

Request for Applications (RFA)

West Africa Biodiversity and Climate Change Program (WA BiCC)

“Supporting ECOWAS Students’ CITES Research”

Issuance Date: 11th April 2016
Questions for Clarification: 15th April 2016
Clarifications Issued to all Applicants: 19th April 2016
Submission Closing Date & Time: 29th April 2016

Subject: WA BiCC Request for Applications-001 **Supporting ECOWAS Students’ CITES Research**

Dear Applicants,

ARD, Inc, the implementing partner for USAID’s West Africa Biodiversity and Climate Change Program (WA BiCC) pursuant to the Foreign Assistance Act of 1961, as amended, and in accordance with USAID Contract No AID-OAA-I-13-00058/ Task Order Number AID-624-TO-15-00002, is authorized to provide Grants under Contract (GUC) to meet its program objectives. WA BiCC is seeking applications from qualified organizations to ‘Strengthening West Africa Regional Capacity to Combat Wildlife Trafficking’ for an estimated period of 12 months. WA BiCC/USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following sections. **Please read this RFA in its entirety before submitting your application to ensure you have completed the full application and are submitting all required documentation.** Late or incomplete applications will not be considered for an award.

Section I: Funding Opportunity Description (Terms of Reference)

Section II: Eligibility Information and Evaluation Criteria

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Attachments:

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- B: Budget Format
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Thank you for your interest and application.

Sincerely,

Stephen Kelleher

WA BiCC Chief of Party

Section I. Funding Opportunity Description (Terms of Reference)

1.0 Background

1.1 West Africa Biodiversity and Climate Change Program

The West Africa Biodiversity and Climate Change (WA BiCC) Program is implemented by ARD, Inc. on behalf of USAID. Its overall goal is to improve conservation and climate-resilient, low emission growth across West Africa. WA BiCC is regional in scope and design, and focuses on targeted geographical areas within the region to improve governance and policy over critical natural and human systems. By working through regional partners, and with targeted national and sub-national institutions, WA BiCC increases the capacity of institutions at all levels to jointly address the three core WA BiCC components, which are to combat wildlife trafficking; increase coastal resilience to climate change; and reduce deforestation, forest degradation, and biodiversity loss.

The geographic focus of WA BiCC varies across the three components. Component 1 works across all ECOWAS countries, while Components 2 and 3 have their activities primarily located in the MRU countries of Guinea, Sierra Leone, Liberia, and Côte d'Ivoire. The 15 Member States of the ECOWAS region will be considered as part of the fertile learning ground available to inform the WA BiCC activities, outcomes and outputs.

The desired results of WA BiCC are strengthened capacities of regional and national institutions to combat wildlife trafficking, improve coastal resilience to climate change, and reduce deforestation, forest degradation and biodiversity loss in West Africa. These will be achieved by linking policies and practices across scales. WA BiCC's institutional partners are expected to contribute to conservation and resilient low emissions growth in West Africa.

1.2 Convention on International Trade in Endangered Species of Wild Fauna & Flora (CITES)

The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), is a multilateral treaty to protect endangered plants and animals. It was drafted as a result of a resolution adopted in 1963 at a meeting of members of the International Union for Conservation of Nature (IUCN). Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten the survival of the species in the wild, and it accords varying degrees of protection to more than 35,000 species of animals and plants. The convention was opened for signature in 1973 and CITES entered into force on 1 July 1975. Countries that sign the Convention become Parties by ratifying, accepting or approving it and by the end of 2003 all signatory countries had become Parties. As of May 2014, the Convention had 181 parties, including 180 states and the European Union.

CITES is therefore a key international treaty that ECOWAS Member States acceded to in order to achieve biodiversity conservation outcomes. Implementation of the CITES treaty requires the necessary human, and logistical resources as well as an appropriate legal and policy framework permitting enforcement and prosecution. The requisite skills for national CITES experts include, an understanding of the key concepts of biodiversity and the CITES treaty, administrative aspects of CITES implementation, animal and plant species regulated by CITES, in-situ and ex-situ techniques for managing fauna and flora, GIS support applications, linkages between CITES and other treaties (e.g. the Convention on Biodiversity), and enforcement procedures. Effective implementation of the CITES treaty should result in a reduction in international and illegal trade in wildlife and plant species

but this is far from being the case in West Africa where wildlife trafficking issues are much more “under the radar” than elsewhere in Africa.

Demand for illegally traded wildlife and plants is increasing and evidence indicates that wildlife crime and trafficking are on the rise in West Africa. This wildlife trafficking results in devastation of biological diversity across Africa. In accordance with the ECOWAS Environmental Policy as embodied within the Forest Convergence Plan, there is an urgent need to address the growing challenge, an effort that requires the involvement of stakeholders at all levels. This aligns very clearly with President Obama’s U.S. National Strategy to Combat Wildlife Trafficking and provides a platform for collaboration between the U.S. Government and the ECOWAS Commission to strengthen capacity in the West Africa region to implement CITES as a means to combat wildlife trafficking.

Within this context, the U.S. Fish and Wildlife Service (USFWS), and the Environment Directorate of ECOWAS are working through WA BiCC to sponsor 12 wildlife specialists from CITES Management, Scientific, and Enforcement Authorities in West Africa to participate in a Master’s Degree Program on the Management and Conservation of Species in Trade: the International Framework (CITES Master’s Course) at the Universidad Internacional de Andalucía in Baeza, Spain.

2.0 PURPOSE

The purpose of this RFA is to identify a qualified institution or organization (hereafter Grantee) to manage the coordination, fieldwork supervision, and mentoring of 12 wildlife specialists from across West Africa who will be selected to participate in the CITES Master’s Program.

WA BiCC will cover the full tuition costs of the 12 students including travel, accommodation, insurance, and associated expenses over the period while they are in Spain.

The Grantee will, amongst others, be expected to provide logistical, technical and financial management support to the students over a 12 month period during which students will be undertaking their field research in their respective home-countries. Specifically, the Grantee will be expected to:

- Assist students, in close collaboration with faculty at the University of Andalucía, to establish a shortlist of potential MSc thesis topics, as well as select and refine thesis topics
- Travel to Spain to assist in the selection and firming-up students’ thesis topics in line with their respective national priorities and standard research protocols;
- Work with each student to develop a research proposal and detailed budget to be approved by WA BiCC;
- Assist students identify an in-country academic/research institution (ideally that is CITES compliant) in their respective countries, together with a resident supervisor who will guide students while in the field;
- Organize a restitution workshop upon students’ return from Spain;
- Administer the disbursement of research grants to support the operational costs of 9 months field research in student’s respective host country;
- Establish consultancy and internship contracts as required for supervisors and students respectively
- Organize a final regional restitution workshop that draws on the completed thesis findings to forge a way forward in terms of setting up a network/community of practice to advance

peer-learning and knowledge sharing amongst the students and their respective home-institutions.

The initiative aims to contribute to building of individual and institutional capacity of regional and national institutions to combat wildlife trafficking, as well as increase capacities to generate and utilize information for decision making on wildlife trafficking.

3.0 Project Objectives and Activities

The grant activity is structured around three key steps, with a set of activities to be implemented by the Grantee with support and oversight from WA BiCC:

Step 1: - CITES Thesis Preparation and field work:

The Grantee will work closely with WA BiCC, the Universidad Internacional de Andalucía, and the 12 CITES students to develop and refine their thesis topics during the final month of the students' coursework at the University of Andalucía. The topics should be relevant to the priority needs of the student's country, and/or be of a regional nature to address transboundary wildlife trafficking priorities.

Emphasis must be placed on the priority needs of relevant national governments agencies to ensure the selected thesis topics are in line with national wildlife trafficking priorities and CITES commitments. The final topics should, to the extent feasible, inform WA BiCC's work on threats to biodiversity posed by wildlife trafficking in West Africa.

The Grantee, will be tasked with identifying a host country institution for each student, together with a field supervisor (from the host country institution) to provide support and guidance to the student throughout their field research and coordinate implementation of field-work.

Step 2: Administration of research funds and logistics for each thesis.

In accordance with Tetra Tech ARD and USAID rules and regulations, the Grantee will be responsible for the administration of each student's research logistics. The Grantee will work with their Field Supervisors to implement the research proposal plan in line with each student's budget and requirements of their research.

Specific activities include:

- Ensure that each student is following their research proposal timeline.
- Coordinate with WA BiCC to disburse funding to each student in a timely manner
- Maintain financial controls to ensure funds are spent in line with the approved budget and USAID and Tetra Tech Grants Management procedures.
- Ensure institutional expenditure incurred are allowable, allocable, reasonable and adequately supported to pass for reimbursement

Step 3: Synthesis Workshop and Report

Finally, the Grantee is expected to produce a synthesis report (based on the 12 completed theses including policy recommendations to WA BiCC and ECOWAS) on priorities, constraints, best practices, and ways forward for improving CITES implementation, regional collaboration, and wildlife law enforcement in West Africa.

Specific activities include:

- Organize a restitution workshop that presents the findings, lessons learnt and acquired skills from the CITES Master's Program; and helps forge a way forward in terms of setting up a network/community of practice to advance peer-learning and knowledge sharing amongst the students and their respective home-institutions.
- Create a detailed Synthesis report on findings from the various student's thesis and implications for Policy and Practice in Combating wildlife trafficking across West Africa. This report will include analysis of lessons learned from the research conducted, with specific recommendations for additional research. **Note: Direct costs for this workshop including travel, venue, lodging, per diem and related direct expenses for participants will be paid directly by WA BiCC and not included in the budget proposal. Grantee proponents should only include costs related to organization, content and other organizational costs. However, direct costs related to workshop attendance by the grantee proponent including travel, lodging, per diem and other direct costs should be included in the budget proposal.**

4.0 Capacity Development

The primary purpose of this initiative is to increase the current knowledge of regional CITES focal points and develop a broader regional cadre of professionals trained and working closely together on CITES issues.

The Grantee will work closely with the WA BiCC Capacity Development and M&E teams to monitor individual progress of the CITES students and analyze their newly acquired skills and related outcomes through "pre" and "post" assessments. Based on the results, specific technical capacity gaps will be identified and appropriate capacity building activities should be proposed.

5.0 Period of Performance

The grant will be for a duration of 12 months from the signing of the grant agreement. The anticipated start date of the grant is May 1, 2016.

6.0 Sustainability / Leveraging Plan

By supporting these CITES students from 12 ECOWAS countries, the Grantee will contribute to building the research capacity of all students; provide oversight for the coordination of topics, research methods, cross border cooperation; and ultimately increase the capacity of participating students to be effective CITES focal points for their respective nations.

7.0 Environmental Assessment

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID and its implementing partners include environmental sustainability as a central consideration in designing and carrying out its development programs.

Applicants should include a statement regarding the potential environmental impacts of proposed activities indicating that these activities will result in no adverse environmental impacts. For those

activities with a potential environmental impact, the applicant should discuss mitigation and management measures. The awarded Grantee will work with WA BiCC to complete an Environmental Review Form to further outline these impacts and identify management and mitigation strategies.

8.0 Gender Considerations

Two main considerations are highlighted that relate to gender:

- Ensure that research conducted by the CITES masters' students specifically includes the roles of women and youth in wildlife crime, as well as impact of wildlife crime on the livelihood opportunities of these stakeholders.
- Ensure that research carried out or supported by students is conducted in an ethical manner that considers applicable international gender standards.

Section II: Eligibility Information and Selection Criteria

1.0 Eligibility

To be eligible for this award, applicants must:

- Be a recognized institution with experience working in multiple West African nations.
- Demonstrate experience managing and/or coordinating significant research projects.
- Be able to provide key personnel who are fluent in English and French, and able to produce high quality reports in both languages.
- Have contacts with relevant research or government institutions across ECOWAS
- Demonstrate financial and accounting capacity to manage donor funding

In addition, the applicant must:

- Possess a system of internal controls and governance structures that safeguard assets and protect against fraud, waste, and conflicts of interest;
- Be in good standing with all civil and fiscal authorities;
- Be willing to sign applicable assurances and certifications;
- Be registered in the System for Award Management (SAM) or show verification that it is in process of registering and not found on the UN 1267 SDN and Blocked Person List;
- Provide a valid Bradstreet Universal Number System (DUNS) number with its application or show verification that it has registered and is pending receipt of a DUNS number¹

¹ If the applicant does not have a DUNS Number or a SAM registration, the WA BiCC Grants Specialist may assist the organization in registering and obtaining one.

2.0 Selection Criteria

A Review and Evaluation Committee (REC) will evaluate and rank all proposals. Rankings will be based on a criteria and points system with 100 as the maximum as captured below:

CATEGORY	Points
1. TECHNICAL APPROACH	35
1.1 Is the application technically sound - does it respond appropriately to all steps?	15
1.2 Does the Grantee demonstrate requisite human capital/expertise to oversee the research studies?	10
1.3 Does the application speak to any potential obstacles/risks and does it offer solutions to these potential challenges?	10
2. PAST PERFORMANCE/ ORGANIZATIONAL CAPACITY	30
3.1 Does the Grantee have relevant experience from similar projects, activities, and geographic location? Are the Key Personnel identified and qualified?	15
3.2 Does the Grantee demonstrate necessary capacity, governance systems, and frameworks to support the administration of the grant?	15
4. OTHER CRITERIA	10
4.1 Does the Grantee clearly identify how it will enhance the capacities of the students and host country institutions?	5
4.2 Does the application highlight how its support will enhance wildlife policy development?	5
5. COST EFFECTIVENESS	25
5.1 Are budgeted items reasonable, well planned and accurate?	25
Total	100

3.0 Funding Restrictions

1. Equipment and materials are allowed under this award. A complete list of allowable and eligible commodities can be found at ADS 312:
<http://www.usaid.gov/sites/default/files/documents/1876/312.pdf>
2. The award will not allow the reimbursement of pre-award costs. That is, only allowable obligations incurred during the period defined within the grant agreement will be reimbursed.
3. Nonrefundable VAT is not considered allowable under this RFA

4.0 Assurances

Applicants are reminded of:

PREVENTING TERRORIST FINANCING (August 2013)

- a) The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) or the United Nations Security designation list (online at)

http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).

- b) This provision must be included in all sub awards and contracts issued under this award.

USAID DISABILITY POLICY - ASSISTANCE (June 2012)

The recipient must not discriminate against people with disabilities in the implementation of USAID funded programs and should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

TRAFFICKING IN PERSONS (JULY 2015)

- a) The recipient, sub awardee, or contractor, at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:
1. Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;
 2. Procurement of a commercial sex act during the period of this award;
 3. Use of forced labor in the performance of this award,
 4. Acts that directly support or advance trafficking in persons, including the following acts:
 - i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - a. exempted from the requirement to provide or pay for such return transportation by USAID under this award; or
 - b. the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
 - iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
 - iv. Charging employees recruitment fees ; or
 - v. Providing or arranging housing that fails to meet the host country housing and safety standards.
- b) In the event of a violation of section (a) of this provision, USAID is authorized to terminate this award, without penalty, and is also authorized to pursue any other remedial actions authorized as stated in section 1704(c) of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013).

Section III: Application and Submission Information

1.0 Required Documents

The applicant must submit their application using the following templates. Failure to use the templates provided or the submission of incomplete documentation will result in the disqualification from this RFA. All documents listed below can be found in the Annexes of this RFA.

- 1) Budget
- 2) Signed Certifications:
 - a. Certification Regarding Lobbying
 - b. Certification Regarding Terrorist Financing
 - c. Certification of Recipient
- 3) Verification of DUNS registration (or status showing a request for a DUNS number has been submitted)
- 4) Verification of SAM registration (or status showing a request for SAM registration has been submitted)

2.0 Submission Information

Questions of clarification should be addressed to Philip Djabatey, WA BiCC Grants Specialist at Philip.djabatey@wabicc.org

Applications must be submitted in English via email to:

Attention: Philip Djabatey

WA BiCC Grants Specialist

Email: Philip.djabatey@wabicc.org

Please insert in the 'subject' line of the application email, the following: "RFA response – CITES program support"

Section IV: Award and Administration Information

1.0 Award Information

1. WA BiCC anticipates awarding 1 grant with an estimated cost of \$150,000 USD. The budget proposal amount must be fully justified in the budget notes in the budget section. Allowable costs must be consistent with USAID policies and procedures and be reasonable, allocable, well documented and justified for the proposed project and budget. . Nonrefundable VAT is unallowable.
2. The grant is not anticipated to exceed twelve (12) months in duration.
3. A Grant application received by the deadline will be reviewed by the WA BiCC Review and Evaluation Committee (REC) according to the evaluation criteria outlined in Section II of this RFA.
4. Submissions received after the Closing Date will not be considered. Electronic copies must be received before the closing date and time.
5. Following submission of your complete application, the WA BiCC Grants Specialist (GS) or his/her representative will send you an e-mail notification confirming receipt of your Application and advise you when WA BiCC has scheduled a REC to review and evaluate your Application. If your application receives more than the minimum score of 70 points and assuming availability of funds and other proposals, you will be notified to 'proceed in cycle' and will move to the negotiation phase of the grant award process.

WA BiCC reserves the right to fund or not fund applications from your organization. Additionally, any award pursuant to this funding opportunity is contingent upon the availability of funds.

2.0 Administration Information

Once the REC has convened and evaluated your application and if marked 'proceed in cycle,' you will receive an e-mail from the WA BiCC GM to schedule the following negotiation tasks:

- (1) Pre-Award Responsibility Determination²
- (2) Cost analysis and negotiation
- (3) Technical negotiations

Reporting requirements: Program progress and financial reporting requirements will be established during the negotiation.

If your application is unsuccessful, you will be notified.

A grant award will be administered in accordance with applicable regulations as follows:

- ADS 303 and Standard Provisions for Non-US Nongovernmental Organizations (applicable to partner government organizations)
- 2 CFR 200 and 700
- Applicable OMB Circulars

² The Pre-Award Responsibility Determination (PARD) is used to determine whether or not the applicant has the capacity to adequately perform in accordance with principles established by USAID and OMB in the administration of a USAID funded grant. All applicants that pass the REC will be subject to the PARP (in accordance with ADS 303.3.9).

Section V: APPLICATION FORMAT

For all applications there will be a limit of 20 single-spaced typed pages, not including the Budget or Attachments. Please use Times New Roman 11 pt. font with one-inch margins. Applications should follow the outline provided below:

Section	Max. Page Limit
Cover Page <ul style="list-style-type: none"> • Include name of project, contact information (email, address, phone), and date of submission 	NA
Cover Letter Signed by Official Representative	NA
Table of Contents <ul style="list-style-type: none"> • List all sections of the proposal (including attachments) with corresponding page numbers 	NA
Technical Approach <ul style="list-style-type: none"> • Provide a detailed statement on how the Grantee plans to undertake the assignment including assisting students with thesis topics, fieldwork, and the drafting and completion of thesis research. 	6 pages
Organizational Capacity Past Performance <ul style="list-style-type: none"> • Describe the organization’s involvement in similar projects or addressing similar problems in the past • Describe the organization’s previous experience in the geographic area Management Plan <ul style="list-style-type: none"> • How the organization will manage project implementation • Roles and responsibilities of the implementation team • Strategies to address implementation challenges 	3 pages
Contribution to Capacity Building <ul style="list-style-type: none"> • Detail how the applicant will contribute to building the capacities of the students and relevant partnering regional, national or local organizations • Describe technical areas or specific capacities related to the project’s objectives and activities where the applicant will require capacity building support from the WA BiCC team 	2 pages
Environmental Mitigation Plan <ul style="list-style-type: none"> • The applicant’s capacity for environmental management as shown in past experiences or related activities 	1 page

Section VI: ATTACHMENTS

- **Attachments A-G examples provided below**

ATTACHMENT A: CVS OF KEY PERSONNEL & ORGANIZATIONAL STRUCTURE

Key Personnel

- Organizational Chart, if applicable
- Present the qualifications and relevant experience of technical staff tasked with the implementation of the project
- Curriculum Vitae for all key personnel – Project Director, Project Coordinators and field staff

Financial Management

- Institutional Profile, if available
- Describe internal financial management systems and controls to ensure transparency, accountability and proper documentation of financial transactions

B: Budget

C: Activity Plan

D: Certifications

E: Data Universal Number System

F: System for Award Management

G: Timelines for Thesis Completion

ATTACHMENT B: BUDGET FORMAT

(Quotes must be annexed for the budget). Excel version will be provided and the budget must be sent as an Excel document

Activity Description	Unit cost	Quantity	Frequency	Total	%	WA BiCC	Notes
	A	B	C	D=AxBxC	E	F= DxE	
Labor							
Stipend (fieldwork)							
Equipment (unit cost over \$500)							
Materials & Supplies (unit cost under \$500)							
Travel/Transport (include per diem)							
Communication							
Monitoring and Evaluation							
Activity Budget							

Guidelines for Completing the Budget

- a) Grantees must provide detailed budget in MS Excel. **Budgets must be consistent with the purpose, objectives, and the program activities listed in the application.**
- b) Budget must provide enough information for a reasonable person to be able to make a determination related to cost effectiveness and reasonability. The Budget should include the following:
 - i) Line item breakdown and justification for all personnel, i.e., name; position title; monthly salary or daily rate; percentage of time and effort; and amount requested.
 - ii) All Budgeted costs should be broken down by what amount WA BiCC will fund, and what amount your organization will fund (Cost Share).
- c) Under this WA BiCC Grants Program, Value Added Tax (VAT) and Profits are not allowed.
 - i) Note: Nonrefundable VAT is an unallowable cost under this Grant. Therefore, the Grantee should not include nonrefundable VAT as part of the budget.
- d) Applicants are required to include Budget Notes. Budget notes must be sufficient to explain how unit costs were obtained, i.e. historical expense, current market value, etc. Use the “notes” column or enter on a separate document. Notes should be clearly linked to related budget line items.

Description of Budget Line Items

Personnel/labor: List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Overtime costs will not approved.

Equipment: List equipment to be purchased. Equipment is non-expendable tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the “material and supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. Procurement should be done as per USAID Regulations.

Materials and supplies: List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$500, such as books, hand-held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Travel & Transportation: Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, policy for subsistence rates, etc.

Monitoring and Evaluation

All costs relating to the monitoring and evaluation of the project. This include costs of training staffs on the monitoring of activities, purchase of equipment for collecting data and tracking results (smartphones purchase, software to acquire,...), participation to field visits, printing of questionnaires and forms... Applicants will need to include in their budget conduct of a final evaluation for assessing results and drawing lessons for future interventions. The evaluation will be led by the WABICC M&E team and will require recruitment of an external consultant.

Communications: List telephone, internet, and cell phone expenses.

Services: Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

- **Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
- **Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)
- **Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts.

Indirect Costs: Indirect costs are allowed if 1) the applicant has a federally approved indirect cost rate (NICRA) or 2) the applicant has never received a NICRA and will exercise the 10% de minimus in accordance with 2 CFR 200.414(f).

A copy of the rate approval (a fully executed, negotiated agreement), must be attached. If the applicant does not have a federally approved rate, and wishes to exercise the 10% de minimus it must ensure that costs covered in the 10% are not charged again as direct costs. WA BiCC will do a thorough review of all indirect costs to ensure they are in line with 2 CFR 200.412-415.

ATTACHMENT C: ACTIVITY PLAN

Activity Plan																
Applicant:		{Name of applying organization}														
Grant No.:		WA BiCC RFA-XXX														
Title		{INSERT}														
Duration		{INSERT}														
Budget		XXX USD														
Activity No.	List of Activities	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	
1																
2																
3																
4																
5																
6																

ATTACHMENT D: CERTIFICATIONS

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee Name _____

Grantee's Authorized Representative Name _____

Grantee's Authorized Representative Title _____

Grantee Authorized Representative Signature _____

Date _____

Certification Regarding Terrorist Financing

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Grantee Name _____

Grantee's Authorized Representative Name _____

Grantee's Authorized Representative Title _____

Grantee Authorized Representative Signature _____

Date _____

Certification of Recipient

By signing below the recipient provides certifications and assurances for

1. the Certification Regarding Lobbying
2. the Certification Regarding Terrorist Financing Implementing Executive Order 13224, and
3. the Certification Regarding Trafficking in Persons

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances.

These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Request for Application or

Annual Program Statement No.: _____

Application No.: _____

Date of Application: _____

Name of Recipient: _____

Typed Name and Title: _____

Signature: _____

Date: _____

ATTACHMENT E: DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

It is a requirement under the USAID Rules and Regulations that, potential Grantees who will be receiving grants awards with an obligated amount of US\$ 25,000 and over are to register their organization profile and other vital information concerning the grant award into the Data Universal Numbering System. Below is a brief background of the D-U-N-S and the registration process:

Background

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is Dun & Bradstreet's (D&B) copyrighted, proprietary means of identifying business entities on a location-specific basis. This number remains with the company location to which it has been assigned even if it closes or goes out-of-business.

The D-U-N-S® Number also "unlocks" a wealth of value-added data associated with that entity, including the business name, physical and mailing addresses, trade styles ("doing business as"), principal names, financials, payment experiences, industry classifications (SICs and NAICS), socio-economic status, government data and more. The D-U-N-S® Number also links members of corporate family trees worldwide.

The D-U-N-S® Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The D-U-N-S Number® was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Registration Process

The Grants Manager will provide support to the Grantees in obtaining DUNS numbers by following these instructions:

Step 1: Access website <http://fedgov.dnb.com/webform/displayHomePage.do>

Step 2: Select the link Click here to request your D-U-N-S Number via the web

Step 3: Select the country your organization is located from the pull down menu and then select Continue

Step 4: A box will appear below that you will need to fill out with your Business name, street, city and phone number. You will need to enter the verification code and then click Submit

Step 5: Follow and enter the additional screen information

Under normal circumstances the DUNS is issued within 2-3 business days when using the DUNS online process. D&B should confirm your nine digit DUNS number via email. For questions, please email ccrhelp@dnb.com.

ATTACHMENT F: SYSTEM FOR AWARD MANAGEMENT

It is a requirement for all potential Grantees to be registered in the System for Award Management (SAM), in order to qualify for a WA BiCC grant under the USAID funded project.

Grantees whose names appear in the SAM database through search at the website as having acted in contravention to the USAID Rules and Regulations guiding the System for Award Management, would not qualify for WA BiCC grant under the USAID funded project.

Registration Process

Grantees MUST register into the System for Award Management (SAM) database by following the guidelines below:

1. : Access website <https://www.sam.gov/portal/public/SAM/>.
2. Click on the “**create user account**” button under the CREATE USER ACCOUNT SECTION
3. Click on the “**create individual Account**” button
4. Fill out the form completely and ensure that the mandatory questions rightly filled (the questions with the red (*) asterisks and then click on submit

An automatic email notification would be sent into your inbox congratulating you for successfully registering in the System for Award Management. Do check in your inbox or spam and click on the link to activate your account. This you would have to do by entering your **username** and **password** as provided during the registration.

Notice: To complete your SAM registration you are required to obtain a DUNS number and CAGE/NCAGE number. If you do not have a DUNS number please contact the **Grants Manager** who will provide you with detailed instructions for registering for a DUNS. If you do not have a CAGE/NCAGE please click [HERE](#)

ATTACHMENT G: GUIDELINES FOR THESIS DEVELOPMENT

Master's Degree Program Management and Conservation of Species in Trade: the International Framework Universidad Internacional de Andalucía in Baeza, Spain.

The Master's Degree Program in the Management and Conservation of Species in Trade: the International Framework, at the Universidad Internacional de Andalucía in Baeza, Spain, is an interdisciplinary Master's Degree aimed at building expertise for working professionals. The Program attracts students from across the globe all seeking to further their careers with private sector firms, governmental agencies, or non-profit organizations.

The students have 3 or 9 months to prepare their thesis and submit to the University after they complete their course work in Baeza. Accordingly, deadlines for presentation will be 17 September or 17 March (depending on when a student commences).

Student's project thesis must: 1) be original (not plagiarized (copy and paste) from other research); 2) aim to help the resolution of a problem detected in the student's home country; as well as 3) strive to be the foundation for future capacity development in their countries. For example, previous students who participated in the program prior to their countries signing CITES, addressed their thesis to design the CITES implementation in their respective countries. To this end, thesis projects are very diverse straddling subject areas such as zoology, botany, enforcement, capacity building, legislation, legal/illegal trade, etc.

The thesis process involves four key steps as follows:

1. During the course work (a period of 11 weeks), all students have to develop/draft their thesis proposal in MS Word, together with a Power Point presentation. Each student will then present their proposal to the Program Coordinator (Ms. Margarita África Clemente Muñoz) and their colleagues on the last day (17th June) of the teaching period;
2. During the course work, the Program Coordinator will hold several one-on-one meetings with the students (in the evenings after class), to guide and assist them with the development and drafting of their thesis proposal;
3. Each student will have to submit to the University a Word version of their thesis proposal; a letter from the tutor/s accepting to be supervisor/s for the thesis; and fill out/complete a document about the thesis (with the aforementioned attached). This critical step must be completed by June 17th (this deadline date is non-negotiable and cannot be extended); and
4. The Tutor/Supervisor of the thesis must be a PhD holder. A student can have either one, two, or under special circumstances three tutors/supervisors. However, one of the assigned tutors/supervisors must be a PhD holder.

Potential Thesis Topics/Ideas

Participants in the Master's Course will be required to complete a nine month thesis project. The list below provides illustrative examples of topics that course participants could consider in consultation with their tutors/supervisors, USFWS, WA BiCC, ECOWAS, and their respective governments.

- Understanding the demand and supply dynamics for international trade of threatened or endangered species, including elephants / Chimpanzees / Pangolins / Birds/ Antelopes/ Sharks;

- Reviewing and/or assessing the level of enforcement of existing legislation;
- Assessing the needs for capacity building of relevant actors outside the wildlife services (custom agents, magistrates, journalists);
- Mapping regional/national trade networks and trafficking routes for key wildlife species such as Elephants/Chimpanzees/Pangolin/Shark;
- Assessing local to national level awareness of wildlife crime issues and CITES prescriptions;
- Social, policy, legislative and institutional constraints to effective implementation of CITES in West African Countries;
- Analyze existing models for coordinated national and regional wildlife enforcement and develop recommendations and next steps for West Africa wildlife enforcement.