

## REQUEST FOR APPLICATION (RFA)

### Fostering Effective Collaboration for Collective Impact through Joint Work Planning

Name of Project	USAID-Resilience Learning Activity (RLA)
Request for Applications (RFA) No.	RLA-RFA-006-2024
Date of Issue	8th July 2024
Closing Date for Receipt of Applications (Late applications will not be considered.)	8th August 2024
Questions on this solicitation should be submitted to e-mail address provided no later than the date indicated.	E-mail: <a href="mailto:Grants@resiliencelearning.org">Grants@resiliencelearning.org</a> No later than: 22nd July 2024

#### 1. PROGRAM DESCRIPTION AND OBJECTIVES

The Resilience Learning Activity (RLA) is a five-year initiative funded by the United States Agency for International Development (USAID). The Activity supports regional and country-level institutions to conduct resilience learning activities in the Horn of Africa (HoA) to contribute to the region's Journey to Self-Reliance. At the regional level, the Activity supports USAID's investments in the Horn of Africa Resilience Network (HoRN), including Kenya, Somalia, Ethiopia, South Sudan, Uganda, and the Democratic Republic of Congo. At the country level, RLA is the secretariat supporting the Partnership for Resilience and Economic Growth (PREG) and Southeastern Kenya (SEK) coordination and learning of local actors across Northern counties (Garissa, Marsabit, Turkana, Samburu, Wajir, and Isiolo) and (Makueni, Taita Taveta, and Kitui).

#### ABOUT THIS ASSIGNMENT

County Governments have a unique responsibility to lead development at the local level. Their efforts cannot be successful without the inclusive and equitable participation of all actors. Recognizing this, the County Integrated Development Plans (CIDPs) call for collective action by stakeholders to implement long-lasting development solutions. These include the efforts by National and County Governments, development partners, civil society organizations, the private sector, local media stakeholders, and communities who all have different and complementary roles to play in the collective impact of sustainable development.

As one of the largest bilateral donors to County Governments, USAID/Kenya, and East Africa Mission, is funding a dynamic portfolio spanning maternal and child health, family planning, infectious diseases, health financing, health governance, Human Resources for Health, agriculture, education, water, sanitation, and hygiene interventions, climate-smart adaptation. Such an extensive portfolio elevates the importance of co-planning, co-implementation, and co-monitoring (3Cs) and timely information-sharing across projects, to reduce duplication of partners' efforts and leveraging resources.

Through its five-year funded USAID Resilience Learning Activity (RLA), the Agency has been at the forefront of collaborating with the County Governments in implementing the 3Cs through a Joint Work Plan model and thinking collaboratively to identify points of intersection within the development activities. The County Government spearheads this process through the Department of Economic Planning or any other appointed department.

RLA coordinates all the other USAID-funded programs that operate under the Partnership for Resilience and Economic Growth (PREG) and Southern Eastern Kenya Coordination Mechanism (SEK).

The users of Joint Work Planning include the local communities, national and County Governments; development partners, civil society organizations (CSOs), and other actors responding to the development needs at the community level. Joint Work Planning provides an opportunity for multi-sectoral discussions amongst these partners to identify priorities for co-planning, complementation, and co-monitoring and reporting of activities to eliminate duplication, pooling of investment and enhance collective action for collective impact. It seeks to promote greater commitment to better collaborative planning, implementation, progress review, learning, and adaptation that will eventually lead to strengthened capacities for the pathway to sustainability.

#### **PURPOSE OF THE ASSIGNMENT**

The overall objective of this assignment is to design and facilitate the joint work planning co-creation process in the PREG and SEK counties as well as enhance the current coordination efforts in the nine counties.

RLA is therefore seeking for applications from Local Development Organizations from the counties of Isiolo, Marsabit, Garissa, Wajir, Samburu, Turkana, Kitui, Makueni and Taita Taveta for an anticipated award to design and facilitate the next phase of the Joint Work Planning co-creation process for Financial Year 2024/2025 and FY 2025/2026 between USAID Implementing Partners, County Governments and Ward Development Committees in close collaboration with the Kenya School of Government (KSG), Council of Governors (CoG).

## II. ACTIVITIES & EXPECTED DELIVERABLES

	Activity	Description	Deliverable
1	Desk Review of Joint Work Planning Processes from FY 2021 to FY 2024	<ul style="list-style-type: none"> <li>Grantee to conduct a comprehensive desk review spanning the past four years of Joint Work Planning (JWP) processes, encompassing FY 2021 through FY 2024. This review aims to assess the effectiveness of prior initiatives, identify areas of improvement, and establish a framework for institutionalizing the JWP process.</li> <li>Technical documents to be reviewed include the County Integrated Development Plans (CIDPs), Annual Development Plans, County Approved Budgets, and Annual Joint Work Plans.</li> </ul>	Learning brief that captures the lessons learned in the previous Joint Work Planning processes and recommendations for adoption in FY 24/25 as well as a roadmap for engagement with strategic partners.
2	Inception Meeting with Stakeholders	<ul style="list-style-type: none"> <li>Grantee to convene inception meetings with crucial stakeholders and strategic partners involved in the PREG/SEK initiative, including county governments (CECs, COs Directors, PoCs), COG, KSG, Local Development Organizations (LDOs), Ward Planning Committee Representatives, and USAID Implementing Partners to establish a calendar of activities for integration with partners.</li> </ul>	Activity report from the inception meeting
3	Co-creation Process for FY 2024/2025	<ul style="list-style-type: none"> <li>Grantee to initiate the co-creation process for the FY 2024/2025 Joint Work Plan in collaboration with USAID Implementing Partners, COG, KSG, County Government and Ward Development Committees.</li> <li>The outcome will be a draft Joint Work Plan (JWP) subject to validation and endorsement. Additionally, the grantees will track indicators aligned to the county priorities for quantitative impact.</li> </ul>	<ul style="list-style-type: none"> <li>Draft FY 24/25 JWP with consolidated county government and USAID IP priorities.</li> <li>List of quantitative indicators based on the county priorities.</li> <li>Activity report from the co-creation workshop.</li> </ul>
4	Activity 4: First Joint Field Visits and Pause and Reflect Sessions	<ul style="list-style-type: none"> <li>Grantee to organize Joint Field Visits and Reflective Sessions to facilitate collective assessment of JWP implementation, monitoring, and reporting progress.</li> <li>Representation from COG, Ward Planning Committees, USAID, Implementing Partners, County Governments, and other key stakeholders will be critical to ensure comprehensive evaluation and adaptation strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Report from the Pause and Reflect and joint field and learning visits.</li> <li>Annex table with progress against JWP activities.</li> </ul>
5	Validation and Endorsement of FY24/25 Joint Work Plans	<ul style="list-style-type: none"> <li>Grantee to collaborate with County Governments, Ward Planning Committees and USAID Implementing Partners to refine the draft joint work plans for FY 2024/2025.</li> <li>A validation workshop for consensus on the completeness and accuracy of the plans.</li> </ul>	<ul style="list-style-type: none"> <li>Report from the FY24/25 JWP validation meeting.</li> <li>Report from the FY24/25 JWP endorsement meeting.</li> </ul>

6	2nd Joint Field Visits and Pause and Reflect Sessions	<ul style="list-style-type: none"> <li>Facilitate second Joint Field Visits and</li> <li>Reflective Sessions to evaluate the progress of JWP implementation for FY 2024/2025.</li> </ul> <p>Participation from key stakeholders will ensure comprehensive feedback and adaptation mechanisms to enhance implementation outcomes and sustainability of the JWP process.</p>	<ul style="list-style-type: none"> <li>Report from the Pause and Reflect and joint field and learning visits.</li> <li>Annex table with progress against JWP activities.</li> </ul>
7	Desk Review of Joint Work Planning Processes from FY 2021 to FY 2025	<p>Grantee to conduct comprehensive desk review spanning the past five years of Joint Work Planning (JWP) processes, encompassing FY 2021 through FY 2025.</p> <p>Technical documents to include the County Integrated Development Plans (CIDPs), Annual Development Plans, County Approved Budgets, and Annual Joint Work Plans.</p>	<ul style="list-style-type: none"> <li>One Learning brief that captures the lessons learned and recommendations for adoption in FY 25/26 as well as a roadmap for engagement with strategic partners</li> </ul>
<b>FY 2025/2026</b>			
9	Co-creation Process for FY 2025/2026	<ul style="list-style-type: none"> <li>The grantee will initiate the co-creation process for the FY 2025/2026 Joint Work Plan in collaboration with USAID Implementing Partners, COG, KSG, County Government and Ward Development Committees.</li> <li>The outcome will be a draft Joint Work Plan (JWP) subject to validation and endorsement. Additionally, the grantees will track indicators aligned to the county priorities for quantitative impact.</li> </ul>	<ul style="list-style-type: none"> <li>Draft FY 25/26 JWP with consolidated county government and USAID IP priorities.</li> <li>List of quantitative indicators based on the county priorities.</li> <li>Activity report from the co-creation workshop.</li> </ul>
10	Validation and Endorsement of FY25/26 Joint Work Plans	<ul style="list-style-type: none"> <li>The grantee will collaborate with County Governments, Ward Planning Committees and USAID Implementing Partners to refine the draft joint work plans for FY 2025/2026.</li> <li>Subsequently, a validation workshop will be convened to ensure consensus on the completeness and accuracy of the plans.</li> </ul>	<ul style="list-style-type: none"> <li>Report from the FY25/26 JWP validation meeting.</li> <li>Report from the FY25/26 JWP endorsement meeting.</li> </ul>
11	End of Project Documentation	<p>The grantee will develop an end of project report to capture achievements, impact and milestones under each activity conducted supported by quantitative and qualitative data.</p>	<p>End of project Report</p>

## **MINIMUM ELIGIBILITY CRITERIA**

The required background and experience for the organization is as follows:

- 1) Team lead must have an education background and experience in either of the following: Public Finance Management (PFM), Development Economics/Planning, Economics, Agricultural Development/International Development, or any other relevant qualifications.
- 2) At least 5 years of experience in facilitating high level stakeholder meetings, especially for USAID-funded partners, development agencies and/ national or county governments and community organizations.
- 3) Experience working in the Kenyan ASAL context and collaboration with County Governments particularly in the counties of Isiolo, Marsabit, Garissa, Wajir, Samburu, Turkana, Kitui, Makueni and Taita Taveta.
- 4) Knowledge and experience working with USAID Implementing Partners under the Partnership for Resilience and Economic Growth (PREG) and Southeastern Kenya Coordination Mechanism (SEK)
- 5) Previous experience on engagement with institutions such as the Council of Governors (CoG), Kenya School of Government (KSG), Ward Planning Committees (WPCs)
- 6) Excellent understanding of the Kenyan Devolved System including county planning and budgeting documents and cycles and other relevant existing frameworks
- 7) Experience in designing strategic plans for USAID funded programs.
- 8) Good understanding of resilience programming and its frameworks.
- 9) Knowledge and experience in using participatory methodologies and leading group activities within diverse groups.
- 10) Good interpersonal and networking skills.
- 11) Excellent written and verbal communication skills in English and Kiswahili
- 12) Excellent report writing skills.

## II. AWARD INFORMATION

Any amount that may be indicated below are projections. Applicants should not use them as targets or assume them to be guaranteed amounts.

Projected number of grants to be awarded	9 (1 in each target County)
Projected not-to-exceed amount of an individual grant	KES 10,000,000
Currency in which grant will be issued and paid	KES (Kenyan Shillings)
Anticipated period of performance of an individual grant ( <i>duration in months</i> )	<i>12 Months</i>
Anticipated start date of performance ( <i>Note: Grants will not be expected to begin on the same date. This date is only a guide to when the initial batch of grants will be expected to commence.</i> )	<b>TBD</b>
Type of grant to be issued: <input checked="" type="checkbox"/> <b>Fixed Amount Grant</b> <ul style="list-style-type: none"> <li>• Grantee will receive grant funds in predetermined fixed amount (non-adjustable) increments only after successful completion of quantifiable or otherwise verifiable milestones.</li> </ul>	

## III. ELIGIBILITY OF PROSPECTIVE APPLICANTS

Applications from potential new partners are encouraged. All applicants must be able to demonstrate that they meet the following mandatory eligibility requirements.

- Should be officially licensed to do such business in Kenya. Proof of legal registration status is required.
- Has the USAID Unique Entity ID. (This is a 12-character alphanumeric ID assigned to an entity via SAM.gov.)
- Not identified in the System for Award Management (SAMS) as ineligible to receive U.S. government funds.
- Not appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, or “OFAC List.”
- Not listed in the United Nations Security designation list.
- Can and willing to sign and submit the following required certifications:
  - *Assurance of Compliance with Laws and Regulations Governing Non-discrimination in Federally Assisted Programs*
  - *Certification Regarding Lobbying*
  - *Certification Regarding Terrorist Financing*
  - *Key Individual Certification Narcotics Offenses and Drug Trafficking*
  - *Participant Certification Narcotics Offenses and Drug Trafficking*
  - *Certification of Recipient*

**Additional eligibility requirements:**

- Demonstrate successful past performance of activities like those proposed in the application.

**Minimum Eligibility Criteria**

The required background and experience for the organization is as follows:

- At least 5 years of experience in facilitating high level stakeholder forums, especially for USAID-funded partners, development agencies and/ national or county governments and community organizations.
- Key personnel with experience in Public Finance Management (PFM), Development Economics/Planning, Economics, Agricultural Development/International Development, or any other relevant qualifications.
- Experience working in the Kenyan ASAL context particularly in the counties of Isiolo, Marsabit, Garissa, Wajir, Samburu, Turkana, Kitui, Makeni and Taita Taveta.
- Knowledge and experience working with USAID Implementing Partners under the Partnership for Resilience and Economic Growth (PREG) and Southeastern Kenya Coordination Mechanism (SEK)
- Demonstrated understanding of the Kenyan Devolved System including county planning and budgeting documents and cycles and other relevant existing frameworks
- Experience in designing strategic plans for USAID funded programs.
- Good understanding of resilience programming and its frameworks
- Knowledge and experience in using participatory methodologies and leading group activities within diverse groups.
- Good interpersonal and networking skills
- Excellent written and verbal communication skills in English and Kiswahili
- Excellent report writing skills.

**IV. APPLICATION AND SUBMISSION INFORMATION**

Please note that all costs associated with responding to this solicitation shall be the sole responsibility of each applicant. ACDI/VOCA reserves the right not to make any award from this solicitation.

**A. The Format**

- Applicants must use the templates provided in Annex A and B, for the technical approach and corresponding budget.
- Applications must be submitted in English.
- The application must be signed by an officer of the Applicant organization authorized to represent the organization in further discussions and/or negotiations on the application.

**Submission**

- Electronic submissions will be accepted on or before the stated closing date.
- The technical section and any attachments should be submitted using Microsoft Office Word 2013, or compatible version. The budget section should be submitted using Microsoft Office Excel 2013, or compatible version.
- Electronic submissions should be submitted to this e-mail address:  
[Grants@resiliencelearning.org](mailto:Grants@resiliencelearning.org)

**ACDI/VOCA will not be responsible for any failure of transmission by an Applicant.**

## **B. Additional Instructions for Technical Section**

Applicants should propose activities that are results-oriented to help achieve the objectives described in Section I, Program Description. A result is a significant, intended, and measurable change in the condition of a beneficiary or a change in the host country, institutions, or other entities that will affect the beneficiary directly or indirectly. The application should demonstrate the Applicant's good understanding of these objectives by proposing to achieve results that can be quantified and measured. At a minimum, a results-oriented grant application should have the following three key elements:

- Identifies specific results to be achieved and identifiable strategies and processes to achieve the intended results.
- Performance management system to measure and assess the achievement of planned results. This will include baseline data and performance goals at various levels against which actual achievement can be compared.
- Responsibility for performance to determine who is accountable for achieving results.

## **C. Additional Instructions for Budget Section**

- Applicants should propose only those costs that are necessary and reasonable to perform the activities described in the application. Guidance on certain limitations is provided in Section II, Award Information.
- Items of cost will be reviewed under the standards of the cost principles in the U.S. government regulation, 2 CFR 200 Subpart E.
- Applicants are required to submit a budget narrative that explains and justifies the need for the costs proposed in the budget. The narrative should help the reviewer understand ***why an item of cost is necessary and how it will be used for the activity for which it will be incurred***. The budget narrative should demonstrate the relationship between the proposed activities and the budget. Just as the technical application should reflect the Applicant's understanding of the objectives and the proposed approach to achieve those objectives, the budget and the accompanying narrative should be realistic and show a similar understanding of the financial requirements of the proposed program of activities.



## V. EVALUATION CRITERIA

Applications will be evaluated against the evaluation criteria in the table below.

Scoring Criteria	Points
Feasibility of design and technical approach	30
Management and operational capacity	25
Past Performance:	15
Cost effectiveness:	30
<b>Total Score</b>	<b>100</b>

These evaluation criteria elements are described more fully below. (*This is an **illustrative** example. The criteria and the maximum scores should be adjusted to suit the selection process of the project.*)

- Feasibility of design & Technical Approach. The quality and feasibility of the application in terms of the viability of the proposed technical approach, (i.e., the proposed technical approach can reasonably be expected to produce the intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project Evaluation of approaches may include either approaches proven to be effective or new untried approaches with promise. Proposed mechanisms for monitoring and evaluation with objectively measurable indicators will also be appraised.
- Management and operational capacity-: Evidence of the capability to undertake and carry out the proposed activities. The application should demonstrate the organization’s effectiveness in terms of internal structure, technical capacity, and personnel. Experience in Public Finance Management (PFM), Development Economics/Planning, Economics, Agricultural Development/International Development. Demonstrated skills and experience in facilitating high level stakeholder meetings, especially for USAID-funded partners, development agencies and/ national or county governments and community organizations.
- Past Performance: Experience working in the Kenyan ASAL context particularly in the counties of Isiolo, Marsabit, Garissa, Wajir, Samburu, Turkana, Kitui, Makueni and Taita Taveta within the RLA scope and objectives. Knowledge and experience working with USAID Implementing Partners under the Partnership for Resilience and Economic Growth (PREG) and Southeastern Kenya Coordination Mechanism (SEK).
- Financial feasibility/ Cost effectiveness. The degree to which budgeting is clear and reasonable and reflects the best use of grant resources and demonstrates a clear commitment to real investment by the applicant.

## ANNEXES

**Annex A** – Grant Application Form

**Annex B** – Grant Application Budget Form

**Annex C** –Mandatory and Required as Applicable Standard Provisions (for USAID funded projects only) <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mab>