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**Women Exporters**

**Grant Opportunity**

**REQUEST FOR APPLICATIONS**

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**Please Read this document Thoroughly**

The USAID Jordan Local Enterprise Support Project (LENS) is funded by the United States Agency for International Development (USAID) and implemented by FHI 360.

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*The contents of this Request for Applications are the responsibility of FHI 360 and do not necessarily reflect the views of the United States Agency for International Development (USAID) or the United States Government.*

1. Introduction to the USAID LENS Project

The USAID Jordan Local Enterprise Support Project (USAID LENS) is a five-year project to encourage the long-term economic growth and development potential of underserved Jordanian communities. USAID LENS brings together local governments, business owners and key community groups to collaborate on initiatives that will boost economic development and create jobs in their communities. These initiatives are focused on supporting the growth of micro and small enterprises (MSEs) and inclusive of women, youth and low-income populations. The growth of MSEs is vital to economic development, as local towns that have a higher number of locally owned businesses have more engaged citizens who are invested in developing a stronger and more prosperous community.

USAID LENS works in the governorates of Amman, Irbid, Karak, Tafilah, Zarqa and Aqaba. Over the course of its duration, the Project focuses on bringing growth and innovation to local communities in these areas through:

* **Promoting an enabling policy environment:** USAID LENS strengthens the overall policy environment by identifying and removing regulatory barriers to MSE growth and by ensuring that local officials have the mandate and administrative authority to carry out local economic development initiatives.
* **Building strategic local economic planning capacity:** USAID LENS works with local government officials in targeted areas to help them attract investment to their communities, create a better business environment and facilitate growth.
* **Building MSE capacity to enhance competitiveness and productivity:** USAID LENS works directly with MSEs in targeted sectors to help them grow and become more competitive. The project also works to build the capacity of business service providers, including associations and chambers, to help them provide better services and training to MSEs.
* **Fostering better access to finance:** USAID LENS encourages better MSE access to finance by working with developmental and micro-finance institutions to improve their service offerings to firms and individuals, as well as building the capacity of MSEs to borrow. The project also helps clarify the resources available to municipalities for local economic development and supports their capacity to access available resources.
* **Building stronger local networks to encourage economic development:** USAID LENS will work to create, strengthen and expand linkages among and between local institutions in the public and private sectors. Additionally, the project helps connect firms with industry associations, chambers, and business service providers to help boost MSE competitiveness and access to new markets.
1. Overview of the USAID LENS Women Exporters Grant Opportunity

## Background

Micro and small enterprises contribute to approximately 40% of Jordan’s GDP, provide 71% of private sector jobs and represent around 90% of all businesses. However, as in other aspects of the country’s economy, women are vastly under-represented in this segment, with only 9% percent of MSEs in Jordan owned by women. Along with recent findings that some 57% of working-age women are economically inactive, this statistic is an additional indicator of Jordanian women’s economic marginalization.

Moreover, export prospects for women owned businesses in Jordan are low and hindered by many factors. According to the Jordan Chamber of Industry, out of the all Certificates of origin issued in 2016, a mere 2 percent were requested by enterprises owned by women. The regional turmoil affecting the full spectrum of exporting businesses in Jordan, has an even greater negative impact on women-owned business as these businesses are more vulnerable to shocks due mainly to their limited cash flow. Cultural barriers have also contributed to women’s challenges in exporting, particularly to the Gulf markets. Countries like Saudi Arabia, for example, do not permit women to travel into the country unaccompanied, while other GCC countries still have antiquated notions of women in the business arena.

During the USAID LENS-sponsored “Women-led MSE Exporters” workshop organized by the Jordan Exporters Association (JEA) in May 2017, the challenges and opportunities of women exporters were discussed thoroughly via panels and questionnaires. The workshop presented cases of Jordanian business women currently operating successful exporting businesses while highlighting opportunities garnered from export ventures. A substantial number of participants – 25% - revealed that lack of knowledge in trade agreements and available opportunities was the top barrier to export. They also mentioned the lack of access to market intelligence and research as a primary obstacle to international expansion. Participants also raised the perceived issue of government apathy and non-responsiveness to exporters’ challenges, coupled with the lack of economic support programs for woman in general as additional barriers.

Nevertheless, many opportunities do exist for women exporters. New tools and technologies being currently used for exporting, including e-commerce and social media, have significantly and positively altered the way traditional exporters operate. It is easier now to contact leads and clients in a virtual marketplace, rather than travelling to attend an exhibition. Moreover, online payment options guarantee instant and secured payments. This also allows for customer follow up and support to be undertaken directly by the exporter, without the need for an agent or representative in the importing country.

Supporting women to overcome barriers and establish a sustainable exporting businesses can increase women’s income through diversifying their revenue streams, and simultaneously enhance the employment opportunities of other Jordanians – especially women. Thus, supporting women businesses in exporting can contribute to Jordan fulfilling its 2025 goal of 27% participation in the workforce.

## Grant objectives

USAID LENS is seeking to support women exporters via a one to many approach in which USAID LENS supports Business Service Providers (BSPs) and lead firms in their effort to enhance the exporting prospects of Jordanian women owned business. The “one to many” approach requires BSPs and lead firms to support a minimum of 10 women owned MSEs identified in the application and in the Export Readiness Assessments in areas outside of Greater Amman Municipality (GAM)

For the purpose of this grant opportunity, a Lead firm is defined as a company that integrates within its supply chain one or several Micro and small enterprises (MSEs) (Ex: packing and packaging MSEs, raw materials suppliers, etc..). The Lead Firm works actively with those MSEs to enhance their capabilities as part of its larger business strategy.

**The primary objective** of the USAID LENS Women Exporters Grant is to support women-owned businesses currently exporting or have the potential to do so by assisting them to access information, resources and networks, develop products suited to the needs of export markets, expand their marketing capabilities, and in general benefit from overall advice and mentoring needed to build a sustainable export-oriented business. The grant aims to support both products and services across different sectors and geographies throughout Jordan, provided the beneficiaries are outside of the Greater Amman Municipality (GAM). Sectors can include a range of manufacturing and service sectors, noting that certain areas of operation have restrictions. Please check the Grants Manual (Attachment V) for more details on restricted items/services.

**Other objectives also include:**

* + - Support the viability of women-owned business in vulnerable areas by creating new market opportunities.
		- Introduce new and innovative marketing channels for Jordanian women owned MSEs
		- Increase women participation in economic activities in general.

## Anticipated Results

USAID LENS will award grants to **BSPs** and **lead firms** that can support women owned businesses to become export ready and/or expand their export potential based on their demonstrated ability to achieve the following results:

* **Increase linkages** for women-owned businesses with leads/contacts or customers in markets outside of Jordan.
* **Generate or increase revenue** for women-owned businesses,through increased sales of products or services in countries outside Jordan.
* **Create jobs**, including both full or part-time employment, as well as internship opportunities.
* **Integrate new or improved technologies** for women-owned businesses that facilitate business efficiency and reach to external markets, such as the use of online platforms, software applications, or updated equipment, as well as the introduction of new processes and procedures.

**Monitoring and Evaluation, List of Indicators and Target**

|  |  |
| --- | --- |
| Indicator | LENS Minimum Target Per Application  |
| Number of MSE’s Reached | 10 |
| Number of MSE’s with Increased revenue | 10 |
| Number of Jobs Created | 10 |
| Number of MSE’s Assisted Increased Vertical Linkages and Horizontal Linkages, Including New Contracts with other firms, new agreements (formal or informal) and or new memberships with BSP’s or other initiatives or bodies | 10 |
| Number of women who access economically productive resources through this activity, which includes wages, income, and self-employment [[1]](#footnote-1) | 10 |
| Number of woman benefiting from new or improved USG supported social services intended to empower woman, which includes business development services, employment training, skills trainings, legal assistance and counselling, networking support1 | 10 |

## Illustrative Examples

The list below illustrates the types of activities that may be funded and are expected to be implemented through this grant opportunity to support women to expand businesses in export markets. While the specific examples noted are hypothetical, they are meant to give some indication of the type of business activities envisioned under this grant:

* **Product Development** to support introduction of new products/services that are suitable for an export market, and/or to enhance quality, packaging or efficiency of producing these products/ services.

**Example:** A Lead Firm works with a group of 15 women owned MSEs, that supply raw materials to the firm, in order to enhance their technical capabilities in developing these materials so that they can provide inputs to an export oriented product or service.

* **Marketing and market access activities,** such as market research, customer identification tools and resources (including buying actual subscriptions to databases), trade fairs, exhibitions or the development of sub-contractor or outsourcing relationships with other firms.

**Example:** A BSP plans and manages a trade mission for a cluster of women owned MSEs in a specific sector that includes the participation in a specific exhibition and ensures these businesses are able to meet market requirements through training, technical assistance, etc.

* **Integration of new or improved technology and/or ICT services** into these businesses, such as online e-commerce platforms, social media presence and website design services that will allow these businesses to manage communications, payments, and other business functions remotely which greatly facilitates the ability to export.

**Example:** A BSP manages a support and coaching program of 10 women owned MSEs in virtual market place subscription and management.

* **Internal capacity-building activities,** such as development of policies and procedures, improving human resources training and capacity building, finance, sourcing and supply chain activities to improve the overall business operations.

**Example**: A BSP manages an e-commerce training program for a specific sector and coaches 12 women owned MSEs in a step by step approach to participate in the e-commerce market.

* **Acquisition of product or services certifications,** including product-specific, quality-related, procedures and processes to meet international standards such as ISO, PMP and other industry-recognized standards.

**Example:** A Lead Firm Manages a HACCP certification program for 13 women owned MSEs from which it receives its supplies.

## Ineligible Costs

The following types of goods and services are ineligible and/or require special approvals from USAID to be procured. The project may approve some items at its discretion if it finds these costs are directly tied to grant implementation or will have a significantly greater impact if such goods and services are procured. However, these procurements still may not be approved by USAID. The ineligible costs include, but are not limited to:

Types of costs:

* Costs related to the construction or renovation of an existing space
* Costs related to storage and warehousing
* Equity financing and loans
* Operational costs, including rent, utilities, etc., except in exceptional circumstances
* Costs related to the procurement and import of goods not available on the Jordanian market, except in very exceptional circumstances
* Costs of raw materials, including fruits and vegetables, wood, metal and types of inputs needed for production of goods
* Vehicles including those used for transport or construction

# Grant Opportunity Information

## Eligibility Criteria

This grant opportunity is open to Jordanian-registered Business Service Providers (BSPs) or small and medium firms (lead firms) that are able and willing to support women owned MSEs to develop, realize or expand their export potential. Applicants must demonstrate that they have identified at least 10 women owned MSEs that they will work with in this initiative.

Applicants will be received from applicants with the following eligibility criteria:

* + - 1. Applicants must be a qualified Jordanian entity, such as private, non-profit organization,

universities, research organizations, professional associations and relevant special interest

associations.

* + - 1. Applicant must be officially registered with the appropriate Jordanian supervisory body or ministry with headquarters based in Jordan for at least three years.
			2. The applicant must support a minimum of 10 women-owned MSEs **which must be identified by name in the application**. Women-owned MSEs can be either formal or informal.

## Grant Parameters

* **Funding Limit:**

 The requested amount must not exceed **JD 75,000.** The applicant must support at least 10 women owned MSEs but higher number of supported MSEs is a plus.

* **Implementation Period:** The implementation period must not exceed **9 months**.
* **Multiple Applications:**
	+ An applicant may **not** submit more than one application under this grant opportunity at the same time.
	+ An applicant may submit applications to any other available grant opportunities published by USAID LENS Project.
* **Multiple Awards:** An applicant may not be awarded a new grant if they are currently administering a grant from USAID LENS. However, once their grant is officially closed, they can submit applications for new grants.
* **Coalitions:** Applications may be submitted by coalitions; however, one of the partner applicants must act as the lead and submit the application on behalf of the partners. If awarded a grant, the lead applicant will be required to sign the grant agreement and assume overall responsibility for management and reporting requirements described in the grant agreement. Eligibility criteria apply to all coalition members.

## Grant Package

Applicants should submit the following:

* Application Form (Attachment I)
* Budget (Attachment II).
* Export Readiness Assessment Form (Attachment III) – Applicants are to prepare and submit ERA forms for the MSEs they propose to support through their application (a minimum of 10 forms)
* Action Plan (attachment IV)
* Certificate of Registration or Incorporation Papers (Arabic originals or scanned Arabic photocopies and English translation), if the business is registered and a proof of past business experience for informal businesses
* Optional Documentation: other material such as brochures, research reports, samples of publications and results of past programs are very welcome.

## Application Specific Requirements

Language: Applications can be submitted either in Arabic or English.

Currency: The budgeted costs must be represented in Jordanian Dinars (JD).

Authorized Signatory: The application form (Attachment I) should be signed by a person duly authorized to submit an application on behalf of the applicant and to bind the applicant to the application. The application form shall include name, title, email and telephone number of the person or persons who are authorized to discuss and accept a grant, if awarded.

## Special Considerations for Applicants

## Sectors and Geographical Coverage

 Activities under this grant may be carried out in any sector or geographical area except areas inside greater Amman Municipality (GAM). Applicants based in GAM can apply as long the impact will reach other areas.

## Gender Equality and Inclusion

Across all of its initiatives, USAID LENS is committed to reflecting the principles of the US Agency for International Development’s 2012 Policy on Gender Equality and Women’s Empowerment and to assisting the Government of Jordan to realize the goal, established in the government’s Vision 2025 economic plan, of increasing women’s economic participation as a key element of the country’s sustainable development.

Therefore, USAID LENS will give preference proposals that demonstrate the potential to advance women’s economic inclusion, participation and empowerment, particularly through increased revenue for women owned businesses and increased jobs for women.

Among other evaluation criteria, all proposals will be evaluated and scored with respect to their impact on the following aspects of women’s inclusion, participation and empowerment:

1. The extent to which the activity proposed will increase women’s access to or control over productive economic resources. Productive economic resources include assets such as land, housing, businesses, livestock; financial assets such as savings and credit; wage or self-employment, and income.
2. The extent to which the women can access or benefit from social services that facilitate their economic participation and empowerment. Social services are defined as those provided specifically to empower women and girls. Examples include legal assistance and counseling, skills training, business development services, stand-alone employment training that does not also include job placement following the training, health services and counseling, shelters, etc.

## Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID’s activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID’s Automated Directives System (ADS) Parts 201.5.10g and 204 ([*http://www.usaid.gov/policy/ADS/200/*](http://www.usaid.gov/policy/ADS/200/)), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

No activity funded under this grant will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”)

## Additional Notes

All grantees might be required to participate in meetings aimed at improving communication and cooperation between grantees, and/or may be required to attend trainings deemed relevant to the realization of USAID LENS objectives. In addition, USAID LENS will support grantees in building their capacity in the area of grants management to ensure compliance with all USAID regulations.

# Application Submission Information

## Contact Information

USAID Local Enterprise Support Project (LENS)

Website: [www.jordanlens.org](http://www.jordanlens.org)

Email: LENSGrants@jordanlens.org

## Solicitation Workshops

Date and location of solicitation workshops will be announced on the website.

## Clarifications

Method: Requests for clarification(s) will receive a response. Requests should be submitted via email to: LENSGrants@jordanlens.org

Responses: USAID LENS will provide responses to the requests for clarifications on a rolling basis until August 31, 2017. These responses will be shared with all who attended the solicitation workshops and will be posted on the [www.jordanlens.org](http://www.jordanlens.org) website.

## Proposal Deadline & Delivery

Applications are accepted from **August 10 until October 15, 2017**. Applications will be considered on a rolling basis and the period of acceptance will be extended if resources remain for this solicitation.

Applications must be submitted via email to: LENSGrants@jordanlens.org.

# Application Review and Evaluation

USAID LENS intends to award grants resulting from this solicitation to applicants whose applications meet eligibility requirements and meet or exceed minimum evaluation criteria. Evaluation process is described below.

## Preliminary Evaluation

USAID LENS will evaluate applications according to the following criteria:

* + Administrative compliance – verification that the application is complete and that the application file includes all items required.
	+ Eligibility – verification that the applicant and the proposed activities are eligible according to the eligibility criteria described in Section 3.1.

## Technical Evaluation and Scoring of Eligible Applications:

USAID LENS will evaluate applications based upon the evaluation criteria listed below. An application can be categorized as unacceptable when it has many deficiencies or gross omissions or both and thereby: (1) demonstrates a failure to understand much of the scope of work necessary to perform the required tasks; (2) fails to provide a reasonable, logical approach to fulfilling much of the requirements; or (3) fails to meet the personnel requirements. A finding of unacceptable in one technical evaluation factor may result in the entire application being found to be unacceptable.

**Reservation** - Based on the volume of applications submitted, USAID LENS reserves the right to conduct an initial internal technical evaluation of applications, after which the Grants Evaluation Committee (GEC) will review a sub-set of the proposals that are most relevant to USAID LENS project objectives and the objectives of this grant opportunity.

## Evaluation Criteria and Passing Score

The criteria reflect the requirements of this particular solicitation. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated; and (2) serve to identify the significant matters that applicants should address in their applications.

The Women’s Exporters Grants is intended to support women’s economic empowerment through support for proposals from women owned businesses capable of exporting or willing to do so as mentioned in the results listed in *Section 2.3 Anticipated Results*. Proposals will be scored predominantly on the strength of the business proposal and the potential of the proposed activity to generate results, particularly increased revenue for women-led businesses or increased jobs. Applicants must specifically quantify the increased revenue and/or jobs anticipated through this activity, as shown in the application. While not required for eligibility, proposed activities that deliver on anticipated results while also creating an economic and/or social impact for women other than the applicant will be given extra consideration.

The passing score is the total of **70 points (or above) out of 100 points**, divided over the selection criteria below.

|  |  |  |
| --- | --- | --- |
| **Criteria Main** | **Criteria** | **Score** |
| Market Needs, Business plan and impact | The application describes the market needs and proposes a clear business plan to support a group of women owned MSEs to find businesses opportunities abroad and help them utilize it. Higher number of potential MSEs receive higher marks. | 25 |
| USAID LENS Objectives | The proposal demonstrates how the proposed activity will produce the results aligned to LENS objectives and results, including increased revenues to the business and/ or the ability to create new jobs through exporting.  | 35 |
| Export Readiness needs | The proposal links the activities and costs to the needs driven from the outcomes of the Export Readiness Assessments filled by the BSP on behalf of supported MSEs | 15 |
| Women Empowerment  | The proposed activity will increase women’s access to economic resources and specifically facilitates the economic or social empowerment and participation for women in economic activities especially in areas outside Greater Amman Municipalities. | 25 |
|  | **Total** |

## Cost Evaluation

Cost has not been assigned a score but the cost application will be evaluated for general reasonableness, and cost‐effectiveness. The applicant’s cost application will be evaluated to ensure it is a realistic financial expression of the proposed project and does not contain estimated costs which may be unreasonable or unallowable. Cost negotiation will only be conducted with short-listed applicants if deemed necessary.

## Grant Evaluation Committee (GEC)

The GEC members are selected for their impartiality and their subject expertise in relation to the grants program.

## Oral presentation:

Applicants may be invited to deliver a presentation of their proposed project to the Grants Evaluation Committee (GEC).

## Possible evaluation outcomes include:

* Fully fund the project
* Partially fund the project
* Fully fund the project, with conditions\*
* Partially fund the project, with conditions*\**
* Not fund the project

*\* Possible conditions may include:*

* Financial or programmatic grants management technical assistance before or during the period of the grant
* Amendments to technical areas of the grant
* Amendments to the budget
* Requirements for additional information prior to the start of the grant period
* Any other conditions deemed necessary by the GEC

# Announcement of Evaluation Results and Next Steps for Short-listed Applicants

## Announcement of Shortlisted Applicants

An email will be sent to all applicants announcing the evaluation result.

## Next Steps for Short-listed Applicants

Please refer to the Grants Manual (Attachment V) for full information on the next steps.

## Due Diligence (Pre-Award Procedures)

After the GEC short-lists applications, USAID LENS will notify the short-listed applicant and begin the due diligence process. Due diligence is part of the pre-award process; and the results must confirm that a potential grantee can successfully comply with the financial, managerial and programmatic requirements of the grant. **The short-listing of an application in accordance with established procedures does not guarantee an award.**

***\* Due Diligence procedures and requirements will vary based on the selected grant mechanism. Further details on these steps and available grant mechanisms for this grant opportunity, are listed under section 7.2.3.***

## Supporting Documentation

Short-listed applicants will be asked to submit full supporting documentation, as applicable, to illustrate that the applicant has the technical capacity to implement the grant, as well as the financial and administrative systems in place to adequately account for the grant funds.

Supporting documentation consists of the following:

* **DUNS Number and SAM.gov.** Organizations that receive a grant of $25,000 (17,700 JOD) or more must obtain a DUNS number and register their organizations on SAM.gov.
* **Financial Pre-Award Assessment Tool**. A USAID LENS staff member will schedule a time to conduct the relevant pre-award assessment tool with short-listed organizations.
* **Mandatory Certifications.** In compliance with ADS 303, these certifications should be signed by the potential grantee’s authorized representative.
* **Audited Financial Statements**, if available; but preferred for the past three years. (English translation desirable, but not required). If no recent audit has been conducted, a revenue and expense statement and balance sheet for previous financial year must be attached.
* **Supporting Cost Data**, including payroll records, Completed Biographical Data forms, quotes, etc. as described in Budget Instructions.
* **Debarment and Terrorist Financing Searches** (to be conducted by USAID LENS).
* **Detailed budget and budget narrative.**
* **Registration Certificate**
* **Government Approvals.** Obtain necessary government licenses and approvals as applicable.
* **Internal Policies** if available.
* **Articles of Association** if applicable.

## Cost Evaluation

Costs/prices will be analyzed as part of the due diligence process. Applicants should note that the budget must be sufficiently detailed to demonstrate cost/price reasonableness and completeness. Budgets including cost/price information determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be deemed unacceptable.

While exact costs will not be known until the applicant and USAID LENS agree on the proposed activity, applicants should make their best effort to estimate anticipated costs and type of costs. Award may be made based on initial proposal submission without discussions or negotiations. Therefore, the applicant’s initial proposal should contain the applicant’s best terms from a cost/price and technical standpoint.

USAID LENS will make a determination of cost/price reasonableness based on its cost experience for similar items or services, what is available in the marketplace, and/or other competitive offers.

## Grant Negotiation

The cost analysis, pre-award determinations, and negotiation process will be documented by USAID LENS in a Memorandum of Negotiation. The written determination of the applicant’s responsibility should confirm that the applicant:

* Has the ability to meet the award conditions, taking into consideration all existing prospective recipient commitments, non-governmental and governmental;
* Has a satisfactory record of performance. Generally, relevant unsatisfactory performance in the past is enough to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance, or the applicant has taken adequate corrective measures to assure that they will be able to perform satisfactorily;
* Has a satisfactory record of business integrity; and
* Is otherwise qualified to receive an award under applicable laws and regulations.

The USAID LENS Grants Team will review the applicant’s proposal to ensure that costs are in compliance with USAID LENS and USAID policies. The grant award will clearly define the activities that will be supported with grant funds. The program description will clearly state the purpose of the program and specifically identify each element of the program, as well as its duration.

Any funding restrictions, such as limitations on allowable activities for the particular program, or limitations on direct costs, such as purchase of equipment, will be included in the budget section. The payment schedule and monitoring plan for the grant will be established in accordance with the assessment of risk. Revisions to the activities, grant duration, or payment schedule will require a grant modification.

## Grant Administration Mechanism

The grant mechanisms for this grant opportunity are an In-Kind Grant and, in exceptional circumstances, a Fixed Obligation Grant.

The selection of the grant mechanism will be dependent on the activity and after the initial review of project ideas. Please note that grants will be structured to minimize compliance burdens and the type of reporting and recordkeeping may vary by type of grant instrument used, amount of the grant, or as a result of the Pre-Award Assessment.

## Grant Approval Process

Upon successful submission of all requested documentation and negotiation of grant terms, a request for approval to issue a grant will be submitted to USAID/Jordan. **Upon receiving approval from USAID/Jordan,** the grant agreement is prepared in accordance with USAID LENS policies and procedures and will be signed between FHI 360/USAID LENS and the Recipient.

The USAID LENS Grants Team shall obtain the certifications, assurances and other statements required from non-U.S. organizations before making an award.  The applicants must sign the full text of the applicable certifications as indicated in the grant award.

If an application is not approved by either the USAID LENS Grant Evaluation Committee or USAID/Jordan, the applicant will be notified. An applicant may resubmit an application to the same or a future grant opportunity if the applicant meets the eligibility requirements of the grant opportunity and if the purpose for which the grant was submitted is consistent with the objectives of the USAID LENS Grant Program.

## Grant Administration and Authorizing Legislation

During grant administration, these provisions will apply

* Standard Provisions for Non-U.S. Non-governmental Organizations

<http://www.usaid.gov/ads/policy/300/303mab>

* Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations

<https://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>

## Monitoring & Evaluation Plan

Every applicant must provide a monitoring and evaluation plan (M&E plan) within 30 days after being awarded the grant. USAID LENS will provide guidance and assistance to grantees to develop a sound M&E plan.

In addition, grantees will be required to report on some of USAID LENS indicators. For these indicators, USAID LENS will provide the grantees with tools and templates for data collection. Grantees are required to provide this data to USAID LENS as a condition of funding.

## Branding and Communication Requirements

All activities and products shall adhere to USAID and USAID LENS branding requirements. Please refer to the USAID LENS Grants Manual (Attachment V) for further details on these requirements.

1. Disclaimers
* Applicants will NOT be reimbursed for the cost incurred in preparation and submission of an application. All preparation and submission costs are at the applicant’s expense.
* Issuance of this grant opportunity does not constitute an award commitment on the part of USAID LENS.
* USAID LENS reserves the right to independently negotiate with any applicant, or to make an award without conducting discussions based solely on the written applications if it decides it is in its best interest to do so.
* USAID LENS reserves the right to fund any or none of the applications received.
* USAID LENS reserves the right to check applicant’s donor references.
* USAID LENS may cancel solicitation and not award;
* USAID LENS may reject any or all responses received;
* USAID LENS reserves the right to disqualify any application based on applicant failure to follow APS instructions;
* USAID LENS may choose to award only part of the activities in the grant opportunity, or issue multiple awards based on the grant opportunity activities;
* USAID LENS reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
* These Instructions to applicants will not form part of the application or of the grant agreement. They are intended solely to aid applicants in the preparation of their applications.

9 USAID LENS Grants Manual

By signing the application form, the applicant verifies that he/she has reviewed the USAID LENS Grants Manual (Attachment V) which is also available on website: <http://www.jordanlens.org>, and that the applicant’s management has read and understood its contents.

1. [↑](#footnote-ref-1)