

The USAID Resilient Communities Program
Request for Applications (RFA) No. 001

for

MARKET ACCESS GRANTS

Fresh and processed fruit and vegetables (perishable and non-perishable) in Kaspi, Kareli, Gori, Khashuri, Dusheti and Sachkhere Municipalities; **blueberries, hazelnut, bay leaf, persimmon, kiwi and other dried products** in Zugdidi and Tsalenjikha Municipalities

Issuance Date: January 24, 2023
Deadline for Questions: February 20, 2023
Deadline for Submissions: March 6, 2023

Dear Applicant,

The USAID Resilient Communities Program is releasing a Request for Applications (RFA) to award grants in support of its activities. Instructions for completing the application can be found in Annex A. The grants will be awarded and implemented in accordance with the USAID and US Government regulations governing grants and the USAID Resilient Communities Program internal grants management policies.

The USAID Resilient Communities Program is seeking Market Access Actors (companies as defined below) that can overcome market obstacles to successfully integrate micro, small and medium enterprises (MSME) from the targeted-communities into their value chains in the following sectors and municipalities:

- Fresh and processed fruits and vegetables (perishable and non-perishable) in Gori, Kareli, Kaspi, Khashuri, Dusheti and Sachkhere Municipalities,
- Hazelnut, persimmon, kiwi, bay leaf, and other dried products in Zugdidi and Tsalenjikha,
- Blueberries in Zugdidi and Tsalenjikha municipalities.

For the purposes of this opportunity, Market Access Actors are considered to be for-profit businesses registered in Georgia that function as aggregators and operate in the sectors as detailed above. Their facilities should be located in the targeted municipalities but can also be outside of the targeted municipalities. In the case of the latter, the applicant will need to demonstrate that they are working with farmers/producers in the targeted communities (see Annex B for targeted communities). Examples of these aggregators can include, but are not limited to:

- Cold storage operators;
- Food processors;
- Operators that undertake post-harvest handling activities (washing, brushing, calibration, slicing, cutting, etc.);
- Drying facility operators;
- Agricultural input, mechanization, and extension service providers; and



- Other companies that collect agricultural products from farmers in the targeted communities, add value to the product (through packaging or processing) and distribute the product to markets or other buyers

The USAID Resilient Communities Program investments in individual grant activities are anticipated to be up to \$100,000. Leveraged contributions are anticipated to be 50% and above of the total project cost.

In order to provide detailed information on focus of the RFA, define eligible applicants, ensure understanding of the application form, and facilitate the application process, the USAID Resilient Communities Program will hold information sessions per the schedule below:

Municipality	Date	Time	Location
Gori	6 February, 2023	13:00	Gori Municipality City Hall, Conference Room Address: #5 G. Peradze str., Gori.
Kareli	7 February, 2023	13:00	Kareli Municipality City Hall, Small Conference Room Address: #3 Ninoshvili str., I Floor, Kareli.
Kaspi	8 February, 2023	13:00	Kaspi Technopark Address: David Aghmashenebeli str., Kaspi.
Khashuri	9 February, 2023	13:00	Khashuri Municipality City Hall Address: #2 Tabidze str., Khashuri.
Dusheti	10 February, 2023	13:00	Dusheti Cultural Center – 2 nd floor Address: #31 Aghmashenebeli str., Dusheti
Sachkhere	13 February, 2023	13:00	Assembly Hall of Sachkhere City Council Address: #4 Tavisupleba str., Sachkhere
Zugdidi	14 February, 2023	13:00	Zugdidi Technopark Address: #1 Laghidze str., Zugdidi
Tsalenjikha	15 February, 2023	13:00	Tsalenjikha Central Library Hall Address: #7 Tamar Mepe str., Tsalenjikha

Please note that applications in response to this RFA are due by **March 6, 2023**. For any questions during the grant application process, please contact grants@cnfageorgia.org before February 20, 2023. This RFA contains the following documents:

- Annex A – Grant Application

Section I. Program Description

IA. ABOUT THE USAID RESILIENT COMMUNITIES PROGRAM

The USAID Resilient Communities Program (hereinafter also referred to as “the Program”) is a five-year activity of the United States Agency for International Development (USAID) and implemented by CNFA. The primary objective of the USAID Resilient Communities Program is to improve the resiliency of target communities to benefit from inclusive and sustainable socio-economic development to create jobs, increase incomes, and increase micro, small, and medium enterprises’ (MSME¹) revenues, thereby countering protracted malign influence.

¹ MSMEs are defined by size. Micro is 1-10 employees, small from 11 to 49, and medium from 50 to 249



The Program implements a market-system approach to develop and expand viable value chains in Administrative Boundary Line (ABL) communities, improving the competitiveness of MSMEs and supporting associations and service/information/extension providers to foster inclusive and sustainable market systems development.

The Program will provide competitive grants, technical assistance, and co-investment to address identified gaps in targeted value chains that will result in the improved productivity and productive capacity of MSMEs, strengthened value chain linkages, increased access to markets, and improved capacity of MSMEs, cooperatives, associations, and service/information/extension providers.

IB. GRANT PROGRAM DESCRIPTION

The USAID Resilient Communities Program is seeking to increase the integration of MSMEs from ABL communities into regional, national and local markets.

Background/Context: The USAID Resilient Communities Program is improving the ability of agricultural producers in the ABL region to integrate into value chains and markets that can lead to higher revenues and increased employment. Most of the agricultural producers in the targeted communities are micro and small companies that may have access to local or regional markets but are typically too small to supply to regional or international markets. However, there is potential for ABL farmers to integrate into value chains that have access to high-earning markets. These value chains are led by companies that hereinafter will be referred to as Market Access Actors and include but are not limited to cold storage/food processors/other agricultural aggregators.

While the agricultural value chain has constraints along all levels of the value chain, this RFA focuses on addressing constraints that prevent Market Access Actors from integrating producers from the target communities into their value chains. This may be (i) downstream constraints whereby farmers are not producing sufficient quantities or where the quality of the product does not meet the market requirements; (ii) internal constraints of the Market Access Actor that prevents the applicant from expanding production (lack of equipment to increase processing capacity, lack of storage space, lack of standards); or (iii) upstream constraints, that prevent the Market Access Actor from expanding or accessing new markets. The assumption is that if the Market Access Actor has internal or upstream constraints, they are not able to procure additional products from farmers. By addressing these constraints, they will be able to increase downstream purchases of products.

The USAID Resilient Communities Program is seeking Market Access Actors that can overcome market obstacles to successfully integrate MSMEs from the targeted communities into their value chains in the following sectors and municipalities:

- Fresh and processed fruits and vegetables (perishable and non-perishable) in Gori, Kareli, Kaspi, Khashuri, Dusheti and Sachkhere Municipalities;
- Hazelnut, persimmon, kiwi, bay leaf, and other dried products in Zugdidi and Tsalenjikha; and
- Blueberries in Zugdidi and Tsalenjikha municipalities.

The USAID Resilient Communities Program is seeking to collaborate with Market Access Actors that are currently working - or plan to work - in the above municipalities and have already developed - or are planning to develop - supply chains with producers in the targeted communities

Solutions Sought: The USAID Resilient Communities Program will issue grants to Market Access Actors to address the systemic constraints in the targeted market systems as identified above. Applicants must be Market Access Actors that supply or intend to supply products from the communities listed below. The applicant can be from the below listed municipality or another municipality but in either case the applicant

will need to reasonably demonstrate that they will purchase supplies from farmers in the targeted communities:

Sector	Municipality
Fresh and processed Fruits and Vegetables (perishable and non-perishable)	<ul style="list-style-type: none"> ▪ Gori Municipality (Akhlabani, Berbuki, Ditsi, Dzevera, Karaleti, Kvakhvrel, Mejriskhevi, Mereti, Nikozi, Shavshvebi, Shindisi, Tirdzinisi, Tkviavi, Variani, Zeghduleti) ▪ Kareli Municipality (Abisi, Agara, Avlevi, Bredzi, Breta, Dirbi, Dvani, Giganti, Mokhisi, Ptsa). ▪ Kaspi Municipality (Doesi, Kodistskaro, Kvemo Chala, Lamiskana, Metekhi, Okami, Samtavis). ▪ Khashuri municipality (Ali, Plevi, Tsaghlvi). ▪ Dusheti Municipality (Ananuri, Bazaleti, Chartali, Chonkadze, Gremiskhevi, Gudamakari, Kvesheti, Mchadijvari, Pasanauri). ▪ Sachkhere Municipality (Argveti, Chala, Chalovani, Chikha).
Blueberries Hazelnut, bay leaf, persimmon, kiwi and other dried products	<ul style="list-style-type: none"> ▪ Zugdidi Municipality (Akhali Abastumani, Akhalkakhati, Akhalsopeli, Anaklia, Chitatskari, Chkaduashi, Chkhor, Darcheli, Didi Nedzi, Ergeta, Ganarijisi Mukhuri, Ingiri, Kakhati, Koki, Kortskheli, Odishi, Oktomberi, Orsantia, Orulu, Rike, Rukhi, Shamgona, Tsaishi, Zugdidi). ▪ Tsalenjikha Municipality (Chale, Chkvaleri, Etseri, Jvari, Lia, Muzhava, Pakhulani, Sachino, Tsalenjikha).

The types of support that Market Access Actors will be eligible to receive include the following support:

Market Access Actor Type	Purpose	Maximum Grant Amount	Minimum Leverage
Type I: Market Access Actors that are investing in their company	<ul style="list-style-type: none"> ▪ Investing in equipment for aggregators and processors for value added, innovation, and expansion of aggregation: <ul style="list-style-type: none"> - pre-cooling equipment - cooling equipment - sandwich panels (only for cold chambers) - sorting/grading/calibrating lines/equipment - packing equipment - drying equipment - Freezing equipment - Peeling, destoning, cutting, slicing equipment - Other types of equipment for canneries and juice production - Energy saving technologies ▪ Introduction of market-demanded standards that will allow applicants to increase access to markets and increase supply of products from the ABL. 	\$100,000	At least 50% of total project cost (at least an equal match of the grant amount)



Market Access Actor Type	Purpose	Maximum Grant Amount	Minimum Leverage
	<ul style="list-style-type: none">Investing in improved packaging and branding.		
Type II; Market Access Actors that are investing in their own company and their supply chain	<ul style="list-style-type: none">Applicants are strongly encouraged to develop their supply chains by addressing constraints of suppliers to deliver the quality and quantity of products. Examples of such investments can include drip irrigation, farming equipment, greenhouses, dryers, precooling facilities, etc.Building capacities of applicants to incorporate extension services to work with farmers.These applicants will also be eligible to receive support to obtain equipment for their own production facilities (see box above)		

Interventions under this activity should be scalable and sustainable and should promote improvements in formal employment and increases in firm-level income.

Preference will be given to Type II: Market Access Actors. Type II Market Access Actors may apply for a grant that will address their own production constraints and the production constraints of their current and potential suppliers.

While the USAID Resilient Communities Program will consider all applicants, priority will be given to projects that impact a larger number of stakeholders, either through employment or by integrating community-based MSMEs into supply chains, address under-served populations (including women and youth), and create significant numbers of sustainable new jobs when selecting potential awardees.

IC. AUTHORITY AND GOVERNING REGULATIONS

The USAID Resilient Communities Program grant awards are made under the authority of the US Foreign Affairs Act and USAID's Automated Directive System (ADS) Chapter 303, "Grants and Cooperative Agreements to Non-Governmental Organizations." Grants administered under the USAID Resilient Communities Program will adhere to the terms of the applicable USAID Standard and Required as Applicable Provisions, as well as the USAID Resilient Communities Program grants procedures.

The USAID Resilient Communities Program is required to ensure that all applicants receiving USAID grant funds comply with the requirements found in these regulations, as applicable to the respective terms and conditions of individual grant awards. Under the USAID Resilient Communities Program grants program, USAID will retain the right, at all times, to terminate, in whole or in part, the USAID Resilient Communities Program grant-making authorities or any grants in progress.

Section II. Eligibility

IIA. ELIGIBLE RECIPIENTS

USAID Resilient Communities Program grant support under this solicitation may be extended to the following actors working to increase market access for fresh and processed fruit and vegetables in Kaspi, Kareli, Gori, Khashuri, Sachkhere and Dusheti Municipalities, and for blueberries, hazelnut, bay leaf, persimmon, kiwi and other dried products in Zugdidi and Tsalenjikha Municipalities:

- Cold storage operators;
- Food processors;
- Operators that undertake post-harvest handling activities (washing, brushing, calibration, slicing, cutting, etc.);
- Drying facility operators;
- Agricultural input, mechanization, and extension service providers; and
- Other companies that collect the targeted agricultural products from farmers, add value to the product (through packaging or processing) and distributes the product to markets or other buyers

Market Access Actors should currently be working in the targeted-communities, have suppliers in the targeted communities, or demonstrate an interest in expanding their supply chains into the target communities.

IIB. ADDITIONAL CONDITIONS OF ELIGIBILITY

To be considered eligible for grant receipt, applicants must meet the following eligibility criteria:

- Demonstrate that the benefits derived from the award will have a positive impact on other actors in the market system, including primary producers, and communities living near the ABL.
- Have the capacity, or the ability to gain the capacity with limited technical assistance, to operate their business profitably or sustainably.
- Have identified sufficient demand for their goods and/or services among potential clientele and supply from potential suppliers.
- Be legally registered, private, for-profit majority Georgian entities (LLC, JSC, cooperatives, sole proprietorships, etc.). No awards may be issued to non-Georgian entities.
- Not be a governmental Ministry, agency, or other public entity.
- Commit to adhering to high ethical standards, including transparency in business dealings and record keeping.
- Agree to abide by acceptable environmental standards and to present information regarding potential environmental risks and mitigation measures. A negative environmental assessment can be a condition for disqualification.
- Be eligible for receipt of USG funds, and not debarred, suspended, excluded, or proposed for debarment on any of the USG-mandated screening databases.
- Be up to date on all applicable taxes and other legal obligations to the Government.
- Provide minimum 50% leveraged contribution of total project cost.
- Reach aggregate evaluation score of at least 70 points to be considered for site visit.
- Complete and pass a site-visit and pre-award assessment.
- Submit all mandatory documents prior to the deadline stipulated in the RFA.

IIIC. INELIGIBLE APPLICANTS, ACTIVITIES AND UNALLOWABLE COSTS



The following entities are not eligible for grant funds:

- Government Ministry, Agency, or other public agency.
- An entity having as key staff a direct relative (spouse, child, parent, or brother/sister/sibling) of CNFA, USAID Resilient Communities subcontractors, or USAID staff;
- Entities or members engaged in any activities related to Trafficking in Persons;
- Entities or members engaged, transacting with, or providing resources to individuals or organizations associated with terrorism;
- Entities which have been debarred, suspended, or otherwise considered ineligible for an award by the US Government.

Applicants may not use grant funds for any of the following:

- Private ceremonies, parties, celebrations, or “representation” expenses;
- Purchases of restricted goods, which include agricultural commodities, motor vehicles, pharmaceuticals, pesticides, used equipment, or fertilizers, without the prior waiver and approval provided by USAID Resilient Communities Program. Purchase of these goods requires additional approvals from USAID before they may be allowed and procured. As such, applicants are discouraged from requesting funding for these restricted goods unless the goods are necessary to the accomplishment of the grant objectives;
- Ineligible goods under USAID regulations, including but not limited to: military equipment; surveillance equipment; police or law enforcement equipment; abortion equipment and services; weather modification equipment; luxury goods; and gambling equipment;
- Construction works;
- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by the USAID Resilient Communities Program, including any applicant headquarters’ expenses that are not directly linked to the implementation of the proposed project;
- Previous obligations and/or bad debts;
- Fines and/or penalties;
- Creation of endowments;
- Indirect costs such as, but not limited to, overhead or indirect fringe, unless the applicant has documented proof of such rates through audits or USAID-issued NICRA; and
- Any other costs unallowable per the applicable Cost Principles.

Section III. Application Submission Information

III.A QUESTION SUBMISSION REQUIREMENTS

Any questions related to this RFA must be submitted to the Program’s Grants Manager, grants@cnfageorgia.org **no later than 5:00 PM, Tbilisi time, on February 20, 2023.**

Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that the Program believes may be of interest to other offerors will be published by the Program on USAID Resilient Communities Facebook page. Only the written answers issued by the Program will be considered official and carry weight in the RFA process and subsequent evaluation. Any verbal information received from employees of the Program or any other entity should not be considered as an official response to any questions regarding this RFA.

III.B APPLICATION SUBMISSION REQUIREMENTS



Grant applications will be accepted *only* in the application format given in Annex A, Grant Application. Applications and any required supporting documentation should be submitted **no later than 5:00 PM, Tbilisi time, on March 6, 2023**. Applicants must strictly adhere to the requirements of this RFA. Grant applications may be submitted in Georgian.

Applications (including all attachments and supporting documentation) should be submitted in electronic form only. The electronic applications should be submitted to the USAID Resilient Communities Program's Grants Manager at grants@cnfageorgia.org and the RFA No. 001 and the applicant organization's name should be stated in the subject line of the email. Applications will be accepted only if the information is provided in the format requested by this RFA. The grant application package should include:

- An Application Form (Annex A) including attachments 1, 2, and 3;
- Copy of the registration certificate (from the National Agency of Public Registry available at www.napr.gov.ge).

Please reference the RFA number in any response to this RFA. Applications received after the specified time and date will be considered late and will be considered only at the discretion of the Program. Applicants must strictly follow the deadlines provided to be considered for the award.

Section IV. Evaluation, Selection, and Award Information

All applications submitted in response to this solicitation will be evaluated in accordance with the following criteria:

Criteria	Description	Points
Aligned with project objectives		30
	The proposed intervention described is logical and explains how it addresses the constraint in the applicant's value chain. The applicant has explained and demonstrated that there is market demand for increased volume or characteristics of product. Applicant should demonstrate that intervention will lead to access to new markets	11
	How many micro, small, and medium sized enterprises (MSME)/farmers in targeted communities from the ABLs can realistically be integrated through the proposed intervention.	11
	The proposed intervention will address the constraints of suppliers to deliver the quality and quantity of products and the applicant will offer extension services to their suppliers	8
Project Impact and sustainability		30
	Expected number of new full-time equivalent jobs to be created.	6
	Expected quality of new jobs to be created.	6
	Expected increase in sales for farmers/producers from the targeted communities.	6
	Expected new sales for the firm due to the intervention.	6



	Sustainability plan on how to continue with the project once USAID funding ends, this includes how services will continue to be delivered.	6
Inclusiveness		10
	How will women and youth (14-29 yrs) benefit from your intervention in terms of increased employment, which job positions.	10
Corporate Capability and Experience		20
	Management capability: organization's governance and key personnel, their qualifications and professional backgrounds related to the project.	7
	Demonstrated capacity to implement the activity: the extent to which the applicant/owner/top management has experience conducting activities similar to those proposed in the grant application. History of business operations, including successful track record of working with farmers (input supply, machinery services, extension, output marketing, etc.) will be key considerations.	7
	Past financial performance.	6
Leveraged Contribution		10
	Suggested leverage and budget is reasonable and is in line with project objectives.	10
Total		100

Once applications have been submitted to the Program, members of the USAID Resilient Communities Program Grant Selection Committee will evaluate applications in accordance with the above selection criteria. Applicants that score below 70 points will not be eligible for receipt of grant funding. Applicants will be notified in writing whether their application was considered acceptable or not.

If the application is considered acceptable, the Program will contact the applicant to engage in further discussions. A decision to engage in more in-depth and specific discussion following initial selection is *not* a commitment to funding; it is simply a decision to move forward in the collaborative and joint effort to develop an impactful grant project. If the in-depth and specific discussions do not result in the identification and development of a grant activity worthy of further pursuit, then the USAID Resilient Communities Program will inform the applicant that it is no longer interested in advancing the grant project. However, if the more in-depth discussions result in a promising design and concept, the USAID Resilient Communities Program will inform the applicant of that determination.

Applicants considered to be successful will be subject to a site visit from the USAID Resilient Communities Program staff for an applicant pre-award assessment to verify the accuracy of their submission, perform an administrative and financial review, and conduct environmental due diligence. If the site visit assessment uncovers no major issues, the USAID Resilient Communities Program will provide the necessary instructions, technical requirements, and next steps of grant award.

The Program anticipated awarding fixed amount award grants to qualifying applicants, though other grant mechanisms may be used for applicants with less established corporate capabilities and past experience based on the Program's evaluation, pre-award assessment, and site visits, as applicable.



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Section V. Terms and Conditions

Applicants understand, by submitting a response to this RFA, that application submission does not constitute an award or commitment on the part of the USAID Resilient Communities Program, nor does it commit the USAID Resilient Communities Program to pay for costs incurred in the preparation and submission of an application. Further, the USAID Resilient Communities Program reserves the right to accept or reject any or all applications received, as well as issue amendments revising the terms of this RFA before or after receipt of applications. In submitting an application, Applicants understand that USAID is not a party to this solicitation and the Applicant agrees that any communications regarding this solicitation will be conducted with the USAID Resilient Communities Program, and not USAID. Applicants will be informed in writing of the decision made regarding their application.



ANNEX A – GRANT APPLICATION FORM

MARKET ACCESS GRANTS

Fresh and processed fruit and vegetables in Kaspi, Kareli, Gori, Khashuri, Dusheti and Sachkhere Municipalities, **blueberries** in Zugdidi and Tsalenjikha Municipalities and **hazelnut, bay leaf, persimmon, kiwi and other dried products** in Zugdidi and Tsalenjikha Municipalities

1. General Information

Submission of this grant application is FREE OF CHARGE. Applicants are solely responsible for submitting applications. The USAID Resilient Communities Program will not reimburse expenses associated with preparation and submission of application materials. CNFA and USAID reserve the right to decline any application received.

Completed applications with all required annexes must be emailed to GRANTS@CNFAGEORGIA.ORG. Handwritten applications will not be accepted. Incomplete applications will not be considered for evaluation.

Date of Submission:		
Basic Information		
Name of Organization:		
Company's Legal Status:	Ltd <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> JSC <input type="checkbox"/> Cooperative <input type="checkbox"/> Other <input type="checkbox"/>	
ID/TAX ID Number:		
UEI Number (if available)		
Date of registration:		
Partners/Founders:		
Tel:		
Address:		
Grant Requested		
Grant Amount (USD)		
Grantee Leveraged Contribution Amount (USD)		

Contact Person	Position	Address	Tel.	E-Mail



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2. Current Activities

Organization's main activities (please describe). Include: (i) product processed/sold. (ii) Annual sales of products in value and volume. (iii) If processing, describe briefly main processing activities, (iv) markets where products are sold, (v) if you purchase primary produce from farmers from the ABL communities, please provide the list of the communities and the number of farmers.

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3. Project Goal & Activities

3.1. Describe in detail the proposed project. The proposed intervention should be logical and describe the constraint in your business or your supply chain and how the proposed solution will overcome this constraint. State the main activities that need to be completed.

Describe how the proposed project will: (i) expand your current production activities; (ii) how it will expand your supply chain to work with ABL farmers.

<p>Description of the proposed project:</p> <p>What is the problem you would like to address with support from the USAID Resilient Communities program?</p> <p>List main activities:</p> <p>How will the project expand your current production activities?</p> <p>How will you expand supply your chain to include ABL producers?</p>
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3.2. Describe market potential and demonstrate that there is market need for increased volume or improved characteristics of product (there are market signals from buyers that they need more, or they need a certain product to be processed in a certain way).



3.3. Describe how the proposed project will benefit ABL communities by engaging potential new suppliers or by generating new jobs. Specify: (i) the number of micro, small, and medium sized enterprises (MSME)/farmers in targeted ABL communities will you work with through the proposed intervention; and (ii) how will you integrate farmers into your value chain (will you have contracts, will you provide extension advise).

4. Project Impact and Sustainability

4.1. Provide the information about the projected impact both for the applicant enterprise and for MSMEs/farmers.

Impact		Quantity
Expected number of new full-time equivalent jobs to be created.	Yes <input type="checkbox"/>	
Expected number of persons with improved employment (i.e. wages, working conditions, job's proximity to place of residence, use of new technologies)	Yes <input type="checkbox"/>	
Expected increase in sales of the applicant firm due the intervention (GEL)	Yes <input type="checkbox"/>	
Expected increase in sales for farmer/MSMEs (GEL)	Yes <input type="checkbox"/>	

4.2. Provide pro-forma financial statement for the next two years (Annex 2):

5. Inclusiveness

5.1. Describe how will women benefit from your intervention in terms of increased employment (for MSMEs/farmer or for applicant), indicate the categories of job positions for new employment.



5.2. Describe how youth (14 – 29 yrs) will benefit from your intervention in terms of increased employment (for MSMEs/farmers or for applicant), indicate categories of job positions for new employment.

6. Corporate Capability and Experience

6.1. Describe Management capability, key personnel, their qualifications and professional backgrounds related to the project.

6.2. Provide information about the experience of the applicant/owners/top management directly related to the proposed project and planned activities, including successful track record of working with MSMEs/farmers (input supply, machinery services, extension, output marketing, etc.).

6.3. Evidence of past financial performance. Provide financial statements in the Annex 1.

7. Leveraged Contribution

7.1. Specify the source of amounts intended for the applicant's leveraged contribution:

	Source	Amount	Description
1	Owner's capital investment in the project		



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2	Loan from Commercial Financial Institution		
3	Funding from the State program		
4	Other		

7.2. Provide the project budget as per Annex 3.

Submitted by: _____ Date _____

- Annex 1: Historic/Current Financial Statements
- Annex 2: Pro-forma Financial Projections
- Annex 3: Project Budget
- Annex 4: Applicant Certification Letter
- Annex 5: Updated (not older than 7 calendar days) transcript from the business registry



Attachment 1: Historic/Current Financial Statements (GEL)

INCOME STATEMENT

	Year 2021	Year 2022
Sales Revenues (+)		
Cost of Goods Sold (-)		
Gross Profit		
Administrative Costs (-)		
Sales and Marketing Costs (-)		
Other Costs (-)		
Operational Profit		
Grants Received (+)		
Other Non-Operational Income/Expense (+/-)		
EBITDA		
Depreciation and Amortization (-)		
Interest (-)		
Profit		

BALANCE SHEET

	Year 2021	Year 2022
Cash		
Accounts Receivable		
Inventory		
Other Short-Term Assets		
Total Short-Term Assets		
Net Fixed Assets (Land, Buildings, Machinery)		
Other Long-Term Assets		
Total Long-Term Assets		
TOTAL ASSETS		
Accounts Payable		
Other Short-Term Liabilities		
Total Short-Term Liabilities		
Bank Loan		
Other Long-Term Liabilities		
Total Long-Term Liabilities		
Paid-in Capital		
Retained Earnings		
Other Capital		
Total Capital		
TOTAL LIABILITIES AND CAPITAL		



Attachment 2: Pro-forma Financial Projections (GEL)

PRO-FORMA FINANCIAL PROJECTIONS (VALUES IN GEL)

	Year 2023	Year 2024
Sales Revenues (+)		
Cost of Goods Sold (-)		
Gross Profit		
Administrative Costs (-)		
Sales and Marketing Costs (-)		
Other Costs		
Operational Profit		
Grants Received		
Other Non-Operational Income/Expense (+/-)		
EBITDA		
Depreciation and Amortization (-)		
Interest (-)		
Profit		

BALANCE SHEET

	Year 2023	Year 2024
Cash		
Accounts Receivable		
Inventory		
Other Short-Term Assets		
Total Short-Term Assets		
Net Fixed Assets (Land, Buildings, Machinery)		
Other Long-Term Assets		
Total Long-Term Assets		
TOTAL ASSETS		
Accounts Payable		
Other Short-Term Liabilities		
Total Short-Term Liabilities		
Bank Loan		
Other Long-Term Liabilities		
Total Long-Term Liabilities		
Paid-in Capital		
Retained Earnings		
Other Capital		
Total Capital		
TOTAL LIABILITIES AND CAPITAL		



Attachment 3: Project Budget (sample included)

Description	Grantee Leveraged Contribution	USAID funds	Total project investment
Machinery and Equipment			
Construction		N/A	
		N/A	
		N/A	
		N/A	
TOTAL			
<i>Grantee Leveraged Contribution vs USAID Funds (%)</i>			



Attachment 4. APPLICANT CERTIFICATION LETTER

The following letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the applicant:

To: [enter point of contact]
[enter project office address]

Reference: RFA no. 001

To Whom It May Concern:

We, the undersigned, hereby provide the attached application to perform all work required to complete the activities and requirements as described in the above-referenced RFA. Please find our application attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFA. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFA—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any USAID, CNFA, CNFA implementing partner subcontractors, or USAID Resilient Communities Program, project staff members;
- We have no close, familial, or financial relationships with any other applicants submitting proposals in response to the above-referenced RFA; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other applicant or competitor for the purpose of restricting competition.
- All information in our application and all supporting documentation is authentic and accurate.
- We understand and agree to CNFA’s prohibitions against fraud, bribery, and kickbacks.
- We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete:

Authorized Signatory:

Name and Title of Signatory:

Date:

Company Registration or Taxpayer ID Number:



USAID
FROM THE AMERICAN PEOPLE

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The USAID Resilient Communities Program