

PACIFIC AMERICAN FUND

YEAR 1 GRANTS SOLICITATION: CALL FOR CONCEPT PAPERS

Issuance Date:	December 17, 2020
Type of Solicitation:	Full-and-Open Competition
Questions Due by:	January 15, 2021 at 5:00 PM, Fiji Time Zone
Closing Date and Time:	February 1, 2021 at 5:00 PM, Fiji Time Zone
Submit Questions to:	info@pacificamerican.fund
Submit Concept Papers to:	info@pacificamerican.fund
Number of awards anticipated:	Multiple
Supported by:	United States Agency for International Development (USAID)
Managed and Implemented by:	Social Solutions International, Inc.
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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 new 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-sovereign 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 and education, including water, sanitation, and hygiene (WASH) services; and (6) democratic governance. Additional areas of interest include (7) gender equality, female empowerment, gender-based violence, and social inclusion.

Building local 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.

I.2 OVERVIEW OF THE GRANT SELECTION PROCESS

The Pacific American Fund will follow a **two-step** application process during its Year 1 grant cycle.

First, applicants must submit Concept Papers by the due date indicated in Section I. 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 objectives.

Second, following the screening process, the Pacific American Fund will invite applicants of approved Concept Papers to submit full applications, which will include Technical and Financial Proposals. Only those applicants that comply with all submittal requirements, adequately address the selection criteria, and are ultimately selected by the Grants Review Board will be asked to proceed to the second phase through submission of a Full Application. Unsuccessful applicants will be notified by email.

I.3 AWARD INFORMATION AND ADMINISTRATION

Potential awardees will be subject to a pre-award risk assessment that will be conducted by the Pacific American Fund and may include a pre-award visit to the applicant's place of establishment or desk review assessment, or both. Risk assessments generally entail a detailed analysis of the applicant's financial, administrative, and programmatic capacity. Accounting systems, audit issues, and management capability questions may be reviewed as part of this process in order to determine whether the prospective recipient has the necessary organizational experience, accounting and operational controls, and technical skills in order to achieve the objectives of the program, or whether specific award conditions will be needed.

The Pacific American Fund will determine the most appropriate types of grants 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 \$250,000); 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.

Awards shall be made and administered in accordance with all pertinent USAID policies and regulations. For US organizations 2 CFR 200¹ and the ADS 303maa,² Standard Provisions for US Non-Governmental Organizations are applicable. For non-US organizations, the ADS 303mab,³ Standard Provisions for Non-US Non-Governmental Organizations and 2 CFR 200,⁴ where incorporated, will apply. Applicants can find additional information in 2 CFR 700.⁵

1.4 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code under the resultant grant agreement is 937⁶ for procurement of commodities and services.

[End of Section I]

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 Papers that do not address the appropriate 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** (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.⁷

2.1.1 PRIMARY SECTORAL PRIORITIES – REQUIRED

The Primary Sectoral Priorities are detailed as follows.

¹ 2 CFR 200, available at https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

² Standard Provisions for U.S. Nongovernmental Organizations Mandatory Reference for ADS 303, available at: <https://www.usaid.gov/ads/policy/300/303maa>.

³ Standard Provisions for Non-U.S. Nongovernmental Organizations Mandatory Reference for ADS 303, available at: <https://www.usaid.gov/ads/policy/300/303mab>.

⁴ 2 CFR 200, available at https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

⁵ Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, available at <https://www.govinfo.gov/app/details/CFR-2015-title2-vol1/CFR-2015-title2-vol1-part700>.

⁶ Code 937 is defined as the United States, the cooperating/recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources, <http://www.usaid.gov/sites/default/files/documents/1876/310.pdf>.

⁷ 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/fi/releases/other/255986.htm>.

Note that all Concept Papers must address at least one or more of the first three priority sectors—Basic Education, Environment, or WASH.

- **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 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.
- **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 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 supply and sanitation services for health, security, and prosperity as well as increased practice of handwashing and/or adoption of good hygiene behavior. Activities within this sector can, for example, support: increased access to safe drinking water supply and sanitation services in communities, including and sustainable wastewater treatment and reuse as well as fecal sludge management services; 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, organizational, and information management capacity in WASH service delivery; or strengthened national and local WASH-related health information systems and analysis.

2.1.2 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 Priority (or Priorities) addressed in the Concept Paper.

- **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.

- **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 Sectoral Priority 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, for example, can: 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 (ICT) 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.
- **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.

2.1.3 CROSS-CUTTING PRIORITY: GENDER – REQUIRED

All Pacific American Fund grants must address **Gender Equity and Social Inclusion (GESI)**. In line with the USAID Gender Equality and Female Empowerment Policy, the Pacific American Fund “emphasizes the need to focus on people who are marginalized or excluded due to ethnicity, gender identity, sexual orientation, lack of income, disability and other factors”.⁸

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 (GBV) and mitigate its harmful effects on individuals and communities, so that all people can live healthy and productive lives;
- 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 (PWD) 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

⁸ USAID Policy on Gender Equality and Female Empowerment, <https://www.usaid.gov/policy/gender-female-empowerment>.

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.

2.1.4 ADDITIONAL CONSIDERATIONS

Grant funding provided through the Pacific American Fund is also intended to contribute to replication of local-level best practices and successes at national and regional levels, scale up appropriate technologies, and leverage engagement of other donors and the private sector.

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 discuss their capacity building needs.

[END OF SECTION 2]

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

3.1 ELIGIBLE PROJECT LOCATIONS

Pacific American Fund grant activities must be implemented in one or more 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 \$6,300,000 in grants under the Year 1 Pacific American Fund grant cycle. As part of the Year 1 grant cycle, 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-sovereign 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. Both US and Non-US non-governmental organizations may apply, but grants to US non-governmental organizations must not exceed \$100,000. New organizations are encouraged to apply.

Civil Society Organizations (CSOs) eligible for Pacific American Fund grants include:

- National, regional, or international NGOs;
- Universities, academic institutions, advocacy groups, and umbrella organizations that represent multiple NGO members;⁹
- Faith-Based Organizations (FBOs) operating nationally, regionally, or internationally that qualify for funding under Executive Order 13279;¹⁰ 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:

⁹ 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.

¹⁰ Executive Order 13279 of December 12, 2002, <https://www.govinfo.gov/content/pkg/FR-2002-12-16/pdf/02-31831.pdf>.

- **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-sovereign 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-sovereign civil society entities that are operating nationally, regionally, or internationally, and have a proven track record of managing funds, in addition to having technical experience, and experience implementing sustainable development projects.

Local entities, as a prime implementer, may partner with non-local entities, so long as the non-local entity share of the budget does not exceed 50%.

Please also note that sovereign entities, or entities otherwise controlled by a government, political parties, organizations that engage in illegal or anti-democratic activities, and Public International Organizations (PIOs) are not eligible to receive direct grant support under the Pacific American Fund. Sovereign 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.

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: female representation 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 **construction¹¹ activities (construction, infrastructure, renovation, or rehabilitation projects) are not permitted** by USAID to be funded through the Pacific American Fund. USAID's definition of construction can be found at the following web link:

<http://www.usaid.gov/sites/default/files/documents/1868/303maw.pdf>.

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 subawardee;
- 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 dealing 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;¹² has been designated by the 1267 Committee of the United Nations Security Council; 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;¹³
- 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 who are otherwise prohibited from receiving USG assistance.

¹¹ 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.

¹² Executive Order 12947 of January 23, 1995, <https://www.govinfo.gov/content/pkg/FR-1995-01-25/pdf/X95-110125.pdf>;
Executive Order 13224 of September 23, 2001, <https://www.govinfo.gov/content/pkg/FR-2001-09-25/pdf/01-24205.pdf>.

¹³ See USAID Section 889 Partner Information, <https://www.usaid.gov/work-usaid/resources-for-partners/section-889-partner-information>.

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 (PERSUAP) 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

4.2 GRANT APPLICATION PROCESS

As noted in Section 2 above, the Pacific American Fund will use a **two-step** application process. Step one involves the development and submission of Concept Papers for both Strategic Objectives, as described above. Concept Papers must conform to the required submission format provided in Section 6 and Attachment I. In summary, applicants who choose to submit a Concept Paper will be asked to include a statement of need; a description of basic institutional capacity; proposed partnerships; planned activities; key indicators and measures of success; planned contribution to strategic objectives; and an indicative budget.

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) and how the applicant intends to address them.
- Clear definition of outputs that logically contribute to Pacific American Fund goals and objectives as stated in Section I.

- Technical merit, as aligned with the Strategic Objectives and Technical Priorities discussed above. Applicants should ensure that application is clear and specify which of the targeted outcomes will be addressed and how.
- Ability to succinctly describe the project envisioned based on the requirements described in this document.
- Level of inclusion of Innovation, Sustainability, Gender, Collaboration, and Capacity Building.
- Organizational Capacity and Past Performance.
- Cost Realism, 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 that pass the initial screening will be invited to submit a full application.

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

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 (GRB) based on a standard set of criteria similar to those applied above in the Concept Paper screening process.

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.

[END OF SECTION 4]

SECTION 5. SUBMISSION INSTRUCTIONS

The following provides submission information and instructions.

1. **Concept Papers are due on February 1, 2021, 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. The subject line of the email should read as follows: “Pacific American Fund – Year I 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 no later than **January 15, 2021, 5:00 PM Fiji time**. Responses to questions and clarifications will be made available through <https://www.socialsolutions.biz/pacificamericanfund/> and applicants are also invited to visit this website for updates on this solicitation, schedules for succeeding grant application processing, additional announcements, guidelines, and instructions.
6. **Standard Concept Paper Template.** Applicants must prepare complete Concept Papers using the template provided in Attachment I.
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 I, 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
Cover Page	1 page	1 page
General and Project Information	1 page	1 page
Technical Narrative*	2 pages	6 pages
Summary Budget	1 page	1 page
Maximum Total Pages	5 pages	9 pages

*Please note, only the first two 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 approach. 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]

ATTACHMENT I: 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 I GRANTS SOLICITATION

CONCEPT PAPER

[Organization Name]

[Proposed Project Title]

[Date of Submission]

1. General Information

Organization Name										
Organization Address										
Website										
Phone Number										
Date Established										
Brief Organizational Profile and Legal Status										
Organization Size (Annual Revenue, in USD)										
Board of Trustees or Board of Directors	<i>Please list names, nationalities and position of Board of Trustees or similar governing body. Please insert more rows if required.</i>									
Name	Contact Number and Email Address									
Organization Contact Person/s	<table border="1"> <thead> <tr> <th>Name</th> <th>Position in the organization</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Position in the organization	Email						
Name	Position in the organization	Email								
Name, Position, and Signature of Authorized Representative	<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

Proposed Project Title	
Geographic Coverage	
Target Beneficiaries	
Proposed Partners	
Project Timeframe	
Requested Budget (USD)	[please insert budget being requested from the Pacific American Fund]

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., basic education, environment, WASH, COVID-19 response and recovery (private sector productivity or social assistance), disaster resilience, economic growth, access to public health services, or democratic governance). What gender 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]

Project Goal Instructions: In view of your answers to the two questions above, state the goal and objectives of your grant project. The objectives should include how your proposed project will achieve specific outcomes within the selected primary and secondary sectoral priorities and the required cross-cutting gender 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 Focus Instructions: Outline any steps the project will take to ensure a gender sensitive approach and to promote equal opportunity for male/female participants and beneficiaries.

D. Gender 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. If space allows, please describe each targeted outcome.

IV. INSTITUTIONAL CAPACITY AND PAST PERFORMANCE

Instructions: Briefly describe your organization's ability to successfully implement 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., trainings 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				
Other Direct Costs				
Total Requested Budget from Pacific American Fund				