



# **USAID / Feed the Future Policy LINK REQUEST FOR APPLICATION (RFA)**

## **No. RFA-LINK-ETH 2022/001**

**Developing a Subnational Food System Dashboard for selected regions  
of Ethiopia as part of USAID funded Policy LINK Ethiopia Champions  
for Food Security (C4FS) Activity**

**Original Issue Date: May 13, 2022  
Closing Date and Time: May 27, 2022, 6:30 EAT**

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**Reference:** Issued Under Policy LINK USAID Cooperative Agreement No. 7200AA19CA00019

## Background Information

The USAID/Feed the Future Policy LINK Ethiopia - Champions for Food Security (C4FS) Activity seeks to strengthen the capacity of local actors and institutions to lead and manage the agricultural and food systems transformation process and contribute effectively and collectively to improved, broad-based, inclusive, and resilient food security policy outcomes.

Specifically, the project aims to strengthen agriculture and food policy systems by investing in and reinforcing productive human and social capital and developing strategic partnerships that help bring these innovations and capacity investments to scale to achieve a critical mass of local actors with the ability and opportunity to effect positive policy change through collective action.

C4FS' general approach is grounded in facilitative leadership and collaborative governance, which emphasizes engaging stakeholders from civil society, public and private sectors in consensus-oriented and evidence-based decision making, collaborative problem solving, and adaptive learning.

The project's grant program has the following objectives:

- The development of a subnational food systems dashboard to supplement the existing national food systems dashboard with regional disaggregated data.
- Promoting policy reform and incentivizing public and private sector investment by facilitating data-based decisions.

Pursuant to 2 CFR 700.13, it is USAID policy not to award profit under assistance instruments such as grant awards. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (2 CFR 200 Subpart E for all US-based and for non-US based non-profit organizations, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations), may be paid under the grant.

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply. For US organizations, 2 CFR 200 and the Standard Provisions for U.S. Nongovernmental Recipients will apply. See Annex I for Standard Provisions.

Subject to the availability of funds, DAI intends to provide at least **one** grant up to a maximum amount of **US \$275,000**. The expected duration of DAI support or the period of performance will be dictated by the grantee's proposal, which must correspond to this funding ceiling. The amount and period of performance may be amended prior to or during anticipated award implementation. DAI, as primary implementer of the **Policy LINK Project**, reserves the right to fund any or none of the applications submitted.

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

- Section A** – Grant Application Instructions
- Section B** – Special Grant Requirements
- Section C** – Selection Process
- Section D** – Program Description

**Annexes**

- Annex 1: Mandatory Standard Provisions for Non-US Non-governmental Recipients
- Annex 2: Certifications, Assurances, Other Statements of the Recipient
- Annex 3: Application Form
- Annex 4: Workplan Summary Table
- Annex 5: Budget
- Annex 6: CV and BioData Form Template
- Annex 7: Accounting System and Financial Capability Questionnaire
- Annex 8: Instructions for Obtaining a DUNS Number - DAI Vendors, Subcontractors and Grantees
- Annex 9: Self Certification for Exemption from DUNS Requirement
- Annex 10: Application Checklist

Applications must be received by the Policy LINK project no later than 6:00pm EAT May 20, 2022. Applications and modifications thereof shall be submitted in pdf (preferred) or other electronic format to [LINKEthiopiaSubmissions@dai.com](mailto:LINKEthiopiaSubmissions@dai.com).

Issuance of this RFA does not constitute an award commitment on the part of DAI, nor does it commit DAI to pay for costs incurred in the preparation and submission of the application. Further, DAI reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Any questions concerning this RFA should be submitted to the following email address: [LINKEthiopiaProcurement@dai.com](mailto:LINKEthiopiaProcurement@dai.com).

Applicants should retain for their records one copy of all enclosures which accompany their application.

Thank you for your interest in **Policy LINK** activities.

Sincerely,

Belay Demissie  
DAI Policy LINK Ethiopia Country Lead

**Developing a Subnational Food System Dashboard for Selected Regions of Ethiopia as part of USAID funded Policy LINK Ethiopia Champions for Food Security (C4FS) Activity**

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## Section A – Grant Application Instructions

### I. Application Procedure

#### A. Completion and submission of applications

##### Eligibility Requirements

*Demonstrated compliance with all local registration requirements in Ethiopia. The Organization must be a legally registered nonprofit (Non-Governmental Organization) in Ethiopia.*

##### Application Submission Requirements

- Applications may be submitted only by email, in electronic form to [LINKEthiopiaSubmissions@dai.com](mailto:LINKEthiopiaSubmissions@dai.com)
- Applications must be submitted in electronic form in pdf format
- Applications must include:
  - Completed Application Form (grantee must address all questions referenced in the Application Form but may do so in a separate format as preferred)
  - Completed Workplan Summary Table with Monitoring Benchmarks (Results)
  - Projected Grant Budget and Budget Notes
  - CVs and BioData forms of all project team members
  - Completed Financial Capability Questionnaire and attachments
  - Statement of liability (part of application form)

##### Deadlines

Applications must be received by Policy LINK no later than Friday, May 27, 2022 at 6:30pm EAT. Applications and modifications thereof shall be submitted in signed and pdf (preferred) to [LINKEthiopiaSubmissions@dai.com](mailto:LINKEthiopiaSubmissions@dai.com).

##### Late Applications

All applications received by the deadline will be reviewed for responsiveness and programmatic merit according to the specifications outlined in these guidelines and the application format. Section C addresses the evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process.

#### B. Preparation Instructions – Technical

Applications should be specific, complete, and presented concisely, including the following information:

- I. **Project Description:** The applicant must provide a detailed description of the project, specifying its goal, activities and results. The applicant should complete the template included in **Annex 4: Workplan Summary Table** including main workplan activities and monitoring benchmarks for the proposed grant. The applicant should also prepare a 1 – 2 page Activity Summary as requested in **Annex 3: Application Form**.

- 2. Monitoring (Results and Benchmarks):** The applicant should define, to the maximum extent possible at the application stage, results and benchmarks for monitoring the performance towards attainment of program objectives.

Please note that the applicant will be expected to collect and report data on the individual participants benefiting from the activity. Upon award, Policy LINK will share tools and guidance around this reporting requirement.

- 3. Sustainability:** The applicant should describe how the project or its benefits will continue after grant funding ends.
- 4. Personnel.** In the Application Form (Annex 3), the applicant should clearly specify: **a)** the main technical point of contact for questions on workplan design and monitoring and **b)** the main operational point of contact for questions on contractual compliance, financial, and procurement practices. CVs and BioData forms for these main points of contact as well as other staff designated by the applicant as “Key Personnel” should be included with the application materials.

DAI will evaluate the CV to determine the individual’s knowledge, skills and abilities in the areas listed herein.

- 5. Organizational Capability:** Each application shall include information that demonstrates the applicant's expertise and ability to meet or exceed the goals of this program. The application shall include information that demonstrates the applicant's expertise and ability to meet or exceed the goals of this program. This may be demonstrated through evidence of their past experience. Applicants may include descriptions of similar activities led by key personnel who will continue to be engaged under the proposed intervention. Any external references provided should include full names, institutional affiliation, email addresses, and phone numbers.

Specific capabilities required are:

- Demonstrated experience in design, development, and implementation of food system programs
- Experience in working with agriculture, food systems, and nutrition stakeholder: private, public, civil society organizations, and donor community at the subnational-national-international levels.
- Good understanding and engagement in the Ethiopian Agriculture and food systems policies, strategies, and programs
- Good mix of expertise to accomplish the proposed work (the dashboard)
- Demonstrated proficiency in data visualization with an appetite to work at the intersection of data analytics and design. Must be adequately versed in food and nutrition, visual communication, and data technologies preferably in Ethiopia.
- Experience in facilitating multi-stakeholder platforms such as inclusive policy processes.
- Core capacity in project management support and data analysis experience.
- Experience in working across sectors to deliver dashboards for projects/programs.
- Experience in report writing and the ability to analyze and make recommendations for improvement.

6. **Past Performance:** Applicants must present evidence of their past experience similar to this assignment. Applicants may include descriptions of number of people engaged or dollar amount of the project, etc and references. These references should include three (3) clients' names, telephone numbers, and email addresses who will serve as references.
7. **Budget:** All proposals must include a completed budget in ETB; see Section C for more details.
8. **Cost Sharing Contribution:** Not required, although if your organization has developed any innovative cost sharing practices such as leveraging existing activities implemented by other organizations and/or government entities to carry out activity priorities, please specify.
9. **Other material:** Applicants may also want to submit other material as attachments along with their applications such as letters of reference, newspaper clippings reporting on the organization's activities, brochures or other promotional material. Support letters demonstrating partnerships and cooperation with local government are of particular interest. However, attachments should be limited to 5 pages and they will not be returned to the applicants. If applicable, please also specify any anticipated subawards the applicant anticipates awarding with grant funds (see **Instruction #8** below for more detail).

### **C. Preparation Instructions – Financial and Administrative Documentation**

1. **Completed Budget.** All budget lines must be clearly linked to specific project activities. See attached Annex 5 for the budget template. In your accompanying Budget Notes, please clearly indicate the source of the estimate provided for each cost line item. Supporting information shall be provided, as necessary, in sufficient detail to allow a complete analysis of each line-item cost. During the application review process, the DAI team may request supplementary cost reasonableness data to support the review process.

All budgeted expenses must correspond to achievement of activities listed in the workplan table (**Annex 4**). A 1 – 2 page Budget Notes overview is required to add clarity.

2. **Completed Financial Capability Questionnaire**, which includes:
  - a. **Audited Financial Reports:** Copy of the applicant's most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, a "Balance Sheet" and "Income Statement" for the most current and previous fiscal year.
  - b. **Incorporation Papers or Certificate of Registration and Statute**
  - c. **Organizational chart**
3. Documentation that the applicant has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant. The applicant must demonstrate its ability to segregate funds obtained from the award of a capital grant from other activities of the organization. A separate bank account is required should a grant award be made. (Documentation may include certification from the

applicant's bank or a summary of previous awards, including type of funding, value, client, etc.)

4. Documentation that the applicant has a satisfactory record of integrity and business ethics. (Documentation may include references from other donors or clients and a summary of previous awards, including type of funding, value, client, etc.)
5. **SAM / Unique Entity Identifier, UEI** There is a mandatory requirement for the applicant to provide a UEI number to DAI.

***All U.S. and foreign organizations which receive a grant with a value of \$25,000 and above are required to obtain a UEI number prior to signing of the agreement.***

For those required to obtain a UEI number, **see Annex 8** - Instructions for Obtaining a UEI Number - DAI'S Vendors, Subcontractors and Grantees.

## **B. Special Grant Requirements**

The applicant shall bear in mind the following special requirements for any grants awarded in response to this RFA:

**Separate Account:** A separate ledger account must be established to house all funds provided under the grant, as well as all interest income and grant expenses.

**Permitted Uses of Program Income:** The Grantee will inform DAI of any program income generated under the grant and agrees to follow USAID's disposition requirements for such program income, which is in accordance with 2 CFR 200.307. Program income earned under this agreement shall be applied and used in the following descending order:

1. Added to funds committed by USAID and the recipient to the project or program, and used to further eligible project or program objectives;
2. Used to finance the non-Federal share of the project or program; and
3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

If the terms and conditions of the award do not specify how program income is to be used, then number 2) shall apply automatically. Grantees who are commercial organizations may not apply Option 1) to their program income.

**Use of Funds:** Funds provided under any grant awarded shall be used exclusively to

1. Management and operational support
2. Development and continuity of the subnational FSD and effectively utilization by all stakeholders

Diversion of grant funds to other uses will result in cancellation of award and retrieval of funds disbursed to the grant recipient.

**Reporting Procedures:** *A description of reporting requirements will be included in the Grant Agreements. The types of reporting required, along with the schedule of reporting, will depend*



*on the grant type and project duration. Reporting forms will be provided to grant recipients. Types of reporting will include the following:*

- **Program report** to be submitted during project implementation according to a schedule determined by DAI. This report will include a description of project activities and progress towards meeting the project goal; problems in project implementation; actions taken to overcome them; and plans on how the next phase of the project will be implemented.
- **Final program report** will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation. This information should be presented in a manner suitable for presentation to the public.
- **Financial reports** will be submitted to DAI according to a schedule described in the grant agreements. Types of financial reports, as well as the schedule of reporting, will depend on the type of grant, length of project, and amount of grant funding. Financial reports will be required in order to receive grant installments. These reports will describe the amount of grant funds spent during the previous period, total amount spent to date, and amount remaining in each budget line item. In addition, all grant recipients are required to submit a detailed Final Financial Report.

Issuance of the final installment of grant funds is contingent upon DAI's receipt and acceptance of Final Financial and Final Program Reports.

**Grant Activity Monitoring:** DAI staff will monitor projects in terms of both programmatic and financial aspects. Grant recipients will be expected to facilitate monitoring by making relevant information available to DAI staff.

**Restrictions:** The Grant Funds provided under the terms of this Agreement shall not be used to finance any of the following:

1. Goods or services which are to be used primarily to meet military requirements or to support police or other law enforcement activities,
2. Surveillance equipment,
3. Equipment, research and/or services related to involuntary sterilization or the performance of abortion as a method of family planning,
4. Gambling equipment, supplies for gambling facilities or any hotels, casinos or accommodations in which gambling facilities are or are planned to be located,
5. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas, or
6. Establishment or development of any export processing zone or designated area where the labor, environmental, tax, tariff, and/or safety laws of the country in which such activity takes place would not apply.
7. Pharmaceuticals,
8. Pesticides,

9. Logging equipment,
10. Luxury goods (including alcoholic beverages and jewelry),
11. Establishing or expanding any enterprise that will export raw materials that are likely to be in surplus in world markets at the time such production becomes effective and that are likely to cause substantial injury to U.S. producers,
12. Activities which would result in the loss of forest lands due to livestock rearing, road construction or maintenance, colonization of forest lands or construction of dams or other water control structures,
13. Activities which are likely to have a significant adverse effect on the environment, including any of the following (to the extent such activities are likely to have a significant adverse impact on the environment):
  - i.) Activities which may lead to degrading the quality or renewability of natural resources;
  - ii.) Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity;
  - iii.) Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides);
  - iv.) Activities which may lead to degrading community and social systems, including potable water supply, land administration, community health and well-being or social harmony.
14. Activities which are likely to involve the loss of jobs in the United States due to the relocation or expansion outside of the United States of an enterprise located in the United States, or
15. Activities which the Grantee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers,
16. Activities to support the production of agricultural commodities for export from Malawi when such commodities would directly compete with exports of similar United States agricultural commodities to third countries and have a significant impact on United States exporters.

**Other:**

Grantee can present budget in USD/ETB by disaggregating details depending on nature of costs. However, payments will be made in ETB in accordance with the schedule outlined in the Grant Agreement, and in no event will more than 90% of the total agreed budget be disbursed prior to receiving and approving the Final Financial and Final Program Report.

## C. Selection Process

Within 7 working days of the deadline for submitting applications, a review panel will convene. The review panel will include experts in the area of Food System, IT/Data Analytics, Finance

and Operations. Throughout the evaluation process, DAI shall take steps to ensure that members of the review panel do not have any conflicts of interest or the appearance of such with regard to the organizations whose applicants are under review. An individual shall be considered to have the appearance of a conflict of interest if that person, or that person's spouse, partner, child, close friend or relative works for or is negotiating to work for, or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted an application currently under the panel's review. Members of the panel shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

All applications that meet the application requirements will be reviewed by the review panel. Verification of the application submission requirements will be conducted by the DAI team.

If suitable applications are received, one or more awards will be made within approximately 14 working days of the review panel meeting provided that the awardee (s) furnish (es) DAI with all the required documentation as itemized in Section A of this RFA.

The applications will be evaluated according to the evaluation criteria set forth below. To the extent necessary (if award is not made based on initial applications), negotiations may be conducted with each applicant whose application, after discussion and negotiation, has a reasonable chance of being selected for award. **Award will be made to responsible applicants whose applications offer the best value.**

Awards will be made based on the ranking of applications by the review panel according to the evaluation criteria and scoring system identified below:

**1. Previous work experience, performance and capability.**

The applicant's work experience (in food system data generation and visualization) and capabilities (expertise composition and skills) in conducting projects of a similar nature and size as demonstrated by evidence such as letters of satisfaction, certification.

**Very good = 20 points; Good = 15 points; Average = 10 points; Poor = 0 points**

**2. Design of the project/ subnational Dashboard Development Approach, and work plan.**

Is the design/approach innovative, creative and realistic?

**Very good = 40 points; Good = 30 points; Average = 20 points; Poor = 0 points**

**3. Mechanism to engage stakeholders, potential impact and Ensure Ownership.**

- How the subcontractor intends to ensure engagement of relevant stakeholders throughout the dashboard development process
- What strategies are in place/will be in place to ensure ownership and potential impact of the dashboard by relevant national stakeholders-Public, Private...?

**Very good = 30 points; Good = 20 points; Average = 15 points; Poor = 0 points**

**4. Proposed total price reflects a clear understanding of the requirements, Realism and reasonableness of the work to be performed, Consistency of Price is consistent with**

various elements of the technical proposal and Compliance with USAID cost principles (select one: Non-profit entities – Cost Principles in 2 CFR 200 Subpart E);

- Is the cost reasonable in terms of the expected results?

**Very good = 5 points; Good = 3.5 points; Average = 2.5 points; Poor = 0 points**

**5. Applicability, and sustainability Strategy**

- To what extent will the deliverables of the project be used by policy makers?
- Is the project or its benefits likely to continue after grant funding ends?

**Very good = 5 points; Good = 3.5 points; Average = 2.5 points; Poor = 0 points**

DAI and USAID reserve the right to fund any or none of the applications received

## Signing of Grant Agreements

Upon USAID concurrence of the applicant, a Grant Agreement will be prepared. After DAI and the successful applicant have signed the Grant Agreement, DAI will provide training on financial management and reporting on grant funds. All reporting and contractual obligations will be explained to the grant recipients. Before receiving the first grant installment, **all grant recipients must open a separate bank account or equivalent account** as this is the only means by which grant funds will be transferred from DAI to the grant recipient.

## D. Program Description

Proposed work	Development of a Subnational Food Systems Dashboard
Location (Regions)	Amhara, Oromia, SNNPR
Contract Name:	USAID/Feed the Future Ethiopia Champions for Food Security (C4FS) Activity
Status:	Consulting firm / foundation or relevant not for profit entity to develop subnational food systems dashboard in Ethiopia to support evidence-informed policymaking
Period of Performance:	June-September 2022
Activity Lead	Deputy Country & Policy Systems Capacity Strengthening Lead

### BACKGROUND INFORMATION

#### *About DAI*

DAI works at the cutting edge of international development, combining technical excellence, professional project management, and exceptional customer service to solve our clients' most complex problems.

Since 1970, DAI has worked in 150 developing and transition countries, providing comprehensive development solutions in areas including crisis mitigation and stability operations, democratic governance and public sector management, agriculture and agribusiness, private sector development and financial services, economics and trade, HIV/AIDS, avian influenza control, water and natural resources management, and energy and climate change. Clients include international development agencies, international lending institutions, private corporations and philanthropies, and host-country governments.

#### *About Policy LINK*

Policy LINK program is USAID/Feed the Future's five-year program designed to strengthen the capacity of local actors and institutions to lead and manage the agriculture and food systems transformation process and contribute effectively and collectively to improved, broad-based policy outcomes. Policy LINK program is implemented in different countries and aims to strengthen food security policy systems by investing in and reinforcing productive human and social capital and developing strategic partnerships that help bring these innovations and capacity investments at scale to achieve a critical mass of local actors with the ability and opportunity to effect positive policy change through collective actions. Policy LINK's general approach is grounded in facilitative leadership and collaborative governance, which emphasize engaging stakeholders from public and private sectors and civil society in consensus-oriented decision making, collaborative problem solving, and adaptive learning.

As part of the global Policy LINK program, the USAID Ethiopia mission developed the five-year (2021-2026) Champions for Food Security (C4FS) Activity to support the GoE and the policy system actors as they adopt a more inclusive policy development process. The C4FS Activity is designed to support the GoE objectives of inspiring sustainable agriculture-led economic growth, strengthening resilience among people and food systems, and creating a well-nourished population, especially women and children. The Policy LINK Ethiopia-C4FS Activity will support multistakeholder consultation platforms and facilitate collaborations among policy system actors to facilitate the transition from a government-led and implemented policy development paradigm to an inclusive one driven by multiple stakeholders.

C4FS Activity, specifically, aims to strengthen agriculture and food policy systems by investing in and reinforcing productive human and social capital and developing strategic partnerships that help bring these innovations and capacity investments to scale to achieve a critical mass of local actors with the ability and opportunity to effect positive policy change through collective action.

## **ACTIVITY BACKGROUND- FOOD SYSTEMS DASHBOARD**

Almost invariably, strong policy systems are underpinned by a strong evidence base that informs policy choices. Research also shows that policies based on good evidence are likely to gain public support, are more contextually relevant and generally easier to implement. The main elements to a good evidence system for policymaking include:

- Evidence generated in a timely manner
- Quality evidence is available, accessible, and trustworthy for/on policy making
- Evidence is regularly incorporated into policy decisions
- There exists capacity to generate and use quality evidence

In recent years, the Food and Agriculture Organization of the United National (FAO), in collaboration with different organizations such as the Global Alliance for Improved Nutrition (GAIN), Johns Hopkins University (JHU), Michigan State University (MSU), Bioversity International and the International Center for Tropical Agriculture (CIAT), the City University of London, and the Agriculture-Nutrition Community of Practice (Ag2Nut) facilitated the development of Food System Dashboards for member states. The National Food Systems Dashboards have helped policymakers, non-governmental organizations, businesses, civil society leaders, and other actors to enable timely visualization of data related to national food systems, understand the interconnections across multiple sectors, perform comparisons with other countries, identify key challenges, and prioritize context specific actions.

The existing food systems dashboard of Ethiopia did not contain data and indicators disaggregated by regional state levels. This limits utility for decisionmakers because many components of food systems across all areas, from production and supply chains to food environments and consumer behavior, are highly variable within the different regions of the country. Whereas there exists a national dashboard that collates different data, it mainly focuses on describing the different elements of the food systems. It is not therefore fit enough for use at regional government, Woreda and Kebele levels where granular data is needed for decision-making. Work is ongoing to develop new functionalities to diagnose key challenges and opportunities for action within food systems and decide and prioritize relevant interventions and policies to transform food systems. To support the greater availability and utilization of policy-relevant data in Ethiopia, C4FS Activity intends to support the development of web-based systems for presenting and analyzing the food system data that policymakers at all levels regularly use for decision-making.

Socio-economic inequalities and disparities as well as geographical differences across Ethiopia's National Regional States demand relevant, detailed, and timely region-specific information to drive localized decision-making on what has been done and the appropriate investments still needed to be made. This would enable national, regional, and local stakeholders to better resource-allocation decisions, improve the design of projects, prioritize policies, and maximize the potential for direct impact for subregions within Ethiopia. Specifically, the development of a subnational Food Systems Dashboard in Ethiopia would support policy system actors to strengthen internal and external capacity in terms of conceptualizing, designing, and monitoring food system-based approaches to improving nutrition in Ethiopia. The work would also serve as a model for subnational dashboards in other countries, expanding the potential of USAID

missions and the countries they support in data-driven, evidence-based decision-making. Visualizing regional level information will be of paramount importance to meet this goal. Thus, it has become imperative to cascade the national level indicators and data down to the subnational levels. Accordingly, the C4FS Activity currently is seeking appropriate professional entities (companies, foundations, NGOs) to facilitate the development of the subnational food systems dashboard as outlined below.

*OBJECTIVE: CREATING SUBNATIONAL FOOD SYSTEMS DASHBOARD*

The main objective of creating the subnational food system dashboard is to generate region specific web-based food system dashboard. The specific objectives are:

- 1) To define appropriate indicators and data source mapping
- 2) To collect, analyses and incorporate data into the national food systems dashboard
- 3) To ensure web-based visualization of the national food system dashboard with clear alignment of the subnational food systems dashboard

*METHODOLOGY*

The development of the subnational food systems dashboard will be based on the methodology deployed for the development of the National Food Systems. The consulting firm is expected to assess the methodological procedures applied in development of the national food systems dashboards and reach in consensus with national food system stakeholders.

*SUBCONTRACT SCOPE OF WORK*

Working closely with the C4FS team, the subcontractor/s is expected to lead the development of a subnational food systems dashboard for Ethiopia (“the dashboard”) for the three pilot regions in two phases.

**Phase 1: Facilitate stakeholder engagement.** During the first phase of the work the subcontractor is expected to:

1. Map stakeholders in the two sub-national regions to understand who to engage with throughout the process.
2. Understand food systems institutional and policy frameworks.
3. Facilitate inclusive stakeholder dialogue to gauge user needs, ensure wider input and collective understanding of the effort and product.
4. Lead in identifying the priority food system indicators for inclusion in the dashboard.

Overall, this phase will contribute to the aims of collaborative co-design/ or at least reaching in consensus on the approach and help increase individual and institutional ownership of the dashboard, while ensuring the sustainability of activities after the project has ended. The outputs of this process will be a shared understanding of the policy data needs, technical capacity requirements and outlines of how the subnational food systems data dashboard might look.

**Phase 2: Technical design and implementation**

For this phase, the subcontractor/s will be expected to develop the content for the dashboard and incorporate it into a template and/or software tool that is easily accessible to relevant national and subnational government structures.

- 1) Data collection, including direct consultations with stakeholders
- 2) Data analysis and incorporation into the national dashboard system

- 3) Data alignment and visualization
- 4) Deployment and maintenance planning

***Expected Outputs of the overall subnational dashboard development process***

The contractor, at the completion of the two phases is expected to deliver the outputs listed below.

- 1) Stakeholder consultation meeting organized at national and regional levels.
- 2) Dashboard development advisory committee established
- 3) Permission to conduct the subnational dashboard development obtained from appropriate authority
- 4) Indicators and data source mapping
- 5) Inception report reviewed and approved by Advisory Committee
- 6) Draft the dashboard guide or development plan
- 7) Subnational food systems dashboard piloted in three regions
- 8) Functioning food systems dashboard for Ethiopia, comprising data from the three regions
- 9) Dashboard orientation and launching workshop

*ANTICIPATED PERIOD OF PERFORMANCE*

The anticipated period of performance is a 12-month period starting on/around July 1, 2022 (including customization and deployment)

*BUDGET*

*The estimated ceiling budget earmarked for the activity is about US\$275,000*

*DESIRED SUBCONTRACTOR QUALIFICATIONS*

- Demonstrated experience in design, development, and implementation of food system programs
- Experience in working with agriculture, food systems, and nutrition stakeholder: private, public, civil society organizations, and donor community at the subnational-national-international levels.
- Good understanding and engagement in the Ethiopian Agriculture and food systems policies, strategies, and programs
- Good mix of expertise to accomplish the proposed work (the dashboard)
- Demonstrated proficiency in data visualization with an appetite to work at the intersection of data analytics and design. Must be adequately versed in food and nutrition, visual communication, and data technologies preferably in Ethiopia.
- Experience in facilitating multi-stakeholder platforms such as inclusive policy processes.
- Core capacity in project management support and data analysis experience.
- Experience in working across sectors to deliver dashboards for projects/programs.
- Experience in report writing and the ability to analyze and make recommendations for improvement.

Note: Due to COVID-19 and other context challenges in Ethiopia, Policy LINK's activities are primarily conducted remotely via telephone or Teams/Zoom. In limited instances, in-person meetings do occur, and strict COVID-19 protocols are in place, such as mask-wearing, social distancing, frequent hand washing, and sanitization. When Policy LINK resumes full in-person activities, the subcontractor will be expected to conduct project activities in-person as needed.



## Annex 1: Mandatory Standard Provisions for Non-US

Mandatory Standard Provisions for US Nongovernmental Recipients:  
<https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>

Or

Mandatory Standard Provisions for Non-US Nongovernmental Recipients:  
<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

## Annex 2: Certifications, Assurances, Other Statements of the Recipient

In accordance with ADS 303.3.8, DAI will require successful grant applicants to submit a signed copy of the following certifications and assurances, as applicable:

- 1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs** *(Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.)*
- 2. Certification Regarding Lobbying** *(This certification applies to grants greater than \$100,000.)*
- 3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)**
- 4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224**
- 5. Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013** *(Note: This certification applies if grant for services required to be performed outside of the United States is greater than \$500,000. This certification must be submitted annually to the USAID Agreement Officer during the term of the grant.)*
- 6. Certification of Recipient**  
In addition, the following certifications will be included **Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking** *(Note: Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries.)*  
**Part III – Participant Certification Narcotics Offenses and Drug Trafficking** *(Note: Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries.)*  
**Part IV – Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction**  
**Part V – Other Statements of Recipient**  
**Part VI – Standard Provisions for Solicitations**

(Note: Parts V & VI – Are included in the grant file as part of the grant application.)

## Annex 3: Application Form

Annex 3

### APPLICATION FORM

#### I. THE APPLICANT

1. Name of applicant

*(please include also acronyms, if any)*

2. Address of applicant

*(please include official address as well as postal address)*

Official address:

Postal address:

3. TIN and/or VAT registration number

*(if applicable)*

4. Telephone

5. Fax

6. E-mail

7. Web site

8. Contact person

#### II. PROJECT INFORMATION

1. Developing a Subnational Food System Dashboard for Selected Regions of Ethiopia

2. Location and duration

Location: Addis Ababa, Ethiopia

Duration: \_\_\_\_ months, from [month] [year] to [month] [year]

3. Summary Budget

Total budget	(USD/local currency)	(100%)
▪ Amount requested	(USD/local currency)	(%)
Applicant contribution (Cost Share if applicable)	(USD/local currency)	(%)
▪ Exchange rate used	1 USD = local currency	(date)

4. *OPTIONAL: Partners involved in the project – Use if appropriate*  
 (Please list all partner organizations involved in the project; insert as many lines as necessary)

NAME OF PARTNER	ROLE IN THE PROJECT	CONTACT DATA
		Official address:  Phone and fax: E-mail: Contact person:
		Official address:  Phone and fax: E-mail: Contact person:

**III. PROJECT DESCRIPTION**

I. Project summary

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2. Project goal, activities and results

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- a) How will the project be achieved?
- b) What are the specific activities that you will undertake?
- c) What are the specific expected results that your project will bring about?

3. *OPTIONAL: Beneficiaries - Revise as appropriate*

---

- a) How many people will directly benefit from your project? Please describe who these beneficiaries will be (e.g., age, gender, and other commonalities).
- b) If applicable, describe how you will serve the needs of youth, women, or other underserved groups.

4. Cost share

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Cost share is not required. However, if your organization has developed any innovative cost sharing practices such as leveraging existing activities implemented by other organizations and/or government entities to carry out activity priorities, please specify.

5. Monitoring and evaluation

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- a) How will you know that your project was successfully implemented? What criteria will you use to measure the achievements of your project?  
(Please include the tools you will use to monitor project activities and evaluate project results)

6. Sustainability

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- a) Describe how the activities in your project will be sustained after funding ends. How will the activities or results of your project continue?

7. Project activity schedule and timeline (work plan)

---

(Based on the activities listed in section III.2(b) above, please fill in the work plan using the template provided in Annex 4)

#### IV. PROJECT TEAM

Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. (Insert as many lines as necessary).  
(Please attach CVs for key personnel involved in the project, using the template provided in Annex 6; also include a I 420 BioData Form to be filled out by all key personnel)

NO	NAME & SURNAME	POSITION	ROLE IN THE PROJECT	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				

#### V. APPLICANT CAPABILITY AND PAST PERFORMANCE

I. Organizational capability and resources

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Annual income over the past three years, mentioning the names of your main financial contributors (where applicable)

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YEAR	TOTAL ANNUAL INCOME (in USD)	MAIN FINANCIAL CONTRIBUTORS

- a) Please describe the various resources at the disposal of your organization such as: equipment, offices etc.

2. Past performance

Please describe no more than three major projects in which your organization was involved over the past three years, using the table below.

a) Project title	
b) Duration (months)	
c) Year	
d) Location	
e) Role of your organization (leader, partner)	
f) Project objectives	
g) Project results	
h) Total budget (USD/ETB)	
i) Funding sources and types of funding (grants, contract, or other) <i>Please include contact information for funding sources.</i>	

**VI. PROJECT BUDGET**

Please prepare an Excel budget in response to this RFA, using Annex 5: Budget as a starting point. Note that this budget template can be adjusted to meet applicant needs and is simply intended as a guiding template to ensure that all relevant inputs are captured. For example, indirect costs as listed in the template may not apply to the organization’s cost accounting structure; formulas and base of application should be adjusted to conform to the organization’s practices. All

budgeted expenses much be clearly relevant to achievement of activities listed in the workplan table. A 1–2 pages Budget Notes overview is recommended to add clarity.

**VII. STATEMENT OF LIABILITY**

I, the undersigned, being the person responsible in the applicant organization for this project, certify that the information given in this application is true and accurate.

Name and surname:	
Position:	
Signature & stamp:	
Date and Place:	

## Annex 4: Workplan

Applicant should develop a workplan summary table including the information specified below.

Activity Area	Tasks	Timing (Applicable Quarter)	Monitoring Benchmarks (Results)	Responsible Team Members

## **Annex 5: Budget**

Please reference the separate file attachment titled Annex 5: Budget for the budget template. Note that this budget template can be adjusted to meet applicant needs and is simply intended as a guiding template to ensure that all relevant inputs are captured. For example, indirect costs as listed in the template may not apply to the organization's cost accounting structure; formulas and base of application should be adjusted to conform to the organization's practices.



## Annex 6: CV Form and BioData Form

ANNEX 6

### Curriculum Vitae

Proposed position in the project:

Name (First, Middle, Last):

Citizenship:

Education:

Name and location of institution	Major(s) or Degree(s) obtained:

Language proficiency – indicate proficiency on a scale of 1 (poor) to 5 (native):

Language	Reading	Speaking	Writing

Membership of NGOs or other professional bodies:

Key skills and qualifications relevant to the project (e.g., computer programming, management, etc.):

Employment history:

Position Title	Employer's name and address	Dates of employment		Short description of tasks performed
		From (month, year)	To (month, year)	

Other relevant information : (e.g. publications, seminars/courses etc.):

Applicant should complete the below information for all staff designated as Key Personnel. (Note that CVs should also be shared for those personnel.)

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET						
The Privacy Act Statement is found at the end of this form.						
1. Name (Last, First, Middle)			2. Contractor's Name			
3. Employee's Address (include ZIP code)			4. Contract Number		5. Position Under Contract	
			6. Proposed Salary		7. Duration of Assignment	
8. Telephone Number (include area code)		9. Place of Birth		10. Citizenship (If non-U.S. citizen, give visa status)		
11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment						
12. EDUCATION (include all college or university degrees)				13. LANGUAGE PROFICIENCY (see Instruction on Page 2)		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
14. EMPLOYMENT HISTORY (List last three (3) positions held by the individual)						
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #		Dates of Employment (M/D/Y)			
			From		To	
15. SPECIFIC CONSULTANT SERVICES (give last three (3) years). Continue on a separate sheet of paper, if required, to provide this information.						
SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT		Dates of Employment (M/D/Y)			
			From		To	
16. RATIONALE FOR PROPOSED SALARY (Provide the basis for the salary proposed in Block 6 with supporting rationale for the market value of the position. Continue on a separate sheet of paper, if required) Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.						
17. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.						
Signature of Employee					Date	
18. CONTRACTOR'S CERTIFICATION (To be signed by responsible representative of Contractor)						
Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. Certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.						
Signature of Contractor's Representative					Date	

## Annex 7: Financial Capability Questionnaire

Annex 7

### Accounting System and Financial Capability Questionnaire For DAI Grant Recipients

The main purpose of this questionnaire is to understand the systems adopted by your institution for financial oversight and accounting of grant funds, especially those provided through the U.S. Federal Government. The questionnaire will assist DAI program and accounting staff to identify the extent to which your institution's financial systems match the requirements of the U.S. Federal Government. This information will help the program staff work with you and your institution to review any problem areas that may be identified; thereby avoiding any problems or oversights which would be reportable should an audit of the program or institution be required.

The questionnaire should be completed by the financial officer of your institution in collaboration with DAI program staff. This questionnaire is informational only, and will not have any bearing on the agreement to support your institution based on the technical merit of the proposal. Therefore, please answer all questions to the best of your knowledge.

While 2 CFR 200 does not cover awards to non-U.S. recipients, DAI shall rely on the standards established in that regulation in determining whether potential non-U.S. recipients are responsible to manage Federal funds. A determination shall be made on the potential recipient's ability, or potential ability, to comply with the following USAID and federal-wide policies:

- 1) [2 CFR 200 Subpart D](#) (Financial and Program Management);
- 2) [2 CFR 200 Subpart D](#) (Property Standards);
- 3) [2 CFR 200 Subpart D](#) (Procurement Standards); and
- 4) [2 CFR 200 Subpart D](#) (Performance and Financial Monitoring and Reporting).

**SECTION A: General Information**

Please complete this section which provides general information on your institution.

Name of Institution: \_\_\_\_\_

Name and Title of Financial Contact Person: \_\_\_\_\_

Name of Person Filling out Questionnaire: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street Address (if different) \_\_\_\_\_

\_\_\_\_\_

Telephone, Fax, Email (if applicable) \_\_\_\_\_

Enter the beginning and ending dates of your institution's fiscal year:

From: (Month, Day) \_\_\_\_\_ To: (Month, Day) \_\_\_\_\_

**SECTION B: Internal Controls**

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with U.S. laws, regulations and your institution's policies; 2) assets are maintained safely and controlled; and 3) accounting records are complete, accurate and maintained on a consistent basis. Please complete the following questions concerning your institution's internal controls.

1. Does your institution maintain separate accounting of funds for different projects by:

Separate bank accounts:

A fund accounting system:

2. Will any cash from the grant funds be maintained outside a bank (in petty cash funds, etc.)?

Yes:

No:

If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. If your institution doesn't have a bank account, how do you ensure that cash is maintained safely?

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5. Does your institution have written accounting policies and procedures?

Yes:  No:

6. How do you allocate costs that are "shared" by different funding sources, such as rent, utilities, etc.?

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7. Are your financial reports prepared on a:

Cash basis:  Accrual basis:

8. Is your institution's accounting system capable of recording transactions, including date, amount, and description?

Yes:  No:

9. Is your institution's accounting system capable of separating the receipts and payments of the grant from the receipts and payments of your institution's other activities?

Yes:  No:

10. Is your institution's accounting system capable of accumulating individual grant transactions according to budget categories in the approved budget?

Yes:  No:

11. Is your institution's accounting system designed to detect errors in a timely manner?

Yes:  No:

12. How will your institution make sure that budget categories and/or overall budget limits for the grant will not be exceeded?

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13. Are reconciliations between bank statements and accounting records performed monthly and reviewed by an appropriate individual?

Yes:  No:

14. Briefly describe your institution's system for filing and keeping supporting documentation.

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**SECTION D: Audit**

The grant provisions require recipients to adhere to USAID regulations, including requirements to maintain records for a minimum of three years to make accounting records available for review by appropriate representatives of USAID or DAI, and, in some cases, may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your institution.

1. Is someone in your institution familiar with U.S. government regulations concerning costs which can be charged to U.S. grants (2 CFR 200 Subpart E "Cost Principles" )?

Yes:  No:

2. Do you anticipate that your institution will have other sources of U.S. government funds during the period of this grant agreement?

Yes:  No:

3. Have external accountants ever performed an audit of your institution's financial statements?

Yes:  No:

If yes, please provide a copy of your most recent report.

4. Does your institution have regular audits?

Yes:  No:

If yes, who performs the audit and how frequently is it performed?

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5. If you do not have a current audit of your financial statements, please provide this office with a copy of the following financial statements, if available:

- a. A "Balance Sheet" for the most current and previous year; and
- b. An "Income and Expenditure Statement" for the most current and previous year.

6. Are there any circumstances that would prevent your institution from obtaining an audit?

Yes:

No:

If yes, please provide details:

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**CHECKLIST AND SIGNATURE PAGE**

DAI requests that your institution submit a number of documents along with this completed questionnaire. Complete this page to ensure that all requested information has been included.

**Complete the checklist:**

- Copy of your organization's most recent audit report is attached.
- If no recent audit, a "Balance Sheet" "Income and Expenditure Statement" for the most current and previous fiscal year.
- All questions have been fully answered.
- An authorized individual has signed and dated this page.

**Optional:**

- Incorporation Papers or Certificate of Registration and Statute is attached.
- Information describing your institution is attached.
- Organizational chart, if available is attached (if applicable).

**The Financial Capability Questionnaire must be signed and dated by an authorized person who has either completed or reviewed the form.**

Approved by:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

Date \_\_\_\_\_



## **Annex 8: Instructions for Obtaining a Unique Entity Identifier / UEI Number - DAI'S Vendors, Subcontractors and Grantees MONETARY GRANTS:**

All foreign recipients of first-tier monetary grants (standard, simplified and FAAs) with a value of \$25,000 and above are required to obtain a UEI number prior to signing of the grant.

All domestic recipients of first-tier monetary grants of any value are required to obtain a UEI number prior to signing the grant.

*Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a UEI number to DAI. Organizations who fail to provide a UEI number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.*

**TO PROCESS FOR OBTAINING A UEI NUMBER, REFER THE QUICK  
GUIDES ACCOMPANIED WITH THIS DOCUMENT – See [Attachment A](#)**

## Annex 9: Application Checklist

Before submitting your application, please check to make sure the following are included:

- The application is submitted in electronic pdf format to [LINKEthiopiaSubmissions@dai.com](mailto:LINKEthiopiaSubmissions@dai.com)
- Applicable certifications and assurances are signed and included (see Annex 2)
- The workplan is included (Annex 4)
- Budget is included
- The CVs and BioData Forms are included (Annex 6)
- The statement of liability is signed and stamped (last page of application form – Annex 3)
- Completed Financial Capability Questionnaire (Annex 7)
- Audited Financial Reports: Copy of the applicant’s most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, a “Balance Sheet” and “Income and Expenditure Statement” for the most current and previous fiscal year.)
- Incorporation Papers or Certificate of Registration and Statute
- Organizational Chart
- Documentation that the applicant has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant. The applicant must demonstrate its ability to segregate funds obtained from the award of a capital grant from other activities of the organization. A separate bank account is required should a grant award be made. (Documentation may include certification from the applicant’s bank or a summary of previous awards, including type of funding, value, client, etc.)
- Documentation that the applicant has a satisfactory record of integrity and business ethics. (Documentation may include references from other donors or clients and a summary of previous awards, including type of funding, value, client, etc..)
- Evidence of a Unique Entity Identifier (UEI).