

USDA FY 2016 Solicitation Food for Progress and McGovern-Dole International Food for Education and Child Nutrition Public Meeting

September 21, 2015

**The Food Assistance Division, Office of Capacity Building
and Development, Foreign Agricultural Service**

Agenda

- 1. Opening Remarks – Jocelyn Brown** (*Deputy Administrator, Office of Capacity Building and Development, FAS*)
- 2. What's New in FAIS – Mark Rosmann** (*Transportation & Logistics Branch*)
- 3. Helpful Information – Barbara Shumar** (*Program Administration & Monitoring Branch*)
- 4. Tips to Complete Proposals – Richard Chavez and Kaj Gass** (*McGovern-Dole Program/Food for Progress Program*)
- 5. Proposal Review Process – Wentzel Mitchell** (*McGovern-Dole Program*)
- 6. Monetization that Works – Garrett McDonald** (*Food for Development Branch*)
- 7. Monitoring and Evaluation – Dan Archibald and Amy Ritualo** (*Program Administration & Monitoring Branch/Monitoring and Evaluation Staff*)
- 8. Questions & Answers – Ben Muskovitz** (*Director, Food Assistance Division*)

Opening Remarks

- **Introduction**
- **Overview of USDA FAS Programs**
- **Signature Process Improvement for FY 2016 Solicitation**

What's New in FAIS



United States Department of Agriculture
Food Aid Information System

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INSTRUCTIONS ?



FY 2016 USDA Food Aid Solicitation Announcement

The U.S. Department of Agriculture is now accepting applications for the 2016 Food for Progress and McGovern–Dole International Food for Education and Child Nutrition Programs. Organizations eligible to apply include foreign governments, intergovernmental organizations, private voluntary organizations, cooperatives and nongovernmental organizations. The application submission deadline is **October 14, 2015 at 5 PM, EST**. All applications must be submitted electronically in FAIS. Please refer to the solicitations below for information on program specific guidance, priority countries, eligibility requirements, and application submission in FAIS.

[FY 2016 Food For Progress Request for Applications \(PDF\)](#)
[FY 2016 McGovern–Dole International Food for Education and Child Nutrition Program Request for Applications \(PDF\)](#)

Notice: Public meeting Announcement for the FY2016 Food Aid Solicitation

FAS would like to invite you to a public meeting on USDA's FY 2016 Food for Progress and McGovern-Dole International Food for Education and Child Nutrition solicitations. This will be an informational session in which we will discuss any new and changed requirements of the proposal process and address any questions you may have. For more information on this meeting, please refer to the link below:

[Letter to Program Participants](#)

Date: Monday, September 21, 2015
 Time: 9:30 am to 11:30 am
 Place: Jefferson Auditorium - USDA South Building
 Address: 1400 Independence Avenue, SW Washington DC 20250
 If attending, please RVSP to Sharena Troxler via email sharena.troxler@fas.usda.gov by 5:00 pm, Wednesday, September 16, 2015

What's New in FAIS

Create Proposal

INSTRUCTIONS



Search and Select Solicitation

Fiscal Year

Program Type

Solicitation

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U.S. Department of Agriculture
Foreign Agricultural Service
Office of Capacity Building and Development
Food Assistance Division
Food for Progress

What's New in FAIS

1. **Introduction and Strategic Analysis:** Submit as a separate attachment.
2. **Performance Indicators for Results and Activities:** Submit as a separate attachment.
3. **Budget Summary:** Submit as a separate attachment.
4. **Special Needs & Distribution Methods:** Input entry in Rich Text Format.
5. **Organizational chart:** Demonstrate designation of key personnel and structure for program management/implementation. Must submit.
6. **Project Monitoring Plan (PMP):** Do not submit during the proposal process. Only submit after awards are announced and negotiations begin.

What's New in FAIS

Instructional training videos: FAIS homepage

<https://apps.fas.usda.gov/fais/public>

List of Videos:

1. Register an E-Authentication & FAIS account
2. Create a Proposal & Assign Roles
3. Proposal Introduction & Commodities
4. Results and Activities & Budget
5. Attachments & Proposal Submission

Helpful Information

Cost Share/Matching and In-kind Contributions

1. Cost share/matching is the portion of project costs not paid by Federal funds. (Title 2 CFR 200.29)
2. No requirement for cost share
3. SF-424 Application for Federal Assistance (Include cost share or in-kind contributions)
4. SF-424: Under “Applicant” or “Other,” list estimated funding

Helpful Information

Cooperative Agreement Funding: Amount?

1. SF-424: Estimated Funding is based on:

1. cost of the commodities,
2. cost of transportation, and
3. CCC cash funds requested for administration of activities

2. Budget:

1. Restrict to costs of implementing the activities in the proposal (*NOT the total cost of the award*)

Helpful Information

Accounting for Sub-recipient Costs in Budget

- 1. Sub-recipient costs:** include as “Professional Services”
- 2. The NICRA costs:** Use the NICRA for the prime recipient in accordance with the prime recipient’s NICRA agreement
- 3. Sub-recipient NICRA costs:** should already be included in the Professional Services line item as a direct cost

Tips to Complete McGovern-Dole Proposals

1. Understand the FY 2016 Food Assistance Proposal Guidance and Request for Applications

-Know what information is requested and required and be sure to include this information in the proposal.

2. Maintain a High Quality of Writing throughout Proposal

-Proposals should be clear, concise, and consistent.

3. Align Proposal with the McGovern-Dole Results Frameworks

-Proposal should align with: 1) Improved Literacy of School Age Children (Strong Literacy Focus); and 2) Increased Use of Health and Dietary Practices (if applicable).

Tips to Complete McGovern-Dole Proposals

4. Merit and Criterion

-Proposals will be evaluated on their responses to the following areas of criterion: Introduction Summary and Strategic Analysis (10); Project-Level Results Frameworks (10); Activities (15); Graduation and Sustainability (15); Organizational Capacity and Staffing (10); PVO Budget (10); Commodity Management (10); Monitoring and Evaluation (15); and Overall Application Quality (5).

5. Activities

-Include an in-depth description of the activity, including how the activity will be implemented.

6. Graduation and Sustainability

-Proposed program and activities therein should demonstrate movements towards sustainability and graduation.

Tips to Complete McGovern-Dole Proposals

7. Monitoring and Evaluation

-Submitted Evaluation Plan should include a comprehensive approach to evaluating the project's performance and impact (Methodologies, Key Evaluation Questions, Purpose and Scope, etc...).

8. Miscellaneous

-FAS Post, USAID (in-country), and other USG officials familiarity with the organization and its in-country work efforts are beneficial particularly in panel review discussions; and

-Past Performance Records should note current Point(s) of Contact.

Tips to Complete Food for Progress Proposals

1. **Sustainability** – Lay out detailed roadmap of how sustainability will be achieved.
2. **Strategic Analysis** – Demonstrate how proposed activities link to needs identified in Strategic Analysis.
3. **Chief of Party** – Must be a well-qualified candidate. Their CV will be reviewed thoroughly.
4. **Indicators** – Increased scrutiny on whether proposed indicator targets are being met.
5. **Expanding Markets and Trade** – Demonstrate the project's impact on expanding markets/creating new economic opportunities in chosen sector.

Proposal Review Process

- 1. Three month process after proposals are received**
 1. Review period
 2. Panel review process
 3. Funding determination and final decisions
- 2. Proposals are reviewed for applicant eligibility**
- 3. Two FAD Program Analysts review each proposal**

Proposal Review Process

Other Proposal Reviewers

1. FAD Program Specialist for Health and Nutrition (MGD only)
2. FAD Program Administration Branch (budget, past performance, organizational capacity)
3. OCBD Policy Coordination and Planning Division
4. OCBD Monitoring and Evaluation Staff
5. USAID Education Office, Food for Peace Office, and Overseas Missions
6. USDA Food and Nutrition Service (MGD only)
7. USDA Office of Global Analysis (FFPr only)
8. USDA Economic Research Service (FFPr only)

Proposal Review Process

1. Panel Review Process

1. Meet with proposal review team on specific country or region
2. Program Branches meet to discuss panel recommendations

2. Funding Determination and Final Decisions

1. Program Branch Chiefs determine proposal funding level
2. FAD Transportation and Logistics Branch (review selected commodities and shipping issues)
3. Decision Memos submitted to OCBD Deputy Administrator
4. Final consultations with FAS Post and Senior Management
5. Decision Memos signed and awards announced

Monetization that Works

1. Importance

- Monetization Plan is 10 percent of Criteria Review.
- Budgets are based on monetization proceeds – NOT the total amount of the award.
- A key indicator for the success of a proposal.
- Demonstrates understanding of a country or region's markets.

Monetization that Works

2. Commodity Selection

<u>Commodity</u>								
Commodity List								
Commodity	Usage Type	Qty/MT	Package Type	Package Size	Destination Country	Delivery to U.S Port(M M/Year)	Estimated Sales Per MT (\$)	Estimated Proceeds (\$)
Soybean Oil	Monetization	5000	Packaged	208 ltr drum	Switzerland	Jan-17	700	3500000
Soybean Meal	Monetization	10000	Bulk	Bulk	Switzerland	Jan-17	450	4500000
Soybean Oil	Monetization	5000	Packaged	208 ltr drum	Switzerland	Jan-18	700	3500000
Soybean Meal	Monetization	10000	Bulk	Bulk	Switzerland	Jan-18	450	4500000
Soybean Meal	Monetization	10000	Bulk	Bulk	Switzerland	Jan-19	450	4500000
					TOTAL			20,500,000

Monetization that Works

3. Commodity Transportation and Storage

- Prevention of spoilage or waste of commodities.
- Port infrastructure for receiving commodities.
- Adequate storage capacity.
- Port and warehouse security.
- Third party contractors (Surveyors, Freight Forwarders).

4. Impact on Other Sales

- What is the impact on commercial markets?
- What is the impact on local production?
- Similar Commodities?
- Trading Partners?
- Seasonality?

Monetization that Works

5. Dos and Don'ts – Do!

- Do demonstrate cost recovery
- Do discuss in detail why specific commodities were selected or not selected
- Do utilize trade data, USDA sources, first-hand information and research
- Do provide names of potential buyers, capacity limitations, purchasing patterns and terms

Monetization that Works

6. Dos and Don'ts – Don't!

- Don't plan on third country monetization
- Don't make general market assumptions unless you are providing specific evidence of support
- Don't assume freight costs based on *foreign-flagged* vessel rates
- Don't gloss over the transportation and storage section

Monitoring & Evaluation

FY16:

1. Required:

- Performance Indicators Illustration Table
- Evaluation Plan

2. Not Required at Proposal Due Time:

- Data Entry of Indicators
- Performance Monitoring Plan (New Requirement in FY 2016)

Monitoring & Evaluation

Performance Indicator Illustrations

1. Standard Indicators
2. Custom Indicators
3. Indicators linked to Results
4. Baseline
5. Annual Targets
6. LOP Targets

Monitoring & Evaluation

Evaluation Plan

1. Introduction
2. Project Overview
3. Design/Methodology
4. Baseline Study
5. Midterm/Final Evaluations
6. Special Studies (if applicable)
7. Evaluation Management
8. Evaluation Budget

Monitoring & Evaluation

RESOURCES:

- **7 CFR 1499.13 & 1599.13**
- **OCBD M&E Policy**
 - 1.usa.gov/1ihKtsz
- **FY16 Solicitation Appendices**
 - Appendix C – Manual for the Use of Results Frameworks and Indicators
 - Appendix E – Performance Indicators Illustration
- **Food for Progress and McGovern-Dole Indicators and Definitions Handbook**
 - 1.usa.gov/1Jc2ga8
- **Q&As on FY2016 Solicitation**
 - apps.fas.usda.gov/fais/public

Monitoring & Evaluation

Monitoring and Evaluation Proposal Review

1. Project-Level Results Frameworks
2. Monitoring and Evaluation
 - Performance Indicator Table
 - Evaluation Plan

Monitoring and Evaluation

Tips on M&E

- Use existing evidence and research to inform your theory of change
- Include all standard indicators in your indicator table
- Demonstrate a balance between monitoring and evaluation
- Consider evaluation questions and designs that inform key gaps in the knowledge base
- Address independence in evaluation management
- Follow USDA policy guidance on evaluation budgets (3-10%)

Monitoring and Evaluation

What's New at USDA in M&E?

- GAO Review of Foreign Aid Evaluation
- GAO Review of Foreign Assistance Dashboard Reporting
- FFPr and MGD Learning Agendas
- USDA Managed External Evaluations
- Updating Indicator Handbook
- Publishing Evaluations

Snapshot of Proposal Requirements

The attachments required to upload in the proposal are the following:

- Budget Summary
- Budget Narrative (if not uploaded in the budget section of the proposal)
- Performance Indicators
- Introduction and Strategic Analysis
- Financial Statement
- Evaluation Plan
- Curriculum Vitae (CV)
- Past Performance Records
- AD-3030
- Project Framework
- SF-424
- NICRA Agreement
- Generic (Ex. Letter of Support, References).

INSTRUCTIONS

Proposal Summary Attachments

Upload a file

File Type: Budget Summary

File Name: Budget Narrative

Comment: Financial Statement

Evaluation Plan

CV

Past Performance Records

AD-3030

Generic

Introduction and Strategic Analysis

Project Framework

SF424

NICRA Agreement

Food Aid Solicitations Survey

1. Based on the changes to the FY 2016 Food Aid Solicitation, FAS will conduct a survey to get your feedback which will aid in continuous improvements to the Food Aid proposal process.
2. The survey will probe the following types of questions:
 1. The number of labor hours exhausted.
 2. The number of labor hours saved.
 3. Additional feedback for improvement.

Contact Us

FY 2016 Solicitation

apps.fas.usda.gov/fais/public

The Food Assistance Division

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Foreign Agricultural Service**

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