

# PACIFIC AMERICAN FUND

## YEAR 2 GRANTS SOLICITATION: CALL FOR CONCEPT PAPERS

<b>Issuance Date:</b>	January 4, 2022
<b>Type of Solicitation:</b>	Full-and-Open Competition
<b>Questions Due by:</b>	January 18, 2022 at 5:00 PM, Fiji Time Zone
<b>Closing Date and Time:</b>	February 04, 2022 at 5:00 PM, Fiji Time Zone
<b>Submit Questions to:</b>	<a href="mailto:info@pacificamerican.fund">info@pacificamerican.fund</a>
<b>Submit Concept Papers to:</b>	<a href="mailto:info@pacificamerican.fund">info@pacificamerican.fund</a>
<b>Number of awards anticipated:</b>	Multiple
<b>Supported by:</b>	United States Agency for International Development (USAID)
<b>Managed and Implemented by:</b>	Social Solutions International, Inc.
<b>Reference:</b>	Issued under Pacific American Fund, USAID Contract No. 72049220C00004

**DISCLAIMER:** This publication was prepared by Social Solutions International, Inc. (Social Solutions) for review by the United States Agency for International Development. It will be periodically updated, in whole or in part, should any substantive changes to USAID's regulations governing grants under contracts directly affect implementation of the Pacific American Fund. The contents of this document are the sole responsibility of Social Solutions and do not necessarily reflect the views of USAID or the United States Government.

# SECTION I. DESCRIPTION OF THIS FUNDING OPPORTUNITY

## I.1 ABOUT THE PACIFIC AMERICAN FUND

The geography, isolation, and unique development context of Pacific Island Countries place them on the front lines of a complex array of development challenges, including reduced economic activity and increased stress on local livelihoods, businesses, and health systems due to the COVID-19 pandemic, high vulnerability to climate change and debilitating natural disasters, weak governance systems, and acute gender inequality. Covering a vast area of the Pacific Ocean, these countries are vital to the global economy and critical to global stability.

The Pacific American Fund (also referred to as “the Fund” below) is a critical development assistance vehicle funded by the United States Agency for International Development Mission for the Pacific Islands (USAID/Pacific Islands) to respond to the diverse development challenges facing the Pacific Region. Social Solutions International, Inc. (Social Solutions) is responsible for implementing the Pacific American Fund contract on behalf of USAID/Pacific Islands.

The Pacific American Fund’s goals are to improve the quality of life for vulnerable communities and to increase access to services for remote communities in Pacific Island Countries (PICs). The principal means by which the Fund supports PICs is through its core grant-making facility and associated capacity building activities. Eligible grant recipients include non-government local, national, and internationally operating civil society organizations (CSOs), which can include private enterprises, non-governmental organizations and institutions, universities, faith-based organizations, and local CSOs. As needed, the Fund provides grant recipients assistance in managing and monitoring grant implementation.

The grant-making facility awards grants through competitive processes addressing: (1) the secondary effects of the COVID-19 pandemic through private sector productivity and social assistance; (2) climate change and disaster resilience; (3) biodiversity conservation and natural resource governance; (4) market-based enterprise development and economic growth; (5) access to quality health care; (6) access to basic education; (7) access to water, sanitation, and hygiene (WASH) services; and (8) democratic governance. All grants are required to address (9) gender equality, women’s empowerment, gender-based violence, and social inclusion.

Building local organizational capacity and disseminating best practices and lessons learned are crucial to achieving the permanent and transformational development results that USAID seeks in the Pacific. In addition to awarding grants, the Pacific American Fund, therefore—regardless of grant size—may provide targeted financial, administrative, and management capacity building to grantees as well as technical assistance to ensure proper stewardship of funds, to improve their organizational and managerial capacity and to leverage community level successes, lessons learned and best practices to forge new partnerships, replicate and scale up successful interventions, and promote increased buy-in and adoption of proven activities. The Fund’s communication and outreach activities leverage existing channels to raise awareness across sectors and stakeholders.

The **goals** of the Pacific American Fund activity are: (1) to improve the quality of life in vulnerable Pacific Island communities and (2) to improve access to services for remote communities in the Pacific Islands. All grants issued under the Pacific American Fund must address one or both of these goals.

Please note that issuance of this solicitation does not constitute an award commitment on the part of the Pacific American Fund, nor does it commit the Pacific American Fund to pay for costs incurred in the preparation and submission of concept papers. The Pacific American Fund reserves the right to reject any or all Concept Papers received.

## 1.2 OVERVIEW OF THE GRANT SELECTION PROCESS

The Pacific American Fund will follow a **two-step** application process during its Year 2 Grants round.

Step one: Applicants must submit Concept Papers by the due date. Pacific American Fund staff will screen all submitted Concept Papers to check that eligibility criteria are met and that the proposed project fits with Pacific American Fund goals. Concept Papers will be further evaluated by a Technical Evaluation Committee comprised of Pacific American Fund and USAID staff. A Grants Review Board chaired by a USAID representative will determine the final shortlisted Concept Papers for which full applications will be requested. Organizations submitting unsuccessful Concept Papers will be notified by email.

Step two: The Pacific American Fund will invite shortlisted applicants to submit full applications, which will include Technical and Financial Proposals. Only those applicants that comply with all submission requirements, adequately address the selection criteria, and are ultimately selected by the Grants Review Board will be asked to proceed to the second phase. Unsuccessful applicants will be notified by email.

## 1.3 AWARD INFORMATION AND ADMINISTRATION

Applicants must have established financial management, internal control systems, and policies and procedures that comply with established US Government rules and regulations and cost principles (e.g., 22 CFR 226 and 230) and the Mandatory Standard Provisions for non-US non-governmental organizations. All potential awardees will be subject to a financial responsibility determination made by the Pacific American Fund that may include a pre-award survey and/or an audit.

All awards to US and Non-US Non-Governmental Organizations will be administered in accordance with ADS-303 and applicable standard provisions which can be found at: <http://www.usaid.gov/policy/ads/300/303>

The Pacific American Fund will determine the most appropriate types of grants agreement prior to award, as applicable. The four types of possible grants that may be awarded by the Pacific American Fund include:

- **Standard Grants**, cost-reimbursable grants that allow for procurement of equipment, international travel, and other relatively complex costs, generally managed only by well-established grantees with strong USAID past experience;
- **Simplified Grants**, cost-reimbursable grant mechanisms similar to a Standard Grant, but not involving any complex or administratively challenging costs (may not exceed \$250,000);
- **Fixed Amount Awards**, whereby payment to the grantee is based on achieving pre-defined milestones, and supporting activities when the program scope is specific and adequate cost, historical, or pricing data is used to establish a fixed amount award (may not exceed \$150,000); and

- **In-kind Grants** are mechanisms whereby the Pacific American Fund assumes responsibility for all procurements and other financial responsibilities and, as a result, no money is transferred to the grantee.

#### 1.4 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code under the resultant grant agreement is 937<sup>1</sup> for procurement of commodities and services.

[End of Section 1]

## SECTION 2. SECTORAL AND TECHNICAL PRIORITIES

All Concept Papers must address the specific technical priorities as described in this section. This Call for Concept Papers responds to multiple technical priorities that are based both on USAID guidance and on the types of US Government funding which the Pacific American Fund has available for this grant cycle. Any Concept Paper that does not address at least one of the primary sectoral priorities will be rejected during the initial screening process.

The sectors applicable to this Call for Concept Papers fall into three categories: (1) **primary sectoral priorities** (required); (2) **secondary sectoral priorities** (optional); and (3) a **cross-cutting priority focused on gender and social inclusion** (required). Overall, applicants are encouraged to use an integrated, multi-sectoral approach in their proposed grant activities. Sectoral and technical priorities falling within each of the three categories are described below.<sup>2</sup>

### 2.1 PRIMARY SECTORAL PRIORITIES - REQUIRED

The Primary Sectoral Priorities are detailed as follows.

Note that all Concept Papers must address at least one or more of the following three primary sectors - Environment, WASH, or Climate Change Adaptation.

- **Environment.** The aim of activities in this sector is to ensure that the environment and the natural resources upon which human lives and livelihoods depend are managed in ways that sustain productivity growth, a healthy population, as well as the intrinsic spiritual and cultural value of the environment. Activities can address challenges related to protecting biodiversity, promoting sustainable management of natural resources, supporting land tenure and sustainable land management, and fostering clean economic productivity through training, support for communities and households in sustainable natural resource management or biodiversity conservation, public participation in environmental decision-making, or activities that reduce

<sup>1</sup> Code 937 is defined as the United States, the cooperating/recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources

<sup>2</sup> For more information about these technical priorities, see US Department of State, Updated Foreign Assistance Standardized Program Structure and Definitions, <https://2009-2017.state.gov/f/releases/other/255986.htm>.

pollution. Activities within this sector can, for example, support: biodiversity conservation and natural resources management, including combating illegal and corrupt exploitation of natural resources and the control of invasive species; natural resources management that promotes productivity, economic growth, and healthy people and ecosystems; improved natural resource governance; integrated water resource management; improved land policy, land tenure, governance, and land use planning; or clean production that reduces health risks and pollution.

- **Water, Sanitation, and Hygiene (WASH).** Activities in this sector must work towards ensuring broadly accessible, reliable and economically sustainable water and sanitation services for health, security, and prosperity. Activities within this sector can, for example, support: increased access to sanitation services and sustainable wastewater treatment and reuse; improved policy, laws, regulations, tariff-setting, licensing, benchmarking, and performance monitoring for WASH services; increased mobilization of financing; increased efficiency and productive uses of water in domestic and industrial sectors; strengthened scientific, technological, and information capacity in WASH; or strengthened national and local health information systems and analysis.
- **Climate Change Adaptation.** Activities in this Secondary Sectoral Priority work to enhance resilience and reduce vulnerability to climate change of people, places, and livelihoods. Relevant activities can include, for example: improving access to science and analysis for adaptation decision-making; establishing effective governance systems to address climate-related risks; promoting actions that increase climate resilience by decreasing exposure or sensitivity or by increasing adaptive capacity; improving climate data and predictions, analysis, and decision support tools as well as access these; increasing awareness of and participation in climate change adaptation policy and action; strengthening the capacity of public institutions to integrate climate adaptation into policy and administration and to coordinate on adaptation policy; or supporting practices that increase resilience to climate change.

## 2.2 CROSS-CUTTING PRIORITY: GENDER EQUALITY AND SOCIAL INCLUSION (GESI) - REQUIRED

All Pacific American Fund grants must address Gender Equality and Social Inclusion (GESI). In line with the USAID Gender Equality and Women's Empowerment Policy 2020,<sup>3</sup> the Pacific American Fund emphasizes the need to be fully inclusive of people who are marginalized or excluded due to ethnicity, gender identify, sexual orientation, lack of income, disability and other factors.

GESI activities that may be implemented as part of grant activities may include, for example:

- reducing gender disparities in access to, control over and benefit from resources, wealth, opportunities, and services – economic, social, political, and cultural;
- reducing gender-based violence and mitigate its harmful effects on individuals and communities, so that all people can live healthy and productive lives;

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<sup>3</sup> USAID Policy on Gender Equality and Women's Empowerment, available at [https://www.usaid.gov/sites/default/files/documents/USAID\\_GenderEquality\\_Policy\\_MT\\_WEB\\_single\\_508.pdf](https://www.usaid.gov/sites/default/files/documents/USAID_GenderEquality_Policy_MT_WEB_single_508.pdf).

- engaging men and boys in fostering non-violent conflict and/or dispute resolutions;
- strengthening the capacities of women to participate, influence, design and lead in decision making and policy-making structures;
- working with young people as agents or advocates for change in the institutionalization of GESI considerations or principles in communities;
- increasing the capability of women and girls to realize their rights, determine their life outcomes, and influence decision making in households, communities, and societies; and
- ensuring the people with disabilities and other vulnerable groups of people are supported in meeting self-determined objectives across all sectors.

In addition, the Pacific American Fund will give special consideration to applicants who ensure women and other marginalized populations are fully engaged and empowered as beneficiaries of grant benefits and services, and who fully engage women in project design and implementation as well as decision-making about how grant resources are used and tracked.

### 2.3 SECONDARY SECTORAL PRIORITIES – OPTIONAL

The Secondary Sectoral Priorities are detailed as follows.

Note that, although it is optional, applicants are encouraged to present integrated approaches that include one or more of the following Secondary Sectoral Priorities in addition to the Primary Sectoral Priorities addressed in the Concept Paper.

- **COVID-19 Response and Recovery: Private Sector Productivity.** This Secondary Sectoral Priority involves effort to improve policies, laws, regulations, and administrative practices affecting the private sector’s ability to compete nationally and internationally, and to improve the capacity of private sector entities to respond and link to markets, including efforts to link the poor to markets through effective and economically sustainable systems and relationships. Activities within this sector can, for example: improve policies, laws, regulations, and administrative practices affecting the private sector that support productivity or competitiveness; improve the capacity of businesses, the self-employed, micro, small and medium enterprises (MSMEs), and entrepreneurs to start, grow, and integrate into domestic and international markets through improvements in productivity and governance and the use of modern technology and marketing practices; enhance the capacity of businesses and business associations to achieve increased production and marketing of products and services; help businesses adopt efficient production processes, improved labor productivity, environmentally-sound management, and accounting and management systems enhance business competitiveness; or help local firms and associations respond to international markets and create regional alliances.
- **COVID-19 Response and Recovery: Social Assistance.** This Secondary Sector involves direct support to the poor or to those suffering from temporary shocks. Activities within this sector can, for example: providing technical support to help needy households to maintain survival or to ensure they are able to keep children in school, attend health clinics, or make other desired behavioral changes; subsidizing costs of key services such as water, power, or the provision of basic housing with “lifeline” rates for poor families; providing technical support for programs

that provide temporary employment to workers suffering unemployment resulting from the pandemic; or establishing or strengthening the management of national or local information systems for targeted cash or in-kind social assistance.

- **Disaster Resilience.** This Secondary Sectoral Priority encompasses disaster risk reduction, disaster readiness, and related capacity building, preparedness, and planning. It aims to reduce vulnerabilities to disasters and respond better to humanitarian emergencies. Activities that support this Secondary Sectoral Priority, can include, for example: improve the ability to prepare for and mitigate the effects of disasters, such as by enhancing the capacities and readiness of humanitarian assistance providers, national authorities, and local communities to engage in disaster reduction and response activities; support the development and use of standardized and coordinated assessments, monitoring, information sharing, data and situational analysis, joint planning; support the enhancement of coping mechanisms, including adaptation to constantly changing situations on the ground including climate variability and climate change; or support measures that reduce the risks and impacts of shocks.
- **Sustainable Market-Driven Enterprise Development and Economic Growth.** This Secondary Sectoral Priority encompasses activities that support, for example: agriculture, including the agricultural enabling environment, agricultural sector capacity, and nutrition-sensitive agriculture; development of the financial sector; private sector productivity, including improving business performance, management practices, the business uses of technologies, or other measures that enhance resilience of local private enterprises; workforce development, including systematic and institutional reform, and technical and vocational training for employment; expanded access to modern energy services, including renewable energy and energy efficiency technologies; or expanded access to information and telecommunications services and to transportation services in rural and low income areas.
- **Improved Access to Quality Health Care Services.** This Secondary Sectoral Priority encompasses activities that support, for example: development of health service system and facilities; health advocacy activities led by civil society organizations; compliance with national guidelines and standards for birth-related labor and delivery visits; capacity building for health service providers and administrators and improved health information systems and data management; planning, surveillance, treatment, prevention, and related activities addressing HIV/AIDS, malaria, and pandemic influenza and other emerging threats; or support for improved access and services in maternal and child health, family planning and reproductive health, and nutrition.
- **Basic Education.** The aim of activities in this sector is to improve early childhood education, primary education, and secondary education, delivered in formal or non-formal settings. It includes literacy, numeracy, and other basic skills programs for children, youth and adults. Activities within this sector, for example, can support: pre-academic learning activities; basic and advanced education in reading, writing, mathematics, and problem-solving; alternative education methods; or complementary measures to strengthen education policy, governance, financing facilities, human resources, and management. **Increased Democratic Governance.** This Secondary Sectoral Priority encompasses activities that support, for example: efforts to strengthen the rule of law and good governance, including stronger local government, decentralization, and anti-corruption efforts; efforts to strengthen political competition and consensus-building; support for civil society enabling environments, organizational capacity development, civic education, citizen participation and public accountability, democratic culture, and democratic labor and trade unions; support for an independent media and free flow of information; or support for human rights, including equal rights for marginalized communities.
- **ADDITIONAL CONSIDERATIONS**

Grant funding provided through the Pacific American Fund is also intended to contribute to the replication of best practices and successes at national and regional levels, scale up the projects and leverage engagement of their respective governments, of the private sector, and of other donors.

Applicants are also encouraged to adopt approaches that promote:

- adoption of innovation in project approaches, business models, and the use of technologies;
- sustainability
- local buy-in, and potential for scale-up;
- collaboration with other organizations, engagement in public-private partnerships, and the ability to share best practices with other stakeholders.

In addition, the Pacific American Fund seeks to assist grantees to improve their financial accounting, planning, management, monitoring, evaluation and other organizational and financial systems to ensure proper stewardship of funds and improve organizational capacity of civil society partners to carry out development objectives. The Concept Paper should briefly indicate how the applicant could capitalize on their strengths and address organizational limitations with USAID funding. If funds will be used for capacity building purposes, please explain which activities are designed to do this and the expected outputs of these activities. Examples could include but are not limited to: personnel training, upgrading financial management systems and procedures, establishing a communication strategy, monitoring and evaluation, procurement, or other core operating skills. The Pacific American Fund recognizes that many organizations applying for this solicitation have not previously received USAID funding; applicants are therefore encouraged to fully include their capacity building needs.

**[END OF SECTION 2]**

## SECTION 3. ELIGIBILITY, GRANT SIZE, AND PERIOD PERFORMANCE

### 3.1 ELIGIBLE PROJECT LOCATIONS

Pacific American Fund grant activities must be implemented in one or more of the following 12 Pacific Island Countries: Federated States of Micronesia (FSM), Fiji, Kiribati, Palau, Republic of the Marshall Islands (RMI), Nauru, Papua New Guinea (PNG), Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

### 3.2 PERIOD OF PERFORMANCE

The period of performance for each grant may vary but must fall between a minimum of 12 months and a maximum of 36 months.

### 3.3 GRANT SIZE

Subject to availability of funds, solicitations will be open to fund grants in one of three Grant Ranges: (1) up to \$150,000; (2) \$150,001 to \$1 million; and (3) \$1,000,001 to \$3 million.

### 3.4 NUMBER OF ANTICIPATED GRANTS

Subject to availability of funds, the Pacific American Fund intends to award up to approximately \$6,000,000 in grants under the Year 2 Pacific American Fund grant round. As part of the Year 2 grant round, it is anticipated that up to twelve (12) awards will be funded in Grant Range 1, six (6) awards in Grant Range 2, and one (1) award in Grant Range 3.

As noted above, issuance of this solicitation does not constitute an award commitment on the part of the Pacific American Fund, nor does it commit the Pacific American Fund to pay for costs incurred in the preparation and submission of concept papers. The Pacific American Fund reserves the right to reject any or all concept papers received.

### 3.5 ELIGIBLE ORGANIZATIONS

Non-government civil society organizations are eligible to submit Concept Papers as part of the Pacific American Fund grant application process. All applicants must have the ability to legally operate in the country where the proposed activity will take place, and must be organized or recognized in accordance with the laws of their respective countries.

New organizations are encouraged to apply. Both US and Non-US non-governmental organizations may apply, but grants to US non-governmental organizations must not exceed \$100,000.

Public International Organizations (PIO), as defined in ADS 308.3.1.1 will not be eligible for grant funding as prime recipient but can serve as subgrantees and must receive less than 50% of the grant award budget.

Civil Society Organizations (CSOs) eligible to receive a Pacific American Fund grant award include:

- National, regional, or international NGOs;
- Universities, academic institutions, advocacy groups, and umbrella organizations that represent multiple NGO members;<sup>4</sup>
- Faith-Based Organizations (FBOs) operating nationally, regionally, or internationally that qualify for funding under Executive Order 13279;<sup>5</sup> and
- Private sector entities such as companies, chambers of commerce, and associations.

The Pacific American Fund will execute grants with non-governmental organizations (non-profits or for-profits), subject to the conditions in the USAID Automated Directives System (ADS). Grants will be awarded only to non-US or US non-governmental organizations.

Concept Papers must fall within one of the following three (3) ranges of grant sizes and meet eligibility requirements for each:

- **Eligibility for Range 1 Grants** (up to USD 150,000): local organizations, NGOs and institutions operating locally, community-based organizations, faith-based organizations operating locally or regionally, universities, and local private sector organizations.
- **Eligibility for Range 2 Grants** (between USD 150,001 and USD 1,000,000): established CSOs and other non-government civil society entities, which may be operating locally, nationally, regionally, or internationally, yet are focused on building capacity at the community level.
- **Eligibility for Range 3 Grants** (between USD 1,000,001 and USD 3,000,000): established CSOs and other non-government civil society entities that are operating nationally, regionally, or internationally, and have a proven track record of managing funds of similar size, in addition to having technical experience, experience implementing sustainable development projects, and focused on building capacity at the national and community level.

Please also note that government entities, or entities otherwise controlled by a government, political parties, are not eligible to receive direct grant support under the Pacific American Fund. Government entities or entities otherwise controlled by a government may be proposed as partners, but these partnerships must not involve the transfer of cash to the sovereign government entity.

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<sup>4</sup> Eligible organizations can include universities, advocacy groups, and umbrella organizations that represent multiple NGO members. Note: Private or parochial universities are eligible. Certain public universities (universities which receive government funding) may be deemed eligible, but they must demonstrate they have a different procurement system from the national or sub-national government. They must also demonstrate sufficient governance and management independence from the national or sub-national government. Pacific American Fund reserves the sole right to make a determination on any applicant's eligibility and applications submitted by public universities or those applications that include funded public university partnerships may be deemed ineligible.

<sup>5</sup> Executive Order 13279 of December 12, 2002, <https://www.govinfo.gov/content/pkg/FR-2002-12-16/pdf/02-31831.pdf>.

### 3.6 ADDITIONAL ELIGIBILITY REQUIREMENTS AND RESTRICTED ACTIVITIES

Grant applicants must meet the following additional requirements to remain eligible to apply for a Pacific American Fund grant:

- Applicants must provide proof that they can operate legally within the country/ies where proposed grant activities will take place—through legal registration, through other approval (such as a memorandum of understanding or other agreement with the host country government providing permission to operate in the country), or demonstration that process of registering is underway.
- Applicants must display sound management of written financial, administrative, and technical policies and procedures and present a system of controls that safeguard assets, protect against fraud, waste, and abuse, and support the achievement of program goals and objectives.
- Organizations must propose activities that respond to the goals and sectoral priorities of the Pacific American Fund program and contain expected outcomes and results consistent with, and linked to, the Fund’s Monitoring, Evaluation, and Learning Plan.
- Organizations must demonstrate a commitment to gender equality and female empowerment, in part through integration of gender considerations into every aspect of their operations and approach to the proposed grant, including: representation of women in leadership and decision-making; planning and implementation of project activities; use of performance indicators, methods, and outcomes; and information dissemination.
- Applicants must be established organizations and in good standing within their community and with local tax authorities.

The Pacific American Fund also does not fund inherently religious activities or other activities prohibited by USAID, such as involuntary sterilization, abortion-related and biomedical research, the promotion of the legalization of prostitution or sex trafficking, and travel expenses for foreign government delegations to attend an international conference sponsored by a Public International Organization.

Note also that **construction<sup>6</sup> activities (construction, infrastructure, renovation, or rehabilitation projects) are not permitted by USAID to be funded through the Pacific American Fund.**

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<sup>6</sup> USAID defines ‘construction’ as the “construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.” The policy defines “improvements, renovation, alteration and refurbishment” to include “any betterment or change to an existing property to allow its continued or more efficient use within its designed purpose (renovation), or for the use of a different purpose or function (alteration).” The definition further includes items such as improvements to or upgrading of primary mechanical systems, and excludes 5 others such as non-structural, cosmetic work, such as painting. This definition only includes construction activities and does not include ancillary or other related activities such as architectural and engineering design or construction oversight.

### 3.7 INELIGIBLE ORGANIZATIONS

The following entities are ineligible to apply for grant support under the Fund:

- Government entities;
- Political parties, groupings, or institutions or their subsidiaries and affiliates;
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities;
- Public International Organizations, unless included in a grant application only as a proposed sub-awardee;
- Faith-based organizations whose objectives are for discriminatory or religious purposes, and whose main objective of the grant is of a religious nature;
- Any person or entity that appears on the US Treasury’s Specially Designated Persons or Blocked Persons list or is found to be dealings with any individual or organization that is designated by the USG as a Foreign Terrorist Organization, a Specially Designated Terrorist, or a Specially Designated Global Terrorist; has been designated by the USG in or pursuant to Executive Orders 12947 or 13224; has been designated by the 1267 Committee; or otherwise engages in terrorist acts;
- Entities that procure or obtain equipment, services, or systems that use selected telecommunications equipment or services as defined in Pub. L. 115-232, Section 889;
- Any entity whose name appears with an active exclusion in the System for Award Management (SAM);
- Any entity that has been found to have misused USAID funds in the past; and
- Any entity otherwise subject to USG sanctions or that is otherwise prohibited from receiving USG assistance.

### 3.8 ENVIRONMENTAL COMPLIANCE

Grantees will be required to comply with environmental sustainability and mitigate any potential environmental impacts resulting from grant activities. All proposed grant budgets must include sufficient funds to comply with environmental mitigation and monitoring plans.

Note that the Pacific American Fund discourages certain activities including those related to logging and livestock management, as reflected in USAID’s Initial Environmental Evaluation for the Pacific American Fund. Activities requiring the use of pesticides are also discouraged and, if approved, will require a Pesticide Evaluation Report and Safer Use Action Plan approved by USAID. Other activities that may pose environmental risks will require the development of appropriate mitigation and monitoring plans to prevent adverse effects.

[END OF SECTION 3]

## SECTION 4. CONCEPT PAPER SUBMISSION AND REVIEW PROCESS

### 4.1 POINT OF CONTACT

The point of contact for information about this Call for Concept Papers is:

Mr. Orestes Anastasia  
Chief of Party (USAID Contractor)  
USAID Pacific American Fund  
Email: [info@pacificamerican.fund](mailto:info@pacificamerican.fund)

### 4.2 QUESTIONS AND ANSWERS

Any questions or requests for clarifications concerning this Call for Concept Papers must be submitted in writing to [info@pacificamerican.fund](mailto:info@pacificamerican.fund) no later than January 18, 2022 at 5:00 PM, Fiji Time Zone. Responses to questions and clarifications will be made available through [PAF Page \(socialsolutions.biz\)](https://socialsolutions.biz) and applicants are also invited to visit this website for updates on this solicitation, schedules for the processing of successful Concept Papers, and additional announcements, guidelines, and instructions.

### 4.3 GRANT APPLICATION PROCESS

As noted in Section 1.2 above, the Pacific American Fund will use a **two-step** application process. Step one involves the development and submission of Concept Papers. Concept Papers must conform to the required submission format provided in Section 6 and Attachment I Concept Paper Template.

**Step one** of the application process is open to all interested parties. Concept Papers will be accepted until the final due date for submission and then screened according to the criteria below, in descending order of priority:

- Clear definition of the problem(s) for the beneficiaries, why the problem has not been addressed previously, and how the applicant intends to address the problem(s).
- Clear definition of outputs that logically contribute to Pacific American Fund goals as stated in Section I.
- Technical merit, as aligned with the Sectoral Priorities discussed above. Applicants should ensure that application is clear and specify which of the targeted priorities will be addressed and how.
- Level of inclusion of gender equity and social inclusion (GESI).
- Level of inclusion of capacity building.
- Level of inclusion of innovation, sustainability, and collaboration.
- Organizational Capacity and Past Performance.
- Cost effectiveness, in terms of ensuring the project will be a cost-effective means for the Pacific American Fund to achieve its objectives.

The Pacific American Fund will screen the Concept Papers and categorize them by: applicant type; applicant size; grant size request; technical category addressed; specific grant topic; applicant location; and unique development challenges. Concept Papers will be further evaluated by a Technical Evaluation Committee composed of Pacific American Fund and USAID staff. A Grants Review Board chaired by a USAID representative will determine the final shortlisted Concept Papers for which full applications will be requested. Concept Papers that pass the initial screening will be invited to submit a full application. Organizations submitting unsuccessful Concept Papers will be notified by email.

**Step two** of the application process will start with an invitation from the Pacific American Fund to submit a full application that must include Technical and Financial Proposals. Applicants will receive detailed proposal development instructions at the time they are invited to submit a full proposal. Full applications will be evaluated by a Grants Review Board based on a standard set of criteria that will be communicated to shortlisted applicants at the time they are invited to submit a full proposal.

An invitation to develop Concept Papers into full applications will not constitute an award. The Pacific American Fund reserves the right to fund any or none of the Concept Papers or Full Applications received.

**Full grant applications must only be submitted by invitation from the Pacific American Fund. Do not submit a full grant application unless specifically invited to do so.**

[END OF SECTION 4]

## SECTION 5. SUBMISSION INSTRUCTIONS

The following provides submission information and instructions.

1. **Concept Papers are due on February 04, 2022, 5:00 PM Fiji time.** Late concept papers will be handled at the discretion of the Pacific American Fund.
2. **All Concept Papers must be delivered in electronic format.** Applications must be submitted in Microsoft Word or PDF format as an attached document to [info@pacificamerican.fund](mailto:info@pacificamerican.fund). The subject line of the email should read as follows: "Pacific American Fund – Year 2 Concept Paper," followed by the name of your organization.
3. **Incomplete submissions** may mean non-processing or significant delay in processing of the Concept Papers.
4. All applicants should retain, for their records, a copy of their Concept Paper and all accompanying enclosures.
5. **Questions or requests for clarifications** concerning this Call for Concept Papers must be submitted to [info@pacificamerican.fund](mailto:info@pacificamerican.fund) no later than **January 18, 2022, 5:00 PM Fiji time**. Responses to questions and clarifications will be made available through Social Solutions International's Pacific American Fund web page at <https://www.socialsolutions.biz/pacificamericanfund/> and applicants are also invited to

visit this website for updates on this solicitation and additional announcements, guidelines, and instructions.

6. **Standard Concept Paper Template.** Applicants must prepare complete Concept Papers using the template provided in Attachment 1.
7. **Concept Paper Format.** All Concept Papers must be in English, single-spaced, Calibri or Times New Roman size 11 font, sized to print on A4 size bond paper with 1-inch margins on all sides, and with each page numbered consecutively. Captions, text in tables and charts, and footnotes must be no smaller than 9-point Calibri or Times New Roman font. The pages of the technical sections of the Concept Paper must be numbered. All monetary figures must be provided in United States Dollars (USD).

Applicants must follow the prescribed format for Concept Papers as provided in Attachment 1, and must strictly observe the maximum number of pages allowed according to the table below:

APPENDIX/DESCRIPTION	NUMBER OF PAGES	
	CONCEPTS WITH BUDGETS USD 150,000 AND BELOW	CONCEPTS WITH BUDGETS USD 150,001 AND ABOVE
<b>Cover Page</b>	1 page	1 page
<b>General and Project Information</b>	1 page	1 page
<b>Technical Narrative*</b>	3 pages	6 pages
<b>Summary Budget</b>	1 page	1 page
<b>Maximum Total Pages</b>	<b>6 pages</b>	<b>9 pages</b>

\*Please note, only the first three pages of the Technical Narrative for Concept Papers with a proposed budget of USD 150,000 and below will be evaluated. Likewise, only the first six pages of the Technical Narrative will be evaluated for concepts with a proposed budget of USD 150,001 or above.

8. **Limit on Number of Concept Papers Submitted.** Applicants may submit no more than two concept papers per organization as long as each application is unique and involves a separate and distinct set of activities or approaches. The Pacific American Fund will reject any Concept Papers submitted beyond the initial two from an organization.
9. **Legal registration.** Please also attach to the Concept Paper proof of the applicant’s legal status in the proposed country or countries of operations.

**[END OF SECTION 5]**

# SECTION 6. CONCEPT PAPER EVALUATION INFORMATION

## 6.1 REVIEW AND SELECTION PROCESS

The Pacific American Fund will evaluate all Concept Papers through Technical Evaluation Committee (TEC) using the evaluation criteria described in section 6.2, below. The TEC will submit the top ranked, shortlisted applications to a Grants Review Board to make final recommendations of concept papers for invitation to submit a full application.

## 6.2 TECHNICAL EVALUATION SHEET

### Technical Approach (40 points total)

- The Pacific American Fund program will only consider applications from organizations that propose activities that demonstrate direct alignment with the goals and sectoral priorities of the Fund, and contain expected outcomes.
- The extent to which the application shows the logical connections between the problem statement, objectives, and activities, and how the activities will lead to the achievement of targeted outcomes.
- The extent to which the proposed project describes relevant national policies, procedures, and priorities and how proposed activities align with these national policies, procedures, and priorities.
- Technical merit, as aligned with the Pacific American Fund Goals and Sectoral Priorities discussed in Section 2. Applicants should ensure that the application is clear and specify which of the targeted sectoral priorities will be addressed, and how.
- The overall quality of the technical approach, including inclusiveness, innovativeness, flexibility, appropriate partner organizations, community ownership, and government coordination.
- The extent to which the application describes the project in a clear and concise manner and presents specific focused objectives with corresponding activities.
- The extent to which the application presents strategies for disseminating and facilitating the application of all relevant knowledge products from grant activities with external stakeholders.

### Cross-Cutting Priority and Additional Considerations (30 points total)

- The extent to which the proposed project addresses sustainability, resiliency, gender issues, partnership collaboration including private sector partnerships, and capacity building.

- Organizations must demonstrate a commitment to gender equality and women empowerment, both within the policies, management, and delivery of their corporate operations; and through the principled integration of gender considerations into every aspect of their proposed approach to the proposed grant activity. A strong gender equity, and social inclusion (GESI) approach includes: women representation in leadership and decision-making; planning and implementation of project activities; use of performance indicators, methods, and outcomes; information dissemination; and understanding the impacts on these more vulnerable groups from Applicant's proposed activities/interventions.
- The extent to which the proposed project addresses capacity building to capitalize on the applicant's strengths and addresses organizational limitations in managing USAID funding. If funds will be used for capacity building purposes, applicants should describe the activities designed to do this and the expected outputs of these activities.
- The extent to which the proposed grant activity will use program results and learning to scale up project implementation and promote sustainability of activities.

#### **Institutional Capacity and Past Performance (25 points total)**

- The extent to which the organization has the necessary resources – human, technical, financial – or access to these resources to be able to successfully implement the project within the proposed time frame and cost.
- The organization has undertaken and successfully completed similar projects of similar size, scope, and complexity in the past three years.
- Applicants must display sound management of written financial, administrative, and technical policies and procedures and present a system of controls that safeguard assets, protect against fraud, waste, and abuse, and support the achievement of program goals and objectives.

#### **Cost Efficiency and Reasonability of Proposed Budget (5 points)**

- The extent to which the project budget appears realistic relative to the proposed project goals, objectives, and activities.
- The extent to which the proposed project and budget appear to be a good value for money and achieve maximum impact per dollar.
- The extent to which resources that are allocated (human and fiscal) are reasonable and cost effective.

# ATTACHMENT 1: CONCEPT PAPER TEMPLATE

Please use the template provided on the following pages to prepare your Concept Paper.  
Instructions to complete each section of the Concept Paper Template are provided in gray.  
Where information is requested as shown in brackets [ ], please replace the text and the brackets with the requested text.

**USAID PACIFIC AMERICAN FUND**  
RESPONSE TO YEAR 2 GRANTS SOLICITATION

# CONCEPT PAPER

**[Organization Name]**

**[Proposed Project Title]**

**[Date of Submission]**

## 1. General Information

<b>Organization Name</b>			
<b>Organization Address</b>			
<b>Website</b>			
<b>Phone Number</b>			
<b>Date Established</b>			
<b>Brief Organizational Profile and Legal Status</b>			
<b>Organization Size (Annual Revenue, in USD)</b>			
<b>Board of Trustees or Board of Directors</b>	<i>Please list names, nationalities and positions of the Board of Trustees or similar governing body. Please insert more rows if required.</i>		
	<b>Name</b>	<b>Contact Number and Email Address</b>	
<b>Organization Contact Person/s</b>	<b>Name</b>	<b>Position in the organization</b>	<b>Email</b>
<b>Name, Position, and Signature of Authorized Representative</b>	<p><i>On behalf of the Applicant to this Call for Concept Papers identified above, I hereby certify that, to the best of my knowledge, this application in its entirety contains only true and current information:</i></p> <p>_____</p> <p>Signature over Name and Position Title      Date</p>		

## 2. Project Information

<b>Proposed Project Title</b>	
<b>Geographic Coverage</b>	
<b>Target Beneficiaries</b>	
<b>Proposed Partners</b>	
<b>Project Timeframe</b>	
<b>Requested Budget (USD)</b>	[please insert budget being requested from the Pacific American Fund]
<b>Proposed Cost Share (USD)</b>	[please insert cash or in-kind contributions from other sources]

### 3. Technical Narrative

#### I. PROJECT DESCRIPTION

**Project Background Instructions:** Please provide a brief description of the development needs to be addressed. The description should describe the main development challenges facing the affected communities within the sectoral priorities identified in the Call for Concept Papers. (e.g., Environment, WASH, COVID-19 response and recovery (private sector productivity or social assistance), basic education, disaster resilience, economic growth, access to public health services, or democratic governance). What gender and social inclusion challenges do the affected communities face? Please also describe the situation that led to the decisions or opportunities to propose this grant project.

#### A. Project Background

[begin narrative text here]

#### Problem/Opportunity statement

**Project Goal Instructions:** In view of your answers to the two questions above, state the goals of your project. The goals should include how your proposed project will achieve specific outcomes within the selected primary and secondary sectoral priorities and the required cross-cutting gender and social inclusion priority.

#### B. Project Goal

[begin narrative text here]

**Integrated Development Approach Instructions:** Describe how the project will address the identified problems or needs through approaches that integrate primary, secondary, and cross-cutting priorities.

#### C. Integrated Development Approach

[begin narrative text here]

**Gender Equality and Social Inclusion Instructions:** Outline any steps the project will take to promote equal opportunities for beneficiaries, including groups of people considered most vulnerable or marginalized.

#### D. Gender Equality and Social Inclusion Focus

[begin narrative text here]

**Sustainability Instructions:** Please provide a detailed description regarding how the project will ensure project outcomes will be sustained in the long term.

**E. Sustainability**

[begin narrative text here]

**II. PROPOSED ACTIVITIES**

**Instructions:** Insert as many spaces for additional activities as needed below, maintaining the page limit for this section. Briefly describe the major activities necessary to achieve the anticipated project outcomes and impacts in the spaces below. Please provide details of what will be done, who will benefit? Who will participate? What are the beneficiaries' roles and responsibilities in delivering the project results?

**Proposed Activity 1:**

[begin narrative text here]

**Proposed Activity 2:**

[begin narrative text here]

[add more activity rows as needed]

**III. TARGETED OUTCOMES**

**Instructions:** List the expected outcomes of the project in the space below. The outcomes reflect the changes the project will affect or contribute to. Please describe each targeted outcome, and provide a brief description of what will constitute success of the project (what the results of the project would look like)

**IV. INSTITUTIONAL CAPACITY AND PAST PERFORMANCE**

**Instructions:** Briefly describe your organization's ability to successfully implement the proposed project and brief description of the management of the proposed project. Highlight partnerships (if any) and similar projects undertaken in the past three years.

## 4. Summary Budget

**Instructions:** The proposed summary budget should provide an estimate of the total cost of the proposed project. This includes the estimated amount of necessary labor/salaries, travel, capacity building expenses (i.e., training and training related expenses for the applicant), and other direct costs, such as the cost of equipment, insurance, etc.).

Only the summary budget table provided below must be included with the Concept Paper.

All amounts must be presented in US dollars.

At the full application stage, applicants will be requested to submit a detailed budget, which will itemize individual costs. The concept paper summary budget is an estimate and summary of those detailed costs.

SUMMARY BUDGET FOR PACIFIC AMERICAN FUND CONCEPT PAPER				
BUDGET ITEMS	ANNUAL EXPENDITURES			TOTAL
	YEAR 1	YEAR 2	YEAR 3	
Project Staff/Labor				
Travel, Transportation, and Per Diem				
Capacity Building and Training Costs				
Monitoring, Evaluation, and Learning (MEL) Costs				
Other Direct Costs				
Total Requested Budget from Pacific American Fund				
Cash and/or In-kind Cost Share Provided by Applicant				
Total Project Budget including Cost Share				