

SMALL GRANT GUIDELINES FOR CALL FOR PROPOSAL

INTRODUCTION

The Feed the Future Bangladesh Aquaculture and Nutrition Activity (hereafter referred to as “the Activity”) builds on the achievements of the Feed the Future Aquaculture for Income and Nutrition project and aims to sustain positive aquaculture sector growth through an inclusive market system approach. The Activity is a 5-year assistance project that was awarded to WorldFish by the United States Agency for International Development (USAID) on 6 February 2018 and is expected to continue until 5 February 2023.

The Activity aims to improve sustainable livelihoods for a large number of smallholder farmers in Bangladesh by providing them with skills and knowledge to thrive in a growing market. It will be implemented in 21 southern districts across Feed the Future’s zones of influence (ZOI) in Barisal Division (Barisal, Bhola, Jhalokati, Pirojpur, Barguna and Patuakhali), Dhaka Division (Faridpur, Gopalganj, Madaripur, Rajbari and Shariatpur) and Khulna Division (Jashore, Jhenaidah, Magura, Narail, Bagerhat, Khulna, Satkhira, Chuadanga, Meherpur and Khustia), while the Activity’s resilience focus area (RFA) will include two districts in Chattogram Division (Cox’s Bazar and Bandarban).

The Activity will stimulate aquaculture subsector growth, increase employment and incomes, and improve food and nutrition security for rural households in Bangladesh. It will serve a facilitating role by helping to link value chain actors in the private, public and civil society sectors of the country.

Goal and objectives

The Activity’s main goal is to achieve an inclusive aquaculture subsector through a market system approach. Its specific objectives are to (1) increase the productivity of aquaculture production systems, (2) strengthen aquaculture market systems, especially by expanding opportunities for women and youths, and (3) raise awareness and adoption of nutrition-related behavior by focusing on women and youths.

Approach

The Activity will apply an inclusive market systems approach to implement interventions through the private sector and local nonprofit nongovernmental organizations (NGOs) to reach smallholder farmers. It will facilitate rather than directly deliver aquaculture interventions so as to transfer ownership to the private sector and NGOs. The purpose is to analyze the present context, identify the problems and underlying root causes of poorly functioning markets, and seek solutions from market actors. Consultation events with market actors will help identify problems and also potential solutions. The Activity will give reasons for investment and use partnerships and subgrants to leverage private sector co-investment. It also will focus on building capacity and resilience of local systems. This approach will seek sustainability from the start so that its interventions can continue beyond the project’s life-cycle. The Activity will adapt to changing contexts through collaboration, reviewing, learning and reflection, while stimulating innovations, competitiveness and transformative changes.

Targets

- A total of 400,000 men, women and youths in Feed the Future’s ZOI and RFA with improved access to better quality aquaculture inputs, services and/or market channels.

- A 30 percent expansion of private sector investment in the ZOI and RFA in aquaculture production and marketing related to inputs and services (such as seed, feed, production or market related information, and technology).
- A 30 percent increase in productivity from ponds and ghers in the ZOI and RFA.
- A 20 percent increase in the number of households adopting improved nutritional practices (such as eating nutritious food, dietary diversity and hygiene practices).

INTERMEDIATE RESULTS (IR)

IR 1: Increased aquaculture productivity

Sub-IR 1.1: Increased availability of quality fish seed

Sub-IR 1.2: Increased availability of affordable quality fish feed

Sub-IR 1.3: Increased adoption of improved pond aquaculture management practices

IR 2: Strengthened aquaculture value chain

Sub-IR 2.1: Increased market linkages

Sub-IR 2.2: Increased engagement of private sector in aquaculture markets

Sub-IR 2.3: Improved enabling environment for inclusive growth in aquaculture

IR 3: Improved nutrition related behaviors of rural households

Sub-IR 3.1: Improved nutrition awareness and practices

Sub-IR 3.2: Improved access to diverse and nutritious food

Under the Activity, WorldFish will administer small grants targeting primarily the private sector, NGOs, community-based organizations (CBOs), local service providers (LSPs) small and medium enterprises (SMEs) and smallholder farmers through a market systems approach. It will fund the implementation of income generating and capacity building interventions related to aquaculture and nutrition. The Small Grants Program will be established to support interventions including but not limited to the following:

- providing direct payments and in-kind grants (acquisition of tools and machineries)
- improving capacity building
- assisting with marketing strategies, market transportation and public awareness campaigns
- distributing public information
- strengthening management plans for CBOs, LSPs and smallholder farmers
- including more women and youths
- providing technical assistance.

Our flexible, demand-driven approach to small grant programming will allow the project to respond to the needs and opportunities of CBOs, LSPs, small and medium enterprises and smallholder farmers as they arise. Based on WorldFish's previous experience in the ZOI and RFA regions, the Activity anticipates small grants with an individual value of up to USD 25,000. None will have a duration of more than 1 year, unless otherwise deemed necessary. Sub-grantees will be encouraged to cost-share at least 30% on all funding provided.

ELIGIBILITY CRITERIA

Applicants will only be accepted from a non-US NGO, including but not limited to CBOs, SMEs, other nonprofit organizations, LSPs, smallholder farmers associations, organizations owned by women, and associations for women and youths.

- The organization must have demonstrated experience in technical areas relevant to the scope of work or grant.
- The organization must have a separate bank account.
- The organization must have been in existence for more than 1 year or a period specified in each grant solicitation.
- The organization must currently be implementing activities in either the Activity's ZOI or RFA.
- The organization's other relationships, associations, activities and interests do not create a conflict of interest that could prevent full impartiality in implementing the grant activities.
- Effective October 1, 2010, Data Universal Numbering System (DUNS) numbers are required for all organizations, foreign or domestic, doing business with the federal government. Recipients of grants in excess of USD 25,000 will be required to obtain a DUNS number.

PRIORITY

Small grant activities will directly support the objectives of the Activity. Priority will be given to subgrants that have a visible, quick impact, and that also promote innovation and leverage ongoing initiatives.

LIMITATION

Activity funding for any individual grant will not exceed USD 25,000.

DURATION

All subgrants will have a grant period of no more than 12 months, unless otherwise deemed necessary and may apply for a no-cost extension. The Activity recognizes that subgrants issued on a noncompetitive basis, whose justification for exception to competition is "Small Grant Awards" (at or below the USAID simplified acquisition threshold of USD 250,000) will not have a duration that exceeds 1 year (ADS 303.3.6.5.a.2.bd.).

TERMINATION

All subgrants will end within 45 days (minimum) prior to the end of the Activity's prime grant. As the Activity is scheduled to terminate on February 5, 2023, all interventions supported by small grants should end by November 15, 2022.

DUE DILIGENCE

A due diligence review of the individual applicant, including organizations and officers, is performed as part of the evaluation process. If an organization or its key personnel, shareholders, directors or partners appear on any of the following lists, it is automatically ineligible to receive a grant:

- Specially Designated Nationals and Blocked Persons
- Foreign Terrorism Organizations
- Terrorist Exclusion List

- United Nations Security Council Consolidated List (resolution 1267).

EVALUATION CRITERIA

Applications will be evaluated by the Activity's review and evaluation committee (REC) with the following criteria using the Application Review and Evaluation Form (Attachment B):

Evaluation Criteria	Points
1. Strategic fit	30 points
2. Technical Approach	40 points
3. Organizational capabilities, reputation and trustworthiness	10 points
4. Gender considerations	10 points
5. Cost effectiveness	10 points

1. Strategic fit (30 points maximum)
 - contribution toward the Activity's success indicators
 - sustainability of project results
 - anticipated benefits to the beneficiaries.
2. Technical approach (40 points maximum)
 - a clearly defined problem statement
 - clearly outlined goals and objectives
 - an effective technical approach
 - potential obstacles identified and proposed solutions.
3. Organizational capabilities (10 points maximum)
 - past performance on similar projects
 - experience in geographic region (ZOI and RFA)
 - relevance of staff skills to the proposed program
 - reputation and trustworthiness
 - capacity to adhere to the Activity's financial and reporting guidelines.
4. Gender/disadvantaged persons (GDP), including youths, ethnic groups and other minority groups considerations (10 points maximum)
 - a focus on issues relating to women and disadvantaged persons
 - an impact on the participation of women and disadvantaged persons.
5. Cost effectiveness (10 points maximum)
 - an allocable, allowable and reasonable budget proposal
 - a proposal that minimizes the subgrantee's administrative costs for managing the project to maximize funds available for field-based project activities (cost effectiveness)
 - a proposal that includes a percentage of cost-share funds and proposed leveraging of other funds or submitted funding proposals that could complement program activities.

GUIDELINES FOR FIXED AMOUNT SUB-GRANT

Fixed Amount Sub-grants permit funding for specific program activities without requiring WorldFish to monitor actual costs incurred. They are intended to support specific projects where both certainty about the cost and accomplishment of tasks or milestones in the subgrant are readily discernible. An important aspect to these subgrants is the payment structure. Subgrantees are paid a set amount based upon accomplishing stated benchmarks. Therefore, it is essential that WorldFish and the subgrantee are satisfied that there is sufficient cost history to negotiate the payments and ensure that the funds requested will be the actual cost of the activities so that no funds remain upon completion of the project. All approved costs under Fixed Amount Grants are already exempt from Value Added Tax (VAT).

WorldFish must also be satisfied that this type of subgrant fits within the objectives of the Activity. It should not be used as a way to deal with an organization that would otherwise be considered a high-risk subgrantee. Subgrant closeout will be accomplished through WorldFish's acceptance of the final milestone and approval of payment.

WorldFish must also determine the appropriateness of issuing a Fixed Amount Sub-grants on the following three factors:

- 1) the ability to easily identify and quantify programmatic accomplishments or results in establishing subgrant milestones
- 2) the unlikelihood that there will be changes to the program and activities
- 3) the availability of adequate cost information (historical or unit pricing) to determine and negotiate the fixed price of the subgrant.

ANNOUNCEMENT OF CALLS FOR PROPOSALS

Small Grants Call for Proposals are prepared by Activity staff (Market Systems, Finance and Grants team and Monitoring, Evaluation and Learning (MEL) team) and approved by the COP. It will be published through printed and electronic media such as national newspapers, Bdjobs and other online job portals, and the WorldFish website.

SUBMISSION OF APPLICATION INCLUDING BUSINESS IDEA/CONCEPT

Interested private sector and organizations can submit application either individually or in a consortium. The business idea/concept must be written with sufficient information so that the Review and Evaluation Committee can understand and take decisions and move forward to co-develop detailed business proposals including budget. Applications should be submitted electronically via email (wfbanaoproject@cgjar.org) or through the link on the WorldFish website. In order for applications to be considered for review, applicants must follow the instructions accurately and completely.

OTHER INSTRUCTIONS

- Application forms including business ideas/concepts should be submitted as e-mail attachments in **PDF/MS Word format** indicating “**WorldFish Small Grant Application**” in the subject line.
- The application must be submitted using the supplied templates in **English in size 11 Arial Font and must include page numbers**. Completed application forms should not exceed **five (5) pages**. *Additional documents such as legal documents should be attached.*
- Only the applications that pass the business idea/concepts review will be invited to be developed into detailed business proposals.
- Applicants must use the WorldFish templates and answer all questions.
- Deadline for application submission is on **June 15, 2019 at 5:00 pm(Bangladesh Time)**

Issuance of this Call for Proposal does not constitute an award or commitment on the part of WorldFish, nor does it commit WorldFish to pay for costs incurred in the preparation and submission of an application. WorldFish reserves the right to fund any or none of the applications submitted.