



Digital Frontiers Request for Application (RFA)

RFA No.	2022-17
Issue Date	September 7, 2022
Title	ICTforAg Conference Implementation: 2023-2024
Issuing Office & Email	Digital Frontiers c/o DAI, DigitalFrontiers@dai.com
Deadline for Receipt of Questions	September 12, 2022, 5pm EST, to DigitalFrontiers@dai.com
Anticipated Deadline for Application Submission	October 3, 2022, 5pm EST, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Types	Reimbursable Subagreement

DAI, the implementer of the USAID-funded Digital Frontiers Cooperative Agreement, invites qualified organizations to submit applications to support the implementation of the 2023 and 2024 ICTforAg Conference. The Conference is anticipated to take place in March-May 2023 and 2024. (final date will be based on Applicant's proposed timeline).

ICTforAg is an annual event hosted in past years by a consortium of USAID implementing partners in Washington, DC. In 2020, in the context of COVID-19, [ICTforAg](#) took place virtually reaching a global audience of over 1,500 across 16 hours with 26 sessions. This virtual global presence was expanded for ICTforAg 2022, which attracted more than 3,500 registrants across two days of sessions. For 2023, the event will continue to target a wide range of global stakeholders, including USAID Mission participants, private sector agtech startups from emerging markets, multinational corporations, national government agencies, farmer organizations, implementing partners, local NGOs, agribusinesses, donors, and others. This event should align with other relevant agriculture sector convenings and conferences to ensure complementary events to the extent possible.

DAI anticipates a budget range for this activity of \$180,000-\$210,000 via one subagreement, with a period of performance through July 2024. Digital Frontiers reserves the right to allocate the subagreement amount based on technical evaluation of the applications received and assessment of the extent to which the applications fully cover the program description.

Applications must be received via email to DigitalFrontiers@dai.com. Any questions concerning this RFA should be submitted in writing to the same email address. Award will be made to the responsible applicant whose application offers the best value and meets the eligibility requirements. DAI, as primary implementer of Digital Frontiers, reserves the right to fund any or none of the applications submitted.

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 an 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. DAI reserves the right to fund any or none of the applications submitted.

Thank you for your interest in Digital Frontiers activities!

WARNING: Prospective Applicants who have received this document from a source other than the DigitalFrontiers@dai.com email address, should immediately contact DigitalFrontiers@dai.com and provide their name and email address in order that amendments to the RFA or other communications can be sent directly to them. Any prospective Applicant who fails to contact DigitalFrontiers@dai.com assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this RFA, questions and answers, or other communications will be issued from DigitalFrontiers@dai.com.

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Section A. RFA Application Instructions

Eligibility Requirements

Applicants must meet the following minimum requirements to participate in this RFA:

- **Type:** This RFA is open to registered non-profit organizations.
 - The following are not eligible:
 - Government entities;
 - Organizations staffed by staff from USAID, DAI, or other USAID personal service or institutional support contractors, or their immediate family members.
 - Applications that do not incorporate cost-share and/or leveraging as elements of their cost applications. NB there is no minimum requirement for shared costs.
- **Language:** Applications must be submitted in English. If English is not a team's first language, we encourage the applicant to use free translation services.

Responsibility Determination

Digital Frontiers will not enter into a subagreement with an Applicant prior to ensuring Applicant responsibility. Required documentation includes:

- Evidence of legal documentation or licenses to operate in your country of registration;
- Confirmation that products or services used in the performance of the subagreement are not from a Prohibited Country (explained in Section C);
- Evidence of a Unique Entity ID (UEI) number, CAGE/NCAGE code, and proof of registration with the System for Award Management (SAM) (explained in Annex 5). Evidence of these items are not required to submit an application, but must be provided if selected for a subagreement.
- Documentation that the Applicant can comply with the award conditions, has a satisfactory record of integrity and business ethics, and has the required financial capacity (explained in Annex 4);

Deadlines

Applications must be received via email to DigitalFrontiers@dai.com by October 3, 2022 at 5pm EST. Please include the RFA number (2022-17) in the subject line of the email.

Requests for clarification or additional information must be submitted in writing via email to DigitalFrontiers@dai.com by September 12, 2022 at 5pm EST. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers employee or other entity shall not be considered as an official response to any question regarding this RFA. Copies of questions and responses will be distributed via email to all prospective applicants who are on record as having received this RFA after the submission date specified in the Synopsis above.

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 D 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.

Cover Letter

A cover letter shall be included with the proposal on the Applicant's letterhead with a duly authorized signature using Annex 7 as a template. The cover letter shall include the following items:

- The Applicant will certify a validity period of **90 days** for the cost application;
- Acknowledge the solicitation amendments received under this RFA process.

Section B. Technical Application Preparation Instructions

The deadline to submit applications is October 3, 2022 at 5:00 pm EST. A complete application consists of the following:

- Cover Letter
- Technical Application (5-10 pages);
- Workplan for implementation (Gantt chart);
- CVs of project team members (maximum 3 pages each);
- Past Performance Matrix (Annex 6);
- Work Sample(s);

Page Limitation: Technical Applications should be specific, complete, presented concisely and shall not exceed **ten pages**. This page limit is exclusive of the Cover Letter, Workplan, CVs (no more than three (3) pages each), Past Performance Matrix, and Work Sample(s) elements.

Technical applications must include the following elements:

Technical Approach

- Narrative summary (5-10 pages) of services proposed to implement activities of the Program Description included in Section E. The narrative should outline how the Applicant would approach program implementation and specifically should highlight its proposed approach to serving as a long-term host organization of the ICTforAg Conference;
- Workplan that outlines how the Applicant will approach and implement the Program Description in the timeframe specified in the RFA. Workplans should demonstrate the applicant's ability to consult and adapt to donor needs and requests.

Personnel Plan and Qualifications

- Staffing plan outlining proposed personnel for this activity and a description of their roles and responsibilities as defined by the Program Description. Applicants should demonstrate that their proposed team members have the necessary experience and capabilities to carry out the Technical Approach. Staffing plans should detail how various staff will work together to achieve required activities.
- CVs or bios (max 3 pages each) of key named personnel demonstrating relevant qualifications required to implement the Program Description.

Past Performance Examples

- Past Performance Matrix per the template in Annex 6. The matrix should include a list of at least three (3) recent similar projects. The information shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the award, and a current contact phone number of a responsible and knowledgeable representative of the organization. This information may be used for validation of experience or reference checks.
- In addition, applicants should provide at least one relevant work sample, link, or summary of a past event of similar scope that demonstrates successful implementation.

Section C. Cost Application Preparation Instructions

Instructions for Cost Application Submission

Cost Applications should clearly demonstrate and justify applicants' proposed use of funding. Using the template included in Annex 3 of this RFA, Cost Applications must include:

- Budget (Annex 3);
- Budget Narrative (Annex 3);
- Completed Financial Capability Questionnaire (Annex 4);
- NICRA or Audited Financial Statements;
- Registration of Incorporation Documents;
- Personnel, finance, and procurement manuals.

Completed Budget. All budget lines must be clearly linked to specific project activities. See attached Annex 3 for the budget template. Supporting information shall be provided, as necessary, in sufficient detail to allow a complete analysis of each line-item cost.

Cost Share. Applicants under this RFA are required to propose cost-share and/or leverages as part of their cost applications.

Cost share is defined as any in-kind or cash contributions offered by the applicant or a third party toward the fulfillment of the proposed activity. Note that when offering cost share, applicants must provide the **same amount of detail in the budget narrative and budget spreadsheet as they would for the subagreement budget**. Cost share must also be realistic and cannot come from another grant or subcontract issued by USAID or any other US Government Agency. Cost share take the form of:

- Volunteer Services;
- Donated Employee Time;
- Donated Supplies;
- Cash Contributions;
- Donated equipment

Applicants are invited to refer to [ADS 303.3.10](#) for more information on cost share.

Leverage are resources that the partner can bring to the program description via 3rd party public-private partnerships to support elements not to be supported by USAID. They can take the form of financial organizations from non-traditional USAID partners that typically are not received USAID assistance.

Budget Narrative. The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of activities listed in the technical application narrative. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Annex 3. The following is provided as guidance involving specific types of costs:

- Salary and Wages: Direct salaries and wages should be proposed in accordance with the Applicant's personnel policies.
- Fringe Benefits: If the Applicant has a fringe benefit rate that has been approved by an agency of the U.S. Government, such rate should be used, and evidence of its approval should be provided. If a fringe benefit rate has not been approved, the application may propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers' compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries. Alternatively, if the Applicant has no approved rate, it may elect to directly charge all project expenses.
- Travel and Transportation: The application should indicate the number of trips, domestic and international, and the estimated costs per trip. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling.
- Equipment and Materials: Specify all equipment to be purchased, including the type of equipment, the manufacturer, the unit cost, the number of units to be purchased and the expected geographic source.
- Communications: Specific information regarding the type of communication cost (e.g., mail, telephone, cellular phones, internet, etc.) must be included in order to allow an assessment of the realism and reasonableness of these costs.
- Subcontracts/Consultants: Information sufficient to determine the reasonableness of the cost of each specific subcontract and consultant expected to be hired must be included. Similar information should be provided for all consultants who are provided under the category for personnel.
- Direct Facilities Costs: Specific information regarding the cost of any facilities needed to perform program activities. The information provided should include the unit cost (rent), the time period the facilities are needed

and the number of facilities. Only facilities that directly benefit the program activities should be included in this category; all other facility costs should be included in the indirect cost category.

- Other Direct Costs: This may include report preparation costs, passports and visas fees, training, medical exams and inoculations, insurance (other than insurance included in the Applicant's fringe benefits), as well as any other miscellaneous costs that directly benefit the program proposed by the Applicant. The narrative should provide a breakdown and support for all other direct costs. If seminars and conferences are included, the Applicant should indicate the subject, venue, and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.
- Indirect Costs: The Applicant should support the proposed indirect cost rate, if any, with a letter from a cognizant U.S. Government audit agency (i.e., its current Negotiated Indirect Cost Rate Agreement) or with sufficient information for DAI to determine the reasonableness of the rates. For the latter, DAI would need:
 - Copies of the Applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
 - Projected budget, cash flow and organizational chart; and
 - A copy of the organization's accounting manual.

Applicants should note that DAI policy prohibits the payment of fee/profit to the recipient under assistance subawards. In addition, applications will be expected to include a **Completed Financial Capability Questionnaire**, found in Annex 4, which includes:

- a. **NICRA or (if no NICRA) 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**

RFA Application Checklist:

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

- Technical Application
- CVs of named team members
- Budget
- Budget narrative
- Budget clearly establishes applicant's contribution to elements of the Program Description
- Completed Financial Capability Questionnaire
- NICRA or Audited Financial Reports
- Application Cover Letter
- Incorporation Papers or Certificate of Registration and Statute
- Personnel, procurement, and finance manuals

Section D. Selection Process

The winning applicant will be selected by an Evaluation Committee, which will evaluate applications according to the following evaluation criteria and scoring system. 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. Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced applicant if a determination is made by the Evaluation Committee proposed technical expertise or approach merits the additional cost. Alternatively, DAI may award to a lower scoring, but more competitively priced applicant should the Evaluation Committee deem cost the most efficient means to deliver value for money for this RFA.

The inclusion of cost-share and/or leveraged funds will naturally be considered during best-value determinations by the Evaluation Committee, so applicants are encouraged to provide their most competitive cost-sharing plans.

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

	EVALUATION CRITERIA		MAXIMUM POINTS
1	Technical Approach	<ul style="list-style-type: none"> Narrative summary of Applicant's technical approach demonstrates applicant's understanding of nuances of, and ability to implement, the Program Description in an independent manner while being responsive to donor requests. Workplan demonstrates ability to approach and achieve the activities within the specified timeframe Applicant demonstrates that its organizational priorities align with those of the ICTforAg conference and effectively argue for their suitability as long-term host for the conference. Applicant presents a credible cost-sharing plan for the 2023 and 2024 ICT4Ag conferences as well as a credible financing plan for post-2024. 	18 points
2	Personnel Plan and Qualifications	<ul style="list-style-type: none"> Personnel plan reflects nimble, efficient, and adaptive approaches to Program Description implementation requirements; CVs of proposed key personnel demonstrate the required qualifications as established by the Program Description; 	9 points
3	Past Performance & Work Samples	<ul style="list-style-type: none"> Applicant demonstrates at least three (3) relevant past project examples, which demonstrate the applicant's ability to implement the Program Description; Applicant's provided work sample(s) aligns with the standards and expectations for the 2023 and 2023 ICTforAg Conferences, as defined by the Program Description. 	9 points

Conflict of Interest

Throughout the selection process, Digital Frontiers will 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 applications 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 in (including being an unpaid member of a Board of Directors), 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 award. USAID staff, including USAID institutional support contractors and personal service contractors, and their families, are not eligible to compete for this award.

Signing of Subagreements

Upon USAID concurrence of the Applicant, a subagreement will be prepared. After Digital Frontiers and the successful Applicant have signed the Subagreement, Digital Frontiers may provide training on financial management and reporting on subagreement funds. All reporting and contractual obligations will be explained to the recipient.

Section D. Special RFA Requirements

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

Award Type: DAI anticipates awarding a reimbursable subagreement as a result of this RFA.

- Reimbursable subagreements, are reimbursed of actual expenses rather than fixed price deliverables. A higher degree of oversight is involved in financial tracking and reporting, though advances are permitted under these awards, which are better suited for more complex program descriptions where activities cannot be broken into concrete deliverables and/or the cost of activities cannot be clearly defined and predicted. Unlike standard grants, reimbursable subagreements include substantial involvement on the part of DAI and USAID over the implementation of the Program Description.

US Government Registrations

There are mandatory requirements for grantees to obtain the following items/registration before a grant can be awarded. Without registering in the required databases, DAI cannot deem an Applicant to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a grant resulting from this RFA is contingent upon the winner providing a Unique Entity ID (UEI) number, a Commercial and Government Entity/NATO Commercial and Government Entity) CAGE/NCAGE code, and proof of registration in the System for Award Management (SAM) system.

Applicants must obtain the following before award:

- i. UEI Number
- ii. Registration with SAM.gov
- iii. CAGE/NCAGE

Instructions for obtaining a UEI number, SAM registration, or a CAGE/NCAGE are provided in Annex 5.

Prohibited Countries: Prohibited countries are countries that the US Government does not do business with, previously referred to as foreign policy restricted countries. The Applicant may not procure goods or services from the Office of Foreign Assets Control (OFAC) comprehensive sanctioned countries: Cuba, Iran, North Korea, Sudan, and Syria. By submitting an application in response to this RFA, the Applicant certifies that proposed equipment will not be procured from vendors located in one the OFAC prohibited countries above, nor will the origin of any of the parts be from a prohibited country.

Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment – Applicants warrant that all services and products included in their application are compliant with the restrictions contained in 2 CFR 200.216. Grant funds cannot be used to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Full text of this restriction may be accessed here: <https://www.ecfr.gov/cgi-bin/text-idx?SID=e3052be29eb6a936bcf083bf38cacd7d&mc=true&node=se2.1.200.1216&rgn=div8>

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

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 Subpart D. 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 for grant purposes. 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 Subagreements.

Project Monitoring: DAI staff will monitor projects in terms of programmatic (and financial aspects, should a simplified or standard grant be awarded). 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.

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 D, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 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 Subpart D, OMB Circulars (<http://www.whitehouse.gov/omb/circulars/a122/a122.html>), and the Standard Provisions for U.S. Nongovernmental Recipients will apply. Please see Annex 1 for Standard Provisions.

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

Section E. Project Description

Implementation of the 2023 and 2024 ICTforAg Conferences

BACKGROUND

Digital Frontiers is a \$74.4 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2022. DAI implements the Digital Frontiers Cooperative Agreement, which works closely with USAID's Technology Division in the Innovation, Technology, and Research Hub (ITR/T) at the Development, Democracy, and Innovation (DDI) Bureau, USAID Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

Under the Digital for Resilience and Food Security (D4RFS) buy-in to DAI's Digital Frontiers, USAID's Bureau for Resilience and Food Security (RFS) is seeking to identify a new host for the ICTforAg conference that will lead the implementation of the 2023 and 2024 ICTforAg conferences, and beyond. The anticipated date range of when the conference will take place is from March - May of 2023 and 2024 (the final dates will be contingent on proposed and accepted workplan from selected applicant, although the 2024 conference can be held no later than May 2024). ICTforAg has been an annual event hosted from 2014-2018 by a consortium of USAID implementing partners in Washington, DC. USAID took over leadership of the conference in 2019. In 2020, in the context of COVID-19, [ICTforAg](#) took place virtually reaching a global audience of over 1,500 across 16 hours with 26 sessions. This virtual global presence was expanded for ICTforAg 2022, which attracted more than 3,500 registrants across two days of sessions.

The event will continue to target a wide range of global stakeholders, including USAID Mission participants, private sector agtech startups from emerging markets, multinational corporations, national government agencies, farmer organizations, implementing partners, local NGOs, agribusinesses, donors, and others. This event should align with other relevant agriculture sector convenings and conferences to ensure complementary events to the extent possible.

OBJECTIVE

Since 2019, USAID has been the primary funder of the ICTforAg conference, with GIZ also contributing as a funder for ICTforAg 2022. As the organizer of the conference has up until now been selected on an annual basis prior to the conference, this results in periods of inactivity between conferences. USAID is interested in moving to a new model, whereby there is a single host for the conference, which will in turn be responsible for organizing the conference in subsequent years.

Applicants are expected to not only demonstrate their ability to organize ICTforAg 2023 and 2024, but to also demonstrate how their organization's priorities align with those of the ICTforAg conference and why they would be an appropriate long-term host for the conference.

While USAID will provide core funding for the 2023 and 2024 conferences, it will be incumbent upon the applicant to identify any additional financial resources necessary to implement the conference. For the 2022 conference, in addition to the financial contributions provided by USAID and GIZ, the implementing firm was able to identify \$15,000 in sponsorship funds from external parties. It is expected that those efforts can be learned from and expanded upon for 2023 and beyond. The selected applicant will receive access to a lessons learned report regarding the 2022 sponsorship efforts, as well as introductions to potential sponsors. The selected applicant will be responsible for managing any sponsorship funding received, while working closely with USAID and DAI to determine how those funds will be spent, as they will be beyond the core funding provided through this contract. Before any sponsors are accepted, the contractor will need to receive concurrence from USAID and DAI.

While the past two conferences have been entirely virtual, it is anticipated that ICTforAg 2023 will be a hybrid conference to provide opportunities for in-person engagement while also keeping the bulk of the conference open to attendees virtually from anywhere in the world. It is unlikely that the core funds provided by USAID will be sufficient to cover both virtual and in-person channels, so it will be up to applicants to propose a plan to implement a hybrid conference, including through additional sponsorships, in-kind donations of physical space, and other creative approaches. After ICTforAg 2023, a decision will be made by the selected organization, with concurrence from USAID and DAI, regarding how the 2024 conference will be delivered (virtual, hybrid, in-person).

An advisory committee representing key development partners will be established to guide the big picture elements of the conference such as themes and keynote speakers. Organizations that served on the ICTforAg 2022 advisory committee included: USAID, GIZ, the Bill and Melinda Gates Foundation, the World Bank, the International Fund for Agricultural Development (IFAD), the World Food Programme (WFP), Food and Agriculture Organization (FAO), Foreign Commonwealth and Development Office (FCDO), the International Telecommunications Union (ITU), SIDA, UNDP, the Rockefeller Foundation, and DAI. The list of members from the ICTforAg 2022 advisory committee will be shared with the

selected applicant after award. The members of this year's steering committee will be finalized with the selected applicant, who is also welcomed to suggest ideas of members in their proposal.

Digital Frontiers is looking for an organization to be responsible for stewardship and implementation of the ICTforAg conference, including the technical networks engaged (including sponsor engagement), technical content of the conference (in collaboration with USAID and the advisory committee), and all associated communications, marketing, and logistics necessary to implement the 2023 and 2024 conferences.

The selected organization should also provide advice and suggestions based on their own networks. Upon award a list of attending organizations and firms from previous ICTforAg conferences will be provided, along with all prior content and reports.

With the transition to a host organization for ICTforAg, it is anticipated that the selected applicant will have greater autonomy in charting the future course of the conference, including identifying themes, branding decisions, strategic partnerships, and speaker and session selection, amongst others. Prior to the end of this subagreement, if all parties agree that the selected applicant will take over full ownership of future conferences, the selected applicant and USAID will enter into an agreement via Letter of Agreement, Memorandum of Understanding, or other mechanism identified by USAID, to establish roles and responsibilities, as well as any substantive changes to conference branding and implementation moving forward.

If, prior to the end of this award, USAID decides to continually support the conference beyond 2024, any additional requirements will be outlined as part of the agreement or award document. If USAID discontinues support ICTforAg beyond 2024, the agreement between the implementer and USAID will instead establish that the host will recognize Feed the Future/USAID's historic role in the conference and will collaborate with USAID in the implementation of future conferences.

Beyond addressing coordination for implementation of future conferences, the agreement will also establish that, should the selected host organization decide at some point after the end of the period of performance of this award that they no longer want to host the ICTforAg conference, they will return the right to host the conference (which shall include branding, materials, participant lists, website domain, social media account logins, and other relevant content and access) to USAID.

TASKS

The ICTforAg Host will provide technical leadership, in collaboration with the advisory committee, in establishing the goals, agenda, attendees, and speakers for the ICTforAg conference. The ICTforAg Host will also lead the logistical event coordination and implementation. Specific tasks that the Host is responsible for include:

1. Pre-ICTforAg Conference Tasks

- Review past ICTforAg event and attendee feedback, ICTforAg post-conference reports, and gather input and ideas from key DAI, USAID, and other stakeholders as relevant;
- Develop a detailed work plan;
- Develop a concept paper for the ICTforAg conference with DAI and USAID that includes: vision, objectives, proposed conference date, structure and high-level agenda/topics, platform/website selection, and date/s. Distribute to key stakeholders for feedback, and develop final version approved by DAI;
- Create and implement a co-funding strategy to target potential sponsors and secure additional sponsorships outside of USAID;
- Create a communications and engagement plan that includes: social media plan, marketing plan, and style guide for the conference, participation engagement elements to track and record participation engagement;
- Include in the communications plan innovative ways to encourage and foster locally-based participant driven events, such as locally-based and organized sessions that are streamed live during the virtual conference, watch parties between participants, and other in-person hybrid activities that are not organized and facilitated but encouraged by applicant;
- Develop a detailed agenda with input from DAI and USAID;
- Work with DAI, USAID, and key stakeholders to identify and secure keynote speakers and other session leads/presenters;
- Design, recruit for and manage the Youth Ambassador program, which was first introduced with the 2020 conference and expanded in 2022;
- Serve as a technical partner to DAI and USAID to provide thought partnership and technical leadership of sector-alignment of conference, including coordination with other prominent sector conveners;
- Coordinate the session solicitation process including managing the review panel for submitted session ideas to finalize speaker selections (with DAI approval);
- Work with USAID and DAI stakeholders to coach speakers and ensure consistent high quality of prepared content and presentations;
- Coordinate and manage any pre-recorded sessions for the event;
- Provide project and logistics management for the event planning and execution including platform and website management and technical support to ensure that all components of the event are implemented smoothly. (Selected firm will provide online platform)

2. During ICTforAg Conference Tasks

- Attend, coordinate, and run the ICTforAg Conference event;
- Manage the technology and communications during the conference, including real-time troubleshooting;
- Facilitate conference sessions as needed/relevant.

3. Post- ICTforAg Conference Tasks

- Follow up communications based on communications plan;
- Compile a 5-7-page results and learning document to share with partners and USAID;
- Provide a final attendance list that includes: participant names, organizations (including USAID), and gender and other data points such as geography and levels of participation as relevant.
- Beginning planning for next ICTforAg conference in 2024 and then repeat all of the above tasks for ICTforAg 2024
 - sharing learnings from the 2023 conference;
 - periodic engagement with the ICTforAg community via listserv and social media;
 - relationship development with potential sponsors;
 - planning for the future conferences;

4. Long-Term ICTforAg Conference Tasks

- Together with the USAID client, agree to roles, responsibilities, rights, requirements, and general terms of cooperation between USAID and the implementer for ICTforAg conferences beyond 2024;
- Enshrine this agreement into a Memorandum of Understanding, Letter of Agreement, or Contractual mechanism of USAID's choosing at the conclusion of this period of performance;

ANTICIPATED DELIVERABLES

Deliverables for Both 2023 and 2024 Conferences	Timeline based on May 2023 ICT4Ag conference	Timeline based on May 2024 ICT4Ag conference
ICTforAg Concept Paper to include vision, objectives, structure and high-level agenda/topics, platform/website selection, and date/s; 1-3 pages approved by DAI and USAID	November 2022	October 2023
Detailed work plan approved by DAI and USAID	November 2022	November 2023
Communications & Engagement Plan that includes social media plan, marketing plan, youth ambassador plan, participant engagement tracking, and style guide for the conference as well as an engagement plan that highlights opportunities for locally-based engagement approved by DAI and USAID	December 2022	December 2023
Implementation of communications and engagement plan	December 2022 – May 2023	December 2023 – May 2024
Co-funding strategy created and approved by DAI and USAID	December 2022	December 2023
Implementation of co-funding strategy	December 2022 – May 2023	December 2023 – May 2024
Facilitate advisory committee meetings	November 2022 – June 2023	September 2023 – June 2024
Draft agenda and list of speakers	February 2023	February 2024
Final agenda with conference sequence of events and list of confirmed speakers with presenter's guide	March 2023- April 2023	March 2024 – April 2024
Presenter's guide shared with speakers and coaching materials/sessions held as relevant	April 2023	April 2024
Conference content submitted or live including pre-recorded sessions, presentations, participant engagement content	May 2023	May 2024
Attend, coordinate, and run the ICTforAg Conference event including manage the technology and communications during the	May 2023	May 2024

conference and facilitate conference sessions as needed/relevant.		
Final report detailing results and learning from the event, logistics, participation, and other relevant content, including a final attendee list; 5-7 pages	June – July 2023	June – July 2024
Present learning/results with sponsors and partners	June – August 2023	June – July 2024
Solicit potential 2024/2025 ICT4Ag sponsors	August – September 2023	June-July 2024
Bilateral agreement (In the form of Memorandum of Understanding, Letter of Agreement, or contract / grant)		July 2024

TIMEFRAME & REPORTING

Upon USAID approval (anticipated December 2023) – Conferences should be held March - May 2023 and 2024 (again, final timings are dependent by applicant’s proposed timeline).

The ICTforAg implementer will report to the Digital Frontiers’ Senior Program Manager, Priya Sethi, while DAI’s Araba Sapara-Grant and be expected to meet and coordinate with USAID and other partners on a regular basis.

RELEVANT QUALIFICATIONS

REQUIRED

- Previously implemented large scale (over 500 people, ideally over 1,000 people) virtual, in-person, and hybrid events;
- Experience with international development agricultural sector;
- Familiarity with international development;
- Alignment of ICTforAg conference with applicant’s organizational priorities.

PREFERRED

- Previous experience with USAID:

Annex 1: Mandatory Standard Provisions

Mandatory Standard Provisions for Non-US Nongovernmental Recipients:
(<http://www.usaid.gov/missions/sa/usaidsa/mandatorystandard.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: Sample Budget and Budget Narrative

Budget Line	Name	Rate	Units (month/day/hour)	Cost	Cost-Share
I. Salaries and Wages					
Person 1	TBD	\$0.00	0	\$0	\$0
Person 2	TBD	\$0.00	0	\$0	\$0
Total Salaries and Wages			0	\$0	\$0
II. Travel, Transportation and Per Diem					
<i>1. Air Travel</i>					
International Travel		\$0.00	0	\$0	\$0
Regional / In-Country Travel		\$0.00	0	\$0	\$0
<i>2. Per Diem</i>					
Traveler 1		\$0.00	0	\$0	\$0
<i>3. Other Travel Expenses</i>					
Traveler 1		\$0.00	0	\$0	\$0
Total Travel, Transportation and Per Diem				\$0	\$0
III. Other Direct Costs					
Other (DESCRIBE)		\$0.00	0	\$0	\$0
Total Other Direct Costs				\$0	\$0
Total Program Expenses				\$0	\$0
Indirect Costs on All Costs			0	\$0	\$0
Grand Total				\$0	\$0

Budget Narrative Template

Salaries and Wages

For our labor cost estimates, we have used daily rates per person as supported by actual salaries and/or prevailing labor rates. If labor is based on commercial rates, please provide a link or evidence of publication of the commercial rates.

Personnel

- Name, Title proposed for a total of XX days at a daily rate of \$XXX.
- Name, Title proposed for a total of XX days at a daily rate of \$XXX.

Travel, Transportation and Per Diem

Economy air fare trips have been budgeted from XXXX to XXXX.

Regional / In-Country Travel

X number of trips have been budgeted for X locations.

Per Diem

Per Diem at \$XXX has been assumed for all travelers to XXX based on XX days per trip.

Miscellaneous Travel Expenses

Miscellaneous Travel expenses of \$XXX per trip have been budgeted based on the number of international trips. This cost per trip is based on XX assumptions.

Other Direct Costs

This category includes basic support costs for the project. Included within this cost category are all costs necessary for the successful operation of this activity.

Indirect Costs on All Costs

All indirect costs must be in accordance with the organization’s policies.

Cost-Share

Shared costs must be presented with the same level of detail as other budgeted costs, be verifiable, and reasonable.

Annex 4: Financial Capability Questionnaire

Accounting System and Financial Capability Questionnaire For DAI Assistance 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 application. 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 a record of how much time employees spend on different projects or activities?

Yes:

No:

2. If yes, how?

3. Are timesheets kept for each paid employee?

Yes:

No:

4. Do you maintain an employment letter or contract which includes the employee's salary?

Yes:

No:

4. Do you maintain inventory records for your institution's equipment?

Yes:

No: (if no, explain)

5. How often do you check actual inventory against inventory records?

6. Are all financial transactions approved by an appropriate official?

Yes: No:

7. The person responsible for approving financial transactions is: _____ Title: _____

8. Is the person(s) responsible for approving transactions familiar with U.S. Federal Cost principles as described in OMB Circular A-122?

Yes: No:

9. Does your institution use a payment voucher system or some other procedure for the documentation of approval by an appropriate official?

Yes: No:

10. Does your institution require supporting documentation (such as original receipts) prior to payment for expenditures?

Yes: No:

11. Does your institution require that such documentation be maintained over a period of time?

Yes: No:

If yes, how long are such records kept? _____

12. Are different individuals within your institution responsible for approving, disbursing, and accounting of transactions?

Yes: No:

13. Are the functions of checking the accuracy of your accounts and the daily recording of accounting data performed by different individuals?

Yes: No:

14. Who would be responsible for financial reports? _____

SECTION C: Fund Control and Accounting Systems

Fund Control essentially means that access to bank accounts and/or other cash assets is limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

An Accounting System accurately records all financial transactions, and ensures that these transactions are supported by documentation. Some institutions may have computerized accounting systems while others use a manual system to record each transaction in a ledger. In all cases, the expenditure of funds provided by the USAID-funded program must be properly authorized, used for the intended purpose, and recorded in an organized and consistent manner.

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?

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.?

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:

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

Yes:

No:

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

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

Yes:

No:

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

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 (OMB Circular A-122 "Cost Principles for Nonprofit Institutions" and OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Institutions")?

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?

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 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:

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 is attached.
- If no recent audit, a "Balance Sheet" "Income 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 5: Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and UEI

CAGE/NCAGE Code

The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code before registering in SAM:

- o Link to the CAGE/NCAGE Code request:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- o Link to CAGE/NCAGE code request instructions:
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

System for Award Management (SAM) Registration

You must have an active registration with www.SAM.gov to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

- o U.S. Registrants:
 - 1) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
 - 2) Your bank's routing number, your bank account number, and your bank account type, i.e., checking or savings, to set up Electronic Funds Transfer (EFT)
- o International Registrants:
 - 1) Your NATO Commercial and Government Entity (NCAGE) Code
 - 2) Your Legal Business Name and Physical Address from your D&B record.
- o Follow this link to create a SAM.gov user account and register your organization:
<https://sam.gov/content/entity-registration>

Unique Entity ID (UEI)

By April 4, 2022, the federal government will transition away from the DUNS Number to the new Unique Entity ID (SAM), or 'UEI,' for entity identification of federal awards government-wide.

Entity identification in federal awards (grants, loans, contracts, etc.) means a unique set of numbers and letters used to identify every entity seeking to do business with the federal government. Currently, and through April 3, 2022, the federal government uses the DUNS Number, assigned by Dun & Bradstreet. On April 4, 2022 and moving forward, the federal government will use the Unique Entity ID (SAM), or "UEI" assigned by SAM.gov.

If your organization already have an active or expired registration: You already have a Unique Entity ID (SAM) and do not need to take action. Learn how to [view your Unique Entity ID \(SAM\)](#). If your renewal is upcoming, use the normal process to [renew your entity](#).

Annex 6: Past Performance Matrix

#	Project Title	Project Client / Donor	Brief Project Description	Contact Name, Phone and Email	Cost in USD\$	Start - End Dates
1						
2						
3						
4						
5						

Annex 7: Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: DAI Global, LLC

We, the undersigned, provide the attached application in accordance with **RFA 2022-17** issued on September 7, 2022. Our attached application is for the total budget of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of 90 days for the prices provided in the attached Cost Application. Our application shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DAI is not bound to accept any application it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email: