



# USAID | CENTRAL ASIAN REPUBLICS

FROM THE AMERICAN PEOPLE

## To all Offerors:

**From:** USAID/CAR Regional Mission  
Acquisition and Assistance Office  
Park Palace Building  
41, Kazybek bi Street  
Almaty, Kazakhstan 050010

**Date:** July 3, 2012

**Subject:** Modification 2 to RFA No. RFA-176-12-000010  
Western Kazakhstan Dialogue Program

The purpose of this Modification is to provide Questions and Answers for the subject RFA. Accordingly, the following changes are as follows:

### 1) Add Annex 1 – Questions and Answers:

#### **Annex 1 – Questions and Answers**

*Question:* Should the applicant make a detail plan only for the first year, or for the two years?

*Answer:* The initial draft Annual Work Plan shall be submitted with the application. The draft Work Plan must be finalized no later than 30 days after the award is made. The Agreement Officer's Representative (AOR) must provide written comments on the draft Work Plan within three weeks of receipt, and the AOR will provide written approval when the plan is finalized. The work plan should cover the entire duration of the project.

*Question:* Is the Monitoring and Evaluation plan part of the application pack? Should we make it now or only in a case of success?

*Answer:* Performance Monitoring and Evaluation Plan (PMEP) shall be submitted within 30 days of signing the award.

*Question:* Can the Akimat be considered as a New Partner?

*Answer:* The Akimat as governmental entity could not be considered as implementing partner for this RFA. The Akimat could be considered only as a resource partner.

*Question:* Can we invite foreign experts?

*Answer:* Yes, the Implementer can involve international experts for this project. But, it is the Implementer's responsibility to budget properly all costs associated with expert services.

*Question:* If the university is the main applicant, should it provide the same documentation as the documents listed for the NGOs?

*Answer:* Yes, the Prime Implementer should provide all documents requested in the RFA.

*Question:* Does any partner of the coalition provide the full set of documents, or this is needed only for the main partner?

*Answer:* The Prime Implementer should provide the full package as well as support letters from the partners.

*Question:* Are we allowed to calculate the salaries of the project staff in working days?

*Answer:* Yes, the applicant can calculate salaries of the project staff in working days. Please note, that the number of working days per year for purposes of this project is 260 days.

*Question:* What is included in Fringe Benefits? Could you please give an example?

*Answer:* The entire employer's and the employee's deductions (such as social taxes, medical insurance, etc.) are to be calculated under Fringe Benefits budget line.

*Question:* Which kind of documents could be included under point C, p. 19?

*Answer:* USAID requests an applicant to provide a copy of Personnel Policy especially regarding salary and wage scales, merit increases, promotions, leave, differentials, etc.

*Question:* Is it needed to translate the documentation of each organization (for example, three years financial reports, etc.) into English?

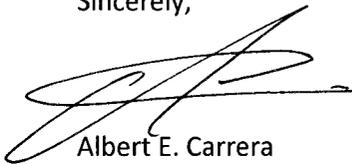
*Answer:* All documents submitted under this RFA should be in English.

*Question:* Can you help to find the following documents:

1. The Mission Resource Request
2. The Central Asia Assistance Review's Priority Strategic Objective for Kazakhstan to "Increase the Capable Influence of Civil Society on Public Policy Decision-Making at the National Level."
3. The White Paper "USAID Central Asia Republics Development Assistance Assessment and Strategic Focus"

*Answer:* Currently, the documents are not publicly available. However, the link below provides a summary of the program areas in Central Asia: <http://centralasia.usaid.gov/node/1>

Sincerely,



Albert E. Carrera  
Agreement Officer  
USAID/CAR, AAO