**RCMRD/SERVIR E&SA SMALL GRANTS PROGRAM**

**REQUEST FOR PROPOSAL (RFP) — RFP NO. ESA-03**

**Grant Application Instructions**

Issuance Date: October 14, 2022

Dear Applicant:

Congratulations! Your concept paper has qualified you to proceed to the second stage of the application process under Request for Proposal (RFP) No. ESA-03.

Templates to be utilized when developing the application are provided in **Annexes A-E**. Applicants shall present their application in the formats provided and shall follow the instructions and guidelines listed in these annexes. Applications will be evaluated against the merit review criteria listed in Section II below.

Please note that this document provides instructions regarding the Grant Application. Additional information regarding the solicitation can be found in [RFA No. ESA-03](https://serviresagrants.rcmrd.org/).

**SECTION I. SUBMISSION INFORMATION**

Applications shall be submitted in English and may not exceed the page length requirements listed in the application forms (Annexes A-F). Applications should be submitted via the SERVIR E&SA Small grants online platform here: <https://serviresagrants.rcmrd.org/> (*sign in using the same login credentials used when submitting your concept note*). Applications must be submitted no later than 17:00 Nairobi time on December 09, 2022. Late or unresponsive applications will not be considered.

The full proposal will be considered complete if it has the following attachments:

 Completed & Signed Application Form (PDF Format)

 CVs for project personnel (using CV template) (PDF Format)

 Completed Implementation Plan (PDF Format)

 Completed Grant Budget Spreadsheet (Excel Format)

 Incorporation Papers or Certification of Registration (PDF Format)

 Organizational Chart, if available

 Copy of most recent audit (if no recent audit, a "Balance Sheet" and "Revenue and Expense Statement" for the prior fiscal year)

 Signed Certifications (2) (PDF Format)

All the documents must be signed by the Authorized Agent of the institution.

Please submit all questions concerning the application to the attention of Stella Masese, Grants PoC via email to [serviresagrants@rcmrd.org](mailto:serviresagrants@rcmrd.org). Questions will be accepted throughout the application process. SERVIR will assist applicants in understanding the application process and can provide coaching in application development at the request of applicants.

**SECTION II. APPLICATION MERIT REVIEW CRITERIA**

Full applications will be evaluated against the merit review criteria in the table below.

|  |  |
| --- | --- |
| **Merit Review Criteria** | **Rating (Points)** |
| **1. Technical Approach** | **70** |
| a. Problem Statement (including Vulnerable Communities) | *20* |
| b. Innovation | *10* |
| c. Methodology | *25* |
| d. Stakeholder Engagement | *10* |
| e. Sustainability | *5* |
| **2. Organization’s Past Performance** | **10** |
| **3. Project Team** | **20** |
| 1. Qualifications | *10* |
| 1. Gender Balance | *10* |
| **Overall Rating (out of 100 points)** | **100** |

These merit review criteria elements are described more fully below.

**1a. Problem Statement.** Issue or problems that the activity will address is/are clear and corresponds to a SERVIR thematic/technical area. Objectives of the activity are clear. Additionally, the extent to which the proposed activity includes a component focused on vulnerable communities, or represents a strong commitment to vulnerable communities as participants or beneficiaries. Clear description of how the activity uses Earth observation and other geospatial data to overcome the identified problem and improve development outcomes. (20 points)

**1b. Innovation.** Uniqueness of the activity area in terms of subject matter, technical approach, and/or applications developed are clearly stated and defined. Is it a solution-based idea? (10 points)

**1c. Methodology.** The quality and feasibility of the application in terms of the viability of the proposed technical approach, i.e. the proposed technical approach can reasonably be expected to produce the intended outcomes in the time allotted. Outputs are realistic and align with overall objectives. It is expected that all datasets, scripts, models, in situ observations, and all related outputs of the project will be made freely available to the public at the end of the project execution. Clear information about the data dissemination plan is expected. The methodology should be clearly shown using system flows. (25 points)

**1d. Stakeholder Engagement.** Decision-making context for the geographic region clearly stated. Beneficiaries, partners, stakeholders to be engaged are detailed and strategic. Engagement activity or dissemination plan included. (10 points)

**1e. Sustainability.** The extent to which the funded activity will result in building and strengthening the capacity of the community and local organizations, and whether the activity itself is sustainable or will promote sustainability of the organization. (5 points)

**2. Past Performance.** Previous or ongoing experience implementing similar activities. This examines the organization’s experience, which is a critical factor in assessing the capacity of the organization to implement the activity. (10 points)

**3a. Project Team Qualifications.** Evidence of the capability of key personnel (through academic and project management qualifications and past experience) to undertake and accomplish the proposed activities. (10 points)

**3b. Project Team Gender Balance.** RCMRD/SERVIR E&SA will take into consideration your organization’s approach to gender-balance in the selection of staff proposed to work on your activity. (10 points)

Additionally, RCMRD/SERVIR E&SA will consider the maximum geographic breadth possible. SERVIR will also ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

**SECTION III. ANNEXES**

- Annex A – Application Form

- Annex B – CV Template

- Annex C – Implementation Plan

- Annex D – Budget

- Annex E – Required Certifications (fill in and signed)

- Annex F – Mandatory and Required as Applicable Standard Provisions **[Links Included**

**For Reference]**

1. Standard Provisions for U.S. and Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL: <http://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>
2. Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL: <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>