

List of Frequently Asked Questions (FAQ)
for ADF Niger Partner RFA

1. Is it possible to submit a proposal that will be operating in other regions that are not Diffa or Agadez?

Please note that ADF is not looking for submission of a specific project proposal in the Diffa or Agadez regions; rather it is looking for submission of a proposal as to how your organization would work with local community groups from those areas to assist other applicants and grantees to develop, manage and monitor their projects.

ADF intends to recruit a partner that has demonstrated capacity to carry out activities throughout the country. While operating in remote areas, such as Agadez and Diffa, is not a mandatory factor, points will be added to those organizations that have or are willing to operate in such remote regions. ADF does not expect the selected Partner organization to be based out of these remote areas.

2. Is there an application form for project submission? If yes, please send us on copy.

There is no specific ADF application template. Candidates should submit their applications following the specifications outlined in Sections A, B and C of the RFA. The Applicant must sign the application and print or type its name on the Cover Page of the application. All proposals in response to this RFA must be in English.

As noted above, if you wish to submit a economic development project proposal to ADF, there is a separate application form that can be obtained on our website at www.usadf.gov. The current RFA is only for those organizations interested in working with ADF as a Partner organization to help manage the projects that we fund in the country.

3. How should applicants send files to ADF?

PDF, Word and Excel files are fine. If there are multiple emails, please be sure to note that there are multiple emails being sent in the message and include the name of your organization and the number of your emails in the subject line (ex. RFA Niger-Organization XYZ-#1)

4. In the RFA document (page 1, form line 4 to 6) it is said that the grant is between \$500,000 and \$1,000,000. Is this amount for one project or for all the 18 projects in Niger?

The amounts reported on the first page of the RFA represent the size and value of the current ADF portfolio in Niger that consists of 18 projects. Your budget proposal needs to reflect cost effective staffing and logistics expenses that will allow your organization to effectively manage the ADF portfolio.

5. Can a foreign NGO that operates in Niger employing mostly Nigerien nationals meet the criteria to qualify as the ADF Partner?

The group must be owned and operated by Nigeriens – that also means at whatever level that sets policy for the organization. An international NGO such as CARE, World Vision, or ICRC with a locally

registered and staffed affiliate would not qualify. Also, having a foreign volunteer working on a short term contract will not disqualify the organization from becoming the ADF partner organization.

6. The closing date for application submission still February 22, 2013?

Yes. The closing date for submitting applications is February 22, 2013. Applications that are received after the deadline or are incomplete will not be considered in the review process. All proposals in response to this RFA must be in English.

7. How many Partners will be chosen?

Only one organization will be selected from who submit a proposal that responds to the requirements as stated in the RFA.

8. Does the Partner need to be exclusive to ADF, or can they provide other services?

The selected Partner organization can be working with other organizations/ have other clients. The Partnership described in the RFA is not exclusive to ADF. The team proposed to work on ADF's programs must, however, must be dedicated full time to ADF work (equivalent to four full time staff positions, not including secretarial/logistical support).

9. Will ADF notify applicants if their application is missing any documents?

ADF will not send notification if the application is not complete. ADF will not consider incomplete applications.

10. Will applicants be notified if they are not accepted?

No. Only those short listed will be notified.

11. When would the Partner start?

Early April 2013.

12. How long is the Partner contract for?

ADF will award a one-year cooperative agreement grant, which may be renewable for up to five years of service depending on performance during each year of the cooperative agreement.

13. It seems that the RFA penalizes new organizations that have staff with more than 3 years of experience. Is this the case?

Page 7 of the RFA states that the selection of the Partner organization is based on the experience of the team members; even though the organization might be new. The important factor is to propose a sound approach and strategy that will allow the organization to achieve the objectives outlined in Section C of the RFA. If the organization has more than 3 years of experience, we would ask to limit your responses to the activities and experiences encountered over the past 3 years.

14. What would be the impact on the application if an organization decides to change some of the staff members that were originally included in the proposal?

ADF has the right to approve all personnel changes in the organization. That is why ADF requires that each of the staff members included under your proposal submit signed letters of engagement.

15. Are consulting groups eligible for submitting a Partner application to ADF?

Consulting groups are eligible for submitting a Partner application to ADF. However, consulting groups cannot make profits on ADF activities. They can always continue working on their lucrative activities while, at the same time, having a team that focuses exclusively on ADF activities.