents related to this RFA.

Applicants should retain for their records copies of all submissions that accompany their electronic application.

Pursuant to 22 C.F.R. 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (22 C.F.R. 226, 2 C.F.R. 230 [formerly known as OMB Circular A-122]) may be paid under the agreement.

USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application (see Section V - Application Review Information). USAID intends to award predominantly cooperative agreements, but reserves the right to award grants. USAID may waive informalities and minor irregularities in applications received**.**

In the event of any inconsistency between this RFA and the referenced documents in the RFA, or any inconsistency in the sections comprising this RFA, note that the RFA shall take precedence over any referenced documents, *except* statute, regulations and country specific information, and the inconsistency shall be resolved by the following order of precedence:

- Country Specific Information
- Section V – Application Review Information
- Section IV – Submission and Application Information
- Section I – Funding Opportunity Description
- Cover Letter

Thank you for your interest in USAID programs.

Sincerely,
   /S/
Dina Esposito
Director, Office of Food for Peace

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

1. General Description

The Office of Food for Peace (FFP), in USAID's Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA), is the U.S. Government leader in international food assistance. Through FFP, USAID provides multi-year development food assistance to reduce food insecurity among vulnerable populations by addressing its underlying causes. Through FFP, USAID also provides emergency food assistance to address needs arising from natural disasters, such as floods or droughts, and complex emergencies often characterized by insecurity and population displacement. More information on USAID food assistance programs can be found on the USAID website.

This Request for Applications (RFA) for Burundi, Madagascar and Malawi provides information on funding opportunities for multi-year development (nonemergency) food assistance programs. Nonemergency programs are mandated in the Food for Peace Act. The programs are designed to improve food access and incomes through agriculture and other livelihoods initiatives; enhance natural resource and environment management; combat under nutrition; especially for children under two and pregnant and lactating women; and mitigate disaster impact through early warning and community preparedness activities. They are increasingly associated with USAID's efforts to promote resilience among populations facing chronic poverty and recurrent crises, and the Office of Food for Peace (FFP) continues to play an important role in the development and implementation of USAID's resilience policy. Multi-year development food assistance programs also support the President's Feed the Future initiative (FTF), and in FTF focus and aligned countries, every effort is made to jointly fund these programs with CDF, i.e., community development funds, from USAID's Bureau for Food Security—increasing program flexibility and reducing the need to monetize Title II commodities. Note that assistance made available pursuant to this RFA may be used to meet emergency or exceptional circumstances as provided in accordance with the terms of those awards and 22 C.F. R. 211.5(o).

The range of activities may include, but is not limited to, sustainable agricultural production and marketing, natural resource management, non-agricultural income generation, integrated health and family planning programming, nutrition, water and sanitation, education, disaster risk reduction, vulnerable group feeding, and social safety nets. Gender, governance and environmental safeguards should be cross-cutting themes integrated throughout the range of selected activities.

For all programs, applicants must demonstrate that (a) proposed distribution and monetization food assistance commodity levels will not result in disincentives to or interference with local agricultural production or marketing and will not disrupt commercial markets and (b) importation of agricultural commodities and the use of local currencies generated under the proposed award will not have a disruptive impact on the farmers or the local economy of the recipient country.

More specific information on the objectives, activities, and/or geographic locations targeted within the countries covered by this RFA may be found in the country specific information

posted on the Country Fact Sheets page of the FFP website. It is essential that applicants review this country specific information carefully because details contained in the country specific information take precedence over the generalities contained in this RFA.

2. Authorizing Legislation

The Food for Peace Act authorizes the USAID Administrator to establish programs to provide agricultural commodities to foreign countries on behalf of the people of the United States and to provide assistance to address famine and food crises; combat malnutrition, especially in children and mothers; carry out activities that attempt to alleviate the causes of hunger, mortality and morbidity; promote economic and community development; promote food security and support sound environmental practices; carry out feeding programs; and promote economic and nutritional security by increasing educational, training, and other productive activities.

The Foreign Assistance Act (FAA) authorizes the use of Community Development Funds (CDF) to support development activities as described herein.

3. Program Eligibility Requirements

To be eligible for assistance under this RFA for Burundi, Madagascar and Malawi, the application must include Title II food assistance resources, specifically commodities, for direct distribution. Given this eligibility requirement, FFP will not consider applications for 100 percent monetization and/or those without direct distribution activities, unless otherwise stated in the country specific information. Direct distribution activities should be accompanied by complementary activities that increase availability, access, and utilization/consumption of food and reduce vulnerability to food insecurity.

4. Award Administration

Awards will be made and administered in accordance with the Food for Peace Act, U.S. Government regulations and USAID Standard Provisions, which are available on the USAID website. The award will be administered under 22 C.F.R. 211 (in regards to Title II commodities and monetization proceeds), 22 C.F.R. 216, 22 C.F.R. 226 (in regards to CDF under any award in which they are included in place of monetization commodities, Section 202(e) funds and internal transport, storage and handling funds [ITSH]), OMB Circulars, USAID Standard Provisions, and FFP information bulletins. Notwithstanding the foregoing, because intergovernmental organizations are subject to different requirements, USAID reserves the right to make awards to such organizations on different terms and conditions than those made to private voluntary organizations and cooperatives.

SECTION II – AWARD INFORMATION

1. Estimate of Funds Available

Subject to the availability of funds and commodities, under this RFA, FFP plans to enter into awards for Burundi, Madagascar and Malawi as specified in the country specific information for each country. The country specific information has been posted at Country Fact Sheets on the FFP website. A separate RFA will be issued for any additional countries.

USAID reserves the right to adjust the number of awards or funding levels and sources of funding. For example, CDF may be made available for select programs, and if so, no Title II resources will be provided for the purpose of monetization. Successful applicants will be notified of any changes or updates, accordingly. Note that not all funding is interchangeable and some budget adjustments may need to take place.

2. Anticipated Start Date and Performance Period

A start date in July 2014 or August 2014 is anticipated. Typically, the award will be issued for a performance period of five years, unless otherwise noted in the country-specific information.

3. Assistance Awards

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, or (c) accept more than one application. USAID intends to award predominantly cooperative agreements, but reserves the right to award grants. USAID may waive informalities and minor irregularities in applications received.

USAID may award the resulting assistance award(s) on the basis of initial applications received without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a technical and cost standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant.

SECTION III – ELIGIBILITY INFORMATION

1. Eligibility Requirements

To be considered for an award, the applicant must be a private voluntary organization or cooperative that is, to the extent practicable, registered with the USAID Administrator, or an intergovernmental organization, such as the World Food Program. This includes U.S. and non-U.S. nonprofit organizations as defined in Section 402 of the Food for Peace Act and as described in the Private Voluntary Organization Conditions of Registration on the USAID website.

Consortia of private voluntary organizations and/or cooperatives are neither encouraged nor discouraged from submitting applications. In the case of a consortium, the actual applicant must be the consortium lead and should identify any other members of the consortium or individuals tied to the implementation of the program as described in the application, along with all sub-awardees. The respective roles (e.g., targeting, food assistance distribution, etc.) of any other members of the consortium or individuals, including all sub-awardees, must be described and separate budgets must be attached for each.

2. New Partners

USAID encourages applications from potential new partners.

3. Cost Share

Cost share is not required for FY 2014 applications.

4. Minimal Qualification Requirements

USAID has no additional minimal qualification requirements.

SECTION IV – SUBMISSION AND APPLICATION INFORMATION

1. Submission

The application submission deadline is **April 3, 2014, 11:59 a.m., Eastern Standard Time**. The applicant is responsible for ensuring that the electronic application is received by the due date and time specified.

Food for Peace is requesting that applicants use the Food for Peace Management Information System (FFPMIS) to apply for a Title II development food assistance program under this RFA. FFPMIS can be accessed at https://usaid-ffp.entellitrak.com/.
- User guides and additional FFPMIS resources can be found on the TOPS site.
- Any technical questions on use of FFPMIS should be emailed to FFPMIS_Support@devis.com.
- The FFPMIS Service Desk is manned from 9:00 a.m. to 5:00 p.m., Monday through Friday. Potential applicants are encouraged to start the submission process early as technical questions are answered in the order they are received and replies may take more than one business day.

FFPMIS submission will require a combination of data entry and document uploads. All uploaded documents should be completed in accordance with the format detailed in this RFA and must adhere to the following:

- Written in English and in 12-point Times New Roman font;
- Text in tables or charts may be 10-point Times New Roman font;
- Narratives should be prepared in Microsoft Word with print areas set to 8.5 x 11 inch, letter-sized paper and one-inch margins, left justification and a footer on each page including page numbers, date of submission, proposed country, and applicant name;
- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper;
- Only the Indicator Performance Tracking Table (IPTT) may be submitted on 8.5 x 14 inches, legal-sized paper;
- Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files; and
- Emailed, faxed and hard copy applications are not acceptable.

Applications that are received late or are incomplete run the risk of not being considered in the review process. Such late or incomplete applications will be considered with FFP's sole discretion depending on the status of application review process as of the time of receipt and/or the quality of other applications received.

Should any of the necessary documents listed in the RFA not be submitted according to the format and/or deadline referenced in the RFA, FFP will consider the application incomplete. FFP shall notify the applicant's headquarters and the relevant FFP field contact by email with this determination and consequences.

2. Point of Contact

Any questions concerning this RFA, including the country-specific information and annexes, must be submitted in writing to Juli Majernik, FFP grants manager, at jmajernik@usaid.gov with a copy to FFPDocs@amexdc2.com or via mail to AMEX International at the address below:

AMEX International
Attention: FY 2014 Title II Development Food Assistance Programs RFA
USAID Food for Peace Institutional Support Program
Ronald Reagan Building, North Tower
1300 Pennsylvania Avenue, NW
Suite 270
Washington, DC 20004, USA

Note: please include "FY 2014 RFA" in the subject line for email correspondence.

Any questions concerning submission of applications or the FFPMIS should be submitted in writing to FFPMIS_Support@devis.com with a copy to FFPDocs@amexdc2.com. FFPMIS Service Desk hours are Monday – Friday, 9:00 a.m. to 5:00 p.m.

3. Budget Information

Applicants **may** submit budgets using Standard Form 424, 424A, and 424B, as appropriate, which can be downloaded from the USAID website. Alternatively, the forms are found on grants.gov.

Also, **a sample budget format** is also available on the USAID website. The sample budget shows six fiscal years because, given the anticipated start date, programs will cross six fiscal years. All budgets should be completed on a fiscal year basis. Implementation year will equal fiscal year.

In addition, applicants may use budget formats they have developed that contain the requested information. In detailed budgets, all costs must be associated with an applicable funding source and program element (see Annex I for definitions).

Applicants may propose up to 13 percent of Section 202(e) funding for Title II resources unless otherwise noted in the country specific information. Applicants should review and follow the most recent version of the FFP Information Bulletin on eligible uses of Section 202(e) and ITSH funding located on the FFP website.

For additional budget and commodity information requirements, see 4. Application Format, d) Management and Logistics, and f) Budget.

4. Pre-Award Certifications, Assurances, and Other Statements of the Recipient

Apparently successful applicants must provide a signed copy of *Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions* as described in ADS 303.3.8 on the USAID website in response to the issues letter.

5. Application Format

The Application should be specific, complete, and presented concisely. Applications that do not substantially meet the requirements of this RFA will not be considered for award. The application shall be divided into the following sections, with the maximum number of pages given per section, including any endnotes and/or footnotes, as follows:
- Cover Page (1 page)
- Executive Summary (3 pages maximum)
- Program Description and Design (50 pages maximum)
- Management and Logistics (10 pages maximum)
- Past Performance (4 pages maximum)
- Budget (no page limit, see requirements in section f)
- Annexes (see section g)

The above bullets correspond to the sections of the RFA described below and constitute the general application format.

a) *Cover Page (1 page)*

The Cover Page should have the following:
- Name of the applicant's organization and country (i.e., Burundi, Madagascar and Malawi) involved in the proposed application;
- Name and title of the organization's representative who has signatory authority and authority to submit the application;
- Name, title, and contact information of the organization's point of contact with whom USAID should coordinate on matters related to the application (if different from the organization's representative with signatory authority and authority to submit the application). Contact information should include mailing address, e-mail, and telephone and fax numbers;
- Title II food assistance commodity request in metric tons by direct distribution and/or monetization and the percentage of total metric tons requested for monetization);
- Total direct beneficiary numbers;
- Total cost per direct beneficiary over the life of the award[1], with an indication of how many of those beneficiaries are included in each strategic objective (i.e., overlap) and in each intervention; and
- Total funds requested, including monetization budget request in U.S. dollar equivalents, Section 202(e) funding request in U.S. dollars, ITSH funding request in U.S. dollars, CDF and cost share.

b) *Executive Summary (3 pages maximum)*

The application's executive summary should provide a concise synopsis of the following:
- Underlying causes of food insecurity to be addressed;
- Underlying theory of change, as described through the proposed goal, objectives, and intermediate results;
- Technical interventions and activities; and
- Proposed target population(s)

Separate from the Executive Summary, a Fiscal Year 2014 Executive Summary Table for the Life of Award (EST) is a required part of the application. The EST will be data entered through FFPMIS.

c) *Program Description and Design (50 pages maximum)*

The program description should include, at a minimum, the following:

1. *Linkage between Food Insecurity in the Region and Program Design*. This should include:

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[1] Total cost per direct beneficiary over the life of the award equals the total budget from all strategic objectives divided by the number of beneficiaries from all strategic objectives (for LOA).

- Brief description and analysis of the underlying causes of food insecurity (including food access, availability and/or utilization/consumption) and how these causes impact the vulnerable population of the country in the proposed target area. At a minimum, this analysis should include and/or reference appropriate and current national and local data, major determinants and underlying causes of food insecurity, sources of risk and vulnerability, and gender, governance and environmental safeguard issues as they relate to food insecurity; and
- Specific description of the area of intervention (including a map and exact geographic location) and rationale for geographic targeting; and
- Rationale for beneficiary targeting.

2. *Program Design*. This section should include the following components:
   - Development hypothesis outlining the program's theory of change, logic, and causal relationships among the building blocks needed to achieve the long-term program goal. The hypothesis should be based on development theory, practice, literature, and country-specific experience, and explain why and how the proposed investments from the applicant, FFP, and others collectively lead to achieving the program's goal and strategic objectives including program learning, knowledge sharing and capacity building;
   - Logical Framework (LogFrame) reflective of the food assistance program's theory of change with a clearly stated, explicit, and measurable description of what will happen if a program is successful, along with the program hypotheses underlying the design. The LogFrame clarifies what the Title II development food assistance program should be responsible for accomplishing and why in unambiguous terms. It should display the key elements of the program and their relationship to each other in a way that facilitates analysis, decision-making, and measurable outcomes. FFP requests that applications include the LogFrame in the program design section and attach as an annex (See Technical Note on Logical Framework for further information);
   - Description of how the proposed food assistance program will complement existing local government, other donor health, nutrition, agriculture, natural resources management and climate change programs as well as other U.S. Government (USG) activities, especially those funded through Feed the Future. Applicants should also describe how the proposed program will collaborate and coordinate and promote knowledge sharing with technical staff in local government;
   - Description of how governance will be addressed throughout all the proposed activities; this must be presented in order to promote local ownership of the activities and long-term sustainability of the interventions;
   - In light of USAID's new Gender Equality and Women's Empowerment Policy, description of how gender will be addressed in all areas of the proposed program;
     - Description of how program activities could affect, both positively and negatively, the access to and control over resources and benefits for boys, girls, men, and women;
     - Description of how preventing Gender-based violence (GBV) throughout program activities will be addressed (see information on GBV in Section VIII -- Other Information, 1. Gender);

- o Description of how proposed activities would affect women's time, i.e., the trade-off between more work and less time for child care or child-focused activities, how potential exposure to agricultural pesticides can adversely affect health, etc.;
  - o Description of how the program in general, and the technical interventions in particular, will be carried out in a way that will allow for equitable participation by men, women, boys and girls must be included in the design of the program;
- Description of how the program will plan to adapt to climate change stressors that would otherwise adversely affect the performance of climate-sensitive program activities such as potable water, groundwater-sourced irrigation, road durability/erosion and vector control;
- Description of how the program will incorporate realities of environmental degradation (e.g., poor soil fertility, contaminated drinking water, deforestation) into activities that rely on land and water;
- Description of how environmental performance practices (e.g., trash/compost pits, medical waste management, safe/effective pesticides, water quality) will be integrated into program design;
- Critical assumptions of the proposed activities, any risks that may negatively impact expected results (e.g., shocks including conflict, drought, gender issues, changes in government policies, etc.), and how the applicant would monitor and mitigate the impact of such occurrences;
- Description of an exit strategy, including sustainability of activities and plan for graduating beneficiaries before the end of the award for each aspect of the program. (See *Program Graduation and Exit Strategies: A Focus on Title II Food assistance Development Programs* for further information). Descriptions of exit strategies should include consideration of maintenance necessary to ensure sustainability of program impacts (i.e. clearing check dam or irrigation system sedimentation, or community latrine sanitation, water quality monitoring, etc.) well beyond the termination date of the program;
- Plans for achieving environmental safeguards, including developing an Initial Environmental Examination (IEE) and an appropriate Environmental Mitigation Monitoring Plan (EMMP), and providing necessary resources and capacity building to operationalize the EMMP; and
- Abridged Monitoring and Evaluation (M&E) Plan that describes the applicant's planned M&E approach. The plan should illustrate how the awardee will implement or support M&E activities and use results to improve program performance. The Abridged M&E Plan should include the following components:

  a. Description of key performance monitoring and evaluation tasks over the life of the program, including data collection throughout the life of the award;
  b. M&E staffing plan and structure;
  c. Key baseline, final evaluation, and annual monitoring indicators with justification of proposed targets;
  d. Indicator performance tracking table (IPTT) in a separate Excel spreadsheet with appropriate and robust performance indicators. The IPTT should include all applicable FFP required, required if applicable, and standard indicators based on the program's proposed activities as per the revised FFP list of indicators. The

IPTT should also include gender and environmental indicators to permit the measurement of food security gains while promoting gender equity and safeguarding environmental goods and services. Targets must be set for all indicators and level of disaggregation must be identified in the IPTT. Sex-disaggregated indicators must be collected in order to identify possible gender-related disparities or highlight new or unexpected differences affecting men, women, boys, or girls. However, sex-disaggregated data itself does not constitute a gender-sensitive approach; instead, this data can and should be used to construct gender sensitive indicators and guide future programmatic activities. A set of gender indicators that measure the gender outcomes given in the LogFrame is required. Gender and environmental indicators are described in Section VIII. Target values in the IPTT should be appropriate for the indicator type, i.e., at baseline and final evaluation vs. annual targets, and identified as cumulative or annual.

Applications should also review monitoring and evaluation requirements in the FFP Information Bulletin (11-03) entitled *Revision to Food for Peace Standard Indicators to be Collected in Baseline Surveys and Final Evaluations*; FFP Information Bulletin (07-02), entitled *New Reporting Requirements for Food for Peace; and* FFP Information Bulletin (09-06) entitled *Monitoring and Evaluation Responsibilities of Food for Peace Multi-Year Assistance Programs Awardees*. Subject to the availability of funds, FFP may contract with and manage a third-party firm to conduct the program's baseline study and final evaluation. Due to budget uncertainties, FFP requests that applicants include the cost of baseline and final evaluations in their proposed budgets. Budgets will be adjusted and finalized as necessary in the final negotiation process with successful applicants.

Quarterly reporting, annual results reports, baseline study, mid-term evaluation, and final evaluation are expected from all FFP awardees. Exceptions will be at the AO's discretion. Details will be contained in the award language for successful applicants.

3. *Technical Interventions*. Applicants should explain how the proposed technical interventions address country-specific causes of food insecurity. Proposed interventions should be described in sufficient detail to assess their operational and technical appropriateness and feasibility. This should include, at a minimum, the following:

- Type, purpose, location, and feasibility of activities;
- Systematic description of the links among implementation activities, intermediate results, and objectives which, taken together, comprise the applicant's "theory of change";
- Detail of how the proposed activities will be implemented and by whom. Note that if an applicant proposes maternal-child health and nutrition (MCHN) activities, FFP strongly encourages applicants to focus specifically on preventing malnutrition of pregnant and lactating women and children during the first 1000 days between conception and a child's second birthday. Additional information on this preventive approach is found in Section VIII -- Other Information, 5. Preventing Chronic Malnutrition: The first 1000 days. Given the importance of health and nutrition for all women of reproductive age (i.e., between 15 and 49 years of age) who may become pregnant, FFP also strongly

encourages their engagement, along with men, grandparents and other persons of influence in the community, such as adolescents and caregivers, in health, family planning, and nutrition messaging, activities, and service strengthening;

- Explanation of investments pertaining to agriculture or water activities. For example, if irrigation or water supply activities are proposed, applicants are strongly encouraged to foster an atmosphere of investments instead of entitlements and identify sustainable approaches to cover recurring costs of new systems. Distribution of free inputs should be severely limited if not eliminated, although step-down subsidies can be utilized where appropriate. Paying end users, in either food or free inputs, to work on their own land is strongly discouraged, except in cases of assisting the most vulnerable who are severely labor or time constrained, such as female headed, disabled, elderly, or HIV impacted households. Incentivizing beneficiaries to improve income obtained from communal lands, through good governance and other interventions, is encouraged at the community level;

- Description of the target population, underlying causes of food insecurity, and the proposed program's direct beneficiaries within the target population, including criteria to be used to select and graduate direct beneficiaries. Include an estimate of what proportion of the residents living in the program's geographic area/target population will be direct beneficiaries. Also, applications with activities under multiple program elements should include an estimate of how many beneficiaries will benefit from more than one program element. Applicants are encouraged to use a Venn diagram to show how many beneficiaries are expected to overlap across program elements;

- Description of how gender will be integrated as a cross-cutting theme. Under each SO, applicants must provide detailed information sufficiently describing how gender will be integrated;

- Description of how climate sensitivity and safeguarding of ecological goods and services (e.g., groundwater recharge, soil fertility, slope stabilization) will be integrated across the design of all relevant activities, in light of the environmental integration effort of this RFA, described in Section VIII.2.;

- Description of how current beneficiary cooking practices can be cleaner, labor-saving and more sustainable to provide positive health, social and environmental impacts;

- Details of and justification for ration size, selection of commodities, and (in the case of rations for pregnant and lactating women and children under age two) the commodities' nutrient contribution to the diet;

- Description of how activities in different program elements will be integrated and/or linked (for multi-element applications) particularly health, nutrition, agriculture, and economic strengthening to sustainably reduce food insecurity and malnutrition. Note that if an applicant proposes family planning activities, FFP strongly encourages applicants to focus specifically on how access to family planning services will a) allow families to appropriately time and space their children; and b) how access to family planning services will affect the family's overall food and nutrition security. Additional information on family planning is found in Section VIII -- Other Information, Family Planning;

- Description of approach and proposed activities for the promotion of recommended behaviors and practices, description of expected key contact points and frequency of contact with target groups, description of the multiplication or replication of key

activities expected within the overall approach, and description of any additional efforts proposed to reach the most vulnerable within a target population defined in general as vulnerable; and

- Description of an overall implementation strategy that seeks to create wherever possible, self-financing and self-transferring models that will continue to spread under their own momentum both during and after the program. FFP seeks to implement effective models, share programmatic learning, knowledge and skills, build local capacity, and create an enabling environment adapted to the specific countries' contexts. FFP expects that these models will be adopted and adapted by a significant proportion of the population. Many examples of this type of intervention exist but one particularly successful example of this type of model is the Farmer Managed Natural Regeneration (FMNR) system that is spreading in Niger. A paper describing this system can be found here: http://www.ifpri.org/publication/agroenvironmental-transformation-sahel. Note that FFP is not recommending the use of FMNR or any specific technology, but rather is encouraging an approach of self-financing and self-transferring systems using whatever models applicants think would be most effective.

4. *Learning, Knowledge Sharing, and Capacity Building*. Applicants should describe a program-level learning strategy that will illustrate processes and activities designed to: (1) identify and fill knowledge gaps through research, knowledge sharing, and outside technical assistance and training; (2) facilitate application of learning from assessments, evaluations and periodic monitoring and reflection processes; and (3) through networking and collaboration build sustained knowledge capture and sharing across programs, partners, and sectors, and with key stakeholders from the USAID Mission, host country government, and other donor-funded programs. The strategy should include associated budget costs for the entire program cycle.

Illustrative activities include:
- Through collaboration and consultation with key partners, develop a learning agenda early in program implementation to consider a set of learning and capacity building issues and questions attached to a particular program or activity, and use internal or external scholars or technical experts to carry out the research alongside program implementation.
- Hold annual learning summits to identify promising practices, work collaboratively to overcome implementation obstacles, and address changing contextual conditions. Results should be used to inform upcoming year work plans and activity design across multiple stakeholders, and captured and shared broadly across multiple stakeholders.
- Engage in periodic reflection activities using approaches such as After Action Reviews to identify, capture, and act upon lessons learned in technical, cross-cutting and management activities.
- Engage in active collaboration with other key in-country partners to share knowledge around assessments, emerging research results, lessons learned, and evaluations, and jointly develop action plans for integrating the learning resulting from these activities into improved program implementation.
- Applicants are encouraged to use innovation and new technology, when appropriate, and engage technical experts, as needed. This may include, but is not limited to, utilizing

mobile phone technology; engaging private sector experts for improvements in irrigation designs and models along with the mechanization of small grain processing; and engaging the international agricultural research institutions for new varieties of drought-resistant and nutritious crops.

Applicants are encouraged to consider how the FFP-funded Technical and Operational Support Program (TOPS), a capacity building and knowledge management Leader with Associates mechanism, can assist in capacity building efforts and/or developing a learning agenda. TOPS has several mechanisms for this support including technical task forces, knowledge sharing workshops, and training. The TOPS small grants program is also an important resource available to applicants and awardees to pilot promising tools, and conduct capacity building exercises, meeting in-country needs for improved programming, sharing best practices and innovative methods, etc.

For further information on Title II programming approaches applicants are encouraged to review resources such as the recommendations from the second Food assistance and Food Security Assessment (FAFSA-2) found on the FFP website as well as the resources available on the TOPS Food Security and Nutrition Network at http://www.fsnnetwork.org/. Specific learning focused guides developed by TOPS include:

Developing Scopes of Work for Mid-term Evaluation of Title II Development Food Assistance Programs
http://www.fsnnetwork.org/sites/default/files/finalguidetodevelopsow.pdf

Supporting Communities of Practice
http://www.fsnnetwork.org/sites/default/files/supportingcommunitiesofpracticefinal_0.pdf,

Designing Participatory Brownbags and Meetings
http://www.fsnnetwork.org/resource-library/knowledge-management/designing-participatory-meetings-and-brownbags-tops-quick-guid.

d) *Management and Logistics (10 pages maximum)*

The management and logistics section of applications should include the following:

1. *Management Structure*. This section should include a full description of the management structure of the proposed program, including any consortium arrangement, and detail any relationships with anticipated sub-awardees or sub-contractors. Specifically, if implementation will be done through a consortium or any potential sub-awards or sub-contracts, it should include an explanation of the scopes of the proposed activities, the individuals or organizations responsible, and why they are being selected. If the applicant proposes a consortium or any sub-awards, applicants should include signed letters of commitment from consortium members or sub-awardees in an annex and refer to these in the application text. Management

plans should incorporate joint planning and other coordination, collaboration and learning approaches, and should indicate management processes that allow adaptation of program approaches as new evidence and learning emerge.

2. *Staffing*. This section should describe the applicant's staffing plans for all activities with descriptions of the number and type of staff and their roles and responsibilities. Staffing should ensure the appropriate skills sets that can perform key functions facilitating program learning, including: organizational or action learning, facilitation of group processes and dialogue, data analysis and use, program-level (operations) research approaches, knowledge management, partner engagement and strategic communications. It should also include an organizational chart and the curriculum vitae (CV) of the proposed Chief of Party as annexes. During the issues letter phase, successful applicants may be requested to identify key technical staff responsible for nutrition and health; gender; environmental compliance; monitoring and evaluation; monetization; and agriculture and natural resource management, agribusiness, marketing, and/or economics and to provide their CVs as well.

3. *Logistics Plan*. This section should include an overview of the proposed food assistance commodity use, along with commodity-related issues concerning direct distribution and monetization components of the program including, but not limited to, commodity requests and acceptable substitutions should select planned commodities not be available, port and warehouse, road and rail infrastructure, commodity management, including fumigation[2], and commodity transportation (including inland and internal transport). The applicant is also required to include an Annual Estimate of Requirements and Commodity Pipeline, which will be data entered in FFPMIS. If the applicant has a current Title II award within the country for which they are applying, the applicant should indicate any anticipated carry-over commodities and/or resources. For landlocked countries, applicants should note the designated points of entry (which are limited to four). For special procurement or shipping requests, such as containerization or through-bills of lading, a detailed justification must be provided.

4. *Monetization and/or Distribution Plan*. The monetization plan should be developed as outlined in the *FFP Monetization Field Manual*. Note that the country-specific information, RFA and FFP Information Bulletins take precedence over the manual, should there be a discrepancy. Key points should include a justification for the proposed monetization (including the level of monetization expressed as a percentage of total tonnage), description of the proposed mechanics of the monetization (e.g., type of sale, type of buyer, anticipated food assistance commodities, and whether the potential sale will be conducted with other awardees), and a discussion of the local market factors and potential risks that may affect distribution, including negative

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[2] In keeping with requirements of the Programmatic Environmental Assessment: Commodity Protection by Phosphine Fumigation in USAID Food Aid Programs (i.e., "Fumigation PEA").
http://www.usaidgems.org/fumigationPEA.htm

gender impacts involving risks linked to the location or timing of distribution, as well as monetization. Applicants must also complete monetization proceeds and cost recovery information in FFPMIS. Applications for countries receiving CDF funds (as indicated in the country-specific information) would not include information on monetization and monetization related forms in FFPMIS as cash resources would be provided in lieu of monetization.

For the Distribution Plan, the applicant must discuss the local market factors and potential risks that may affect distribution. Both food assistance commodity distribution and monetization programs need to be familiar with and understand the implications of the FFP Information Bulletin (09-02) entitled, New Procedures to Determine Compliance of P.L. 480 Title II Food assistance Program Proposals with the Conditions of the Bellmon Amendment.

Information on the status of the Host Country Agreement should be included as well. Please see Section VIII – Other Information, 4. Host Country Agreement.

e) Past Performance (4 pages maximum)

The applicant acting on its own or acting as the lead of the consortium should include, at a minimum, the following items for itself (in the case of no consortium) or for all members of the consortium including itself (in the case of a consortium) in the past performance section of the application for USG and non-USG funded programs:

- Detailed description of prior performance within the past three years implementing food assistance programs (including 100 percent monetization programs) in the proposed country or other countries, if applicable;

- Detailed description of prior performance within the past three years implementing non-food assistance programs with similar sectors or activities (e.g., nutrition, agriculture, etc.) in the proposed country or other countries in the region; and

- Any other evidence of the technical, financial, and managerial capability within the past three years to design, implement, and monitor the proposed activities, including the number and size of programs managed or proposed.

If the applicant (and/or any member or a proposed consortium) has previous experience **within the past three years** in the proposed country and is submitting an application to assist beneficiaries in a region similar or identical to where it has previous experience or in similar technical sectors in which it has worked in that country, the applicant (and/or consortium member) must explicitly incorporate lessons learned from prior activities into the description of Technical Interventions. The applicant must respond to any concerns raised in the final evaluation and/or in any audit findings of the prior activities in the application for itself or for any members of the consortium to which the concerns apply.

For each application, only the applicant (either submitting on its own or as the lead of a consortium) must submit as an annex the executive summary of final evaluations and audit reports for the past three years for those USG funded programs described in the bullets above, as well as links to the full evaluations and audits. If links are not available, successful applicants

may be asked to scan documents and provide them electronically along with the issues letters responses.

f) *Budget (no page limit)*

Cost proposals include the executive summary table, comprehensive budget, detailed budget, and budget narrative and must be submitted as a separate section, which is not subject to the page limitation of the program application. Cost proposals must be in U.S. dollars only and include budget details as described below for the applicant, each member of the consortium (if applicable), sub-awardees and/or sub-contractors. Note that for restricted goods, the applicant (or prime in the case of sub-awards or lead in the case of a consortium) must ensure that they are identified in each budget and follow up with any approvals, as required.

1. *Executive Summary Table for the Life of Award.* Separate from the Executive Summary, a Fiscal Year 2014 Executive Summary Table for the Life of Award should be submitted through FFPMIS. It captures the proposed Title II commodity resources and various funding for the life of the award.

2. *Comprehensive Budget.* The comprehensive budget should pull together all planned costs by object class category and funding source for each year of the program. The Comprehensive Budget will be data entered on FFPMIS.

3. *Detailed Budget.* The detailed/itemized budget should list and account for individual line items within each *object class category* for each program element. Object class categories are logical groupings of costs, such as staff salaries, fringe benefits, travel, capital equipment, supplies, and indirect costs. A suggested budget format organized by program elements, grouped by object class category and itemized by suggested individual line items, is available on the FFP website. Also, if reimbursement for inland transport charges will be requested, include an estimate of total U.S. dollars needed for inland transport in the detailed budget. If this information is not yet available, please include the estimate and state in the budget narrative when the information will be submitted to FFP.

4. *Budget Narrative.* The budget narrative justifies proposed expenses and explains how costs were estimated. Applicants should provide their rationale for cost development, such as the methodology and assumptions used to determine individual costs. A thorough budget narrative will expedite the cost proposal review and prevent the applicant's staff from having to revisit the application and provide justifications following application submission. For ease of review, budget narratives should follow the order of line items in the detailed budget.

g) *Annexes*

The following is a list of annexes that should be included with the application.

Annex Type	Methodology
1. Executive Summary Table for the Life of Award	Data Entered on FFPMIS
2. Comprehensive Budget	Data Entered on FFPMIS
3. Detailed Budget	Uploaded into FFPMIS
4. Budget Narrative	Uploaded into FFPMIS
5. Monetization Table: Anticipated Monetization Proceeds and Cost Recovery Data for Year One (if applicable; see Country Specific Guidance for further information)	Data Entered on FFPMIS
6. Annual Estimate of Requirements and Commodity Pipeline	Data Entered on FFPMIS
7. Logical Framework and IPTT (For additional information, see Section VIII, 3.)	Uploaded into FFPMIS
8. Gender Analysis Plan (Provide information about the gender analysis plan only. For additional information, see Section VIII, 1) four pages maximum	Uploaded into FFPMIS
9. Environmental Safeguards Plan (Provide information about the environmental safeguards plan only. For additional information, see Section VIII, 2.) four pages maximum	Uploaded into FFPMIS
10. Country Map(s) with any proposed and any ongoing Activity Area(s) by Applicant and/or members of the consortium	Uploaded into FFPMIS
11. Past Performance Documentation (Include Executive Summaries from relevant Final Evaluations and Audit Reports, as applicable. For additional information, see Section V.1.c.)	Uploaded into FFPMIS
12. Applicant Organizational Chart (and information on consortium or sub-awardee structure, if applicable)	Uploaded into FFPMIS
13. Curriculum Vitae (CV) of Chief of Party upon submission of the application (however, other CVs may be requested in response to the issues letters if application is apparently successful, prior to the first obligation of resources, and/or if key staff are identified in the award)	Uploaded into FFPMIS
14. Motor Vehicle Procurement Table	Uploaded into FFPMIS
15. Letter(s) of Commitment	Uploaded into FFPMIS
16. Glossary and List of Acronyms	Uploaded into FFPMIS

6. Funding Restrictions

For special considerations and information pertaining to ineligible and restricted goods, services, and countries, please see the USAID Automated Directives System (ADS) *Major Functional Series 300: Acquisition and Assistance, Chapter 312 - Eligibility of Commodities*. Additionally, it is the legal responsibility of USAID awardees to ensure compliance with all U.S. laws and regulations, including those that prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. These laws, rules and requirements may affect the program design, budget, timing of award, and/or timely program implementation and post-award administration.

7. Pre-Award Costs

The award will not allow reimbursement of pre-award costs.

8. Other Submission Requirements

Certain documents may be required to be submitted by the applicant in order for the Agreement Officer to make a determination of financial responsibility. Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; along with qualifications and eligibility to receive a grant under applicable laws and regulations.

SECTION V – APPLICATION REVIEW INFORMATION

1. Evaluation Criteria

For each application, the technical application and cost proposal will be evaluated separately. The technical application will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost proposal of each applicant submitting a technically acceptable application will be evaluated for general reasonableness, allowability, and allocability. There are three criteria against which applications will be evaluated: Program Design and Description; Management and Logistics; and Past Performance. The maximum possible points according to criteria are in the table below:

Technical Evaluation Criteria	Maximum Possible Points
A. Program Design and Description	60
B. Management and Logistics	25
C. Past Performance	15
Total Possible Points	**100**

a) Program Design and Description

Factors under this criterion include, but are not necessarily limited to, the following:

- Soundness of program design, including a theory of change based on a proven or plausible logical reasoning, cross-cutting constraints and opportunities that may limit or affect the availability, access, or utilization/consumption of food resources by men and women, boys and girls, such as limiting factors related to climate change, environmental degradation, conflict, and governance;
- Linkages between assessment of underlying causes of food insecurity, program design and proposed activities;
- Soundness of technical sector interventions with clear evidence base;
- Adherence to country-specific information on the objectives, activities and/or geographic locations specific to the country in the RFA;
- Integration of a gender-sensitive approach throughout all aspects of program activities (i.e. design, implementation, evaluation, etc.). There must be a gender outcome at either the IR or sub-IR level for each SO and each of these gender outcomes must have at least one gender indicator to measure the outcome. Additional information about gender can be found in Section VIII;
- Integration of approaches for environmental safeguards, including climate sensitivity, into relevant activities (e.g, agricultural sectoral capacity, water supply and sanitation) for all aspects of program design including description of necessary human capacity and budget for management of safeguards and environmental compliance. Description of environmental integration is found in **Section VIII, 2. Environmental Safeguards and Compliance**;
- Soundness of proposal's environmental integration as summarized by the Environmental Safeguards Plan in Annex 9, included with the application;
- Description of a sustainable program-level learning, knowledge sharing and capacity building strategy that will illustrate processes and activities designed to: (1) identify and fill knowledge gaps through research, knowledge sharing, and outside technical assistance and training; (2) facilitate application of learning from assessments, evaluations and periodic monitoring and reflection processes; and (3) through networking and collaboration and the use of innovative technology and communications build sustained knowledge capture and sharing, across programs, partners, and sectors, and with key stakeholders from the USAID Mission, host country government, and other donor-funded programs; well-defined exit strategy, including realistic support for the sustainability and transferability of activities beyond program termination and plan(s) for graduating beneficiaries before the end of the award; and
- Well-defined abridged M&E Plan, including a robust LogFrame, description of key monitoring and evaluation tasks over the life of the program, M&E staffing plan and structure, and key performance indicators. In addition, the IPTT should include applicable FFP required, required if applicable, and standard indicators , as well as gender and environmental indicators to permit the measurement of food security gains while promoting gender equity and safeguarding environmental goods and services.

b) *Management and Logistics*

Factors under this criterion include, <u>but are not necessarily limited to</u>, the following:
- Suitability of management structure;

- Appropriateness of positions and staffing;
- Adequacy and feasibility of logistics plan; and
- Appropriateness and sufficiency of monetization plan if monetizing.

c) *Past Performance*

The applicant's past performance will be evaluated based on accomplishments (including success in reducing child under-nutrition), quality of performance as described by donors or references, and as demonstrated expertise implementing programs similar to the one proposed.

For each application, the applicant will be requested to submit the Executive Summary of final evaluations and audit reports (for the past three years), a link to full final evaluations[3], and a minimum of three references.

2. Review of Cost Proposal

The review of the cost proposal seeks to determine if the level of resources is appropriate for the number of beneficiaries and degree of change being proposed. Aspects to be considered under this criterion include the justification for program costs: general reasonableness, allowability under the cost principles and according to FFP policies, and the allocability of the costs reflected in the budget. Technical Evaluation Committee (TEC) members will also review whether the applicant's application is consistent with its cost accounting practices, policies and procedures, including ensuring that the indirect cost rates are consistent with any negotiated indirect cost rate agreements. Since monitoring and evaluation, research, and learning play a critical role in improving program performance, TEC members will review the level of resources allocated to these activities. Based on the review, the TEC will determine whether the cost proposal will pass with no revisions or pass with revisions.

For further information on costs considered reasonable, allowable, and allocable, please refer to 22 C.F.R. 230, *Cost Principles for Non-Profit Organizations*, which was formerly OMB Circular A-122.

3. Review and Selection Process

Consistent with the requirements set forth in the Food for Peace Act, FFP shall determine whether to accept an application no later than 120 days after receipt of a complete application (subject to availability of funds and commodities). FFP is committed to meeting this mandate; however, its ability to do so depends upon the quality of applications and their responsiveness to the standards and requirements set forth in the RFA**.**

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[3] For USAID-funded programs, a link to the document in the Development Experience Clearinghouse should be included. Should the applicant submit a final evaluation report of non-USAID-funded food security programs that is not posted on a website, the applicant is requested to include the report's executive summary as an annex; electronic copies may be requested from successful applicants.

Once an application is deemed complete, FFP will review each application based on the RFA evaluation criteria and FFP policies. FFP field offices will collaborate closely with FFP in Washington in the review of applications. Following its review of a complete application, FFP may accept the application, deny the application, or withhold a decision on whether to accept or deny the application pending resolution of outstanding issues.

FFP may determine that a particular application meets all requirements and warrants funding. In this case, FFP will notify the applicant that its application has been accepted. According to the period decided upon by FFP, the applicant must then submit the remaining components of the application (e.g., branding strategy and marking plan along with other components such as certifications). Updated materials may also be required to reflect any changes in program design (e.g., maps). After receipt and examination of the remaining components, FFP will send a signed award letter with relevant attachments to the applicant (i.e., future awardee) for review and signature.

If FFP determines that an application generally meets food assistance program requirements, but has deficiencies that can and should be addressed prior to approval, FFP will send an issues letter to the applicant, consolidating the comments from the technical evaluation. Given the importance to the funding decisions of the applicant's responses to the issues letter, applicants are strongly encouraged to respond promptly to the appropriate contact as indicated in the letter. Any delays will adversely affect the process, lead to subsequent delays in finalizing the award documentation, and may ultimately lead to denial of the food assistance application. If FFP accepts the response to the issues letter, the applicant must submit a revised application, incorporating the changes accordingly and all the remaining components of the application. When a complete revised application and all components are received, FFP will review the entire submission. If FFP determines the revised application has adequately incorporated all of the issues cited in the final issues letter, all remaining components are complete and correct, and funds and/or commodities are available, then FFP will approve the application and send an award letter with relevant attachments to the applicant (i.e., future awardee) for review and signature.

Should FFP determine that an application has major deficiencies that cannot be resolved within the 120-day timeframe for acceptance or addressed in a letter, or should FFP determine that the applicant failed to adequately respond to the issues raised with sufficient detail and relevant information within the required period, FFP will then deny the application. Key reasons for the denial will be outlined in the denial letter.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

Awards will be made in accordance with the USAID Standard Provisions (http://www.usaid.gov/sites/default/files/documents/1864/303maa.pdf) and other applicable U.S. Government regulations, which are available on the USAID web site. The award will be administered under the 22 C.F.R. 211, 22 C.F.R. 216, 22 C.F.R. 226, OMB Circulars and the USAID Standard Provisions.

The Agreement Officer is the only individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before the start date of a fully executed Agreement. (In extreme cases, a specific written authorization from the Agreement Officer may be necessary and completed.)

Reporting requirements are briefly described in Section VIII – Other Information, 3. Monitoring and Evaluation Materials and Reporting.

SECTION VII - AGENCY CONTACTS

Agency contacts may be found in Section IV – Submission and Application Information, 2. Point of Contact.

SECTION VIII – OTHER INFORMATION

1. Gender

Although the objectives of food assistance programs and activities will need to be context-specific, one underlying aspect of food insecurity in all Title II programs that deserves careful consideration is the widely prevalent issue of gender inequality. Gender inequality affects food security through various pathways. For example, access to and rights over land differ between men and women, affecting food production, availability, and ultimately food security. Men and women engage in different livelihood activities and often women earn much less than men. Many women are married and bear children during their adolescent years, at a time when they have the least access to resources and decision-making power in the household, which affects food utilization and nutrition outcomes. Gender inequality varies from one host country context to another and therefore affects each dimension of food security in different ways. Understanding the gender constraints as they affect food security and integrating gender considerations into food assistance programming is essential and a mandatory program requirement to ensure, promote and sustain food security.

A gendered approach throughout programmatic activities seeks to take into account the differences in men's, women's, boys', and girls' roles in the community context, as well as the intergenerational and gendered inequalities that exist within a household during program planning, implementation and assessment. Accounting for inequalities in designing food assistance programs in order to reduce the disparities should not only contribute to more effective multi-year development programs, but also to increased social equality and greater reductions in food insecurity.

Applicants must recognize the pervasive additional obstacles that poor women and girls face and give serious attention to those impediments as roadblocks not only to women and girls, but also to effective national development. Opportunities exist and should take into consideration ways to engage men and boys in challenging traditional gender norms while also mitigating potentially negative impacts. Gender norms are at the center of how men and women are socialized to interact with each other; considering this relationship and the balance between them is critical to ensure equitable participation and benefits to both men, women, boys and girls. Applicants should incorporate elements that support USAID's policy on gender equality and women's empowerment when designing all activities for the proposed food assistance program.

a) Gender Integration

All Title II programs are required to integrate gender into the program as cross-cutting objectives that must appear in the LogFrame. The specific domains of gender equality addressed by the program must be described, and should be grounded in an understanding of the local context and may be adjusted if the need arises (i.e., the gender analysis highlights a domain on which to focus). In the program description and design, applicants must explain how they will recognize and mitigate potential negative impacts with regard to gender, as well as how, and the ways in which, men and women will be engaged throughout program activities.

For example:

For programs that plan to implement agriculture and livelihoods activities, domains of gender equality that could be impacted include, but are not limited to:
- Access to and control over resources and assets
- Economic empowerment
- Distribution of household labor

For programs that plan to implement maternal and child health and nutrition activities, domains of gender equality that could be impacted include, but are not limited to:
- Gender relations and dynamics
- Male involvement in maternal infant and young child nutrition
- Shared responsibility between men and women for infant and young child nutrition
- Decision-making related to health
- Mobility related to health-seeking behaviors
- Supporting the necessary food frequency and quality at the household level while also being responsive to women's time (e.g., baby friendly community initiatives, early childhood development activities, etc.)

For programs that plan to implement disaster risk reduction activities, domains of gender equality that could be impacted include, but are not limited to:
- Community planning for risk reduction and disaster mitigation that identifies men and women's risks/vulnerabilities, roles, responsibilities, and permissions by age and life-stage
- Gender relations and dynamics that are affected by shocks and disasters

Further guidance on how to integrate gender and create gender indicators at the proposal level can be found in *Annex II – Gender: Title II Development Food Assistance Programs, Part A: Guide to Creating Gender Indicators and Gender Integration* of this RFA.

b) Gender Analysis Plan

Completing a gender analysis at the time of application is not required; however, a gender analysis must be completed within the first year of a program if the application is awarded. After a gender analysis is completed, applicants are required to apply results to program activities as necessary. Applicants are required to share their plans for completing a Gender Analysis as an annex entitled Gender Analysis Plan. This Plan is limited to four pages, and is intended to only outline the programed plan for undertaking a gender analysis. This plan should include, but is not limited to, information on: key questions to be addressed, duration of analysis, data analysis plan, plan for application of results, and programed budget. **Further guidance on how to conduct a gender analysis can be found in** *Annex II – Gender: Title II Development Food Assistance Programs,* **PART C: Additional Guidance for Food for Peace Title II Development Programs**.

c) Gender M&E

All Title II programs are required to identify a set of gender indicators that will be collected during the baseline survey, final evaluation, and annually that measure the gender objectives identified in the LogFrame. These should be included in the IPTT of the M&E Plan and proposed at both the output and outcome levels. In addition, all Title II development food assistance programs are required to complete an in-depth gender analysis within the first year of implementation in a way that best ensures the results of the analysis will be incorporated into the design and implementation of the programs. The AOR must approve the gender analysis scope of work before the analysis begins. In addition, all programs are required to include an analysis of the impacts of the program on gender dynamics as part of the midterm evaluation.

d) Gender Expertise

Considering this mandatory requirement, FFP expects that applicants will have the necessary gender expertise and capacity available to ensure gender is integrated and addressed at every point in the food assistance program cycle. Applicants must identify the gender expertise and explain their capacity to implement gender-sensitive activities within the application. In addition, it is essential that applicants include in applications meaningful approaches to address gender issues of specific relevance to food security. Applications must demonstrate a sound understanding of gender issues as they affect food security directly along the dimensions of food availability, access, and utilization in the proposed host country and possibly the proposed program area. Priority will be given to applications that demonstrate the integration of gender throughout all phases of the program lifecycle as a means to improve food security.

e) Gender Based-Violence (GBV)

While FPP programs may not directly address the root causes of gender-based violence (GBV), it is important for applicants to consider the possible effects program activities may have on GBV at the household or community level. Applicants are responsible for proposing program activities that will protect all beneficiaries, particularly women and girls. Applicants should carefully think through, and address in the design of the program, how potential activities could lead to GBV and what steps will be taken to mitigate any harmful negative effects. For example, activities aimed at empowering women may include increasing women's income generation opportunities. However, this could have the unintended consequence of leading to an increase in GBV. Therefore, male spouses or heads of households should be engaged from the beginning of such activities to mitigate potential negative impacts. Applicants should also address GBV during the gender analysis in order to ensure safety measures are in place and that program activities are not exacerbating or leading to GBV. Due to the sensitive nature of GBV, applicants must ensure that qualified staff is involved in any data collection process that involves creating and asking questions about GBV.

USAID's global mandate in development and humanitarian assistance places the Agency in a strong position to effectively address this complex, multifaceted issue. Eliminating GBV is a long-standing goal of the USG and USAID has supported activities around the globe to combat GBV. To learn more about what USAID is doing to combat GBV visit: http://www.usaid.gov/gbv.

2. Environmental Safeguards and Compliance

Climate Change, Environmental Degradation and Resiliency
Climate change, environmental degradation and natural disasters are well-known challenges to development assistance and humanitarian aid, as they can have a negative influence on meeting sustainable development and resiliency goals. Reducing the environmental impact of USAID food assistance through environmental performance practices has multiple positive outcomes (e.g., safe and available water, waste minimization, natural resource management). While it is often assumed that the developing world has experienced irreversible environmental degradation, examples of community-driven, equitable environmental protection and recovery are observed.

The USAID FFP food assistance programs are to be designed to:

> 1. Do no harm to affected natural capital baseline of land, water and flora/fauna, including humans.
> 2. Rehabilitate or reverse losses in natural resource wealth.
> 3. Strengthen sustainability of community natural resource use.
> 4. Improve community resilience to environmental- and climate-related shocks.

FFP Environmental Safeguards and Compliance
A critical change in the USAID environmental compliance under this RFA includes a focus on integration of environmental safeguards throughout program design and implementation. Various guidelines have begun to focus on the coordinated assessment of climate change and disaster risk

reduction (DRR) issues as part of development assistance, whereas addressing environmental degradation has been pursued separately. Recent efforts have been made to target climate, environmental degradation and DRR jointly, as these stressors are most effectively addressed at the same time. USAID environmental compliance will be met both through *environmental integration* and *stand-alone* efforts. This compliance is summarized by the following five (5) requirements (a-e), summarized in Table 1.

a) Consultation of Existing Environmental Analyses
There exists a wealth of information on climate change, environmental degradation, and environmental performance practices that provide analyses and guidance to inform the development of a USAID development food assistance program. Described herein are four key types of existing environmental analyses, some are required and others recommended. Further information is available at USAID FFP Environmental Safeguards and Compliance. First, applicants are required to draw guidance from the global, USAID FFP RFA-level, Initial Environmental Examination (hereafter, RFA IEE) which assesses high-level environmental impact common to all USAID development food assistance programs. The RFA-IEE also provides further information on the environmental integration effort and the development of the stand-alone IEE (described in bullet "b" below).

Second, applicants must draw from USAID's global environmental assessments for commodity fumigation. All Title II applications must ensure fumigation practices in accordance with the USAID Programmatic Environmental Assessment (PEA) for the Fumigation of Commodity which identified three key gaps in fumigation practices (i.e., PPE, monitoring equipment and gas impermeable tarps) that must be addressed. Templates for the development of pesticide compliance analyses are included.

Third, applicants are recommended to apply the findings from existing USAID Foreign Assistance Act (FAA) Section 118/119 Biodiversity and Tropical Forestry (118/119) analyses. USAID 118/119 analyses are developed to identify priority environmental threats and opportunities at the strategic country level that can inform food security programming which relies on several ecological goods and services. This analysis involves stakeholder consultations with communities, government and civil society organizations to identify, key issue areas, such as specific drivers of unsustainable agricultural practices leading to deforestation .

Fourth, applicants are recommended to draw from national climate change vulnerability assessments (CCVAs), wherever available. CCVAs contain data on exposure and sensitivity to climate stressors, government and community adaptive capacities and recommend actions for climate change adaptation, for examples, see CCVAs.

b) Environmental M&E
To ensure the safeguarding of environmental goods and services while achieving food security gains, applicants will conduct an environmental integration process for program M&E systems. For the typical FFP program, this integration process begins with the inclusion of "Environment" as a cross-cutting theme in the LogFrame. To reflect this cross-cutting theme, the Indicator Performance Tracking Tables (IPTTs) will include a judicious application of environmental, or "green", output and select outcome indicators.

USAID recommends two types of environmental indicators be considered in the IPTT: stand-alone and integration indicators. **Stand-alone environmental indicators** simply measure progress towards the Title II program results that have an environmental focus (e.g., climate change, natural resource management). For such indicators Title II programs would draw direction from existing Agency indicators. **Environmental integration indicators** would be applied to certain activities with a potential risk for environmental impact (e.g., roads, healthcare waste, irrigation) that intrinsically are not addressed by the stand-alone indicators described above. The environmental integration indicators build upon *existing* IPTT indicators for these certain activities to measure the *quality* of activities related to good environmental stewardship and prevention of potential environmental impacts when measuring progress towards program results.

USAID is in the process of developing FFP guidance on environmental indicators frameworks. For interim Guidance, refer to the USAID presentation entitled the *"Integrating Environmental Safeguards into USAID Food Assistance Programs"* which was provided by the Bureau Environmental Officer (BEO) for DCHA at the 2013 M&E Workshop in Harare, Zimbabwe.

c) Budgeting for Environmental Compliance
FFP requires that all programs have the necessary budget to achieve environmental compliance (as per ADS Chapter 204.2.c). Illustrative environmental budget line items for the typical Title II program would include fumigation services, technical assessments (e.g., environmental assessments), implementing mitigation measures (e.g., water quality testing), staff and community environmental training, travel and transport for monitoring and reporting activities. Increasing evidence demonstrates that to implement the USAID environmental regulation and address site-specific issues, dedicated environmental staffing is necessary within the program or field management levels, though not necessarily a full-time position. The budget narrative should explain how environmental safeguard costs are incorporated into line items of the detailed and comprehensive budgets Object Class Categories.

USAID is in the process of developing an environmental budgeting guidance that is undergoing public consultation and pilot implementation, under the USAID GEMS program. Applicants are encouraged to review the USAID presentation entitled "Consultation for the Environmental Budgeting Toolkit for USAID Development Food Assistance Programs," March 7, 2012, Washington, DC.

d) Environmental Safeguard Plan
While it is expected that environmental safeguards are to be integrated throughout the entire application, applicants must briefly summarize environmental safeguards by including an **Environmental Safeguard Plan** as Annex 9 of applications. This plan should address four key components: 1) how environmental safeguards and climate change sensitivities have been integrated into program design; 2) how environmental stand-alone and integration indicators have been included in M&E systems, 3) how funds for safeguarding have been allocated in the detailed/comprehensive budgets and described in the budget narrative, and 4) the strategy for development of the awardee IEE, should proposal receive an award. The plan should be no more than four (4) pages.

e) Developing the Awardee IEE (*Required only for apparently successful applicants*)

This RFA includes a change from past solicitations, whereby, USAID environmental compliance will be met both through *environmental integration* and a stand-alone, program-specific IEE developed by the awardee, hereafter referred to as, the awardee IEE. USAID environmental compliance is codified under the Foreign Assistance Act of 1961, Section 117, to oversee the systematic IEE process to assess the potential impacts of USAID's activities on the environment. This mandatory assessment is codified in Federal Regulations (22 C.F.R. 216) and in USAID's Automated Directives System (ADS) Chapter 204.

Only apparently successful applicants will be required to develop an awardee IEE, however, all applicants will have the option to submit the IEE with their application. If not submitted with application, awardee IEEs must be submitted in advance of the M&E workshop when program design is completed. Awardee IEEs will include the same level of technical analysis as IEEs previously submitted with applications and will include the detailed analyses necessary to develop a more-refined budget based upon details of the final program design and IEE implementation plan (the Environmental Mitigation and Monitoring Plan). Any environmental budgeting items, identified by the IEE, that were not integrated into the application's budget, must be included in program budgets prior to the submission of the Year 1 Pipeline Resource Estimate Proposal.

When developing IEEs, awardees are encouraged to use the USAID Environmental Compliance Database, which contains relevant environmental impact analyses for a wide range of USAID development sectors and countries of implementation. Additional 22 C.F.R. 216 guidance for FFP applicants can be found at USAID FFP Environmental Safeguards and Compliance. Broader guidance on conducting an IEE can also be found at the Global Environmental Management Support (GEMS) program webpage.

Table 1.

Summary of Required Environmental Documentation
FFP RFA IEE
Fumigation PEA
Environmental Safeguards Plan (Annex 9)
Awardee IEE

3. Monitoring and Evaluation Materials and Reporting

As part of the M&E Plan, applicants must include as an annex the LogFrame and IPTT **upon submission**. However, the detailed and complete M&E Plan and Detailed Implementation Plan (narrative and table), revised LogFrame and IPTT will be required **within 30 days** from the M&E Workshop for new awardees.

In addition, applicants must include in the program design and description an enhanced focus on environmental performance and management as well as gender equality and gender integration

for which specific indicators must be designed. See **1. Gender** and **2. Environmental Safeguards** above. All Title II development food assistance programs are required to complete an in-depth gender analysis and an awardee IEE analysis within the first year of implementation, in a way that best ensures the results of these analyses will be incorporated into the design and implementation of the programs. The Agreement Officer's Representative (AOR) must approve the gender analysis scope of work before the analysis begins. In addition, all programs are required to include an analysis of the impacts of the program on gender dynamics and the environmental setting as part of the midterm evaluation.

a) *LogFrame*

Applicants must include as an annex a LogFrame that represents the food assistance program's theory of change by laying out the activities and outputs that will lead to short, medium, and long-term purpose, sub-purpose, and immediate outcomes, key indicators, data sources and data collection frequency, and assumptions. The LogFrame should contain all of the necessary and sufficient conditions to achieve program purpose. LogFrames are described further in Technical Note on Logical Framework.

b) *Indicator Performance Tracking Table*

The IPTT should be submitted along with the LogFrame as an annex. The IPTT includes output, outcome, and impact indicators linked to the food assistance program application's purpose, sub-purpose, and intermediate outcomes. The IPTT is an awardee's primary tool for organizing and reporting on performance and contextual indicators. The IPTT should include FFP required, required if applicable, and standard indicators based on the program's proposed activities, as per the revised FFP list of indicators (issued in April 20, 2013), in addition to program-specific indicators. As part of the application, the IPTT should also include estimated target values for all FFP baseline and final evaluation indicators. Target values should be based on the applicant's proposed percentage change from the start of the program.[4]

Within 30 days of the M&E workshop for new awards, awardees will be required to submit a revised IPTT with start-of-program values and targets for all FFP annual monitoring and program-specific indicators. Following the completion of the baseline study, awardees should submit a revised and complete IPTT with the actual baseline values and targets for baseline and final evaluation indicators.

4. Host Country Agreement

The Host Country Agreement (HCA), formerly the Host Country FFP Agreement or HCFFPA, is expected prior to finalization of the award. However, additional information is provided here for the applicant's consideration.

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[4] The proposed target should be a percentage change that the applicant proposes to achieve over the life of the program. For example, what is the target prevalence of stunting that the applicant proposes to achieve at the end of the program.

The HCA establishes the terms and conditions by which an applicant will be able to conduct a Title II program in a specific country in accordance with the applicable requirements of USAID 22 C.F.R. 211 (i.e., Regulation 11). As such, the applicant shall enter into a written HCA with the government of the country in which it is proposing to implement a Title II program. If the program will be implemented in a number of countries within a region, an HCA must be negotiated with each government. Applicants submitting applications to work in countries for which they do not have an HCA should make arrangements well in advance to ensure that a signed HCA is prepared prior to the food assistance program approval.

Even though the HCA is expected and preferred prior to finalization of the award, the applicant may submit when asked during the review and approval process (if selected) either the HCA or the Mission Director's determination that the proposed food assistance program can be effectively implemented in compliance with 22 C.F.R. 211.

- Note that the Mission Director's determination is not a substitute for an HCA.
- There must first be a written decision by the Mission Director that it is "not appropriate or feasible" for the applicant to have an agreement with the government at this time.
- Following that determination, programs may only be implemented after the Mission Director's determination is made that the program can be implemented without an agreement in place for the time being.
- If an HCA is not in place prior to finalization of the award, the AOR will include the awardee's explanation for the delay with the award language, along with a timetable for awardee's HCA negotiations and anticipated receipt of a signed HCA.

5. Preventing Chronic Malnutrition: The first 1000 Days

The over-arching goal of preventing malnutrition is related to Millennium Development Goal 1; Target 1c is to…*reduce by half the proportion of people who suffer from hunger*. In contributing to the achievement of this goal, FFP aims to reduce chronic malnutrition among children under five years of age.

In order to achieve this overarching goal, FFP expects development partners to focus on a preventive approach during the first 1,000 days of life (from conception to two years of age) because this is the period in which women, infants and children are most vulnerable to malnutrition. A mother's nutritional status before and during pregnancy affects her child's health and development. Research has found that supplementary feeding is more effective in improving child growth and preventing growth faltering in younger children than in older children, with the greatest benefits occurring during the first and second years of life.[5] For FFP, this preventive approach should be food-assisted. Participants in targeted food-insecure areas need to receive conditional food rations based on program participation to prevent the onset of malnutrition *before* it occurs. This population-based approach differs from many MCHN interventions that target children *after* they have become malnourished to help them recuperate

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[5] Schroeder, D.G., et al. 1995. "Age Differences in the Impact of Nutritional Supplementation on Growth." Journal of Nutrition Supplement: The INCAP Follow-Up Study. Journal of Nutrition 125 (April) (4Suppl): 1051S-1059S; Lutter et al. 1990. "Age-specific responsiveness of weight and length to nutritional supplementation." American Journal of Clinical Nutrition 51: 359-64.

from malnutrition. A preventive program should contribute to decreasing the incidence of both chronic and acute malnutrition through improvements in preventive health practices such as immunization, deworming, malaria prevention and treatment, community integrated management of childhood illnesses (c-IMCI), growth promotion and monitoring and improved pregnancy spacing.

The most important aspect of the conditional food transfer is a "biological" supplementary ration for the mother-child pair that ensures that both mother and child receive essential energy and nutrients during the critical first 1,000 days. Such rations may also provide an incentive to participate in program activities and offset the opportunity costs of participation in the program while the community begins to develop its own capacity for protection of the mother-infant pair. While the mother-child ration is a "biological" supplementary ration and important as part of the conditional food transfer, a household ration is not. The purpose of the household ration is to supplement the household food supply when necessary to avoid shocks, prevent sharing, and/or incentivize participation. Applicants should keep in mind that in most cases, the purpose of the household ration is not to improve nutritional status of the household and commodity selection should reflect the actual purpose. Applicants who propose not to distribute preventive food rations to the mother during pregnancy, the first six months postpartum and to children from six to twenty-three months, in participating communities, should justify why this would not be advisable and/or feasible.

Program design for the core interventions in the preventive approach, namely social and behavior change communication (SBCC), and preventive and curative health and nutrition services should consider:
- Improving infant and young child feeding practices (including early initiation and exclusive breastfeeding; adequate and timely complementary feeding[6]; promotion of improved complementary feeding using locally available, affordable, and nutritious foods; feeding during and after illness/severe malnutrition; etc.) based on formative research, effective, age-appropriate, individualized personal counseling, and home visits;
- Improving maternal nutrition and health, with a focus on pregnant and lactating women, women of reproductive age (WRA), and adolescent girls;
- Improving nutritional status and nutrition awareness among single and newly married WRA, adolescent girls, and their families;
- Increasing access to safe drinking water and appropriate sanitation and improving hygiene practices to prevent diarrhea;
- Increasing diet diversity and dietary quality at the household level, with particular focus on women and children. Activities to support improved dietary diversity and quality may include homestead food production, such as home gardens and a small livestock programs, social and behavior change interventions, and technical solutions like lipid based nutrient supplements (e.g., Nutributter®) or micronutrient powders (sachets of vitamins and minerals in powdered form that are used like a condiment on the child's food such as Sprinkles®);

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[6] For children 6-23 months of age an optimal diet of age-appropriate complementary foods, in addition to continued breastfeeding, should meet the principles published by LINKAGES of: **F**requency, **A**mount, **D**ensity and **D**iversity, **U**tilization (hygienic preparation and feeding) and **A**ctive Feeding by the mother or caregiver (**FADUA**).

- Improving adoption of key essential nutrition, hygiene, and health practices[7] through effective use of SBCC, including local advocacy. Applicants should include a description of their proposed multi-sectoral <u>social & behavioral change communication strategy</u> in the application. The adoption and reinforcement of key food security, health, and nutrition-related behaviors by mothers/caretakers, fathers, grandparents, persons of influence, households and the community are central to the reduction of food insecurity (including improvements in agricultural productivity) and reductions in malnutrition among children under five and pregnant and lactating women);
- Improving growth monitoring and promotion to prevent growth faltering and stunting as well as improving detection of Moderate and Severe Acute Malnutrition (MAM and SAM) and referral of children under five years of age with SAM, focusing on working with health partners to strengthen the capacity of local health services to treat SAM and MAM;
- Ensuring sustainability and consideration of how participation in activities to improve nutrition of women and children during the first 1000 days may be maintained in the absence of food aid, along with a phased out approach that might include food assistance in the early stages of the program and other types of incentives and approaches once food security is improved;
- Improving prevention and treatment of childhood illnesses in children under five years of age;
- Improving access to and quality of health services, including birth preparedness and maternity services, immunization, family planning service delivery and communication, as well as nutrition services – most importantly, vitamin A and iron supplementation for children and iron/folic acid and post-partum Vitamin A supplementation for pregnant and lactating women. This will require an understanding of the country policy for maternal child health and nutrition services, the types of health service strengthening that may be necessary or occurring, and what efforts need to be supported, coordinated, and/or facilitated in the areas applicants propose to cover. This includes taking into account national efforts, USAID bilateral and other donor assistance, Feed the Future and Global Health Initiative activities that are aimed at strengthening these health services.

Since the above interventions are considered essential for preventing maternal and child deaths and malnutrition, the goal should be to ensure that women and children participating in Title II MCHN activities receive an integrated package with as many of these interventions as possible. Baseline quantitative and qualitative assessments may show that emphasis should be placed on one or more of these interventions, and that the others are already adequately provided or will be

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[7] Essential Nutrition Actions: improving maternal, newborn, infant and young child health and nutrition, WHO, 2013. http://apps.who.int/iris/bitstream/10665/84409/1/9789241505550_eng.pdf; Improving Health Through Behavior Change: A Process Guide on Hygiene Promotion. Favin et al. 2004. EHP Program 26568. USAID. http://www.ehprogram.org/PDF/Joint_Publications/JP007-CIMCIProcessGuideWeb.pdf

delivered through the applicant partnering with host government health and nutrition services, other USAID programs, or other organizations. The application should provide information on the type of assessments done or to be done to define the intervention package. It should also describe the platform to be used to deliver the community-based health and nutrition actions including the type of community health workers or volunteers to be used and the client-worker ratio.

Family Planning and Reproductive Health

a) Introduction

Family planning enables a woman to delay, time, space, and limit her pregnancies to ensure that pregnancy occurs at the healthiest times of her life, and thus helps ensure the healthiest maternal, newborn, and child outcomes. In addition, family planning allows families to achieve their desired family size, which may enable them to have only the number of children for which they can provide. All women, including adolescent girls, should have the information and access to services that allow them to choose whether and when to become pregnant. Engaging and reaching men and boys are also important components that should be included in any proposed family planning activities.

b) Integrating Family Planning Funding with Food Security Programs

The strategic objective of the USAID Office of Population and Reproductive Health (PRH) within the Global Health Bureau is to advance and support voluntary family planning and reproductive health programs worldwide. The integration of family planning into other health and development activities implemented at the community level, including MCHN, development and food security, nutrition and other non-health sector programs is encouraged as a cost-effective way to expand services.

An application that integrates family planning should seek to achieve two or more of the following results:

- Increased access to family planning services
- Increased knowledge and interest in family planning in the community
- Improved quality of family planning services in the community
- Improved social and policy environment for family planning services and positive reproductive health behaviors

Applicants who propose family planning activities should:

- Discuss specifics on how the FFP program will link with family planning services, including how education will take place and how referrals will be made when appropriate
- Appropriately engage men and boys in family planning activities
- Express a willingness to share information and document lessons learned from program strategies that can be used by other organizations implementing integrated food security

and family planning programs and develop an M&E plan that can measure progress toward family planning results

Refer to the Sustainability Checklist during program design to improve chances for sustaining services when the program ends. The Checklist can be found at http://www.k4health.org/toolkits/communitybasedfp/family-planning-sustainability-checklist-program-assessment-tool-designing. Find Facts for Family Planning a helpful resource. This is available at: http://www.fphandbook.org/factsforfamilyplanning

c) Technical Assistance in Family Planning

Advancing Partners & Communities (APC) program is a USAID Cooperative Agreement implemented by JSI Research & Training Institute, Inc. (JSI) and FHI 360. The APC program will be available to Title II awardees for technical assistance and monitoring in family planning activities integrated into the food security program. The APC Grants website is: http://www.advancingpartners.org/grants.

d) Compliance

Title II applicants considering including family planning messages or referral to family planning services as a part of Title II programming must abide by all USG family planning compliance requirements including, but not limited to, the USG Tiahrt Amendment. The Tiahrt Amendment forbids requiring participation in a family planning program as a condition of receiving other benefits, such as food support or health care. Awardees must be extremely cautious and ensure there is no perception that receipt of other benefits, such as a ration, is linked with family planning in any way. Additionally, Title II programs are not allowed to procure family planning commodities. However, this does not in any way preclude a Title II program from collaborating with existing organizations working on the service delivery side of family planning that may offer a variety of family planning services, including the provision of commodities. As with other technical interventions, collaboration with locally established partners and leveraging existing services and resources is highly encouraged.

Commodity Selection and Ration Design

The *Commodity Reference Guide* is under revision and being updated based on both Food Aid Quality Review (FAQR) recommendations as well as other ongoing studies. Revisions of Commodity Fact Sheets are posted on the FFP website and can be found here: http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/resources/implementation-tools/commodity

In terms of community management of acute malnutrition, note that FFP policy does allow, at this time, the purchase of ready to use therapeutic and supplementary foods (RUTF and RUSF) with Title II funds (specifically, either with section 202(e) funds with certain conditions or with cash proceeds from monetization) as well as CDF funds.

The World Food Program (WFP) formulation of CSB+ is now available through the Title II commodity list, offering improvement in zinc and iron levels.

Suggested links related to health and nutrition programming:
- LINKAGES: Recommended Feeding and Dietary Practices to Improve Infant and Maternal Nutrition; Behavior Change Communication for Improved Infant Feeding
- World Health Organization's 2003 publication: *Guiding Principles for Complementary Feeding of the Breastfed Child*
- *The Essential Nutrition Actions (ENA) Framework , The Nutrition Program Design Assistant (NPDA): A Tool for Program Planners* on the Core Group website and *The Grandmother Program*
- Food Security and Nutrition Network SBC Task Force Approved SBC Tools and Methods
- Integrating Family Planning and Maternal and Child Health Care: Saving Lives, Money, and Time (Population Reference Bureau).

Note that additional important considerations in relation to health and nutrition programming can be found in the FAFSA II Maternal and Child Health and Nutrition chapter and the Food AID Quality Review.

7. Motor Vehicle Procurement Table

If procurement of any motor vehicles is requested in the application for the prime, members of a consortium, and/or sub-awardees, the applicant (i.e., the prime) should include a table with the following information for all vehicles [included in the budget(s)]):

- Type and number of motor vehicles (includes motorcycles);
- Manufacturer/make, model, and year of motor vehicles;
- Planned uses of motor vehicles, including who will retain title;
- Estimated cost of each motor vehicle;
- Funding source for each motor vehicle; and
- Fiscal year during which each procurement is planned.

The applicant must specify who will use the vehicles; when and how purchases and transfers to consortium members and/or sub-awardees would occur; and a rationale for the purchase or long-term lease and all vehicles (US and non-US) in text accompanying the table. For subsequent applications from previous or expiring Title II programs, applicants should provide in table format:

- The size and condition of the current motor vehicle fleet;
- Age of each motor vehicle;
- Funding source for each motor vehicle;
- Use of motor vehicles by activity; and
- Plans for maintenance and replacement

Supporting text regarding the history of the motor vehicle fleet and its procurement by the applicant in the country should also be included.

A Mission concurrence cable is required prior to the signing of an award with details pertaining to Mission vehicle procurement policies.

8. Branding Strategy and Marking Plan

The Branding Strategy and Marking Plan is required for successful applicants only; it is **not** required upon submission of the application. Additional information on branding strategies and marking plans is provided here for the applicant's consideration. Nonprofit applicants are required to comply with 22 C.F.R. 226.91 and USAID Acquisition and Assistance Policy Directive (AAPD) 05-11 and complete a branding strategy and marking plan (BS/MP) with each award. If the application is apparently successful, the applicant will be required to submit an acceptable BS/MP as a prerequisite for any resulting award.

Note that because USAID's branding and marking requirements have cost implications, such costs should be included in the application budget even if the applicant does not submit its BS/MP with the application. These rules do not apply to public international organizations (PIOs).

USAID approved Marking Plans may be waived pursuant to conditions set forth in 22 C.F.R. 226.91(j).

Agency branding and marking guidance can be found in ADS Chapter 320, Branding and Marking (contains instructions on how to prepare the branding strategy and marking plan) and on the USAID website (contains samples of the USAID logo in various formats).

USAID requires the recognition of the contributions of the American people extended under this Agreement. In this regard, awardees are reminded of the requirements to acknowledge USAID funding of programs and programs as required by the Standard Provisions. In publications and media products, awardees will apply, where appropriate, the Agency branding standards published in the Agency's Graphics Standards Manual. Awardees should also note that the acknowledgement of the U.S. Agency for International Development as a funding source may be applied where texts are publicly published.

9. County Specific Information

Country-specific information for Burundi, Madagascar and Malawi is found on the USAID/FFP website under the heading "Country Fact Sheets" by country name.

ANNEX I: Definitions

Call Forward: A request by the awardee for food assistance commodities for distribution and/or monetization to be procured for use in approved programs in a timely manner.

Carryover: Food assistance commodities or funds unused during a fiscal year that are transferred to the budget or planning levels for the following financial or reporting year.

Delayed Shipping: The practice when an awardee places a call-forward that requests a U.S. load port date later than the traditional procurement schedule. For example, in the traditional procurement schedule, if a call-forward was entered in WBSCM by May 10th and approved by USAID for the June purchase, it would have a July U.S. load port date. In the delayed shipping practice, the call-forward that was entered in WBSCM by May 10th and approved by USAID for the June purchase may have an October U.S. load port date. Commodity requests are entered based on the standard call forward schedule, but the date by which the commodity suppliers are required to deliver them to the specified U.S. load port is extended a maximum of two to three months beyond the standard delivery period. <u>All commodities purchased in the current fiscal year must be loaded on board the contracted vessel prior to end of that calendar year</u>.

Direct beneficiaries: Those who come into direct contact with the set of interventions (goods or services) provided by the program in each technical area. Individuals who receive training or benefit from program-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Note that all recipients are beneficiaries, but not all beneficiaries are necessarily food ration recipients. Services include training and technical assistance provided directly by program staff, and training and technical assistance provided by people who have been trained by program staff (e.g., agricultural extension agents, village health workers). If cooperatives or organizations receive training or technical assistance from the program, all members of the cooperative/organization are considered direct beneficiaries. In a Food for Training (FFT) program, the direct beneficiaries are those trained under the program. In a Food for Work (FFW) or Food for Assets (FFA) program that is implemented as a stand-alone activity (e.g., not as part of a wider set of interventions), direct beneficiaries are those who directly participate in the activity (i.e., receive a ration), not all of those who use or benefit from the infrastructure/asset created (e.g., a road). If a FFW or FFA activity forms part of a set of activities in a program element (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct beneficiaries include FFW participants and the farmers receiving the technical assistance and the two groups may overlap. In the case of food rations, direct beneficiaries include the individual recipient in the case of individual rations, and the recipient plus his/her family members in the case of family rations.

Direct beneficiaries do not include those who benefit indirectly from the goods and services provided to the direct beneficiaries, e.g., members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock, etc.; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by FFW; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an

agricultural intervention necessary to increase incomes. Such individuals are considered indirect beneficiaries.

Direct Distribution Food Assistance Commodities: Food assistance commodities that are provided directly to beneficiaries as in-kind take home rations or for on-site feeding (versus food assistance commodities sold for monetization proceeds).

Environmental Safeguards: Components of a program that are developed as part of the activities' design to deal with mitigating potentially foreseeable negative environmental impacts of program activities, maintaining ecological goods and services and promoting their sustainable management by community stakeholders. In USAID programs, environmental safeguards are incorporated into application design and implementation under the mandate of the USAID environmental compliance regulation, 22 CFR 216.

Fiscal Year (FY): The U.S. Government's fiscal year begins October 1 and ends the following September 30.

Gender: Gender is a social construct that refers to relations between and among the sexes, based on their relative roles. It encompasses the economic, political, and socio-cultural attributes, constraints, and opportunities associated with being male or female. As a social construct, gender varies across cultures, is dynamic and open to change over time. Because of the variation in gender across cultures and over time, gender roles should not be assumed but investigated. Note that gender is not interchangeable with women or sex (ADS Chapters 200-203).

Gender Analysis: An analytic, social science tool that is used to identify, understand, and explain gaps between males and females that exist in households, communities, and countries, and the relevance of gender norms and power relations in a specific context. Such analysis typically involves examining differences in the status of women and men and their differential access to assets, resources, opportunities and services; the influence of gender roles and norms on the division of time between paid employment, unpaid work (including subsistence production and care for family members), and volunteer activities; the influence of gender roles and norms on leadership roles and decision-making; constraints, opportunities, and entry points for narrowing gender gaps and empowering females; and potential differential impacts of development policies and programs on males and females, including unintended or negative consequences. (ADS **Chapter 205**)

Gender Equality: Concerns fundamental social transformation, working with men and boys, women and girls, to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females. (ADS **Chapter 205**)

Gender Equity: The process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent

women and men from otherwise operating on a level playing field. Equity leads to equality. (ADS Chapters 200-203)

Gender Integration:
Identifying, and then addressing, gender inequalities during strategy and program design, implementation, and monitoring and evaluation. Since the roles and power relations between men and women affect how an activity is implemented, it is essential that program managers address these issues on an ongoing basis. (ADS **Chapter 205**)

Gender-Sensitive Indicators:
Point out *to what extent* and *in what ways* development programs achieved results related to gender equality and whether/how reducing gaps between males/females and empowering women leads to better program/development outcomes. (ADS **Chapter 205**)

Governance: Refers to the exercise of economic, political and administrative authority to manage a country's affairs at all levels. It involves the process and capacity to formulate, implement, and enforce public policies and deliver services. (USAID Strategy on Democracy, Human Rights and Governance)

Female Empowerment: When women and girls acquire the power to act freely, exercise their rights, and fulfill their potential as full and equal members of society. While empowerment often comes from within, and individuals empower themselves, cultures, societies, and institutions create conditions that facilitate or undermine the possibilities for empowerment. (ADS **Chapter 205**)

Initial Environmental Examination (IEE): An environmental impact analysis, required as a condition for disbursement of program funding, as per USAID environmental regulation 22 CFR 216, the IEE analyzes potentially foreseeable impacts resulting from program activities.

Indirect Beneficiaries: Indirect beneficiaries are those who benefit indirectly from the goods and services provided to the direct beneficiaries (as defined above). For example, indirect beneficiaries include: members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock, etc.; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes.

LOA: Life of award.

Metric ton(s) (MT): The standard unit of measurement for Title II commodities. One metric ton equals 1,000 kilograms.

Monetization and Monetization Proceeds: The sale of food assistance commodities to obtain cash for use in development food assistance programs. Awardees monetize U.S. Government-

donated food assistance commodities to generate cash resources (proceeds) to cover expenses associated with implementing development programs. Monetization can be conducted by direct negotiation or through sealed-bid auctions. Typical buyers include governments, parastatals, wholesalers and mid-level merchants.

Recipient: A recipient is a direct receiver of a food assistance ration. Each programed recipient should be counted once, regardless of the number of months they will receive food aid. In other words, a recipient who will receive a food assistance ration for 12 months is counted once, as is a recipient who will receive a food assistance ration for three months.

Program Elements

Program Element: The general category or focus of activities for Food for Peace resources in the form of direct distribution food assistance commodities, monetization proceeds, section 202(e) funds and ITSH funds. The fourteen program elements are defined below.

Civic Participation: Strengthen the capacity of Civil Society Organizations (CSOs) for policy analysis, advocacy, coalition-building, internal governance, membership representation and services, and engage in other activities aimed at fostering more peaceful and democratic societies. Areas of capacity building may include, but are not limited to, technical expertise (e.g., human rights, legal reform); CSO self-regulation (e.g., establishing NGO Codes of Conduct); organizational capacity (e.g., strategic planning, financial management and accountability, public relations, issue management, and outreach, revenue generation, accountable fundraising); and targeted advocacy training and technical assistance.

HIV/AIDS: Reduce the transmission and impact of HIV/AIDS through support for prevention, care and treatment programs.

Maternal and Child Health: Increase the availability and use of proven life-saving interventions that address the major killers of mothers and children and improve their health status, including effective maternity care and management of obstetric complications; prevention services including newborn care, routine immunization, polio eradication, safe water and hygiene; and treatment of life-threatening childhood illnesses.

Family Planning and Reproductive Health: Expand access to high-quality voluntary family planning services and information, and reproductive health care. This element contributes to reducing unintended pregnancy and promoting healthy reproductive behaviors of men and women, reducing abortion, and reducing maternal and child mortality and morbidity.

Water Supply and Sanitation: Objectives include improving water and sanitation infrastructure and practices. Activities include: organizational, technical and financial support for water and sanitation services; promotion of practices that protect water supplies from contamination by improper handling of domestic water supplies, household waste and inadequate sanitation; promotion of improved hygiene practices and behavior change; and, provision of technical assistance and training to enable communities to properly operate and maintain the new/rebuilt facilities. Food rations are used to build water and sanitation-related infrastructure.

Nutrition: Increase availability and use of proven nutrition interventions to reduce mortality, morbidity, and food insecurity, including nutrition education to improve maternal diets, nutrition during pregnancy, exclusive breastfeeding, and infant and young child feeding practices; fortified or biofortified staple foods, specialized food products, and community gardens to improve consumption of quality food; and delivery of nutrition services including micronutrient supplementation and community management of acute malnutrition. Strengthen host country capacity by advancing supportive nutrition and food security policies and improving nutrition information systems.

Basic Education: Improve early childhood education, primary education, and secondary education, delivered in formal or non-formal settings. It includes literacy, numeracy, and other basic skills programs for youth and adults.

Social Assistance: Cash or in-kind transfers to the poor or to those suffering from temporary shocks. Health services provided in-kind should be captured under the respective health element(s).

Agricultural Sector Capacity: Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices, expanded access to markets and credit, increased organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.

Strengthen Microenterprise Productivity: Support the start-up and expansion of self-employment and micro and small enterprises owned and operated by low-income people.

Natural Resources and Biodiversity: Conserve biodiversity and manage natural resources in ways that maintain long-term viability and preserve the potential to meet the needs of present and future generations. Activities include combating illegal and corrupt exploitation of natural resources and the control of invasive species. Programs in this element should be integrated with the Agriculture Area under Economic Growth and Conflict Mitigation and Reconciliation Area under the Peace and Security Objective, when applicable and appropriate.

Protection and Solutions: Ensure full respect for the rights of the individual and communities in accordance with the letter and the spirit of the relevant bodies of law (international humanitarian, human rights, and refugee law). This involves both legal and practical approaches for implementation in humanitarian situations, including efforts to ensure humanitarian access, incorporate protection strategies in assistance programming and other measures to reduce vulnerability and uphold human dignity for all victims of conflict and disasters. Activities included herein should be linked to relevant GJD/Human Rights elements.

Assistance and Recovery: Provide goods, personnel, services and assistance to meet basic human needs in order to foster transition from relief according to principles of universality, impartiality and human dignity. This element should be employed, when possible, as part of an integrated, coordinated and/or multi-sectoral approach.

Capacity Building, Preparedness and Planning: Improve the ability of the USG, host countries and other partners to prepare for and mitigate the effects of disasters, including both natural disasters and complex emergencies, in a manner that accommodate varying physical, cultural and social abilities to move freely and access information and services. Activities under this component include any efforts to enhance the capacities of the USG (in Washington and in the field), humanitarian assistance providers, national host-country authorities, and local communities to engage in disaster reduction and response activities. Activities consist of standardized and coordinated assessments, monitoring, information sharing, data and situational analysis, joint planning; enhancement of coping mechanisms, including the capacity to address adaptation to constantly changing situations on the ground including climate variability and climate change.

<u>**ANNEX II – Gender: Title II Development Food Assistance Programs**</u>

This Gender Analysis guidance is intended for Title II food assistance development partners to utilize throughout the gender analysis process. This guidance includes requirements outlined in USAID policy (ADS 205), as well as elements required by Food for Peace (FFP).

<u>**PART A: Guide to Creating Gender Indicators and Gender Integration**</u>

1. What are indicators?

Indicators are standards used to measure the results of a program. Indicators can be both quantitative and qualitative and are criteria or measures against which changes can be assessed towards a specific objective. Indicators provide a closer look at the results of program activities, and for this reason, they are the front-line instruments in the monitoring and evaluation of development work.

2. What are gender-sensitive indicators?

Gender-sensitive indicators are indicators that track gender related changes over time and measures progress toward gender equality through a number of ways. They should be created and applied in a way that examines the unique experiences and roles of men, women, boys and girls. These indicators should lead to a better understanding of how program activities impact, both positively and negatively, the lives of men, women, boys and girls. Gender-sensitive indicators should highlight any gaps between men and women in terms of access to and control over resources, division of labor, needs, constraints, opportunities and capacities, and the interest of men and women (and boys and girls) in a given context. These indicators should be collected in a manner that allows for data to highlight any obstacles and achievements towards attaining program goals specifically, and development goals generally. While indicators by themselves do not completely capture men's or women's experiences, they can be used to highlight the need to address and/or guide programmatic decisions at the local, regional, and national level.

3. How do you create gender indicators?

There is no universal set of gender indictors applicable in every setting. Yet, indicators should be designed and adapted to fit the purpose of the program goals and evaluation activities. Gender indicators should reflect the known gender issues within a specific context, as well as be inclusive of results from the gender analysis. It is important to consider how indicators will be collected and progress monitored throughout the duration of a program in order to yield data of the highest quality and utility. To be useful for performance monitoring and credible for reporting, indicators should reasonably meet these five standards of data quality (see USAID ADS 203):

1. **Validity:** Data should clearly and adequately represent the intended result;
2. **Integrity:** Data collected should have safeguards to minimize the risk of transcription error or data manipulation;

3. **Precision:** Data should have a sufficient level of detail to permit management decision-making; e.g., the margin of error is less than the anticipated change;
4. **Reliability:** Data should reflect stable and consistent data collection processes and analysis methods over time; and
5. **Timeliness:** Data should be available at a useful frequency, should be current, and should be timely enough to influence management decision-making.

4. What does gender integration mean?

Gender integration involves identifying, and then addressing, gender inequalities during strategy and program design, implementation, and monitoring and evaluation. Since the roles and power relations between men and women affect how an activity is implemented, it is essential that program staff address these on an on-going basis.

PART B: ADS 205 and Gender Analysis

Gender analysis is a subset of socio-economic analysis. It is a social science tool used to identify, understand, and explain gaps between males and females that exist in households, communities, and countries. It is also used to identify the relevance of gender norms and power relations in a specific context (e.g., country, geographic, cultural, institutional, economic, etc.) Such analysis typically involves examining:

- Differences in the status of women and men and their differential access to assets, resources, opportunities and services;
- The influence of gender roles and norms on the division of time between paid employment, unpaid work (including subsistence production and care for family members), and volunteer activities;
- The influence of gender roles and norms on leadership roles and decision making; constraints, opportunities, and entry points for narrowing gender gaps and empowering females; and
- Potential differential impacts of development policies and programs on males and females, including unintended or negative consequences.

There are different gender analysis frameworks and there is no one framework that has been adopted as the standard USAID approach. Nevertheless, most gender analysis frameworks involve collecting quantitative and qualitative information in the following areas. Missions and Bureaus must include as many of the domains listed below, as possible, in their gender analyses:

Domains of Analysis to include in gender analysis:

- **Laws, Policies, Regulations, and Institutional Practices** that influence the context in which men and women act and make decisions.
- **Cultural Norms and Beliefs:** Every society has cultural norms and beliefs (often expressed as gender stereotypes) about what are appropriate qualities, life goals, and aspirations for males and females.

- **Gender Roles, Responsibilities, and Time Used:** The most fundamental division of labor within all societies is between productive (market) economic activity and reproductive (non-market) activity.
- **Access to and Control over Assets and Resources**: A key component of gender analysis is an examination of whether females and males own and/or have access and the capacity to use productive resources – assets (land, housing), income, social benefits (social insurance, pensions), public services (health, water), technology – and information necessary to be a fully active and productive participant in society.
- **Patterns of Power and Decision-making:** This domain of gender analysis examines the ability of women and men to decide, influence, and exercise control over material, human, intellectual, and financial resources, in the family, community and country.

At the program level, the gender analyses should dig deeper and identify the:

- Relevant gaps in the status and anticipated levels of participation of women and men (including age, ethnicity, disability, location, etc.) that could hinder overall program outcomes;
- Differences in the status of women and men (e.g., economic, political, etc.) that could be closed as a result of the program along with the New Edition ADS Chapter 205 dated July 17, 2013; and
- Possible differential effects the program might have on men and women.

PART C: Additional Guidance for Food for Peace Title II Development Programs

The goal of the program-level gender analysis is to provide a deeper understanding of current gender issues at the community and household levels in program target areas, as well as the gender context in which the program is operating within. The purpose is to advance the knowledge and understanding of the context-specific program-level gender issues that would affect program implementation, program participation, and outcomes. This should in turn improve and be incorporated into a gender-integrated program design. For this reason, in addition to the requirements outlined in ADS 205, FFP requests that partners use the following guidelines when preparing their gender analysis:
- Be no longer than 50 pages, including appendices and references;
- Be written in 12 point Times New Roman font with 1-inch margins;
- Be grammatically correct and contain no spelling or punctuation errors;
- Be proofread by field and headquarters staff before being sent to FFP for review; and
- Contain the following elements:

    1. Executive Summary
    2. Table of Contents
    3. Introduction
    4. Background/Literature Review
    5. Methodology/Approach (utilizing both quantitative and qualitative methods)
    6. Results and Analysis
    7. Findings and Conclusions
    8. Recommendations

9. Gender Action Plan (derived from recommendations)
10. References (include all documents reviewed and utilized in the creation of the final report)
11. Annexes (must include the Statement of Work and any tools used in conducting the analysis)

1. Background and Literature Review and Methodology/Approach

This analysis should adhere to the following:

- Include, but also extend beyond, a review of available national-level quantitative and qualitative data on gender;
- Incorporate a USAID Mission gender analysis if available. However, the Mission analysis should not serve as the only source of information for the program-level gender analysis. Additionally, as per ADS 205, a Mission-level gender analysis cannot be used in lieu of conducting a program-level gender analysis. Every new program is required to conduct a separate and new gender analysis;
- Be designed in order to understand current gender issues and changing trends that may affect program implementation;
- Be designed to gain an understanding of the ways that gender issues affect access to program interventions, decision making, and behavior change or program uptake, and how they relate to and impact the achievement of food security objectives;
- Use a variety of quantitative and qualitative data collection methods in order to triangulate data, including, but not limited to, quantitative questionnaires, key informant interviews, focus group discussions, and stakeholder interviews;
- Attention should be given to the types of groups best suited to answer the gender analysis questions. For example, which questions are best answered by a desk or literature review? Which questions are better answered through key informant interviews or focus group discussions? Which questions should have multiple groups consulted for triangulation of data? ; and
- Consider that sufficient timing is needed. In general, the planning of the gender analysis should take approximately 3-4 weeks, primary data collection 3-6 weeks, data entry and analysis approximately 8 weeks, and drafting of the final report approximately 2 weeks. While the timeline may vary slightly, it is important not to rush this process and allow for necessary and sufficient time for revisions to the draft report and time needed to apply the results throughout the remainder of the program life cycle.

2. Data Analysis, Findings/Conclusions, Recommendations, and Action Plan

FFP expects that the results of the analysis will serve to guide gender-integrated program implementation and be incorporated into program activities for the remainder of the program life-cycle. The results from a gender analysis should change the type and implementation of program activities to take constraints identified by the gender analysis into account. To produce quality results and recommendations that can be fed back into program activities, a "Gender

Action Plan" must be created as part of the gender analysis final report. The following should be considered when drafting the recommendations and Gender Action Plan in the final report:

- Recommendations generated from the analysis should be feasible, actionable, and realistic.
- Recommendations should take any necessary budget constraints into account.
- Relationship between findings (facts and figures), conclusions (inference), and recommendations (courses of action) must be clearly identified in the report in order for readers to understand the logic and for the suggested recommendations to be evidence-based.
- Results should be presented by using a combination of charts, tables, direct quotes, and summarized narratives.
- It is highly encouraged to quantify qualitative data when appropriate for ease of comparing data and to contribute to a concise and informative final report.
- Results and findings should be presented as analyzed facts supported by strong quantitative and qualitative data.
- Sources of information need to be properly identified and sample sizes of reported data and results need to be disclosed. For example, when reporting information gathered from a focus group discussion (FGD), it should be clear how many people in one or several FGD(s) held a particular view being reported.

3   Staffing for the Gender Analysis

Conducting a high quality and successful gender analysis requires having qualified staff to assist in the exercise. To ensure that qualified staff is participating in the gender analysis, Title II awardees should:

- Utilize program gender staff and engage HQ gender staff throughout the process. It is important that program staff at both the field and HQ level play a role throughout the entire gender analysis process. This will lead to a higher quality end product that is more useable and applicable to the program;
- Ensure that program staff still has substantial involvement and oversight during the process if an external gender expert is hired, as required by ADS 205. This means that program staff is expected to play a role in the development, implementation, analysis, and application of the gender analysis results; and
- Ensure that, in addition to gender expertise, a multi-disciplinary team with capacity in quantitative and qualitative data collection and analysis is involved.

Additional Resources to Consult:
- USAID's new policy on Gender Equality and Female Empowerment can be found at: (http://www.usaid.gov/sites/default/files/documents/1870/GenderEqualityPolicy.pdf)http://www.usaid.gov/sites/default/files/documents/1870/GenderEqualityPolicy.pdf

More information on addressing gender in programming can be found at:
http://www.usaid.gov/what-we-do/gender-equality-and-womens-empowerment/addressing-gender-programmingprogramming

- ADS 205: http://www.usaid.gov/sites/default/files/documents/1870/205.pdf

ANNEX III – FFP INITIAL ENVIRONMENTAL EXAMINATION (IEE)

Environmental Safeguards and Compliance: The role of environmental compliance and management in FFP food assistance programs is to enhance the resiliency of over-exploited natural resources, improve environmental health, strengthen partner-country environmental governance and community resilience to climate and other environmental changes. To uphold Agency environmental policies and procedures, the internationally-accepted environmental impact assessment methodology is incorporated into program design and implementation across FFP programs to support USAID in meeting the goals of disaster resilience, prevention, response, recovery and transition while protecting the environment.

As of FY 2014, all USAID development food assistance proposals will draw direction from the FFP Request for Applications Initial Environmental Examination (RFA-IEE), which sets in place the strategic, high-level environmental safeguards and 22 CFR 216 policies. The RFA-IEE presents potential environmental impacts of common FFP activities, such as agricultural commodity fumigation and energy cooking needs, as well as, recommendations for integration of environmental safeguards into other sectors of proposal design.

All FFP RFA applicants must review and apply requirements from this RFA IEE. The current link to the RFA-IEE for the FY2014 FFP RFA is on the Agency's environmental compliance database website with a hyperlink at "source(s)" labeled "DOC":
http://gemini.info.usaid.gov/egat/envcomp/document.php?doc_id=39369

Monitoring and Evaluation Materials: Detailed Implementation Plan Template and Example

Activity Description (including quantity and location)	Month												Current Status (to be filled out with annual results report)
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
SO.1: Improved nutritional status of vulnerable populations													
IR:1.1: Reduced incidence of diarrheal disease													
Activity 1: Build 800 Latrines in Thama District													
-Selection of 32 sites for 25 latrines each		■											
-Procure Latrine Materials		■											
-Construct Latrines with FFW			■	■			■	■	■	■	■	■	
-Organize 32 Sanitation Committees (one per site)		■											
-Develop Training Methodology & Materials		■	■										
-Conduct 2013 Training Sessions (one per every two committees)			■	■			■	■					
Activity 2:													
-													
-													
-													

Monitoring and Evaluation Materials: Indicator Performance Tracking Table

Applicant Name:
Proposed Host Country:
Name of Proposed Food assistance Program:
Proposed Life of Award:

Indicator	Desired direction of change (+) or (-)	Baseline	Fiscal Year 1			Fiscal Year 2			Fiscal Year 3			Fiscal Year 4			Fiscal Year 5			LOA	
			Target	Achieved	% Target met	Target	Achieved	% Target met	Target	Achieved	% Target met	Target	Achieved	% Target met	Target	Achieved	% Target met	Target	Achieved
SO 1:																			
Impact indicator 1																			
Impact indicator 2																			
IR 1.1:																			
Monitoring indicator 1																			
Monitoring indicator 2																			

1. Annual monitoring indicators should be reported on each fiscal year. Impact indicators need only be reported for those years determined by the awardee as appropriate by the awardee's monitoring and evaluation plans.
2. Clearly specify the applicant name, potential host country and page numbers on each page of the indicator performance tracking table.
3. Potential food assistance programs implementing activities to improve health, nutrition and/or hygiene behaviors should define those behaviors being measured, such as improved personal, food, water and/or environmental hygiene.