

**REQUEST FOR APPLICATIONS (RFA)**  
**for USAID Georgian Media Program**

**Issuance Date:** 12/19/2022

**Closing Date:** 01/19/2023 at 11:59pm GET

**Subject:** Request for Applications (RFA) Number 2022-01  
USAID Media Program

**Reference:** Issued Under an International Research and Exchange Board (IREX)  
USAID COAG Number 72011422CA000041

This Request for Applications outlines the information required by the applicant for the development and submission of a proposal for consideration. The potential applicant is expected to review, understand, and conform with specifications contained in this RFA. Failure to do so will be at the applicant's own risk.

All reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the Subaward program and are in accordance with applicable cost standards (2 CFR 200 Subpart E Cost Principles or the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be charged under the Subaward. Construction is not eligible for reimbursement under this award.

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply. (See Standard Provisions in Annex 1)

This RFA is being issued and consists of this cover letter, Schedule A, and Annexes.

Issuance of this RFA does not constitute an award commitment on the part of the USAID Media Program/IREX nor does it commit the USAID Media Program/IREX to pay for costs incurred in the preparation and submission of an application. The application is submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID Media Program/IREX activities.

Sincerely,

*Angela Nicoara*

Angela Nicoara

Chief of Party, USAID Media Program

## **SCHEDULE A**

### **SECTION I: FUNDING OPPORTUNITY DESCRIPTION:**

The USAID Media Program in Georgia is a five-year program funded by the United States Agency for International Development (USAID) and implemented by IREX. The program envisions a vibrant, resilient, networked media sector that provides Georgia's citizens and diverse communities with the civically relevant, fact-based independent information they need to build a more just, prosperous, and inclusive society.

Program Objectives:

1. Preserve and strengthen an enabling environment that fosters press freedom and access to information
2. Develop more effective self-regulation among media professionals and information producers that sets standards for quality and ethics
3. Increase the availability of civically relevant, fact-based, independent sources of information

#### **USG Regulation:**

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply.

### **SECTION II: AWARD INFORMATION:**

Subject to the availability of funds, IREX expects to award up to 3 (three) Fixed Amount Awards (FAA) Subawards to regional TV and online media, ranging from \$ 3,000 to \$ 5,000. The total amount available is \$10,000. The expected duration of IREX's support or the period of performance is 03/01/2023 - 05/30/2023 (March 1 to May 30, 2023).

Subject to the availability of funds, IREX expects to also award up to 3 (three) Fixed Amount Awards (FAA) Subawards to national TV media outlets, ranging from \$ 10,000 to \$ 15,000. The total amount available is \$ 30,000. The expected duration of IREX's support or the period of performance is 03/01/2023 - 06/01/2023.

The USAID Media Program/IREX reserves the right to fund any or none of the applications submitted.

Only one application is accepted per organization.

### **SECTION III: ELIGIBILITY INFORMATION:**

The applicant / application must meet the following requirements

- Be officially registered and working in compliance with all applicable civil and fiscal regulations, including, but not limited to pertinent local laws and status. In lieu of official registration, a Subawardee may show proof of effort to secure registration, exemption from registration, or show cause why such registration is either not optional or practicable
- Meet the projects objectives and principles
- Contain expected outcomes and results consistent with and linked to the projects objectives
- Applicant is not a debarred organization
- Located in Georgia

Types of Subawardees Eligible:

- Non-US Nongovernment Organizations (Non-US NGOs)
- National TV media
- Regional TV media
- Online media
- Private Enterprises
- Professional Associations

Cost share is not required.

**Section IV: APPLICATION AND SUBMISSION INFORMATION:**

Any questions concerning this RFA should be submitted in writing not later than 10 days prior to the closing date shown above to [contact.mp.ge@irex.org](mailto:contact.mp.ge@irex.org). Applicants should retain for their records one copy of all enclosures which accompany their application.

The application must be received by USAID Media Program/IREX no later than the closing date listed on the front page of this RFA. Pre-award costs are not allowable and will not be reimbursed. Applications should be submitted in electronic format to the following email address [contact.mp.ge@irex.org](mailto:contact.mp.ge@irex.org) with "Proposal submission under USAID Media Program RFA 2022-01" in the subject line.

The complete application packet must include the required attachments:

**A. Project Description REQUIRED**

See attachment A for the application questions. Please limit responses to 10 pages maximum.

**B. Budget and Budget Narrative REQUIRED**

See attachment B for the budget form. Please note that this template contains multiple tabs for the line item budget and budget narrative, both of which must be filled out.

Applicants should verify that the total amount will not exceed \$15,000 for national media and \$5,000 for regional and online media. The budget form must include all projected expenses for the grant activities.

Based on the individual application, IREX reserves the right to alter an applicant's budget or to fund some, but not all, components of an application.

### **C. Due Diligence Questionnaire REQUIRED**

The financial parts of the due diligence questionnaire should be completed by a staff member who has detailed knowledge of organizational finance policies and procedures.

Please note that the questionnaire requests an **email reference for five previously funded projects (grants)**. IREX is required to contact your references, so please ensure that this section is filled out accordingly. References should not include current employees.

**The following attachments** should be included with the due diligence form:

- Copy of organizational registration
- Copy of most recent audit
- Sample timesheet – we require that organizational personnel who are paid under this award track their time spent on the project. If your organization does not use timesheets, you can request an IREX template for this purpose.
- Proof of salary for all personnel paid under the project – required to approve payment of salary costs under this award
- Policies on anti-trafficking and sexual harassment

### **D. Resumes/CV REQUIRED**

Resumes for the primary staff who will be working on the project should be attached.

#### **Restrictions:**

- Subaward funds provided under the terms of this RFA shall not be used to finance any of the following commodities as per ADS 312 Eligibility of Commodities:
  - ✓ **Ineligible Commodities:** Military equipment, surveillance equipment, commodities or equipment for the support of police or other law enforcement activities, abortion equipment and services, luxury goods, gambling equipment, weather modification equipment.
  - ✓ **Restricted commodities include:** Agricultural commodities, motor vehicles, pharmaceuticals, contraceptives and condoms, pesticides, used equipment, fertilizer.
  - ✓ **Others:** Purchases of goods or services restricted or prohibited under the prevailing USAID source and nationality and other regulations found under ADS 310 or from countries and suppliers as may be identified by USAID's consolidated list of debarred, suspended or ineligible subcontractors at <http://www.epls.gov/>.

- Any purchases or activities deemed unnecessary to successfully complete the activity, including any Subawardee headquarters expenses that are not directly linked to the implementation of the proposed project.
- Previous obligations and/or bad debts.
- Fines and /or penalties.
- Other costs unallowable under USAID and/or federal regulations such as referenced 2 CFR 200 Subpart E Cost Principles and FAR 31.2 Cost Principles for Commercial Organizations.

### Late Applications

Late applications are marked as “late” and are ineligible for review or award; however, IREX reserves the right to accept and include late applications in the review and award process when it is considered within the best interest of IREX to do so and if applications that were received on time have not been opened and reviewed. Applications that are submitted late or incomplete run the risk of **not** being considered for review.

### **SECTION V: APPLICATION REVIEW INFORMATION:**

Within 10 days working days of the deadline for submitting applications, a technical review committee will convene. Throughout the evaluation process, the USAID Media Program shall take steps to ensure that members of the committee do not have any conflicts of interest or the appearance of such with regard to the organizations whose applicants are under review. An individual shall be considered to have the appearance of a conflict of interest “if that person, or that person’s spouse, partner, child, close friend or relative works for or is negotiating to work for, or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted an application currently under the panel’s review.” Members of the committee shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

*Note: Under unusual circumstances the technical review committee may be delayed.*

Verification of the application submission requirements will be conducted by the field grants manager. Awards will be made within 20 working days after the technical evaluation committee completes its review.

The application will be evaluated according to the evaluation criteria set below. To the extent necessary (if an award is not made based on initial applications), negotiations may be conducted with each applicant whose application, after discussion and negotiation, has a reasonable chance of being selected for award.

### Evaluation Criteria:

#### **a. Technical Merit: 40 points**

- ✓ Relevance to program goals
- ✓ Sustainability of project results

- ✓ Anticipated impact on the beneficiaries

**b. Audience: 40 points**

- ✓ Audience size for national TV (based on data provided by audience measurement companies)
- ✓ Google analytics data for online and/or regional media

**c. Feasibility and Cost Effectiveness: 20 points**

- ✓ Are costs reasonable, allowable, and allocable
- ✓ Is the proposal cost effective?

## **Section VI: AWARD AND ADMINISTRATION INFORMATION**

The recommendation or selection of an application in accordance with established procedures does not guarantee an award. All applicants must demonstrate that they possess, or have the ability to obtain, the necessary management competence to practice mutually agreed upon methods of accountability for funds and other assets provided.

A successful applicant can expect to receive an Award Letter, signed by the program. The award letter will be addressed to the organizations point of contact as stated in the application. Applicants that were not successful can expect a letter explaining the reason for their unsuccessful application.

Following the Award Letter, final negotiations will take place before the signing of a Subaward agreement.

### Reporting Procedures:

A description of reporting requirements will be included in the Subaward Agreement. The types of reporting required, along with the schedule of reporting, will depend on the Subaward type and project duration. Reporting forms will be provided to Subaward recipients. Types of reporting will include the following:

- Program report to be submitted during project implementation according to a schedule described in the Subaward agreement. This report will include a description of progress made during the period, problems in project implementation; actions taken to overcome them; and activities planned for the next period.
- Final program report will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation.
- Financial reports will be submitted according to a schedule described in the Subaward agreements. Types of financial reports, as well as the schedule of reporting, will depend on the type of Subaward, length of project, and amount of

funding. In addition, the Subawardee is required to submit a detailed Final Financial Report.

- Links to all content produced under the grant and associated social media posts. These links will be shared immediately after they have been broadcast and as a list included in the final program report.

Issuance of the final installment of Subaward funds is contingent upon the USAID Media Program receipt and acceptance of Final Financial and Final Program Reports.

## **SECTION VII - OTHER INFORMATION**

Issuance of this RFA does not constitute an award or commitment on the part of IREX, nor does it commit the USAID Media Program/IREX to pay for costs incurred in the preparation and submission of an application.

IREX reserves the right to fund any or none of the applications submitted. Further, IREX reserves the right to make no awards as a result of this RFA.

## **Annex 1: Mandatory Standard Provisions**

Mandatory Standard Provisions for Non-US Nongovernmental Recipients:

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