**REQUEST FOR APPLICATIONS**

**SECTION A**

**Program Title:** Local Systems Practice Training and Technical Assistance Program, Morocco

**Program Code:** LINC-SUB-TBD-18-0001

**Due Date for Questions:** December 27, 2018; 5:00 p.m. Eastern Standard Time (USA)

**Closing Date:** January 12, 2018; 5:00 p.m. Eastern Standard Time (USA)

**Submission:** Applicants must submit their full response to ahenry@linclocal.org Applications must be submitted in two emails, one containing the technical proposal and one containing the cost proposal. Applications submitted after the Closing Date will not be reviewed.

The subject of the two emails must be:

“Technical Application, LINC-SUB-TBD-18-0001, \*NAME OF YOUR ORGANIZATION\*”

“Cost Application, LINC-SUB-TBD-18-0001, \*NAME OF YOUR ORGANIZATION\*”

Technical proposals must be submitted in Microsoft Word or Adobe PDF. Cost applications must be submitted in the provided Microsoft Excel and Microsoft Word/ Adobe PDF.

**This RFA in no way obligates LINC LLC to award a grant nor does it obligate LINC LLC to pay any costs incurred in the preparation and submission of a proposal. Award is subject to availability of funds and other internal and donor required approvals.**

**SECTION B**

**B.1. Purpose:** The purpose of this Request for Applications (RFA) is to solicit applications for funding from prospective grantees to support LINC LLC’s implementation of the Local Systems Practices award, funded by the United States Agency for International Development (USAID).

**B.2. Eligibility:** Prospective applicants must be locally registered and legally incorporated in Morocco or the United States of America. To be considered locally registered and legally incorporated in Morocco, an organization must meet the following criteria:

1. Be incorporated or legally organized under the laws of Morocco
2. Be operating as a going concern in Morocco; a going concern assumes that the organization will remain in business and will remain financially competent for the foreseeable future. No assumption of end of operations exists.
3. Be managed by a governing body, the majority of whom are citizens or lawful permanent residents of Morocco, OR
4. Employ citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of Morocco in more than half its permanent full-time positions and more than half of its principal management positions.

Applicants must have a current DUNS number. Applicants must submit their proposals in English.

**SECTION C**

**C.1. Program Description:**

**Background**

USAID’s localworks program promotes locally-owned and led development by connecting local resources to local actors. It aims to pilot approaches and methods to strengthen local systems and networks, testing the theory that increasingly capable networks of local actors can own and lead development. Under the Local Systems Practice (LSP) three-year activity (2017 – 2020), a consortium of six organizations (LINC, ANSER, AVSI-USA, Notre Dame, Univ. of Missouri and Practical Action) works to directly assist USAID / localworks missions and local actors in using systems-based approaches to address complex development challenges. These approaches will foster a deeper understanding of the overall system; the local constituents, their priorities and relationships within the system; and how a development activity or intervention changes the system over time. The team expects to share insights from the use of these approaches under this activity so that other missions and local actors can more effectively integrate systems thinking into their development programs, leading to more sustained and locally-driven development results.

USAID/Morocco is part of the first cohort of *localworks* missions, and a component of its *localworks* program is working with local intermediary support organizations (ISOs) and implementing partners (IPs) to incorporate *localworks* principles into their efforts. In February 2017, the mission supported a broad listening workshop and field-based practicum for those organizations along with mission staff. Based on additional interest expressed by the participants, the mission plans to support a systems thinking training in Rabat during the week of February 26, 2018 and to provide subsequent follow-up coaching of ISOs participating in the training throughout the duration of 2018.

**Scope of Work**

LINC LLC is soliciting proposals for four phases of work:

1. Co-design of training materials (January & February 2018; 20 days)
2. Co-facilitation of training (Week of February 26, 2018; 5 days)
3. Action Planning (March 2018; 25 days)
4. Coaching (April 2018 – TBD; 80 days)

It is important to note that, aside from the pre-determined five-day training schedule, the duration of each phase as indicated above is a general estimate. It is up to respondents to specify an appropriate level of effort and the requisite staffing needs to execute each phase in accordance with the proposed work plan.

The selected partner will co-develop and co-facilitate a one-week training for five Intermediate Support Organizations (ISOs) during the week of February 26, 2018 and possibly be engaged in any needed follow-up coaching / technical assistance to be provided subsequent to the training. The systems training will be composed of four core modules, including:

1. Fundamentals of Systems Thinking
2. Scanning / Systems Mapping
3. Exploring Advocacy Issues / Causal Loop Diagramming
4. Engagement and Coordination / Network Analysis

Co-design Phase (20 days): The selected local partner will work with LSP consortium members to customize and adapt pre-existing training materials to suit an audience of policy and social advocacy organizations within the Moroccan context. This will include development of specific case studies and exercises that resonate with training participants. Additionally, the local partner will be responsible for translation of materials to Moroccan Arabic and any necessary logistical preparations including scheduling; procurement of additional interpreters for the training, and other necessary arrangements. The local partner should plan to be heavily involved with logistical preparations including venue setup, preparation of materials, and coordination of facilitators, interpreters, and trainers.

Co-facilitation Phase (5 days): The selected local partner will co-facilitate the training to be conducted in Rabat, Morocco during the week of February 26. The training will be conducted in Moroccan Arabic, meaning that local partner should be able to present strong qualifications in training / facilitation in the local language. In addition to co-facilitation, the selected local partner will be responsible for providing additional interpreters\* and administrative/logistical support needed to ensure a successful training. Members of the LSP team will be present at the training to provide technical support and assistance.

Action-Planning Phase (25 days): Following the training, the selected local partner will also work closely with the ISOs to facilitate the creation of tailored organizational action plans. This will likely involve spending approximately one week on site with each organization to review the training materials and develop a plan for incorporating systems thinking into the organization’s operations moving forward.

The five participating organizations are as follows:

* + AMSED
	+ Fez / ALCI
	+ L’Association Colombe Blanche
	+ Forum Ezzahra pour la Femme Marocaine
	+ Association Ennakhil

Coaching Phase (80 days): The selected partner will engage in follow-up coaching / provision of technical assistance as requested by individual participating organizations subsequent to the action planning phase, with remote and/or STTA support from LSP international team members. LOE for this phase is presently uncertain, but will be clarified at the conclusion of the training. We encourage bidders to respond and budget based on an estimated LOE of 80 days.

\*Workshop interpretation services may be covered by the project. However, that determination has not been finalized, so all respondents should include interpretation expenses in their budgets. Translation of raw materials is not included as an interpretation cost and should be budgeted for accordingly.

**SECTION D**

**D.1. Technical Application:** The technical application must include the following sections:

1. Organization’s name
2. Contact name
3. Contact’s position title
4. Email address
5. Telephone number
6. A summary of your organization’s approach to address the questions included in SECTION C.1. above.
7. A description of your organization’s past experience implementing programming of similar nature

**D.2. Cost Application:** The cost application must include the following:

1. A detailed budget in the format included here
	1. Salaries/ labor rates must be at-cost and cannot include any overhead, uplifts, profit/fee, or other indirect costs
2. A budget narrative in the format included here, detailing all actual costs
3. A detailed explanation of your organizations work-day/ work week policy, to include at a minimum:
	1. Normal business hours
	2. Total business hours per day
	3. Total business hours per week
	4. Total business hours per year
	5. An explanation of how your organization bills vacation/paid leave/holidays
4. Cost proposals must be priced and submitted in Moroccan Dirham.
5. If indirect costs are budgeted, the applicant must:
	1. Provide a detailed explanation of allocation of indirect costs
	2. Provide either a NICRA or 3 years of audited financial reports and detailed audited indirect cost allocation letter
6. No profit may be budgeted or billed under any resulting award

**SECTION E**

The criteria presented below have been tailored to the requirements of this RFA. A total of 100

points are possible for the complete application. The relative importance of each criterion is

indicated by approximate weight by points.

In evaluating the applications, LINC LLC will examine overall merit and feasibility, as well as

specific criteria relevant to each component as elaborated below. One (1) award will be made to the overall highest scores to the responsible Applicant. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters which applicants should address in their applications.

Evaluation criteria includes:

* Firm qualifications in design, monitoring and evaluation for international development programs, particularly systems approaches
* Firm qualifications in provision of training and technical assistance
* Firm qualifications / experience working in the democracy and governance sector, including policy / advocacy issues
* CVs of proposed trainer(s) / facilitator(s) for the training
* Demonstrated vision for carrying-on systems methods beyond the duration of this activity
1. Technical Approach – complete, detailed and thoughtful approach to address the questions included in SECTION C.1. **25 Points**
2. Personnel – CVs and proposed personnel (maximum 3 CVs) who will contribute to the technical approach. **25 Points**
3. Past Performance – clearly demonstrated performance of work of similar nature and scope. **25 Points**
4. Cost Proposal – reasonable, allowable and allocable costs proposed in Moroccan Dirham. Detailed budget narrative explaining assumptions. Detailed explanation of workday/ workweek policies. **25 Points**

**SECTION F**

LINC LLC is required to comply with the provisions of the United States Foreign Assistance Act and

other United States laws and regulations. This grant program will be administered according to

LINC LLC’s policies and procedures as well as USAID’s regulations for non-U.S. nongovernmental

recipients. These are included herein, along with the following attachments:

1. “Attachment C – Mandatory Standard Provisions”
2. Certifications and Assurances
3. Budget detail and summary template (excel)
4. Budget narrative template (word)