IREX / HEIG

Higher Education for Innovation and Growth

APPLICATION FORM

Cluster Lead Organization

Sustainable Agri-Food Security Sector

RFA Number: IREX/HEIG/RFA/001/FY26
Award Ceiling: $150,000

Period of Performance: May 15, 2026 – May 14, 2028

Contents

List of Abbreviations and Acronyms

Abbreviation	Full Term
CSO	Civil Society Organization
HEI	Higher Education Institution
HEIG	Higher Education for Innovation and Growth
IREX	International Research & Exchanges Board
MEL	Monitoring, Evaluation, and Learning
NGO	Non-Governmental Organization
RFA	Request for Applications
UEI	Unique Entity Identifier
USD	United States Dollar
U.S. Government	United States Government

IMPORTANT INFORMATION

Submission Deadline:

>February 12, 2026

Submit Application To:

>Grants.heig@irex.org

Required Attachments:

- Completed Application Form (this document)
- Budget Template (Attachment 2)
- Letters of support from key stakeholders and partners
- Organizational registration documents and CVs of key personnel

PAGE LIMITS:

- Section 2 (Organizational Profile): 2 pages maximum
- Section 3 (Technical Approach): 4 pages maximum
- Section 4 (Implementation Plan): 3 pages maximum

NOTE: Late or incomplete applications may not be considered for review.

SECTION 1: APPLICANT INFORMATION

Organization Name:	
Organization Type:	(NGO / Private Enterprise / CSO / Association / Chamber / Other)
Registration Number:	
UEI Number:	
Physical Address:	
Telephone:	
Email:	
Website:	

Primary Contact Person

Full Name:	
Title/Position:	
Email:	
Mobile:	

SECTION 2: ORGANIZATIONAL PROFILE

Maximum 2 pages. This section helps us understand your organization's capacity and credibility to serve as the Cluster Lead.

2.1 Organization Overview and Mission

Briefly describe your organization's mission, vision, core areas of work, year of establishment, and legal status. How does serving as the Cluster Lead align with your organizational mission?

2.2 Standing in the Agri-Food Security Sector

Describe your organization's reputation within the Agri-Food Security sector. How do key stakeholders (HEIs, private sector, government) view your organization? Provide specific examples of your sector work.

2.3 Organizational Capacity

Describe your organizational structure, staffing, and management systems. Include your financial management capabilities and experience with U.S. Government donor requirements.

2.4 Track Record and Past Performance

Describe one similar multi-stakeholder coordination project you have successfully managed. Include: project objectives, stakeholders involved, your approach, measurable outcomes achieved, and project duration.

SECTION 3: TECHNICAL APPROACH

Maximum 4 pages. This section evaluates your strategy and methodology for achieving cluster objectives.

3.1 Private Sector Engagement Strategy

Demonstrate your capacity to engage and mobilize private sector enterprises in the Agri-Food Security sector.

Current Networks:
Describe your existing relationships with private sector enterprises in the Agri-Food Security sector. Provide evidence of these relationships.

Recruitment and Engagement Approach:
How will you recruit and engage at least 30 private sector enterprises? Describe your approach to ensuring their active participation in cluster activities.

3.2 Network Building and Stakeholder Mobilization

Describe your approach to building and sustaining a diverse, active network of at least 50 organizations.

Convening Strategy:
How will you bring together diverse stakeholders (HEIs, government, civil society, private sector)? Share examples from your past work showing your ability to mobilize organizations.

Sustaining Active Participation:
How will you build and sustain a network of at least 50 active organizations? Describe your approach to organizing meetings, working groups, and collaborative activities.

3.3 Partnership Development and Enabling Environment

Describe your comprehensive approach to facilitating successful HEI-industry partnerships. How will you: identify and broker partnership opportunities, mobilize resources and investment, build trust between partners, and support collaboration tools (including digital platforms)? What enabling conditions will you create to ensure partnerships thrive?

3.4 Sustainability Planning and Long-Term Viability

How will you ensure the cluster remains viable beyond the HEIG project? Describe your approach to financial sustainability, governance structures, and building independence for partnerships.

SECTION 4: IMPLEMENTATION PLAN

4.1 Overall Implementation Approach

Describe your overall vision and strategy for implementing cluster activities over the two-year period. What are your key implementation phases or milestones? How will you ensure smooth operations from startup through full implementation?

4.2 Staffing and Team Structure

Describe your proposed team structure including key positions, roles, and time allocation. Attach CVs for key personnel demonstrating relevant experience in the Agri-Food sector and stakeholder coordination.

4.3 Coordination and Communication

Internal Cluster Communication:
How will you ensure effective communication among cluster members? Describe your communication approach.

Coordination with HEIG and Cluster Leadership:
How will you coordinate with the HEIG team and elected Cluster Chairs?

External Visibility and Outreach:
How will you promote cluster activities to attract new members and engage the broader ecosystem?

4.4 Monitoring, Evaluation, and Learning

Describe your monitoring and evaluation approach. How will you track progress and use data to improve cluster operations?

4.5 Risk Management

Identify potential risks to successful implementation and your mitigation strategies.

Risk	Likelihood	Mitigation Strategy

SECTION 5: BUDGET AND RESOURCES

Complete the detailed budget using Attachment 2: Budget Template. Provide a summary here of major budget categories and cost-effectiveness rationale.

Budget Category	Amount (USD)
Personnel	
Travel and Meetings	
Equipment and Supplies	
Contractual/Consultants	
Other Direct Costs	
Indirect Costs	
TOTAL BUDGET	

5.1 Budget Justification and Cost-Effectiveness:

Explain how your budget represents good value for money. Justify major budget items.

5.2 Cost Share and Leveraged Resources:

Describe any cost share or co-financing your organization will contribute. Identify other resources that will enhance project impact.

SECTION 6: EXPECTED RESULTS AND IMPACT

6.1 Target Beneficiaries

Identify the direct and indirect beneficiaries of cluster activities.

6.2 Anticipated Results and Impact

Describe the broader impact you anticipate the cluster will have on Jordan's higher education system, workforce development, and economic growth in the Agri-Food Security sector.

SECTION 7: REFERENCES AND SUPPORTING DOCUMENTATION

7.1 Professional References

Provide contact information for at least 3 professional references who can speak to your organization's capacity and track record.

Reference 1:

Name:	
Organization:	
Title/Position:	
Email:	
Phone:	
Collaboration Description:	

Reference 2:

Name:	
Organization:	
Title/Position:	
Email:	
Phone:	
Collaboration Description:	

Reference 3:

Name:	
Organization:	
Title/Position:	
Email:	
Phone:	
Collaboration Description:	

7.2 Letters of Support

Attach letters of support from key stakeholders in the Agri-Food Security sector demonstrating your networks and partnerships.

☐ Letters of support attached (minimum 2 recommended)

CERTIFICATION AND SIGNATURE

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that IREX reserves the right to verify all information and may request additional documentation.

I further certify that the applicant organization is not debarred, suspended, or otherwise excluded from participation in U.S. Government awards and has not been convicted of any criminal offense related to fraud or corruption.

Authorized Representative Name:	Title:
Signature:	Date:

Organization Official Stamp/Seal: