



**Digital Frontiers
Request for Application (RFA)**

RFA No.	2022-10
Issue Date	April 4, 2022
Title	Innovations in piloting and scaling digital agricultural tools in Bangladesh
Issuing Office & Email	Digital Frontiers c/o DAI DigitalFrontiers@dai.com
Deadline for Receipt of Questions	April 13, 2022, 5pm EST, to DigitalFrontiers@dai.com
Deadline for Receipt of Applications	May 5, 2022, 5pm EST, to DigitalFrontiers@dai.com
Point of Contact	DigitalFrontiers@dai.com
Anticipated Award Type	Fixed Amount Award, Standard Grants

The purpose of this Request for Applications (RFA) is to solicit applications for funding. DAI through the United States Agency for International Development (USAID), is seeking applications from organizations interested in implementation of activities that create increased availability of appropriate and gender sensitive agricultural digital tools throughout the Feed the Future (FTF) activities within the Zone of Influence (ZOI) and Zone of Resilience (ZOR) in Bangladesh and for innovation introduction to promoting digital agriculture.

Digital Frontiers is a \$74.4 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2023. DAI implements the Digital Frontiers project, 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.

DAI Digital Frontiers has been implementing Feed the Future Bangladesh Digital Agriculture Activity ("the Activity") since 2020 to promote the efficient and effective use of digital tools and technologies in agricultural - crop, livestock & aquaculture in FTF Zones of Bangladesh (Zone of Influence-ZOI & Zone of resilience-ZOR; 23 districts of Dhaka, Khulna, Barishal and Chattogram Division).

The FTF Bangladesh Digital Agriculture Activity is seeking relevant solutions that leverage digital technology innovations that have the potential to drive positive impact for the farmers and other value chain actors. The solutions will be instrumental in overcoming the barriers that prevent farmers and value chain actors including women and youth from achieving improved productivity, marketing, and income. This RFA will support the increased availability of appropriate and gender sensitive agricultural digital tools throughout USAID's ZOI and ZOR.

Digital Frontiers anticipates disbursing approximately of \$80,000 USD in award funding across up to **2-5 awards**. Applicants should therefore consider budgets in the range of \$15,000 – 40,000. Digital Frontiers reserves the right to allocate grant award amounts based on technical evaluation of the applications received and assessment of the extent to which the applications fully cover the scope of work. The period of performance for this award will be up to 6 months. Digital Frontiers welcomes proposals from consortia.

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(s) whose application(s) offers the best value and meets the eligibility requirements.

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.

Table of Contents

Section A – Grant Application Instructions	3
A. Completion and submission of applications	3
B. Preparation Instructions – Technical Application	3
C. Preparation Instructions – Cost Application	4
Section B - Selection Process	5
Section C - Program Description.....	5
Section D - Special Grant Requirements	8
Annex 1: Mandatory Standard Provisions	10
Annex 2: Certifications, Assurances, Other Statements of the Recipient	10
Annex 3: Sample Budget and Budget Narrative	11
Annex 4: Instructions for Obtaining CAGE/NCAGE Code, SAM Registration, and UEI.....	13
Annex 5: Technical Application	14
Annex 6: Application Checklist.....	17

Section A – Grant Application Instructions

A. Completion and submission of applications

Eligibility Requirements

- Applicants must be registered Bangladesh organizations regardless of type (for example: for profit, not-for-profit, civic groups and others)
- Entities outside of Bangladesh are eligible to partner with any registered entity in Bangladesh for the implementation of activities.
- All Applicants must be willing to forego profit per 2 CFR 700.13¹ under this award.
- The following are not eligible:
 - Government entities
 - Individuals
- Applications must be submitted in English
- Applicants must have a minimum viable product (the grantee must have already tested their product or service amongst real users to demonstrate a viable market solution)

Responsibility Determination

Digital Frontiers will *not enter into a grant agreement* 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 grant 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 4). **Evidence of these items are not required to submit an application, but must be provided if selected for a grant award. Evidence of these items are not required to submit an application, but must be provided if selected for a grant award. If the selected applicants don't have registration and code, they will be requested to register and obtain the required codes before a grant agreement issuance. All instructions will be provided.**
- 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 May 5, 2022 at 5pm EST. Please include the RFA number (2022-10) 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 April 13, 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 C addresses the evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process.

B. Preparation Instructions – Technical Application

- Technical Applications must include:
 - Cover Letter signed by the Director of the Organization indicating that they have reviewed the proposal and agree to the targets and resource commitment presented in the application
 - Technical Narrative according to the outline in Annex 5 (maximum 6 pages)
 - Personnel Qualifications, including bios of team members (Annex 5, maximum 3 pages)
 - Past Performance Matrix (Annex 5, no page limit)

¹ 2 CFR 700.13 Additional provisions for awards to for-profit entities.

(a) This paragraph contains additional provisions that apply to awards to for-profit entities. These provisions supplement and make exceptions for awards to for-profit entities from other provisions of this part.

(1) Prohibition against profit. No funds will be paid as profit to any for-profit entity receiving or administering Federal financial assistance as a recipient or subrecipient. Federal financial assistance does not include contracts as defined at 2 CFR 200.22, other contracts a Federal agency uses to buy goods or services from a contractor, or contracts to operate Federal government owned, contractor operated facilities (GOCOs). Profit is any amount in excess of allowable direct and indirect costs.

(2) Program income. As described in § 200.307(e)(2), program income earned by a for-profit entity may not be added to the Federal award.

(b) [Reserved]" (2 CFR 700.13, <https://www.ecfr.gov/current/title-2/subtitle-B/chapter-VII/part-700/subpart-D/section-700.13>)

Page Limitation: Applications should be specific, complete, presented concisely and shall not exceed the page limits indicated for the appropriate sections (**not to exceed 9 pages total**), and Past Performance Matrix.

Technical Narratives must include the following elements:

- 1. Technical Approach (Max 6 pages, Annex 5):** The applicant must provide a detailed description of the project, specifying its goal, activities, and results. Include an explanation of how the proposed program will contribute to the Activity's objective. Description must also explain how activities will address COVID-19-related risks and workplan that outlines how the Offeror will approach and achieve the milestones in the timeframe and includes timeline for deliverables. Please see Section B for evaluation criteria on scoring.
- 2. Personnel Qualifications (Max 3 pages, Annex 5).** The applicant should propose personnel and training staff with sufficient skills to accomplish project goals. Each applicant should provide a short bio of each staff member that demonstrate the personnel's ability to perform the duties outlined in the Program Description and in accordance with the evaluation factors found herein. Applicant may use their own format/template. DAI will evaluate the bios to determine the individual's knowledge, skills, and abilities in the areas listed herein. Gender balance should be taken into consideration when proposing project team makeup.
- 3. Organizational Capability and Past Performance (No Page Limit, Annex 5):** Applicants must include at least three relevant past projects in the Past Performance Matrix (Annex 5) that demonstrate the core capabilities required to execute the proposed project. 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 contract, 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.

C. Preparation Instructions – Cost Application

- Cost Applications must include:
 - Projected Grant Budget (Annex 3)
 - Budget Narrative (Annex 3)
 - Registration of Incorporation Documents
- 1. 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.
- 2. 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.
- 3. Incorporation Papers or Certificate of Registration and Statute**

Please note that selected applicants moving to the next phase of consideration will be requested to provide Completed Financial Capability Questionnaire (provided by Digital Frontiers via email), Audited Financial Statements/Annual Balance sheets, Personnel, finance, and procurement manuals as a part of eligibility and due diligence checks.

Section B - Selection Process

All applications that meet the application requirements will be reviewed by the review panel.

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

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

Evaluation Criteria	Details	Maximum Points
Technical Approach	<ul style="list-style-type: none"> • Outlines a demonstrated, best practice approach for achieving the proposed technical activities, showcasing innovation and creativity where appropriate; • Clearly demonstrates a market need for tool; and when, how, and where the tool has already been tested by target users • Workplan clearly demonstrates how the firm will approach and achieve the proposed activities in the required timeframe; • Demonstrates a concrete plan to ensure long-term market viability and sustainability of proposed digital tool; degree to which approach has a feasible plan for continuation of impact beyond USAID funding, including, but not limited, to self-sustaining and market-based models; • Scalability: degree to which the approach has the potential to be replicated in new geographies, sectors, or contexts, if relevant and appropriate. • Performance and learning indicators are measurable to ensure tracking of programmatic results and impact 	60 points
Personnel Qualifications	<ul style="list-style-type: none"> • Narrative summary of teams' technical capabilities demonstrating the ability to complete the scope of work. This summary includes a management plan with named personnel outlining how the individuals will work as a team to implement the proposed activities. 	20 points
Past Performance	<ul style="list-style-type: none"> • Applicant has a record of satisfactory past performance implementing similar or related projects in Bangladesh or similar contexts; Applicant can comply with project requirements as shown by references of past clients/donors • At least 3 past relevant project examples in past performance matrix demonstrating capabilities in technical areas relevant to this SOW 	20 points
Total Points Possible		100

Section C - Program Description

Innovations in piloting and scaling digital agricultural tools in Bangladesh

BACKGROUND

Digital Frontiers is a \$74.4 million buy-in mechanism available to USAID Bureaus and Missions from 2017-2023. DAI implements the Digital Frontiers project, which works closely with USAID's Global Development Lab (GDL), the Center for Digital Development (CDD), USAID Missions, the private sector, and international and local development organizations to identify successful and sustainable digital development approaches and scale their impact globally.

ACTIVITY OVERVIEW

DAI Digital Frontiers has been implementing Feed the Future Bangladesh Digital Agriculture Activity since 2020 to promote the efficient and effective use of digital tools and technologies in agricultural - crop, livestock & aquaculture in FTF Zones of Bangladesh (Zone of Influence-ZOI & Zone of resilience-ZOR; 23 districts of Dhaka, Khulna, Barishal and Chattogram Division).

The FTF Bangladesh Digital Agriculture Activity is seeking relevant solutions that leverage digital technology innovations that have the potential to drive positive impact for the farmers and other value chain actors. The solutions will be instrumental in overcoming the barriers that prevent farmers and value chain actors including women and youth from achieving improved productivity, marketing, and income. This RFA will support the increased availability of appropriate and gender sensitive agricultural digital tools throughout USAID's ZOI and ZOR.

GRANT OBJECTIVE

The Activity seeks to support private sector companies and public sector organizations (including NGOs and CSOs) in the **piloting and scaling of digital agriculture tools** in the USAID FTF zones including Dhaka, Barisal, Chittagong and Khulna.

These digital tools should focus on addressing one or more of the following agricultural challenges:

- Low productivity, driven by lack of access to information and services, inadequate nutrition, crop care, pest and disease outbreak, weather variability, climate change, etc.
- Lack of access to tailored financial and insurance products.
- Yield prediction.
- Market linkages to bridge information gaps between producers and consumers.
- Traceability and transparency in the agriculture production practice and supply chain
- Efficient storage and logistics.
- Barriers to adoption of digital farmer services, such as low language and digital literacy, the high relative cost of services and devices, and, in particular, gender gaps and other potential downsides to digital solutions (e.g., the growing digital divide).

PROPOSED ACTIVITIES

The applicants are expected to propose a proven or innovative approach or set of methods for achieving the required activities listed below. The applicants may also propose additional activities which best support the project in achieving the stated objective listed in the Program Description.

Illustrative activities may include (but are not limited to) one or more of the following:

Piloting activities:

- **Market research:** Baseline data collection and conducting market research among target audiences on usage habits, digital literacy, etc.
- **User Testing:** Conducting user testing research among target audiences to understand usability, navigability of the tool.

Scaling activities:

- **Product iteration:** Refining and improving navigability and localization of the existing tool based on user testing and feedback
- **Market expansion:** Expansion of an existing tool to other targeted areas and/or audiences (illustrative example: successful pilot served two regions, and the grant funds the expansion to new regions)
- **Product expansion:** Expansion of the content in an existing tool to serve a larger number of beneficiaries (illustrative example: updating selection of crops on the app to cover more regions, or including additional language options)

- **Expansion of an existing tool** to 1) include additional features (illustrative example: adding a voice playback feature), and/or 2) to expand to a new platform (illustrative example: expanding app content to a website)

Marketing and Promotional activities:

- Promotional activities, and communications strategies of proven tools.
- Capacity building and training for target users on optimizing the use of proven tools, explaining the business model, the value proposition, simplifying the cost-benefit scenario, etc.

Section D - Special Grant Requirements

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

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 an 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 4.

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 Grant Agreements.

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

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

1. Goods or services which are to be used primarily to meet military requirements or to support police or other law enforcement activities,
2. Surveillance equipment,
3. Equipment, research and/or services related to involuntary sterilization or the performance of abortion as a method of family planning,
4. Gambling equipment, supplies for gambling facilities or any hotels, casinos or accommodations in which gambling facilities are or are planned to be located,
5. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas, or
6. Establishment or development of any export processing zone or designated area where the labor, environmental, tax, tariff, and/or safety laws of the country in which such activity takes place would not apply.
7. Pharmaceuticals,
8. Pesticides,
9. Logging equipment,
10. Luxury goods (including alcoholic beverages and jewelry),
11. Establishing or expanding any enterprise that will export raw materials that are likely to be in surplus in world markets at the time such production becomes effective and that are likely to cause substantial injury to U.S. producers,
12. Activities which would result in the loss of forest lands due to livestock rearing, road construction or maintenance, colonization of forest lands or construction of dams or other water control structures,
13. Activities which are likely to have a significant adverse effect on the environment, including any of the following (to the extent such activities are likely to have a significant adverse impact on the environment):
 - i.) Activities which may lead to degrading the quality or renewability of natural resources;
 - ii.) Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity;
 - iii.) Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides);
 - iv.) Activities which may lead to degrading community and social systems, including potable water supply, land administration, community health and well-being or social harmony.
14. Activities which are likely to involve the loss of jobs in the United States due to the relocation or expansion outside of the United States of an enterprise located in the United States, or
15. Activities which the Grantee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers,
16. Activities to support the production of agricultural commodities for export from Malawi when such commodities would directly compete with exports of similar United States agricultural commodities to third countries and have a significant impact on United States exporters.

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

Signing of Grant Agreements

Upon USAID concurrence of the applicant, a Grant Agreement will be prepared. After DAI and the successful applicant have signed the Grant Agreement, all reporting and contractual obligations will be explained to the grant recipients. Section C - Program Description

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

	Name	Rate	Units (month/day/hour)	Cost
I. Salaries and Wages				
Person 1	TBD	\$0.00	0	\$0
Person 2	TBD	\$0.00	0	\$0
Total Salaries and Wages			0	\$0
II. Travel, Transportation and Per Diem				
1. Air Travel				
International Travel		\$0.00	0	\$0
Regional / In-Country Travel		\$0.00	0	\$0
Total Travel, Transportation and Per Diem				\$0
		\$0.00	0	\$0
III. Other Direct Costs				
Project Implementation Expenses				
Promotional materials		\$0.00	0	\$0
Other		\$0.00	0	\$0
Total Other Direct Costs				\$0
Total Program Expenses				\$0
Indirect Costs on All Costs			0	\$0
Internet expenses/office supplies		\$0.00	0	\$0
Grand Total				\$0

NOTE: Please note that this is just an illustrative template with suggestions. If needed you can adapt it according to your technical approach and needs.

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.

Annex 4: 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](#).

APPLICANT BASIC INFORMATION (no page count)

- Name of applicant/organization
- Title of proposed project
- Start and End dates of project
- Length of project (in months)
- Total funds requested

TECHNICAL APPROACH (6 pages) – 60 points

A. Background on the applicant organization.

In one or two paragraphs, briefly describe your organization’s mission and activities.

B. Project Description

- 1) **Problem Statement.** Describe the specific agricultural challenge/problem that your tool will address. Please include the number of people affected/potentially affected by this problem. Be as specific as possible in addressing geographic scale and areas (if relevant).
- 2) **Previous Results (If applicable).** If you’re scaling a tool, or you’ve received funding for this or a similar project in the past, please provide a description of activities, tools and/or approaches, including:
 - Detailed results from previous work (include summary of previous awards, including type of funding, value, client, etc.)
 - Lessons learned from previous implementation
 - How the project scale-up will build from existing successes and learn from failures to achieve scale
 - If the project has plans and/or opportunities to leverage additional funds for this activity, include detailed information.
- 3) **Include results of market research and/or assessment of beneficiary needs for tool**
Explain what market research has been done thus far regarding the need for the tool to be developed.
- 4) **General Goal.** Explain the general goal of the Project.
- 5) **Specific Objectives.** List concrete, specific objectives that lead to the larger, general goal (specific objectives should be measurable and definable in time)
- 6) **Specific Activities.** Describe the principal activities to be executed and how you will accomplish each objective. If you can do everything in one objective, please do so. Three objectives are not required.

Objective 1: [State objective]

- Activity 1: Detailed description of activity 1
- Activity 2: Detailed description of activity 2
- Activity 3: Detailed description of activity 3

- 7) **Project Activity Calendar.** Identify the time allotted for the activities and tasks cited above, using the following format:

Objectives/Activities	2022 (months)								
	1	2	3	4	5	6	7	8	9
Activity 1	X	X	X						
Activity 2						X	X		
Activity 3								X	X
Activity 4									

Activity 1		X	X						
Activity 2				X	X				
Activity 3							X	X	X
Activity 4									

C. Sustainability

- Describe a concrete plan how your organization will assure the sustainability of the activity supported by the grant funds from Bangladesh Digital Agriculture Activity.
 - How will you measure the sustainability of the product or activity?
 - How will the funds contribute to the sustainability of the tool?
 - What are the ongoing costs associated with implementation of the project?
- Describe a plan on how your organization will ensure long-term market viability to support the sustainability of the proposed activity.

D. Performance & Learning

- What will determine the “success” of the Project?
- What assumptions will be tested and what learning will come from the design and implementation?
- Please provide at least 3 indicators that will be used to determine success. List the data and data sources that will be used for reporting on both.

EXAMPLE:

What defines Success?			
1	Number of Individuals who participated in baseline survey	100	Participant list, survey data, baseline report
2	Number of Apps Downloads	1,000	# of monthly downloads, quarterly statistic report, etc.
3	% of users who demonstrate improvement in navigability after product refinement	85%	User testing report

E. Risks & Mitigation Strategies

- Please identify risks the project faces in achieving the intended goal and objectives and also detail the project's mitigation strategy for each risk.

Objective	Potential Risks	Plan to Mitigate Risk

MANAGEMENT & INSTITUTIONAL CAPACITY (3 pages) – 20 Points

- Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. (Insert as many lines as necessary).
- Narrative on how individuals will work as a team to complete proposed activities
- Please highlight the key project focal point personal that will manage the implementation of the project.

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

PAST PERFORMANCE MATRIX (20 points)

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

Annex 6: Application Checklist

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

- Narrative technical application (Annex 5)
- Bios of named team members (Annex 5)
- Past Performance Matrix (Annex 5)
- Detailed Budget
- Budget narrative
- Incorporation Papers or Certificate of Registration