



## Regional Acquisition and Assistance Office

Issuance Date: March 03, 2008  
Closing Date: April 15, 2008  
Closing Time: 1600 hrs (Pretoria Time)  
Questions due by: March 20, 2008  
(1600hrs Pretoria Time)

Subject: Request for Applications (**RFA**) **Number 674-08-0015**  
USAID/Southern Africa Office of Economic Growth – Skills Development  
Activity

The United States Agency for International Development (USAID) invites applications from qualified and responsible organizations to implement the program described in Section C of this RFA. The authority for this RFA is found in the Foreign Assistance Act of 1961, as amended.

The Recipient will be responsible for ensuring achievement of the program objective. Please refer to the Program Description for a complete statement of goals and expected results.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. 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 (22 CFR 226, 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 agreement. Cost sharing (matching) is not required under this RFA but USAID policy nevertheless encourages cost sharing to the maximum practicable extent.

Subject to the availability of funds, USAID intends to award one three year cooperative agreement and provide approximately US\$6.764 million in total of USAID funding allocated over a 3-year period.

The federal grant process is now web-enabled. The preferred method of distribution of USAID RFA's and submission/receipt of applications is electronically via Grants.gov, which provides a single source for Federal government-wide competitive grant opportunities. This RFA and any future amendments can be downloaded from <http://www.grants.gov>. In order to use this method, an applicant must first register on-line with Grants.gov. If you have difficulty registering or accessing the RFA, please contact the Grants.gov Helpdesk at 1-800-518-472 or via e-mail at [support@usaid.gov](mailto:support@usaid.gov) for technical assistance. Applicants may upload applications to [www.grants.gov](http://www.grants.gov), however, electronic or hard copy submission to Ms. Francinah Hlatshwayo email [fhlatshwayo@usaid.gov](mailto:fhlatshwayo@usaid.gov) is still preferred by USAID/RAAO/Pretoria. It is



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the responsibility of the recipient of the application document to ensure that it has been received from Grants.gov in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Faxed proposals are not acceptable. Applicants may submit their applications by e-mail attachment formatted in Microsoft Word (up to 2MB limit per email). Applications and modifications thereof shall be submitted with the name and address of the applicant and the RFA number (referenced above) inscribed thereon, via email, to [fhlatshwayo@usaid.gov](mailto:fhlatshwayo@usaid.gov). Applicants shall confirm with Agreement Specialist Ms Francinah Hlatshwayo that their e-mail submissions were successfully received by the required due date. In addition to the submission of applications via email, hard copies of the technical application and the cost proposal must each be sent to:

By Courier:

Ms Francinah Hlatshwayo  
Acquisition & Assistance Specialist  
Regional Acquisition and Assistance Office (RAAO)  
100 Totius Street  
Groenkloof 0027  
Pretoria, South Africa

The hard copies of the submission need not arrive by the due date, provided that the e-mail submissions have been successfully received by the due date. It is recommended that applicants use courier service instead of international mail for the hard copies. Either electronic or hard copy of applications will be accepted for consideration as long as they arrive in the Regional Acquisition & Assistance Office in Pretoria, South Africa by the time stipulated on the cover letter. See RFA Section A.1 regarding late applications.

Applicants are requested to submit the technical and cost portions of their applications in separate volumes so that they may be reviewed separately (Technical 1+ 4 copies and Cost 1+2 copies). Award will be made to that responsible applicant(s) whose application(s) best meets the requirements of this RFA and the selection criteria contained herein.

In the event of any inconsistency between the sections comprising this RFA, it shall be resolved by the following order of precedence:

1. Section B – Selection Criteria
2. Section A – Application
3. Section C – Program Description
4. This Cover Letter and;
4. Section D - Certifications, Assurances, and Other Statements of Applicant;

Applicants should take account of the expected delivery time required by the proposal transmission method they choose, and are responsible to ensure that proposals are



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received at the USAID Regional Acquisition & Assistance Office in Pretoria, South Africa by the due date and time specified above.

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

USAID reserves the right to reduce, revise, or increase application budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements and substantial involvement by USAID. Final authority for assistance awards resides with the USAID/Southern Africa Agreement Officer.

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant cooperative agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

Any questions concerning this RFA should be submitted in writing to Ms Francinah Hlatshwayo, via e-mail at [fhlathwayo@usaid.gov](mailto:fhlathwayo@usaid.gov) before close of business (16:00 p.m. Pretoria, South Africa time) March 20, 2008.

Sincerely,

*(Signed)*

Charles Signer  
Agreement Officer