



REQUEST FOR GRANTS APPLICATIONS (RFA) for CASE MANAGEMENT AND REINTEGRATION SUPPORT

To:	Prospective Applicants
From:	ARK Group DMCC (ARK)
Reference:	RFA-ARK-24-YEM-02
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Closing Date: Stage 1.	Sep 26, 2024 - 23:00hrs (Local Time: Aden)
Closing Date: Stage 2.	Oct 15, 2024 - 23:00hrs (Local Time: Aden)
Contact Details:	Yemengrants@arkgroupdmcc.com

ARK is a social enterprise, empowering local communities through the provision of agile and sustainable interventions to create greater stability, opportunity, and hope for the future. We believe that strong, resilient communities are the foundation of local, national, regional, and international development and stability and ultimately a safer, peaceful, and more prosperous world. At ARK, we have delivered research and programmatic interventions validating this approach in Yemen since 2008. As a social enterprise we work in partnership with communities, our donors, and other implementers to build local capacities, generate opportunity and bring about sustainable change.

The Yemen Community Resilience Program is funded by the United States Agency for International Development (USAID) and seeks to collaborate with local Community-Based Organizations (CBOs) and Civil Society Organizations (CSOs) by providing grants that enhance their capacities and bolster the sustainability of their protection initiatives that promote sustainable reintegration of former combatants and other at-risk individuals affected by conflict, particularly children and young individuals. To accomplish this, the program will allocate grants to eligible CSOs and CBOs, up to \$100,000 (approximately \$50,000 per community), tailored to the scope and nature of each grant in the below targeted communities:ﻻ

Governorate	District	Community
Abyan	Khanfar	Al-Habeel
		Al-Lakida
		Batais Al-Gharbiya
		Bajadar



Zinjibar	Al-Wadi/Dal Ahmed	
	Al-Rayan	
	Al-Maraqid	
Aden	Dar Sa'ad	Dar Sa'ad Al-Sharqiya
	Sheikh Othman	Al-Saysaban/Al-Mahareeq
Al-Dhali'	Qa'taba	Isaf Maris
	Al-Dhali'	Al-Dhali' Town
	Al-Azariq	Al-Azariq
Lahj	Radfan	Wahhda and Hasi Ala'la
	Yafei	Lab'oos (Al-Shohada Ber and Jabal Al-Yazidi)

In addition to funding, following a capacity assessment of successful applicants, ARK will offer technical assistance and share its expertise with these organizations, ensuring not only successful grant implementation but also the long-term sustainability of their initiatives.

Organizations, individually or in consortia, are invited to apply for grants of up to 100,000 USD, provided they satisfy the following criteria:

- hold a valid registration and authorization to operate in Yemen.
- have a formal constitution and recognition by the Republic of Yemen Government; and compliance with all civil, fiscal, and legal regulations.

While for-profit entities may apply for grant funding, they must exclude profit from their grant budgets. Please note that government and parastatal entities are not eligible to apply for these grant funds.

Application process:

There is a two-stage application process.

Stage 1 – Concept note: Potential applicants should submit a concept note no longer than three pages to YemenGrants@arkgroupdmcc.com, on or before the stated deadline. Applications received after the final closing date and time will not be considered for award of grant funds. ARK will then review the concept notes and invite successful applicants to submit a full application.

Stage 2 – Full application: If invited by ARK, organizations should submit an application by email, using the format and templates provided in this RFA, to YemenGrants@arkgroupdmcc.com. All applications must be submitted before the stated deadline for each round. Applications received after the final closing date and time will not be considered for award of grant funds.



All applications for stage one and two received before the published closing date will be evaluated. Clarification requests about this RFA and applications should be sent by the time and date stated above. Responses will be shared with all known prospective applicants.

This solicitation does not in any way commit ARK to make an award or compensate the responding organizations for any costs incurred in the preparation and submission of their applications.



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1. Abbreviations and Acronyms

CBO	Community Based Organization
CFR	Code of Federal Regulations
CSO	Civil Society Organizatios
FAA	Fixed Amount Award
LACs	Local Advisory Council
OFAC	Office of Foreign Assets Control
RFA	Request for Applications
SDN	Specially Designated Nationals
SGBV	Sexual and Gender Based Violence
UEI	Unique Entity ID



2. Program Description

2.1 Background

After nine years of conflict in Yemen, the country is still embroiled in a complex crisis that has disproportionately impacted its most vulnerable populations, especially children. In 2024, it is estimated that 7.3 million Yemeni children are in dire need of protection services, many of whom have been affected by the armed conflict. The ongoing conflict has disrupted countless lives, leading to displacement and the involvement of children in warfare, which has long-term detrimental effects on their development and well-being.

In 2022/2023, the Yemen Community Resilience Program conducted research to better understand child recruitment into armed conflict, its drivers, and the receptiveness of targeted communities to reintegration initiatives. This research revealed a strong community willingness to reintegrate former combatants. For instance, in Lahj, 86.2% of surveyed individuals believed in the possibility of fighters returning to their communities. Similar sentiments were recorded in Aden (84.7%), Abyan (81.2%), and Al-Dhali' (80.8%). Many communities reported that fighters had already begun to return, with Al-Dhali' at 74.3%, Aden at 63%, Abyan at 56.9%, and Lahj at 46.2%. A significant proportion of community members felt that these returning fighters reintegrated successfully into their communities, with positive responses of 70.6% in Al-Dhali', 67.2% in Abyan, 60.3% in Aden, and 49.5% in Lahj.

Despite this encouraging environment, there remains a critical gap in effective reintegration services for these young individuals. Community-based support structures, crucial for the safe and effective reintegration of former child combatants, are struggling with economic hardship and are not able to provide specialized support to these individuals. In response, Yemen Community Resilience Program set to continue through mid-August 2027, plans to collaborate with local civil society and community-based organizations to launch this initiative to support former combatants through case management and reintegration support. This initiative will be implemented across 15 communities in four southern governorates, with a focus on partnerships, particularly with women-led organizations, to lead the reintegration of young individuals formerly associated with armed groups.

This initiative is designed to enhance community cohesion and strengthen the capacity of local groups to protect and reintegrate children, addressing urgent community, family, and individual support needs through structured reintegration programs, educational referrals, vocational training, and the establishment of safe spaces. Prioritizing the needs of vulnerable groups—children, adolescents, women, and marginalized communities—this program is designed to offer comprehensive support, ensuring successful reintegration and contributing to the long-term stability and resilience of communities.

The Yemen Community Resilience Program invites partnerships to further this initiative, implementing robust community-led efforts to support the reintegration of former child combatants and other individuals affected by conflict, ensuring a holistic approach to building resilience and empowerment.



2.2 Objective and Interventions

The primary goal of this initiative is to enable communities to support the sustainable reintegration of former combatants and other at-risk individuals affected by conflict, particularly children and young individuals. These grants aim to provide culturally relevant, context-specific, and age- and gender-appropriate support services that address the needs of these individuals, promoting resilience and facilitating their return to community life.

Below are the key interventions designed to support the targeted individuals in their journey to reintegrate into their communities and enhance their well-being. Applicants are encouraged to suggest additional activities that align with these objectives and may propose interventions in more than one community. Proposals for funding can be submitted up to \$100,000, with an estimated budget of \$50,000 per community. Proposals should detail the organization's approach and methodology to effectively implement these interventions in targeted locations, including the supportive supervision they will provide to field staff involved in case management.

Organizations, whether individually or as part of a consortium, are invited to propose either a full or partial package of the interventions detailed below, tailored to their technical competences and proven capacity. Those submitting proposals for a partial service package must clearly outline their collaboration strategies with other stakeholders to guarantee complete case management and service delivery:

- Provide tailored case management services for all beneficiaries, focusing on their specific needs for successful reintegration, following the program's reintegration protocol.
- Equip vulnerable young individuals identified through for case management services with the essential life skills necessary for successful reintegration, focusing on resilience-building and community integration.
 - Include modules on community reintegration, social integration skills, and resilience in regular life skills training sessions.
 - Conduct life skills workshops focusing on emotional regulation, conflict resolution, and effective communication for vulnerable young individuals and reintegration cases.
- Provide specialized support services for individuals reintegrating into communities who have experienced GBV or SGBV during conflict.
 - Develop and implement a specialized support program that includes confidential counseling, legal assistance, and medical care tailored to the needs of GBV/SGBV survivors.
- Train reintegration case workers in gender-sensitive approaches to ensure they are equipped to identify and handle cases with the needed empathy and expertise.
- Create efficient and accessible referral pathways to link beneficiaries with educational and health services.
 - Collaborate with local schools and health facilities to establish formal referral processes, ensuring that beneficiaries have prompt access to required services.



- Provide tailored vocational training support to enhance the employability of all participants, including those reintegrating from armed groups, to facilitate their economic independence and successful community integration.
 - Partner with local businesses to develop and offer training curricula that are aligned with current market demands and the specific needs of reintegrating individuals.
 - Conduct skills assessments for all participants to identify their vocational strengths and areas for development, ensuring that training is personalized and effective.
 - Implement job placement that include internships and apprenticeships with local businesses, providing participants with real-world experience and facilitating pathways to employment.
- Enhance community capacity to effectively support the reintegration of former combatants and conflict-affected individuals, ensuring a smooth transition back into community life.
 - Empower Local Advisory Councils (LACs) to take a leading role in reintegration efforts, particularly ensuring they have the tools and knowledge to support returning individuals effectively as mentors.
 - Conduct targeted training sessions for community leaders, healthcare providers, educators, and local entities on reintegration strategies and define their roles.

On completion of the Stage 2 process, successful grantees will be invited to a co-creation workshop. The purpose of this workshop is fourfold. The first is to introduce grantees to the Reintegration Protocol which will guide all interventions and ensure it adequately reflects the operational reality of the delivery environment. The second is to collaborate on planned interventions to ensure complementarity and completeness in relation to thematic and geographical coverage and leverage synergies and the established expertise of the grantees in order to promote a mutually-supportive coherent program of activities. The third is to benefit from lessons identified from other reintegration programs in Yemen and to support the development of a community of practice in relation to reintegration services. The final objective is to co-design indicators and an evaluation framework for activities conducted under this RFA.

2.3 Expected Outcome

This initiative builds upon the gains of the program's other grant schemes to promote a culture of reintegration and empowerment within communities, making it increasingly challenging for external actors to exploit vulnerable individuals, particularly former combatants and at-risk individuals. The interventions are designed to create a secure and nurturing environment that supports the sustainable reintegration of these individuals into community life.

At an individual level, activities under this RFA aim to enhance the knowledge and application of safe, sustainable reintegration strategies for children, young people, and their families. This includes equipping participants with life skills, vocational training, and access to essential services, thereby promoting resilience and self-sufficiency. This initiative will provide personalized support to address the unique needs of each beneficiary, ensuring that individuals are better prepared to reintegrate into their communities successfully.



At a community level, we will strengthen the capacity of community-based reintegration mechanisms and support services to provide age-appropriate and context-specific assistance. The activities will empower local leaders and advisory councils to lead reintegration efforts, facilitating community-wide acceptance and support for returning individuals. Additionally, we will establish and maintain referral pathways to link beneficiaries with necessary educational, health, and specialized support services, ensuring comprehensive support throughout the reintegration process.

Indicative indicators, which will be refined during a co-design process include:

- **Number of Individuals Participating Program-Funded Activities.** This indicator aligns with the RFA's objective to track the reach and impact of case management services provided to former combatants and at-risk individuals, ensuring comprehensive support is delivered (disaggregated by age and gender).
- **Number of Training Events Conducted.** This indicator supports the RFA's requirement to measure the frequency and availability of life skills and vocational training workshops organized to support reintegration and resilience-building.
- **Number of Individuals Trained (in life skills training sessions).** This indicator monitors the total number of participants who receive training, aligning with the RFA's goal to enhance life skills and vocational competencies among participants, promoting successful community integration.
- **Number of GBV Survivors Receiving Services.** This indicator tracks the support provided to GBV survivors, directly addressing the RFA's emphasis on offering specialized support services to GBV and SGBV survivors, including counseling and legal assistance.
- **Number of community leaders and Local Advisory Council members trained on reintegration strategies and support.** This indicator measures the training of community leaders in reintegration strategies, fulfilling the RFA's objective to build local capacities and empower leaders to support reintegration efforts effectively within their communities.
- **Number of referrals made to educational and health services for program participants.** This directly relates to the RFA requirement to "Create efficient and accessible referral pathways to link beneficiaries with educational and health services."

2.4 Targeted Communities

The program is currently active in 15 local communities spread across nine districts within four Yemeni governorates: Abyan, Aden, Lahj, and Al-Dhali'. In all these communities, grants will be implemented by civil society organizations and community-based organizations. Therefore, this solicitation pertains specifically to all the 15 targeted communities, as per the table below.

Governorate	District	Community
Abyan	Khanfar	Al-Habeel
		Al-Lakida
		Batais Al-Gharbiya
		Bajadar
		Al-Wadi/Dal Ahmed



	Zinjibar	Al-Rayan
		Al-Maraqid
Aden	Dar Sa'ad	Dar Sa'ad Al-Sharqiya
	Sheikh Othman	Al-Saysaban/ Al-Mahareeq
	Qa'taba	Isaf Maris
Al-Dhali'	Al-Dhali'	Al-Dhali' town
	Al-Azariq	Al-Azariq
	Radfan	Wahhda and Hasi Ala'la
Lahj	Yafei	Lab'oos (Al-Shohada Ber and Jabal Al-Yazidi)

Prospective applicants are expected to detail in their submissions an overview of the services currently available in their targeted areas, underscoring how they will integrate these services into their referral pathways and augment them, if needed. This approach ensures a cohesive and synergistic effort toward reintegration of the targeted individuals into their communities.

3 Pre-Award Requirements

3.1 Eligible Entities

Applicants eligible to apply are: organizations with a valid registration *in Yemen*, formally constituted, recognized by and in good standing with appropriate with the Republic of Yemen Government (ROYG) authorities, and compliant with all applicable civil and fiscal regulations. Examples of potentially eligible entities include CSOs & CBOs who can respond through written applications. Eligible applicants must demonstrate case management experience providing services to vulnerable children and youth affected by armed conflict. Applicants must have the capacity to implement case management and must have established partnerships with local organizations, communities, and government agencies. All applicants must be legally recognized organizational entities under applicable law and authorized to operate in Yemen.

To be eligible for award of a Subgrant Agreement, in addition to other conditions of this RFA, organizations must have a politically neutral humanitarian mandate, a commitment to non-discrimination with respect to their employees and to beneficiaries and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

All expenditure related to the delivery of these grants must be incurred on the territory controlled by the ROYG. All personnel directly involved in the delivery of grant activity and charged to the grant must be based in areas governed by the ROYG.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the



legal responsibility of the subrecipient to ensure compliance with these Executive Orders and laws. This provision must be included in all lower-tier subawards, and contracts issued under the Subgrant Agreement. Applicants may also be subject to vetting.

3.2 Pre-Award Risk and Capacity Assessment

Applicants must have organizational capacity and adequate internal controls to meet the requirements of this RFA. To be considered for a grant award, applicants will be required to complete ARK's Pre-award Risk Assessment and organizational capacity assessment and provide documents and manuals to demonstrate the organization has the capability to manage funds.

3.1 Anti-Terrorist Financing and Debarment and Suspension

Applicants are informed that ARK complies with U.S. Sanctions and Embargo laws and Regulations, including Executive Order 13224 on Terrorist Financing, which effectively prohibits transactions with persons or entities that commit, threaten to commit, or support terrorism. Any person or entity that participates in this RFA process, as either a prime or sub to the prime, must certify they do not:

- a) have active exclusions in the System for Award Management (SAM) (www.sam.gov);
- b) appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the "OFAC List" (online at: <http://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx>); and
- c) is not listed in the United Nations Security designation list (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).

ARK shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.

3.3 Other Qualification Requirements

- a) Each applicant/organization may submit a maximum of two (2) applications.
- b) Each application must be made for communities in one (1) district.
- c) The applicant must provide a valid Unique Entity ID (UEI) as part of their application. If an applicant has not fully complied with the requirements by the time ARK is ready to issue an award, ARK may disqualify the application.
- d) The applicant must be registered with the ROYG and operating from and in ROYG-controlled territory under the appropriate Yemeni supervisory body or governmental ministry and licensed to operate in the field of the proposed activities.
- e) The applicant must have the management and financial structure that enables the grantee to implement the proposed activities effectively, efficiently and compliantly.

4 Application and Submission Information

4.1 Submission Instructions



- a) Applicants must address the specified terms, conditions, and clauses in this Request for Applications (RFA). Applications that do not meet the RFA requirements may be deemed non-compliant and excluded from further consideration.
- b) Responses to this solicitation will be reviewed in accordance with the evaluation criteria specified in Section 5, Application Review Information.
- c) All applications must be in Arabic or English.
- d) Applications must be concise and clearly demonstrate the applicant's understanding of and compliance to the requirements in Section 2 of this RFA, Program Description.
- e) Application deadlines are as follows:
 - Stage 1 application deadline: September 26, 2024 - 23:00hrs (Local Time: Aden).
 - Stage 2 (final) application deadline: October 15, 2024 - 23:00hrs (Local Time: Aden).
 - Applicants may submit their applications anytime until the closing deadlines for the two stages. Early submission is strongly encouraged, as applications will be evaluated on a rolling basis, with the evaluation panel convening twice. Only those applications advancing past stage 1 will be invited to proceed to stage 2 submission. See sections 3.2 and 3.3 for more details on the requirements of each submission.
- f) The application (stage 2) should clearly address the evaluation criteria in Section 5 of this RFA. The overall proposal shall consist of two (2) physically separated parts, as follows:
Submission 1 – Technical Proposal.
Submission 2 – Budget Proposal.
All pages of each submission must be sequentially numbered and identified with the name of the applicant and the RFA number. The first submission shall be marked "[Technical Proposal - Grantee Name - RFA-ARK-24-YEM-02]", and the second submission shall be marked "[Budget Proposal - Grantee Name - RFA-ARK-24-YEM-02]".
- g) Applicants must use the following appendixes in their submission:
 - Appendix A – Technical Proposal Template (included in submission 1)
 - Appendix B – Budget Proposal Template (included in submission 2)
 - Appendix C – Budget Narrative Template (included in submission 2)
 - Appendix D – Proposal Declaration Template (included in submission 1)
- h) Applications must remain valid for a hundred and twenty (120) days.
- i) ARK reserves the right to accept or reject any application, cancel the solicitation process, and reject all applications, at any time prior to award, without thereby incurring any liability to applicants or any obligation to inform applicants of the grounds for ARK's action.
- j) Applications must be sent by email to: Yemengrants@arkgroupdmcc.com
- k) Proposals should be submitted in MS Word, Excel, or Adobe Acrobat.
- l) Applications submitted after the final deadline will not be considered.
- m) Applications must be signed and submitted by individuals with the authority to commit the applicant to all the provisions of the RFA.
- n) ARK is not obligated to grant an award to any applicant.
- o) ARK will not cover any costs incurred by the applicant in the preparation of their application.
- p) In accordance with the Code of Federal Regulations 2 CFR Part 701 - Partner Vetting ARK will submit successful applicants for vetting before awarding an agreement.



4.2 Proposal Layout

All applications shall be submitted with single-spaced, Times New Roman using font size 11. Each page is to be numbered consecutively and have at least one-inch (2.5cm) margins on the top, bottom and sides.

Stage 1 - An up to three-page concept note outlining:

- Location of intervention
- Objectives
- Results
- Activities
- Past performance
- Total budget

Stage 2 - Full technical proposal with budget:

Using Appendix A – Technical Proposal Template, the technical application must be organized so that it follows the technical evaluation factors listed in Section 5. The technical application must not exceed 5 pages in length, including any graphics and charts that are used but excluding resumes and annexes. Additional pages that exceed the limit will not be evaluated nor will any unnecessary annexes.

The technical proposal must include:

a) Technical Approach (limit 2 and a half pages).

This summary must demonstrate the applicant's understanding of the context, objectives, results, and interventions outlined in Section 2 of this RFA as well their logical interlinks. The applicant must describe their approach to implementation and include the sequence of the activities, the units of each activity (in which the costing will be based upon), and a workplan. The applicant must also provide direct beneficiaries (gender-disaggregated) listed for each activity.

b) Key Personnel (limit half a page, excluding resumes).

The applicant must propose individuals for key personnel positions who are highly qualified and are able to fulfill the responsibilities as described below. The applicant shall submit a complete and current resume for each proposed key personnel (not exceeding 2 pages each). These resumes must clearly describe the individuals' education, experience, and professional credentials. The resumes shall be submitted as an annex to the technical proposal and will not be counted in the page limit. The management structure of the applications should reflect the technical approach proposed in the subject matters listed in section 2.2 "Objectives and Interventions". The applicant must demonstrate that the combined experience of proposed key personnel meets the following standards:



- i. **Grant Lead:** Steers the grant implementation, administrative functions (including staff safety and security) and ensures timely achievement of project milestones as per the workplan.
Qualifications: A bachelor's degree in a related field such as business management, public administration, child protection and three years of experience in a similar role is preferred. Education certificates must be submitted with the application.
- ii. **Technical Specialist:** Leads training and supports the day-to-day implementation of grant activities.
Qualifications: A bachelor's degree in social work or child protection from a recognized academic institute and two years of experience in a similar role. Education certificates must be submitted with the application.
- iii. **Finance Specialist:** Manages the day-to-day financial and human resource functions of the project, ensures compliance with regulations and internal/external controls, and prepares monthly closures and bank reconciliations.
Qualifications: degree in accounting, finance, or related field and one year of experience in a finance-related role.

c) Capabilities of Organization (limit 1 page).

The applicant shall demonstrate the following:

- i. The specialized competence the organization possesses regarding the requirements described in Section 2 of this RFA.
- ii. Demonstrated competence and experience in case management or a related sector, including providing supportive supervision to frontline staff involved in supporting cases.
- iii. Sound organizational systems and procedures are in place in areas such as personnel and recruitment, financial management, progress reporting, and any other areas pertinent to the delivery of grant activities.
- iv. Child protection and safeguarding policies developed and shared as part of the application.

d) Past Performance of the Organization (limit 1 page)

The applicant must submit a narrative describing their past performance which is relevant to this RFA.

In addition to the narrative, an annex listing all grants, subgrants or contracts delivered in the last three (3) years with a brief description of the objective, location, award number (if available), the work performed, the donor (source of funds) and a point of contact with their current telephone number and email address should be provided. ARK may contact the points of contact provided on the list to assist in our selection process. This annex does not count towards the page limit.



4.3 Budget Proposal Format

The applicant must propose costs that it believes are realistic and reasonable for the work in accordance with the applicant's technical application, with a ceiling of USD 100,000 and an approximate allocation of USD 50,000 per community. The applicant shall provide a complete budget by the cost elements described below using Appendix B - Budget Proposal Template. The budget application must be submitted separately from the technical application. All cost and financial data should be fully supported with a budget narrative, complete in every detail, and organized in a manner that facilitates review and permits cost analysis. The cost and financial data shall include the following information/data:

- a) **Direct Employee Salaries** – List employee name (when identified), functional position and duration of assignment (in terms of person days). The annual salary of an employee is that individual's basic compensation, exclusive of fringe benefits, travel incentives, housing allowances, differentials, and/or other bonuses. Salary and wages should be proposed in accordance with the applicant's personnel policies.
- b) **Fringe Benefits** – Benefits shall be budgeted in accordance with what is mandated by local law and in accordance with the applicant's written established personnel policies. Describe the allocation method and base used. Fringe Benefits shall be expressed as a percentage(s) of salaries.
- c) **Travel and Transportation** – Provide the number of trips, destination, purpose, and cost by traveler.
- d) **Other Direct Costs** – Itemize and provide complete details of other direct costs, including unit prices that may be incurred.
- e) Under this RFA, there will be no construction costs; and pre-award costs will not be reimbursed.

5 Application Review Information

5.1 General

Applications will be evaluated in accordance with the Evaluation Criteria described in section 5.3 below. To facilitate the review of applications, applicants are advised to organize the narrative sections of their applications in the same order as the review criteria.

In the event an application is rejected, the applicant will be sent a notice stating the reason(s) that the application was not considered for detailed review.

5.2 Basis for Award



- a) The technical factors presented below will serve as the basis upon which applications will be reviewed. The relative weight accorded to each factor is expressed in points, with 100 points being the maximum score.
- b) The budget proposal will be evaluated based on the criteria outlined below and accordingly awarded a PASS/FAIL mark. Resubmission of budget proposals is permissible based on evaluation panel feedback to ensure only eligible costs are included and costs are necessary for program delivery.
- c) Proposals will be evaluated in two batches:
 - Stage one. Evaluation to take place following the deadline of Sep 26, 2024.
 - Stage two (final). Evaluation to take place following the deadline of Oct 15, 2024.

Applicants may submit at any time until the application deadline for each of the two stages. Early submission of applications is strongly encouraged as applications will be assessed continuously on a rolling basis. Only applications that successfully move beyond stage 1 will be invited to submit for stage 2.

5.3 Evaluation Criteria - Technical

- a) **Technical Approach (45 points)** – The extent to which the applicant’s proposal demonstrates a clear and effective overall technical approach to performing the requirements described in the Program Description.
- b) **Proposed Key Personnel and their Qualifications (20 points)** – Demonstrated expertise, experience, and availability of personnel to meet the requirements of the Program Description.
- c) **Capabilities of the Organization (15 points)** – Demonstrated organizational capabilities and experience as follows:
 - i. Details on the organization's office locations, including their proximity and accessibility to the target areas (10 points).
 - ii. Specialized competence of the organization, including sound organizational systems and procedures in areas such as personnel and recruitment, financial management, child protection and safeguarding policies (5 points).
- d) **Past Performance of the Organization (20 points)** – Organizational competence and past experience in designing and implementing case management and community-led initiatives relative to the Program Description, including knowledge of and experience in interventions related to child protection, community engagement, and voluntarism. Having previous experience working with USAID is a plus.



5.4 Evaluation Criteria – Budget

Budget proposals will be evaluated and assigned a PASS/FAIL score. The review will focus on three sub-factors: cost reasonableness, cost completeness, and cost effectiveness. ARK may request a re-submission of the budget proposal if cost components that do not meet these requirements are identified in the budget submission.

- a) **Cost Reasonableness:** Budgeted costs will be analyzed to determine whether they accurately reflect the costs incurred during the performance of the program and whether those costs are reasonable. In addition, ARK will make a determination of cost reasonableness based on its own cost experience of similar items or services, what is available in the marketplace, and/or other applications.
- b) **Cost Completeness:** A detailed line-item budget (template available as Annex B), budget narrative (template available as Annex C), assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the applicant's budget proposal. ARK may request additional supporting information to the extent necessary to determine whether the costs are realistic and reasonable.
- c) **Cost Effectiveness:** involves maximizing the percentage of the budget allocated to program delivery.
- d) **Ineligible Costs/Activities:** Commodities and services that are ineligible for financing under this RFA include the following:
 - i. Military equipment.
 - ii. Surveillance equipment.
 - iii. Commodities and services for support of police or other law enforcement activities.
 - iv. Abortion equipment and services.
 - v. Luxury goods and gambling equipment.
 - vi. Weather modification equipment.
 - vii. Construction or infrastructure activities of any kind.
 - viii. Purchases of restricted goods, such as: agricultural commodities, motor vehicles, pharmaceuticals, contraceptive products, or used equipment.
 - ix. Purchases or activities unnecessary to accomplishing grant purposes as defined here and determined by ARK.
 - x. Prior obligations of and/or debts, fines, and penalties imposed on the grantee.
 - xi. Other unallowable costs in accordance with the federal regulations, such as alcoholic beverages. Refer to 2 CFR 200 Subpart E Cost principles for more information on types of unallowable costs.
- e) **Ineligible Suppliers:** Organizations or individuals that are not in compliance with the requirements in the Standard Provision "Debarment and Suspension" and the Standard



Provision “Preventing Terrorist Financing” may not be used to provide any commodities or services contemplated under this RFA.

- f) All submissions should adhere to the award total **budget ceiling of USD 100,000**, allocating approximately \$50,000 for each community. This is indicative and does not mean applicants should strive to meet the maximum amount, but should rather focus on cost reasonableness, cost completeness, and cost effectiveness.

6 Award and Administration Information

6.1 Anticipated Award Schedule

This RFA will result in the issuance of multiple awards, with no single award surpassing \$100,000, and an approximate allocation of \$50,000 per community. In exceptional circumstances, this amount may be adjusted depending on the grant timeframe, the applicant’s institutional capacity, the geographic scope of the proposed program, and the type and extent of partnership or other teaming arrangements that are proposed. ARK reserves the right to fund none of the applications submitted.

6.2 Start Date and Period of Performance

The anticipated period of performance is from October 2024 to September 2025.

6.3 Type of Award

Grants may be provided where funds are disbursed based on specified milestones or deliverables (Fixed Amount Awards – FAA). The grant mechanism will be determined by ARK through a pre-award determination process based on the nature of the grant activity and the financial and management capacity of the grantee organization. The award size, the number of awards and the amount of available funding are subject to change. ARK reserves the right to issue cost reimbursement grants in case it is determined to be conducive to program implementation.

6.4 Authorized Geographic Code

The Authorized Geographic Code for the procurement of goods and services is 937.

6.5 Cost Sharing

Not Required.

7 Post-award Reporting

- a) **Monthly Progress Reports** - The subrecipient will prepare and submit a monthly progress report within five (5) days after the end of each month, using the template provided by ARK, with



agreed means of verification. The subrecipient shall use the template that will be shared as part of the agreement package.

- b) **Monthly Financial Reports** - The subrecipient will prepare and submit monthly financial reports within fifteen (15) days after the end of each month, to include:
 - i. Total estimated cost of the subaward.
 - ii. Total amount obligated.
 - iii. Total amount liquidated.
 - iv. Total amount expended but not yet liquidated.
 - v. Remaining unexpended funds.
- c) **Close-out Plan** – Three months prior to the completion date of the subaward, the subrecipient shall submit a Close-out Plan to ARK. The close-out plan shall include, at a minimum, a Property Disposition plan; a plan for phase out of in-country operations; a delivery schedule for all reports or other deliverables required under the subaward; and a timeline for completing all required actions in the Plan.
- d) **Final Report** - The subrecipient shall submit a final performance report within thirty (30) days after the period of performance end date.

8 Branding and Marking

All activities under the subgrants should be marked and branded in accordance with the Yemen Community Resilience Program's branding and marking requirements. The subrecipient will obtain ARK approval before branding or marking any of the activities. ARK will provide the selected grantees with detailed guidance on branding and marking upon signing the agreement.

9 Standard Provisions

The grants will be subject to the following provisions:

- a) Mandatory Standard Provisions for Non-US Governmental Organizations
- b) Required As Applicable Standard Provisions for Non-US Governmental Organizations

Provisions are available via: <https://www.usaid.gov/ads/policy/300/303maa>

10 List of Attachments

- a) Appendix A – Technical Proposal Template
- b) Appendix B – Budget Proposal Template
- c) Appendix C – Budget Narrative
- d) Appendix D – Proposal Declaration Form