

**CAPACITY BUILDING & DEVELOPMENT PROGRAM
FOR
BUSINESS ACCELERATION SERVICE PROVIDERS
IN THE AREA OF
AGRITECH/BIOTECH/FOODTECH
TARGETING INCLUSIVE AGRICULTURAL VALUE-CHAIN DEVELOPMENT (IAVCD)**

Request for Applications (RFA) No.CBG-006/1121

Issuance Date: **November 1st, 2021**

Dear Applicant:

The USAID Agriculture Program is seeking grant applications for the implementation of a competitive matching capacity building and capacity development grant program aimed to **support the engagement of women and young adults in agritech, biotech, foodtech and related industries¹** through facilitating the **development of a pool of competent Georgian service providers**, capable to provide **high-quality tailored business acceleration services** in the mentioned sectors **at a local level**. The Capacity Building Grants will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and the USAID Agriculture Program's internal grant management policies.

Please note that the deadline for receiving applications is **December 23rd, 2021** (please refer to 'Section III Application and Submission Information' for more information).

In order to provide detailed information regarding the RFA, eligible applicants, the application form, and facilitate the application process, the USAID Agriculture Program will hold an information session via the Zoom platform **on November 18th, 2021 at 3 pm** Georgia Standard Time (GET) (please, refer to the following link: <https://us02web.zoom.us/j/89484409677>). The information session will allow eligible and interested applicants the chance to ask questions about the RFA and receive guidance on how to complete the application form given in Annex A. Applicants will be able to ask questions via email (grants@apgeorgia.org) until **November 27th, 2021**. The USAID Agriculture Program will disseminate answers to all questions publicly through www.jobs.ge and via its Facebook page (www.facebook.com/apgeorgia.org) no later than **December 6th, 2021**.

SECTION I. PROGRAM DESCRIPTION

IA. ABOUT THE USAID AGRICULTURE PROGRAM

The USAID Agriculture Program is a five-year activity that aims to accelerate growth of agricultural sub-sectors that demonstrate strong potential to create jobs and increase incomes and revenues of micro, small, and medium enterprises (MSME²). The USAID Agriculture Program will provide competitive grants and technical assistance to address identified gaps in targeted horticultural value chains (VCs) that will result in the improved productivity and production capacity of MSMEs, strengthened VC linkages, increased access to markets, and improved capacity of MSMEs, cooperatives, associations, and service/information/extension providers.

¹ The USAID Agriculture Program will later use a term 'Agri&FoodTech' to indicate agriculture-related innovative programs across agritech, biotech, and foodtech sub-sectors, including cross-cutting areas (such as agri-fin-tech, packaging, supply chain innovation and digitalization) that target young adults, with particular attention shown to young women.

² The size of an enterprise is determined by the number of full-time equivalent employees: micro (1-10); small (11-50); and medium (51-100) and the total annual turnover not exceeding 60 million GEL.

The USAID Agriculture Program will be implemented through two integrated, mutually reinforcing components: grants – requiring grantee contribution – and technical assistance. These components are directed and informed by a VC prioritization and gap assessment to identify specific product/market combinations that can sustainably increase incomes, employment, and MSME revenues.

IB. CAPACITY BUILDING GRANT PROGRAM DESCRIPTION

The USAID Agriculture Program identified horticultural VCs/sub-sectors with strong potential to create jobs and increase MSME revenues. These VCs are berries, pome and stone fruits, culinary herbs, perishable vegetables, table grapes, nut crops, and mandarins. The Program delivers firm-level investment and tailor-made technical assistance to entrepreneurial market-driven enterprises, production clusters in the horticultural sector, as well as supporting associations and service/information/extension providers to strengthen the capacity of agribusinesses and foster inclusive and sustainable development of the agriculture sector in Georgia.

The USAID Agriculture Program closely cooperates with inputs/service/extension providers and business associations in the implementation of a wide range of programmatic interventions in selected VCs to ensure access to more beneficiaries and achieve broader impacts. Through their networks, these organizations may serve as effective platforms for sharing knowledge and best practices, developing innovative mechanisms to reach more farmers and agribusinesses, fostering partnerships, developing standards and specifications for quality assurance in their operating fields, and creating a common voice of business in policy making.

Capacity Building Program (Focus on Inclusive Agricultural Value-Chain Development) – The Context

There are few opportunities for capable but economically-underprivileged women and youth in Georgia. Women and youth engaged and/or willing to engage in agriculture and/or agribusiness have a number of challenges that limit their full-scale participation in agricultural enterprise development-related programs. Moreover, the 4th Industrial Revolution era brought new dimensions to different industries, including agriculture, which required new skills and competencies. Women and young adult agripreneurs require the provision of well-chosen agri&foodtech-related business development services, specific capacity building programs aligned with a well-focused and targeted agriculture innovation-related grant program. Before women and young adult agripreneurs can reach a targeted agriculture innovation-related grant program, a developed and inclusive agri&foodtech startup infrastructure needs to be established. Although the Georgian tech startup ecosystem began to emerge several years ago, it requires support, specifically in the areas of agritech, biotech, foodtech, and related industries³. In order to ensure that targeted and inclusive agri&foodtech-related business development services are accessible countrywide, the USAID Agriculture Program, as an agriculture VC development facilitator and supporter, is to facilitate the development of a pool of competent service providers capable of providing high-quality business acceleration services. In addition, it will facilitate a culture of innovation at the local level and nurture local women and young adult agripreneurs and agribusiness professionals (including students) that carry strong growth potential and capacities of becoming agri&foodtech entrepreneurs.

Therefore, under the framework of its Inclusive Agricultural Value-Chain Development (IAVCD) programming and in cooperation with the Georgia's Innovation & Technology Agency (GITA), the USAID Agriculture Program announces this Capacity Building and Development Program. This Program is for those Georgian business service providers (BSPs) which are active in the area of the Georgian tech startup ecosystem and have experience running pre-acceleration, acceleration, startup bootcamp, and hackathon programs for at least one year, in order to develop in Georgia a pool of qualified service providers⁴ capable of providing tailored startup, early and grow stage acceleration services⁵ in the area of agri&foodtech to the program's non-grantee young

³ Please see footnote 1.

⁴ Hereinafter referred to as Agri&FoodTech BSPs.

⁵ In terms of the USAID Agriculture Program, "technical assistance" may include, but is not limited to the following areas: consulting, mentoring, coaching, business advisory services (entrepreneurial skills, agri&foodtech innovations, modern supply chain, etc.), training services, business matchmaking services, market linkages, provision of access to funds including alternative financial

adults⁶, partakers of its IAVCD program, with the particular attention to young women. A list of eligible BSPs includes, but is not limited to, for-profit consulting firms, NGOs, educational institutions, sectorial skills organizations and industry associations that meet the requirements. For this call, no applications will be accepted from individuals.

Consortia are welcome to apply. However, any co-applicant/partner can participate in this call only once. Each consortium shall designate a partner which will accept full liability on behalf of the consortium partners and act as a lead entity. The consortium leader will take responsibility for all contractual obligations. Agri&FoodTech BSPs which lack the agriculture sector knowledge and experience have an opportunity to either include qualified staff members or engage a partner with such experience in a consortium. Please note information on paid international consultants, as described in the eligibility criteria. This clause is not applicable in the case of an applicant recruiting qualified international consultants as volunteers without any additional costs, however the competence of international consultants is to be checked with the USAID Agriculture Program.

The USAID Agriculture Program reserves the right to cancel, postpone, or change this RFA, including the right to adjust the number of awards, funding levels, scope of work, location, and/or other details of the present RFA. The USAID Agriculture Program reserves the right to conduct negotiations once a successful proposal is identified, or to make an award without conducting negotiations based solely on the written proposal if it decides it is in its best interest to do so.

It is anticipated that the USAID Agriculture Program will select two service providers to run capacity building activities, which will also cover provision of acceleration services by targeting two parts of Georgia grouped as West Georgia and East Georgia (including Samtskhe-Javakheti Region).

By applying to participate in the Capacity Building & Development Program, Agri&FoodTech BSPs, if selected, declare their commitment to actively participate in and contribute to the parallel and/or follow-up activities as developed by the USAID Agriculture Program and the GITA (e.g. illustrative examples of activities could be: 'Reflecting & Assessing to Accelerate & Scale Up' – a short study, including field observation, case study, and lessons learned along with e-publication).

These activities will be unified under the framework of the Program's two initiatives related to the IAVCD programming – 'Gender Lens Agribusiness Investing'⁷ and 'Youth Lens Agribusiness Investing' aimed at applying gender and youth lenses to the agribusiness investment initiatives. Principally, this program was designed to enable local young adults, and particularly young women ages 18-42, to enter the 4th agriculture-related industrial revolution.

Within the framework of the current solicitation, (RFA) No. CBG-006/1121, the USAID Agriculture Program will award capacity-building grants to those Georgian BSPs, which are active in the area of Georgian tech startup ecosystem and have experience of running pre-acceleration, acceleration, startup bootcamp, and hackathon programs for at least one year (the mechanism utilized will be simplified grants⁸). Please refer to the bellow table for more details:

instruments, planning and organizing pre-acceleration, acceleration, hackathon, and/or startup boot camp programs including pitch days.

⁶ Under the framework of its Agri&FoodTech related programs and initiatives, the term 'young professionals', 'young people', and/or 'young adults' will refer to 18-42 years old young women and men.

⁷ *Gender lens investing* 'is an investment thesis that seeks to turn the abstract idea of an investment's benefit to women into a functional investment strategy. It integrates gender-based factors into investment decisions with goals ranging from enhancing risk-adjusted returns to driving gender equality', *What You Need to Know About Gender Lens Investing*, Bhakti Mirchandani, Forbes, Jan 3, 2019.

⁸ Simplified grants are administered on a cost reimbursable basis, with reimbursement to be made on costs incurred and upon the achievement of milestones set forth in the grant agreement.

Area	Purpose	Estimated No. of Grants	Maximum Grant Amount ⁹	Grantee Contribution requirement %
Tailored startup, early and grow stage acceleration services ¹⁰ in the areas of agritech, biotech, foodtech, and related industries (as mentioned previously)	A grantee is expected to: a. either build or develop their capacity in the provision of business acceleration services in the areas of agritech, biotech, foodtech and related industries to target local women and youth; b. carry out pilot activities (provision of Agri&FoodTech-related business acceleration services) in their geographic area. At least 20 participants¹¹ shall be mobilized per each team (team composition: women and men representation 50/50 – 50% young women and 50% young men); c. assist young adults in accessing funds, including alternative financing instruments. At least 2 recipients (highly preferable to attain gender parity here as well) of business acceleration services (per each grantee) shall successfully obtain funding.	2	\$35,000 (i.e. no more than 70% of the total project costs in the case of non-profit organizations and no more than 40% in the case of for-profit organizations)	At least 30% of the total project costs in the case of non-profit organizations and at least 60% in the case of for-profit organizations

IC. Regulatory Framework

Grants administered under the USAID Agriculture Program must be in compliance with the relevant regulations in the US Government Code of Federal Regulations (CFR) and the USAID Automated Directive System (ADS).

Code of Federal Regulations (CFR): A collection of regulations published by agencies of the USG, including:

- **2 CFR 200** – uniform administrative requirements, cost principles, and audit requirements for federal assistance awards to non-federal entities. For grants to non-US entities, note that only 2 CFR 200 Subpart E – the Cost Principles – applies to non-US entities.
- **2 CFR 700** – USAID’s formal adoption of 2 CFR 200.

Automated Directive System (ADS) 303: USAID internal policy which guides the administration of Grants and Cooperative Agreements to Non-Governmental Organizations. The ADS describes USAID’s internal guidance, policy directives, required procedures, and standards for award administration.

⁹ The maximum amount is likely to be awarded for an eighteen-month project with well-justified actions and costs or otherwise to an exceptional and unique proposal with an implementing period of less than eighteen months.

¹⁰ Please see footnote 5.

¹¹ A grantee is to conduct mobilizing activities in all regions of its geographic area (it is possible to mobilize current students of relevant faculties from Tbilisi universities. However, a maximum number of Tbilisi students may not exceed 20% of a total number of participants, and each grantee is to mobilize only those Tbilisi students that prior to their study lived in the relevant geographic area. Each grantee is to check its mobilization plan with the USAID Agriculture Program). A sound mobilizing plan covering the mobilizing strategy, rationale, and timetable shall be provided (participants - citizens of Georgia permanently residing in Georgia). Please, consider that in its IACVD programming, the USAID Agriculture Program targets predominantly local de facto YAFTs and WAFTs (please refer to footnote 15 for a definition), but not de jure YAFTs where young adults are engaged as passive owners or token youth. The selected Agri&FoodTech BSPs shall check that selected young adults represent de facto startup, early and/or grow stage YAFTs and WAFTs.

ADS 303mab: A mandatory supplement to ADS 303 outlining the Standard Provisions for Non-US Non-Governmental Organizations. The Standard Provisions, and any Required as Applicable Provisions, will be incorporated into each applicable Grant Agreement upon award.

The USAID Agriculture Program will be responsible for ensuring compliance with the above regulations, updating procedures and Grant Agreements following any revisions to the regulations, and guiding Grantees in adhering to the requirements.

SECTION II. ELIGIBILITY

IIA. Eligible Recipients

Applicants that submit applications in response to this RFA must be legally registered either as for-profit or not-for-profit Georgian organizations with at least one year experience in provision of business acceleration services to Georgian tech startup, early, and grow stage MSMEs (highly desirable in the areas of agri&foodtech and related industries as mentioned above). The highest points for the past performance criterion will be awarded to applicants that demonstrate narrowly-focused sectoral experience. The highest points for the expected impact and programmatic design will be awarded to applicants that demonstrate solid understanding of industry trends, target audience, and structural barriers to participation in their approach and prove they have either established or are in the process of establishing partnerships with other actors representing the global startup ecosystem to ensure sustainability in access to funding is established for Georgian agri&foodtech enterprises.

IIB. Additional Conditions of Eligibility

To be considered eligible for a capacity building grant, applicants must meet the following eligibility criteria:

- Demonstrated ability to maintain financial and technical records, either manually or electronically;
- Demonstrated experience working with Georgian tech startup, early, and grow stage MSMEs;
- Ability to impact a significant number of beneficiaries¹² in their field of operations and within the selected sub-sectors, leading to increased employment and rural incomes;
- Commitment to adherence to high ethical business standards, including transparency in business dealings and record keeping;
- Implement Georgian Accounting Standards. All grant recipients must be prepared to undertake an independent financial review or audit as requested;
- The USAID Agriculture Program's grant will not exceed 70% of the total estimated cost required for implementation of a grant project in case of non-profit organization and 40% in case of for-profit organization. At least 30% should be provided by the non-profit grant recipient organization in cash and/or in-kind contributions and at least 60% in cash by the for-profit grant recipient;
- Agree to maintain an active internship program that provides an opportunity for current university students or recent graduates whom graduated within the last three years, a paid internship of at least 20 hours per week during the operational season;
- When applicable, agree to abide by acceptable environmental standards and to present information regarding potential environmental risks and mitigation measures. A negative environmental assessment can be a condition for disqualification for the applicant;
- Pass a pre-award assessment;
- Agree to and sign the applicable certifications, such as the Certification Regarding Lobbying; Certification Regarding Terrorist Financing; Prohibition on Assistance to Drug Traffickers; and Certification of the Recipient;
- Agree to the terms and conditions of any applicable Mandatory Standard Provisions and Required as Applicable Provisions for Non-US NGOs, depending on the grant award type; and

¹² 'Beneficiaries' are considered to be farmers, wholesalers, agribusinesses and other actors of priority VCs.

Certify that the organization/individual is not debarred, suspended, or proposed for debarment from receipt of USG funds.

IIC. Ineligible Organizations

- Entities that are not legally registered in Georgia;
- Any public international organization (PIO);
- Any entity that has been found to have misused USAID funds in the past;
- Political parties, groupings, or institutions or their subsidiaries and affiliates;
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities;
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective for the grant is of a religious nature;
- Any entity whose name appears on the List of Parties Excluded from Federal Procurement and Non-procurement Programs (<http://www.epls.gov/>);
- Any entity with a member that appears on the Specially Designated Nationals (SDN) and Blocked Persons list;
- An entity having as key staff a direct relative (spouse, child, parent or brother/sister/sibling) of CNFA or USAID staff;

In this RFA, the USAID Agriculture Program will not extend grant support to the following:

- Any government entity or the organization fully or partially owned by state.

IID. Required Activities for Eligibility

Activities funded by the USAID Agriculture Program following this solicitation will meet the additional criteria:

- Clearly show in the proposal that the proposed approaches and methodologies will be available and affordable to a large number of local women and young adults with growth prospects;
- The proposed project contributes to sustainability of the organization within a reasonable timeframe and with good prospects for long-term growth;
- The proposed project should demonstrate that the benefits derived from the grant will have a positive impact on the engagement level of local women and young adults in agri&foodtech entrepreneurship;
- International consultants proposed for engagement in the grant project should be agreed with the USAID Agriculture Program. This clause is not applicable, in case an applicant will recruit qualified international consultants as volunteers, without any additional costs. However, the competence of international consultants is to be checked with the USAID Agriculture Program.

IIE. Ineligible Activities and Unallowable Costs

Grant funds cannot be utilized for the following:

- Private ceremonies, parties, celebrations, or "representation" expenses;
- Purchases of restricted goods, such as agricultural commodities, motor vehicles¹³, pharmaceuticals, timber extraction or processing equipment, pesticides, US Government-owned excess property, fertilizer, and used equipment¹⁴;

¹³ Motor vehicles means self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and buses, motorcycles, scooters, motorized bicycles, All Terrain Vehicles (ATVs), and utility vehicles. (22 CFR 228.01)

¹⁴ In accordance with the USAID Agriculture Program's contract, AIDAR 752.225-70 SOURCE AND NATIONALITY REQUIREMENTS (FEB 2012), section (3) of the Mandatory Standard Provision regarding "USAID Eligibility Rules for Procurement of Commodities and Services," as well as ADS 312.3.3.5 ("Pesticides"), and ADS 312.3.3.7 ("Fertilizer"), grant funds cannot be used to fund purchases of restricted goods such as agricultural commodities, motor vehicles, pharmaceuticals, pesticides, used equipment, or fertilizers, without the prior approvals or waivers required by the applicable regulations. Additionally, in accordance with the USAID Agriculture Program's Initial Environmental Examination, procurement of seeds or seedlings of non-native or invasive species will require additional approval from USAID/BEO. Therefore, grantees are strongly discouraged from requesting project funding for these restricted goods and are encouraged to finance the purchase of any such goods from the grantee share of the grant program.

- Prohibited goods under USAID regulations, including but not limited to: police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment;
- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by the USAID Agriculture Program, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed project;
- Previous obligations and/or bad debts;
- Fines and/or penalties;
- Creation of endowments;
- Other costs unallowable under USAID and/or federal regulations;
- Indirect costs such as but not limited to overhead or indirect fringe;
- Affect endangered species;
- Result in wetland or biodiversity degradation or loss;
- Support extractive industries (e.g. mining and quarrying);
- Promote timber harvesting;
- Provide support for regulatory permitting;
- Procure or use genetically modified organisms;
- Any other unallowable costs as outlined in the Cost principles contained in 2 CFR 200, Subpart E (as referenced above).

All procurements of commodities (e.g., equipment, materials, vehicles, supplies) and services financed with USG funds should be in accordance with the requirements at 22 CFR Part 228 “Rules on Procurement of Commodities and Services Financed by USAID Federal Program Funds”. All procurements above \$25,000 should comply with the authorized source for procurement - the Geographic Code 937&110 (the list of countries under the geographic code 937 can be found at: <http://www.usaid.gov/sites/default/files/documents/1876/310maa.pdf>; countries of 110 include all post-soviet states except Baltic countries).

SECTION III. APPLICATION AND SUBMISSION INFORMATION

Applications (including all attachments and supporting documentations) should be submitted in an electronic form only, preferably in the English language. The electronic applications should be submitted to the USAID Agriculture Program’s Grants Manager at grants@apgeorgia.org and the **(RFA) No. CBG-006/1121** should be stated in the subject line of the email.

Applications will be accepted only if the information is provided in the format requested by this RFA. The grant application package should include:

1. A duly filled in, signed, and stamped Application Form (provided as an **Annex A**) submitted as a cover letter of your application on your official letterhead (**Annex A1** - Submission Statement of Applicant (for Commitment and Self-Declaration) with annexes **A2** through **A5** as attachments. Please note that applications should be submitted in the format that is approved by the USAID Agriculture Program;
2. Applicants which will operate as a consortium shall submit a letter of commitment or a memorandum of understanding duly signed by all relevant parties concerned;
3. Applicants shall provide an Action Plan for the Sustainable Accelerator and CVs of the Team;
4. Copy of the registration certificate (from the National Registry available at www.napr.gov.ge).

Applications along with all required certifications and supporting documentation should be submitted no later than **5pm** local time on **December 23rd, 2021**. Applicants failing to submit applications in accordance with the above requirements or being late for the stated deadline will not be considered for further evaluation.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of the USAID Agriculture Program, nor does it commit the Program to pay for costs incurred in the preparation and submission of an application. Further, the USAID Agriculture Program reserves the right to

accept or reject any or all applications received. Applicants will be informed in writing of the decision made regarding their application.

SECTION IV. EVALUATION CRITERIA

<p>Expected Impact and Programmatic Design</p> <p><i>Expected impact</i> Catalytic effect A description of the outcomes that the grant can reasonably be expected to cause or catalyze (for example, <u>causing/speeding up a change for direct beneficiaries</u>, etc., if none is described, the score is "Low").</p> <p>Direct beneficiary relevant impact</p> <ul style="list-style-type: none"> • Sales generated (by de facto youth-owned MSMEs¹⁵ operating in the Agri&FoodTech area (YAFTs)) • Jobs created (full time and seasonal by sex and age) • Number of innovations implemented/ promoted with relevant descriptions • Number of beneficiaries trained by direct beneficiaries (if applicable) • Value of sourced inputs locally (if applicable) <p>Other impact factor (for example, <u>impact on indirect beneficiaries, on the sector development, creation of jobs and generation of income</u>, etc., if none is described, the score is "Low")</p> <p>Sustainability factor, including grantee's strategies and action plans to continue activities by targeting the similar audiences in other locations and/or diversifying their services further (for example, how the impact of grant activity will be sustained after the grant is completed, if none is described, the score is "Low")</p> <p><i>Programmatic design</i> The Applicant should state how the activities proposed within the grant project will contribute to strengthening of their capacity. How clearly are programmatic elements specifically identified and described? How clearly do these elements align with the USAID Agriculture Program's goals and the grants program purpose? Is the outcome of each element clearly described and consistent with program purpose? Is the impact of each programmatic element clearly identified and described? Are milestones clearly identified and described for each programmatic element? Estimated the risk of programmatic failure</p>	<p>30</p>
<p>Managerial Design and Past Performance</p> <p><i>Managerial design</i> Proposed key personnel Managerial experience and capacity of key personnel Capacity building of the organization (including approaches and an action plan) How clearly do the key positions match the programmatic design</p> <p><i>Past performance</i> How relevant are the activities conducted in past to the proposed grant activity? Duration of the organizational experience. Duration of the key personnel's experience. Past financial performance.</p>	<p>40</p>
<p>Financial Design</p>	<p>15</p>

¹⁵ **Youth-owned MSMEs operating in the Agri&FoodTech area or Youth-owned Agri&FoodTech Businesses (YAFT)** - an Agri&FoodTech business at least 51% of which is owned by one or more young adults, and management and daily business operations controlled by one or more young adults (in line with the USAID definition: http://www.usaid.gov/business/small_business/small-business-program). Moreover, **de facto YAFTs** are those businesses where young adults are not included as token/pro forma youth, but do have the real authority and power as described in the definition of 'YAFT'. In the similar way, **de facto WAFTs**, are those Agri&FoodTech businesses, where young women are represented in the ownership and management structure (at least 51% of which is owned by one or more young women, and management and daily business operations controlled by one or more young women). In its IACVD programming, the USAID Agriculture Program targets predominantly local **de facto YAFTs** and **WAFTs**, but not those **de jure YAFTs**, where young adults are engaged as passive owners or token youth, i.e., de-facto not participating in decision-making, day-to-day operation or any other business activities related to this enterprise.

How clearly do the budget categories match the programmatic design elements? How reasonable are budget amounts given their matching programmatic element? Estimate sustainability and Applicant's ability to fund its own cost share.	
Solid Understanding of Structural Barriers to Participation of Local Women and Young Adults in AgriTech, BioTech, FoodTech, and Related Industries The degree to which the applicant captured challenges that prevent local women and young adults from participation in similar activities. The extent to which the applicant answered to captured barriers, and whether the proposed grant activity will facilitate the successful engagement of local women and young adults in agri&foodtech related entrepreneurship initiatives (for example, the applicant lists barriers of the target audience and describes in its approach(es) of how it is intended to respond to identified barriers at different stages of the proposed grant activity – mobilization, provision of startup acceleration services, etc., if the applicant fails to understand structural constraints and/or respond to real barriers, the lowest score will be assigned).	15
Total:	100

All evaluations will adhere to the predetermined evaluation criteria and methodology as indicated this solicitation. In no circumstances will Program staff be authorized to revise evaluation criteria or methodology without formally amending the solicitation and notifying interested applicants of the revisions made. Only Applications received scoring more than 70 points will be considered for the award.

Additionally, the USAID Agriculture Program will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216. No final grant decision will be made by the USAID Agriculture Program until a formal pre-award assessment is conducted by the Program staff members. An unsatisfactory assessment may serve as a disqualification factor for the applicant.

ANNEXES

ANNEX A - RFA No. CBG-006/1121 GRANT APPLICATION FORM

1. **Annex A1** - Submission Statement of Applicant (for Commitment and Self-Declaration)
2. **Annex A2** - Technical Application
3. **Annex A3** - Implementation Timeline Template
4. **Annex A4** - Performance Plan
5. **Annex A5** - Budget Template

Annex A1

Submission Statement of Applicant (for Commitment and Self-Declaration)

(Note to an Applicant: Please, submit Annex A1 as a cover letter of your application and by using your official letterhead, without this note and information below in round brackets and italics)

Date: _____

The USAID Agriculture Program
47 Kostava Street
Tbilisi, 0179, Georgia

Subject: RFA No. CBG-006/1121 Grant Application

With this letter and attachments, _____ (*insert organization name, legal status and a TIN Number*) is applying for a grant from the USAID Agriculture Program.

We hereby confirm that we fully understand the requirements, terms and conditions of this RFA No. CBG-006/1121 and declare that we will perform activities as provided in our application with due diligence and commitment. We hereby assert that we completely understand that this Capacity Building and Development Program was developed under the framework of the USAID Agriculture Program's Inclusive Agricultural Value-Chain Development (IAVCD) programming. Therefore, herein, we proclaim our commitment to build/develop (*pls, select the relevant term*) our institutional capacity to serve Georgian citizens with the agri&foodtech related business acceleration services beyond this program and pay the particular attention to local young women and young men.

We are requesting a grant to (*insert one sentence description*):

The total value of our grant Request is \$_____.

Grantee contribution in cash \$_____ (PLS indicate percentage of matching contribution in cash); in-kind \$_____ (PLS indicate percentage of in-kind contribution).

The estimated **start** date for proposed project/activity: _____.

The estimated **end** date for proposed project/activity: _____.

This application consists of the following materials.

Attachment 1 **Annex A2** - Technical Application

Attachment 2 **Annex A3** - Implementation Timeline Template

Attachment 3 **Annex A4** - Performance Plan

Attachment 4 **Annex A5** - Budget Template

Attachment 5 Letter of Commitment or a Memorandum of Understanding by Consortium Members

Attachment 6 Action Plan for the Sustainable Accelerator and CVs of the Team

Attachment 7 Copy of the Registration Certificate

Attachment 8 Any other relevant documents, however, not exceeding in total 1 MB.

Sincerely,

(*Name of an Authorized Representative of an Applicant*)

(*Title*)

(*Organization*)

Annex A2

Technical Application

1. **Cover Page.** *[The applicant provides basic contact information and information regarding the status of the organization, date of registration, information about the founders/partners].*

Name of Applicant (Lead Partner - in case of a consortium):	
Legal Status (please provide information on founders/partners, board of directors, and advisory board, if any):	
Date of Registration and TAX ID Number:	
Mission, Objectives and Main Activities (Maximum Word Limit: 150 words):	
Contact Information (mailing address, telephone no, emails, URL):	
Contact person for this action (name, position, mobile no, email):	
Partner(s) (this part concerns a consortium: provide the same data as for a lead partner):	
Title of Your Program:	
Summary of Your Program (Proposed Approaches, Strategies and Activities) (Maximum Word Limit: 250 Words):	
Duration:	
Target Geographic Area: (select either West Georgia or East Georgia, pls indicate if you will be able to cover the second option as well, in case you will be the runner-up for the 1 st option, but the winner for the second)	
Estimated Results:	

2. **Prior experience related to this grant activity, including applicant's approach to organizational capacity building and programmatic capacity building.** *[Provide overview of the company/ organization /consortium partners and services offered; clearly describe same and similar activities implemented in the past (you can provide information on your on-going experience as well), provide references that can attest to the applicant's successful past performance and capabilities, describe your organizational capacity building and your programmatic capacity development frameworks, describe what are your lessons learned and good practices that you will bring into this Program, describe how you control occurrences of negative experiences,*

describe if you ever introduced any innovations in your operating mode or problem-solving - Maximum Word Limit: 1,000 Words].

[To be filled out by a non-profit organization: identify problems with operational and financial sustainability, describe your funding gap management strategy - Maximum Word Limit: 250 Words]

[This part concerns a consortium: provide the same data for consortium partners as a 2.b clause]

3. Program Purpose and Programmatic Design. *[Maximum Word Limit: 1,000 Words. Clearly describe approaches, methodologies, strategies, actions, activities and intended results of the program; provide a capacity building/development plan (in narrative and by employing any relevant project management tools, such as the Gantt Chart, to visualize the narrative part), provide justification for proposed activities that should not duplicate any of ongoing activities being implemented by other organizations, donors or Government].* The application should include the following minimum components (in case of a consortium: application shall clearly describe roles and responsibilities of each partner):

- a. Key activities needed to achieve programmatic purpose, including but not limited to, the following:
 - Key activity required to achieve the program purpose,
 - The expected impact of each key activity,
 - Each significant sub-activity under each key activity,
 - The resources required to accomplish key activity.
 - i. For human resources, the qualifications required to accomplish the high-level tasks or elements and the sub-tasks.
 - ii. For financial resources, the USD value of accomplishing each task.
- b. Implementation Plan. Clear identification and description of the order and timing of each key activity and sub-activities (presented both, as narrative and as tables provided in Annex 3 (Application Timeline Template) and Annex 4 (Performance Plan)).
- c. Risk of Programmatic Failure. The applicant should identify and describe any significant risks that may negatively impact the likelihood of successful program completion (*in narrative and by employing any relevant project management tools, such as the Gantt Chart, to visualize the narrative part*).

4. Expected Impact. The Applicant describes the expected impact(s) of the program in the following areas:

- a. **Catalytic effect.** *[A description of the outcomes that the grant can reasonably be expected to cause or catalyze.] [Impact on your organization (on institutional/organizational development and programmatic-wise), [Impact on Local Young Women and Young Men], [Identify issues your organization/company/consortium will work on in the nearest five years].*
- b. **Other impact.** *[State and quantify, if possible, the most impact of the program indicating impact on indirect beneficiaries, on the sector development, replicability of the model, capacity building of association, etc.].*

5. Managerial Design. The following minimum components are required:

- a. Organizational Experience and Capacity. The application should provide:
 - A clear identification and description of the organizational structure required to complete key activities and each of their sub-activities,
- b. Managerial Experience and Capacity of Key Personnel. All positions essential to the accomplishment of sub-tasks are defined as key positions and the individuals holding key positions are defined as key personnel. Applications should provide:

- **Key Position Qualifications.** A clear description of the qualifications required for each position essential to the accomplishment of sub-activities,
- **Key Personnel.** The name and resume of all persons proposed to fill key positions,
- **Other Personnel.** Best practice suggests that the Applicant should also identify personnel including invited consultants who are critical to the implementation of the grant project in order to promote full understanding of the financial plan.

c. **Capacity Building of Organization.** The Applicant should state how the activities proposed within the grant project will contribute to strengthening of their capacity.

6. **Sustainability Plan.** Applications should describe *(in narrative)*:

- How the grantee will sustain the impact of grant activity after the grant is completed.
- How the grantee will report on results after the grant period is over.

7. **Solid Understanding of Structural Barriers to Participation of Local Women and Young Adults in Agri&FoodTech and Related Industries.** Applications should describe *(in narrative and by employing any relevant project management tools, such as the Gantt Chart, to visualize the narrative part)*:

- Please list the main challenges that prevent local women and young adults from participation in similar activities.
- Describe how your Program will address identified challenges.
- Describe your experience (in case of consortia, the cumulative experience) with the target audience, geographic areas, agri&foodtech ecosystem).

Annex A3

Application Timeline Template

Complete the table below and indicate when each key activity and sub-activities will be implemented. Please adjust the table as needed.

Activity	2021			2022									
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	...

Annex A4 Performance Plan

Complete the table below and include clear targets and indicators (quantitative and if needed, qualitative) to measure progress.

Activity	Output	Outcome	Note
Activity 1			
Activity 1.1			
Activity 1.2			
Activity 2			
Activity 2.1			

Annex A5 Budget Template

Description	Units	Unit Rate (USD)	# of Units	Total Cost (USD)	Applicant's Contribution (USD)	USAID Funds (USD)
I. Labor						
	Day			0.00		
	Day			0.00		
	Day			0.00		
	Day			0.00		
	Day			0.00		
	Day			0.00		
Subtotal Labor Costs			0	0.00		
II. Travel, Services, and Supplies						
				0.00		
				0.00		
				0.00		
				0.00		
Subtotal: Travel, Services and Supplies		0.00		0.00		
III. Miscellaneous						
	Per unit			0.00		
	Per day			0.00		
	Per month			0.00		
				0.00		
Subtotal: Miscellaneous				0.00		
TOTAL BUDGET				0.00		
TOTAL APPLICANT'S CONTRTIBUTION						
TOTAL GRANT REQUESTED						