

# **Regional Agricultural Development Program –West (RADP-W)**

## **Annual Program Statement (APS) No. RADPW-APS-01**

Issuance Date: June 10, 2015

The Regional Agricultural Development Program ó West (RADP-W) is seeking concept papers from applicants for grant agreements to support the implementation of activities designed to promote investments and adoption of technology leading to sustained increases in farmer incomes, increase value chain sales and private sector growth. RADP-W is seeking to fund a variety of creative approaches including training and mentoring activities for farmers and for all types of agribusinesses, from the input supply end of the value chains, all the way to the post-production, processing and marketing side of the value chains.

Grants will play an integral role in this strategy to address the various constraints that prohibit or limit farmers and input suppliers as well as downstream handling, marketing and processing entities/enterprises from achieving their goals and to thereby assist in reducing the risks associated with embarking on new, innovative and potentially impactful activities.

The grants will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contract and RADP-W's internal grants management policies. The selection criteria and procedures are described in this Annual Program Statement.

The Concept Summary Forms should be submitted to the office of USAID Regional Agricultural Development Program-West (hereinafter referred to as "RADP-West" or "the Project") in line with the dates and protocol defined in this Annual Program Statement (APS).

The following paragraph is incorporated per Standard Chemonics Policy. This organizational policy always considers and respects Afghan culture and custom, but is included here to ensure transparency and this is standard for all projects: Project and Chemonics employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to the Chief of Party [Coberbeck@radp-w.com](mailto:Coberbeck@radp-w.com) or [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com)

The following Annexes are included with this APS:

- **Annex A** - Grant Concept Paper Form
- **Annex B** - Grant Application Budget Form
- **Annex C** - Ineligible Expenses

## **SECTION I. PROGRAM DESCRIPTION**

### **IA. BACKGROUND:**

RADP-W is a five-year project funded by USAID and implemented by Chemonics International. The project will extend grant opportunities for Afghan farmers, associations, cooperatives, agribusinesses and market actors in selected value chains, most specifically wheat, high value crops, and livestock, to improve their capacity while mitigating risks currently constraining the local agricultural environment. RADP-W provides training and mentoring to farmers and agribusinesses, helps mitigate the risk of new investments, and strengthens value chain linkages between suppliers, service providers, farmers, processors, traders, exporters, and final markets. RADP-W provides training and mentoring to farmers and agribusinesses, helps mitigate the risk of new investments, and strengthens value chain linkages between suppliers, service providers, farmers, processors, traders, exporters, and final markets. The expected results of RADP-W assistance are:

1. An increase in productivity, sales, and profitability for agribusinesses and farmers
2. A better, more suitable, and sustainable supply of inputs and services to farmers
3. Expanded and improved domestic and export markets
4. Value added through processing and improved quality

RADP-W will work with farmers in the following provinces and districts:

- Badghis ó Muqur, Ab Kameri, Qala-I-Naw, Qadis
- Farah ó Anar Dara, Farah, Pusht Rod
- Herat ó Guzara, Karukh, Injil, Kushk (Rabat Sangi), Pashtun Zarghun, Shindand

RADP-W will work with the following value chains, but can consider other agricultural crops or enterprises if the proposed activity demonstrates exceptional impact:

- Wheat
- High Value Crops ó including grapes, orchard crops, and vegetables
- Livestock ó small ruminants (goats and sheep). Dairy cattle can be considered only if a proposal has exceptional impact.

### **IB. OBJECTIVE**

RADP-W will extend opportunities to qualify for a grant to Afghan farmers, associations, cooperatives, traders, NGOs, and agribusinesses in the selected value chains. Grant agreements will specify the support that RADP-W will provide, the activities that the grantee will implement, the expected results for the grantee and the results for farmers or other businesses in the value chain.

The objective of the APS and grants program is to generate a significant positive impact on sales, profits, agricultural and agribusiness productivity, product quality, employment, competition in export markets, import substitution, efficiency of domestic markets, expansion food supply,

increased value through processing, social and economic opportunities for women, and/or improved family nutrition.

## IC. ILLUSTRATIVE ACTIVITIES AND SUPPORT

To help interested organizations to understand the different types of activities that the grants might support, the following is an illustrative list.

THE LIST IS NOT EXCLUSIVE. CREATIVITY AND INNOVATIVE IDEAS ARE ENCOURAGED.

Value Chains:

- Wheat: Increase productivity, reduce post-harvest losses, connect farmers and commercial suppliers of inputs, including planting materials and seeds, improve wheat quality, and substitute local production for wheat and flour imports (high gluten varieties).
- Grapes: Invest strategically to increase productivity and quality and improve the competitiveness of grapes and raisins on domestic and high value export markets. May include raisin drying technologies.
- Orchard Crops (Pomegranates, pistachios, apricots, almonds, peaches, etc.): Work with local organizations, associations, nurseries, agribusiness and other institutions to develop commercial orchards producing fruit that is competitive in export markets, increase productivity of orchards, introduce improved root stock/bud wood, introduce improved post-harvest handling, and link growers to services and markets.
- Vegetables: Introduce intensive vegetable production (raised beds, improved soil mixtures, seedbeds for seedlings, stakes or trellises), Expand the use of greenhouses, provide training in highly productive horticulture, create linkages to national and export markets, develop drying, processing, and canning of vegetables and fruit.
- Livestock (sheep, goats, possibly milk): Expand the network of health and extension services, improve nutrition by increasing feed and fodder for winter months, work in the development of the cashmere and wool value chains, develop lamb fattening, and improve production and sale of milk.

**Technical Services:** RADP-W will be interested in demonstrations and training for farmers that could be provided as part of a grant agreement with NGOs, scientific, technical, and educational institutions, associations, producer organizations, and agribusinesses. For example, agribusinesses might be interested in increasing their customers or providers by giving farmer training as part of a grant to expand business and sales. Quality inspection laboratories/services (soil testing, seed certifications, sapling verifications) is another example.

**Input and Equipment Supply:** Businesses and producer organizations that supply agricultural inputs and equipment might be interested in a grant to expand their capacity and help them increase sales and develop a larger customer base. Examples include: nurseries, seed centers, seed enterprises, feed mills, breeding centers, manure collectors/suppliers, mechanization services, tractor rental, land leveling, irrigating, transport services, packing, and drying), fertilizer suppliers, and others with similar characteristics.

**On-Farm Production:** Grant recipients may be farm associations, farm unions, women's associations, self-help groups, extension groups and other organizations who might be interested in impacting on-farm production through providing production services to farmers such as: feed lots and feeding pens, on-farm intensive vegetable production (with or without trellising), promotion of plastic tunnels or greenhouses, development of farmer seed centers, farm practice service centers (pruning, ploughing, irrigating, land leveling, ridging, cultivating, disking), tractor rental, farm transport services, packing services, and drying (drying sheds, drying tables, solar dryers, and root cellars).

**Handling and Marketing:** This might activities include post-harvest drying, sorting, cooling, packing, fermenting, branding, labeling and marketing. For livestock, it might include de-hairing facilities, shearing centers, milk collection points and market centers. These services might be provided by commodity associations, unions or other types of advocacy or organizing of traders, producers and processors.

**Processing:** This includes any activities that add value to agricultural production through such activities as milling, oil pressing, drying (trail mix), canning/jarring/freezing, juicing, preserving, spinning and knitting (wool and cashmere), or tanning leather.

**Market Development:** These activities might include development of improved packing materials, market trials, promotional programs, contract farming, transport, refrigeration, off-season production, trade events, or strengthening export promotion organizations.

Additionally, RADP-W recognizes that some grantees may need technical assistance to more effectively carry out the activity. Consequently applicants are encouraged to specify their needs for technical assistance and/or training in their application.

Support under the grant agreements may include such things as: technical assistance; business, operations and technical training; support for quality control and food safety issues; laboratory equipment or facilities; demonstrations of productive material, best agricultural practices, tools and equipment, or machinery services; logistical support in procurement of materials, supplies and machinery; assistance in obtaining certifications; support for organizing supply of raw materials from farmers (supply contracts, contract farming); development of marketing strategies and campaigns; support for market trials; development of packing materials and branding/labeling; and support for accessing and leveraging loans.

RADP-W will promote the participation of women in agricultural production, post-harvest handling, and processing in these value chains. RADP-W will support women in improving the family's nutrition, and RADP-W will also provide training and assistance to women in the development of women owned enterprises and income earning opportunities for women.

In addition to the illustrative activities listed above, RADP-W will look for new and innovative opportunities to increase productivity, sales, and profitability for farmers and agribusinesses. Applicants for a grant should work in the above provinces listed in Section IA or be able to expand business into listed provinces.

## **ID. PROGRAM SUSTAINABILITY**

Applicants must be able to clearly demonstrate and communicate their plan for sustainability of activities upon termination of grant funding under this program.

## **IE. BENEFITS AND BENEFICIARIES**

Applicants must clearly identify the number and types of persons and businesses that will benefit as a result of the proposed project, as well as the nature and estimated magnitude of the benefit.

## **IF. FUNDING AND GRANTEE CONTRIBUTION**

A total of \$2.5 million will be allocated to fund projects on a rolling basis as applications are submitted and approved. The level of funding will be commensurate with the capacity of the applicant and the potential impact of the project. Applicants are encouraged to include a contribution of their own funds to achieve proposed grant objectives.

## **SECTION II. AWARD INFORMATION**

### **IIA. APPLICATION AND SELECTION CRITERIA**

Concept papers will be received by RADP-W, reviewed, and evaluated on an ongoing basis in a two-step evaluation process. The first step is to submit a concept paper. If your concept paper has been accepted, you will be asked to submit a more detailed application. All concept papers and applications will be reviewed by an internal review panel of the RADP-W project implementation staff and recommendations may be vetted by a larger group. Concept papers will be evaluated using the criteria below:

- Does the organization meet eligibility requirements, and does the proposal impact RADP-W selected value chains and geographic areas as described in the APS?
- Does the organization's concept paper highlight relevant past performance and/or management capacity?
- Does the proposed activity contribute to the RADP-W objectives described in the APS?
- Is the request for funding commensurate with the potential impact?
- Is the grant objective sustainable?

More specific criteria will be used for reviewing full applications once requested.

The following Annexes are included to assist applicants with the concept paper submission process:

- Grant Concept Summary
- Grant Concept Budget Tool
- List of USAID ineligible expenses

The applicant may use the budget template to assist with preparing an estimated budget. Cost data should be accurate to the maximum extent possible; proposed amounts should not be unrealistically high or low. A final budget will be negotiated as part of the full application process.

The concept paper must be signed by the authorized agents of the Applicant and each of its partner organizations.

Once an applicant's concept paper is accepted, specific instructions will be given for development of the full application, and specific questions will be asked and information requested, depending on the nature of the proposed concept, such as a more detailed technical and financial proposal, including, for example, a business plan, marketing plan, detailed budget, procurement plan, and an analysis of expected benefits and financial returns to the grant. At this point, RADP-W will offer assistance or guidance in preparing the proposal and will exchange ideas and engage in negotiations as to the design or cost of the proposed grant. However, all grants will remain true to the original concept paper.

Additionally, RADP-W will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

## **IIB. APPLICATION ASSISTANCE**

Concept paper workshops will be held the last Thursday every month beginning **June 25, 2015**. During this time, potential grantees may send one representative from their organization to receive guidance on the concept paper submission process. Interested organizations should register in advance to:

Grants Team  
[grantapplications@radp-w.com](mailto:grantapplications@radp-w.com)

## **IIC. ELIGIBLE RECIPIENTS**

Eligible applicants are legally registered and recognized under the laws of Afghanistan or are legally able to operate in Afghanistan, including:

- Firms providing business development services or technical services and/or training to farmers,
- Small, medium, or large private sector enterprises with a business link to the eligible value chains (see above)
- Farmer and trade associations
- Women's groups or associations
- Women owned or managed businesses
- Scientific or Technical Institutions
- Educational Institutions or Organizations
- Other NGOs

Applicants must sign the following required certifications prior to receiving a grant:

1. Certification Regarding Lobbying
2. Certification Regarding Terrorist Financing
3. Key Individual Certification Narcotics Offenses and Drug Trafficking
4. Participant Certification Narcotics Offenses And Drug Trafficking
5. Certification of Recipient
6. Vetting in accordance with USAID Mission Order 201.05

The project will work with the successful grantee to draft a marking and branding plan which will be annexed to the grant agreement.

RADP-W encourages applications from new organizations who meet the above eligibility criteria.

### **SECTION III. APPLICATION AND SUBMISSION INFORMATION**

#### **IIIA. SUBMISSION INSTRUCTIONS**

Issuance of this APS does not constitute an award or commitment on the part of the RADP-W project, Chemonics, or USAID nor does it commit RADP-W, Chemonics, or USAID to pay for costs incurred in the preparation and submission of an application. Further, RADP-W reserves the right to fund any or none of the applications received.

Please submit all questions concerning this request in writing, to the attention of [grantapplications@radp-w.com](mailto:grantapplications@radp-w.com)

**This Annual Program Statement is valid through June 09, 2016. Applicants may submit their applications within this timeframe for funding through June 09, 2017 and applications will be reviewed on a rolling basis. Grant applications shall be submitted to: [grantapplications@radp-w.com](mailto:grantapplications@radp-w.com)**

Following application review, applicants will be advised in writing if discussions are to be initiated, additional information is required, or if a decision has been reached not to fund the application. No phone calls please.

#### **IIIB. AUTHORITY/GOVERNING REGULATIONS**

RADP-W grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Automated Directive System (ADS) 302.3.5.6, "Grants Under Contracts." Awards made to non-U.S. organizations will adhere to guidance provided under [ADS Chapter 303](#), "Grants and Cooperative Agreements to Non-Governmental Organizations" and will be within the terms of the USAID [Standard Provisions for Non-U.S. Non-Governmental Recipients](#), as well as the RADP-W grants procedures.

ADS 303 references additional regulatory documents issued by the U.S. Government's Office of Management and Budget (OMB) and the U.S. Agency for International Development:

- [2 CFR 200](#): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Under the RADP-W grant program, USAID retains the right at all times to terminate, in whole or in part, RADP-W grant-making authorities.

## **ANNEX A. Grant Concept Paper Summary Form**

### **A.1. Purpose**

The *Grant Concept Summary Form* serves as a first-screening test for potential grant activities. The form is designed to gather essential basic information about the Applicant and what it is proposing to do. This form should be presented by the applicants who respond to APS.

### **A.2. Instructions by Section**

Items 1-3: Applicant's name, address, telephone, fax and e-mail

Item 4: Key contact person & title The contact person (agent) is responsible for communications between RADP-W and the Applicant. This applies to all aspects of the grant, from initial summary through completion. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.

Item 5: Briefly describe organization and its activities Should introduce the Applicant and its background: Its mission or purpose, major accomplishments in the area of the targeted activity, current activities, and clients.

Item 6: Grant activity title The title given to the activity should relate to the grant activity objective.

Item 7: Project Description: A description of the grant activities to be completed.

Item 8: Results and Achievements: What will the accomplishments of the grant be?

Item 9: Identify beneficiaries, disaggregated by gender if possible, number, location, and how they will benefit from the grant.

Item 10: Anticipated duration of grant.

Item 11: Main task phases of the activity Provide details regarding the subtasks of the activity.

Item 12: Approximate cost of this activity - Applicant must submit a rough estimate of the cost of the proposed activity. A detailed budget will be negotiated during the full application process.

Item 13: List any training or support needed to accomplish grant activity

Item 14: List three references for organizations your organization has collaborated with in last two years



14. List contact information for three (3) references from previous donors or organizations that your organization has collaborated with in the last two years:

Donor Agency or Organization	Nature of Relationship or Title of Project, Location	Start & End Dates of Collaboration	Contact Person
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:

15. Legal Status:

Yes, Organization is legally registered per GIROA law, or is legally able to operate in Afghanistan (please attach supporting documentation such as registration certificate)

No, Organization is not legally registered in Afghanistan

16. Additional information:

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

**ANNEX B. Illustrative Budget Template**

Budget Category	RADP-W Grant Funds Requested (AFN)
Salaries:	
Other Direct Costs:	
Training:	
Travel and Transportation:	
Supplies and Equipment:	
<i>[Add more rows as needed.]</i>	
Total Estimated Costs AFN	

**Budget Category Descriptions:**

**Salaries**ô Salary or any other form of direct payment of grant funds to any Applicant employee (or consultant) who is directly engaged with the grant activity implementation plan.

**Other Direct Costs**ô This covers non-personnel-related costs allocated to implementation of the grant activity (e.g. supplies, Applicant office rent, utilities, etc.).

**Training**ô Examples would be the rental of a training facility, or printing of training documents.

**Travel & Transport**ô This covers activity staff and/or beneficiary travel costs and per diem, plus the cost of transporting activity materials.

**Goods & Materials**ô This covers equipment and furnishings to be purchased specifically for the proposed grant activity.

## **ANNEX C. INELIGIBLE EXPENSES**

When developing an estimated budget, please note grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind.
- Ceremonies, parties, celebrations, or representation expenses.
- Purchases of restricted goods, such as: restricted agricultural commodities (please request additional guidance if agricultural commodities, such as seeds, saplings, or fertilizer is planned) motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, used equipment without the previous approval of RADP-W, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality (Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan and Syria).
- Any purchase or activity, which has already been carried out.
- Purchases or activities unnecessary to accomplish grant purposes as determined by the RADP-W Project.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Creation of endowments.