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# CENTRAL ASIAN REPUBLICS

## To all Applicants:

**From:** USAID/CAR Regional Mission  
Acquisition and Assistance Office  
Park Palace Building  
41, Kazybek bi Street  
Almaty, Kazakhstan 050010

**Date:** May 29, 2012

**Subject:** RFA-176-12-000007, Amendment #02, Development Through Regional Cooperation

The purpose of this Amendment #02 to the above referenced RFA is to incorporate Questions and Answers as Attachment No. 1 to this Amendment;

## ATTACHMENT No. 1 - Questions and Answers

**Q1.** Is it possible to have sub-implementers in Kyrgyzstan to organize regional activities, such as data collection for virtual platform, organize study tours in Kyrgyzstan, etc.?

**A1.** Yes, it's possible to have sub-implementers in Kyrgyzstan, but the assistance under this project is aimed primarily at the other four countries -- Kazakhstan, Tajikistan, Uzbekistan, and Turkmenistan. The applicant must make it clear how the involvement of Kyrgyzstan's organizations beyond simply as participants in regional activities will benefit civil society in the other four countries.

**Q2.** In regards to Uzbekistan and Turkmenistan, is there the possibility for "unofficial" participants, trainers, or small grant recipients? If so, what is USAID's paperwork procedure in regards to these issues? For example, it has been our experience that trainers/presenters/researchers are willing and able to perform a service, they are able to sign receipts while in Kazakhstan, but are only able to accept cash and are unable to sign an "official contract." What are USAID's regulations regarding these types of circumstances?

**A2.** Local organizations need to follow the local laws of the land and adhere to their own internal corporate policies.

Local organizations should adhere to commonly followed business practices when implementing any USAID funded award. Transactions should be properly authorized, supported by documentation, and the payment method should leave a clear audit trail. Please note that the funding organization (USAID) has the "right of access" to books and records, which means that the grantee/sub-grantee can be subjected to a future review/audit.

Local organization should have adequate internal controls to ensure adequate accountability.

**Q3.** Is it possible for an organization to submit a proposal as a prime organization, and at the same time, participate in other proposals as a sub-implementer?

**A3.** Yes, there are no restrictions. The organization could participate as prime applicant as well as sub-applicant simultaneously.

**Q4.** Please clarify and define the term "research-related communication practices." Referring to page 9 of the RFA-176-12-000007, sub-heading "Illustrative Activities," final bullet point - "Encourage participating

CSOs to apply advocacy, research and research-related communication practices learned as a part of this program.”

**A4.** Research-related should be changed into “effective.”

**Q5.** Referring to page 10 of the RFA-176-12-000007, sub-heading “Expected Results,” fourth bullet point – “At least 3 advocacy initiatives per country per year carried out by CSOs in coalitions with other key stakeholders (media, businesses, private sector, state, etc.)

**a.** Does this requirement also apply to Uzbekistan and Turkmenistan?

Yes, this requirement applies to Uzbekistan and Turkmenistan. Any deviations or adjustments of this result will be negotiated at the implementation stage.

**b.** If so, can you please provide examples or ideas of how to apply this requirement in these countries?

In Uzbekistan and Turkmenistan the project will focus on selected topics, including environmental protection, youth, disability and women’s issues. Small grants projects and advocacy initiatives in these two countries, depending on context, may involve civil society activities to promote adoption or implementation of the Aarhus Convention or advocacy to establish specific independent institutions for protecting the rights of persons with disabilities (i.e. Ombudsperson or an independent Commissioner for Persons with Disabilities).

**Q6.** Please provide further clarification of the 5 persons or 5% key personnel requirement, referring page 13 of RFA-176-12-000007, section D. Substantial Involvements, sub-sub heading b- “Approval of Specified Key Personnel.”

**A6.** The below Key Personnel positions are minimum requirements that applicants shall propose under this RFA. USAID will have an authority to approve/disapprove key personnel under the contemplated project. As per RFA, these positions include:

- Chief of Party (Regional Director)
- Deputy Chief of Party (Regional Deputy Director)
- Tajikistan Country Director
- Turkmenistan Country Director
- Uzbekistan Country Director

**Q7.** Referring to page 18, section E. Technical Application Format, sub-heading Application Contents, sub-sub heading Cover page.

What is a “TIN number?”

**A7.** “TIN” – is a Tax Identification Number.

**Q8.** Referring page 22 of RFA-176-12-000007, point 3, sub-heading “Foreign Government Delegations to International Conferences”:

**a.** What is the definition of a “Foreign Government Delegate”?

**b.** Is it possible to invite government representatives from Central Asian countries to participate or present at regional conferences? If so, what are the restrictions?

**A8.** “Foreign government delegation” is a delegation appointed by the national government (including ministries and agencies but excluding local, state and provincial entities) to act on behalf of the appointing authority at the international conference. For example, a delegation named by the Ministry of Interior to represent the Ministry at an international conference is a “foreign government delegation.” But a delegation chosen by a non-governmental entity is not “foreign government delegation.” For example, a worldwide conference of non-governmental organizations (NGOs) on democracy and governance issues where the country delegation is selected by a national private association is not a “foreign government delegation” because the delegates are not selected by a governmental entity. Please see Guidance on Funding Foreign Government Delegations to International Conferences, <http://www.usaid.gov/policy/ads/300/350maa.pdf>

“International” means a conference attended by one or more delegations from countries other than the country in which the conference is being held. However, for the purposed of this project the Central Asia countries are considered as one region, not international.