USAID Youth Excel: Our Knowledge, Leading Change Program
Seeking a Youth Engagement Summit Local Partner in Accra, Ghana

Request for Applications (RFA) No. FY23-Ghana-01
Role: Local Partner in Accra, Ghana
(Deadline: 28th February 2023, 11:59 pm GMT/Ghana time)

Webinar Infosession: Tuesday, February 14, 2:30PM Ghana time

Infosession Recording: https://irex.org.zoom.us/rec/share/-bXTunBDkzLr0PzvkEheSN9i38xejY5zCWy1x3-whthXRtI45smiTzIyJRGfnbr.WoOFgLk0VI6bc7zS

Infosession Questions and Answers

Q. 1. How much should be spent before reimbursement?
R. The partner will receive advance funding to cover projected expenses.

Q. 2. What will be the frequency for reimbursement?
R. The frequency may be monthly to quarterly and will be agreed on with the partner.

Q. 3. What about eligible organizations who don’t enough funds to bankroll activities?
R. The partner is not expected to use organizational resources to bankroll activities. A start-up advance corresponding to projected expenses for the first 60 days and following financial reporting and reconciliation with advances based on projected 2-month period advances will address this.

Q. 4. Instead of reimbursement, could funds be disbursed on a monthly basis?
R. Once a finalist is selected and approval is received, an initial advance for projected expenses is processed for the following 60-day period. Later financial reporting will be submitted by partner on a monthly basis to reconcile the prior month’s expenses with required documentation and to request an advance based on the projection of the following 2 months period of expenses. Expenses are reconciled in compliance with USAID policies, local partner policies as well as IREX policies.

Q. 5. How many staff can be on board and what is the level of effort?
R. The applicant may propose a budget that includes the anticipate staffing needs based on the detailed scope of work provided in the RFA in Section I Scope of Work on pages 6–7, taking into account staffing costing recommendations as follows:

- Program Manager (estimated 50% Level of Effort), a Program Coordinator (estimated 100% Level of Effort), plus other finance and communications support as needed.
- Protection focal point: identify a team member responsible for ensuring adherence to the protection policy and reporting on protection issues. The recommended level of effort is 20% or approximately 8 hours per week.

Q. 6. We understand international participants (USAID, etc) flights and other details would be catered for by the lead partners. Just to clarify, what of Speakers for the summit?
R. The local partner is the lead on logistical planning, management, and procurement for all participants in coordination with Youth Excel counterparts, including those who will have speaker roles. This includes the procurement of flights for 35 regional (Africa-based) attendees and 35 international attendees; as well as local staff and participant travel, lodging for 70 regional and international attendees, and conference/venue package and other related resources, meals, and
incidentals for participants. Please see cost recommendations on pages 9-10 of the RFA for more details.

**Q7. Would you require a detailed workplan is attached to the submission or the workplan would be developed later with lead partner after selection?**
R. A workplan is not part of the required submission materials as it will be developed with the selected local partner upon start-up of the subaward, in collaboration with Youth Excel counterparts.

**Q8. Can you elaborate more on the cocreation process?**
R. The cocreation process will include collaborating with IREX to plan for the summit, venues, accommodation, agenda, and youth engagement with young leaders in/near Accra.

**Q9. Are we inviting all the attendees, even those outside of Ghana? Will we be part of facilitating the event?**
**Q9b. From experience, the rate of inflation can affect costs as regards changes in flight costs and other logistical demands. How can we cater for this in the budget?**
R. The local partner will work with Youth Excel to invite all attendees, including those outside of Ghana, as the lead on logistical planning, management, and procurement for participants. This will include travel and logistical management for participants from outside of Ghana. The local partner will play a key role in facilitating the event by co-leading overall hosting of the summit, facilitating and creating a welcoming, youth friendly environment, and leading in moderating relevant panels, sessions, and/or breakout groups of the summit. Youth Excel will fund actual costs, accounting for exchange rate fluctuations, and work with the partner to manage the potential budgetary impact of inflation.

**Q10. Approval and/or experience hosting the event or similar type of event?**
R. Please see pages 7-8 of the RFA for eligibility criteria details, including demonstrated experience working in Accra and having a physical and staff presence in Accra with projects or programs focusing on Youth Development as well as the criteria to be a legally registered, local organization in Ghana. Please see page 11 of the RFA for selection criteria, including details related to capacity and past performance.

**Q11. Will IREX/Youth Excel provide guidance on registering for a unique entity identifier?**
R. Please find the below list of resources on how to register for a Unique Entity Identifier (UEI). Kindly note that Youth Excel will support the selected partner to secure the UEI required for subgrant approval. Please also note that the UEI only is needed, and not a full SAM.gov registration.
- Registration page: [https://sam.gov/content/entity-registration](https://sam.gov/content/entity-registration)
- Documentation Requirements: It’s important that for UEI registration, the name, address, and other details must match documents exactly, including abbreviations, spelling, etc. [https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a03ea4461b802550fe314000f54bcb83](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a03ea4461b802550fe314000f54bcb83)
- Other FAQs: [https://www.fsd.gov/gsafsd_sp?id=kb_category&kb_category=7ae0cb0c1b4f64108aa3a8eae54bcb0e](https://www.fsd.gov/gsafsd_sp?id=kb_category&kb_category=7ae0cb0c1b4f64108aa3a8eae54bcb0e)