



# NASSSEJ

Building, Connecting & Unifying

## **Request for Applications**

on the Issue of Inequalities affecting  
Women working in the Agricultural Sector

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## GENERAL INFORMATION SYNOPSIS

Request for Application (RFA) Number:	NASSEEJ-RFA-2403A-IAVP
Issuance Date:	Sunday, March 31, 2024
Closing Date:	23:59 pm Tunis Time on Sunday, April 28, 2024
Deadline for Questions:	23:59 pm Tunis Time on Monday, April 22, 2024
Description:	Request for Applications on the Issue of Inequalities Affecting Women working in the Agricultural Sector
For:	NASSEEJ Project
Expected Number of Grants	5
Grants Ceiling:	185, 000.00 TND per Grant
Submission:	<a href="mailto:NASSEEJ-RFA@democracyinternational.com">NASSEEJ-RFA@democracyinternational.com</a>
Funded By:	United States Agency for International Development (USAID), Cooperative Agreement No. 72066423CA00001
Implemented By:	Democracy International, Inc.

# SECTION 1 – PROGRAM DESCRIPTION

## 1A. INTRODUCTION

The NASSEEJ project is a United States Agency for International Development (USAID)-funded project that aims to partner with and support Tunisian initiatives on priority issues of local concern to advance Tunisia’s development in different sectors and effect change at the local, regional, and national levels. As part of this, the project aims to build the capacity and sustainability of the development sector in Tunisia to address issues of primary importance to citizens and build linkages across and within sectors to foster better collaboration, cooperation, and unity. The multi-year project works to empower Tunisian citizens to promote their own priorities in advancing Tunisia’s development through three linked objectives:

- **Objective 1:** Increase the engagement and agency of citizens to act and advocate for specific issues of public interest.
- **Objective 2:** Strengthen the institutional capacity of civil society organizations to promote positive change on citizen and constituent priorities.
- **Objective 3:** Promote effective partnerships (intra- inter- and multi-sectoral) at local, regional, and national levels (e.g., government, civil society, citizens, private sector) to act and advocate for specific issues of public interest.

In pursuit of NASSEEJ’s programmatic goal and the aforementioned objectives, the project is implementing a grants activity that aims to engage local organizations in both expanding civic engagement and developing strategic initiatives that work to address developmental needs in Tunisia. The grants activity is formulated around four thematic issues of public priority identified during a seven-month Inception and Refinement Phase: Inequalities Affecting Vulnerable People, Health, Education, and Environment.

The purpose of this Request for Applications (RFAs) is to solicit applications on thematic issue #1 – *Inequalities Affecting Vulnerable People*, with a specific focus on women working in the agricultural sector.

**Note:** *NASSEEJ is accepting RFAs for Inequalities Affecting Vulnerable People under the entry point of women workers in the agricultural sector ONLY for this application window. Submissions either focused on other thematic areas or a different entry point under the thematic area of interest for this application window will be summarily rejected.*

## 1B. STATEMENT OF WORK

NASSEEJ invites eligible entities to apply for support under this call for applications aimed at addressing inequalities and vulnerabilities affecting women working in the agricultural sector in Tunisia. NASSEEJ is committed to supporting projects and initiatives that can significantly improve the working conditions of women and advance the developmental outcomes of underserved areas.

The project’s focus is on supporting well-designed projects that can:

- Advance positive change in policies and practices to improve the lives of women working in the agricultural sector;
- Introduce innovative approaches to civic engagement and advocacy that could improve policies and practices for women in rural areas working in the agricultural sector;
- Promote safer working environments for women agricultural workers; and
- Raise awareness about the challenges faced by women in rural areas working in agriculture.

NASSEEJ's support is designed towards projects that can broadly benefit and engage a cross-section of stakeholders, including but not limited to civil society organizations (CSOs) and, private sector, to improve the circumstances and working conditions of women working in the agricultural sector. Applicants are strongly encouraged to propose innovative ideas that:

- Propose solutions to local priority issues and concerns that are based on citizen feedback;
- Mobilize citizens and encourage their participation in development initiatives and endeavors;
- Champion inter- and multi-sectoral collaborative partnerships and mechanisms (collaborations between CSOs, between CSOs and private sector, etc.);
- Advance network building and foster robust networks and cross-sectoral linkages; and
- Take into consideration/pay special attention to the inclusion of marginalized groups.

Grant funds may not be used for construction or for ineligible commodities or services, as defined in USAID Standard Provisions for Non-U.S. Non-governmental Organizations (<https://www.usaid.gov/sites/default/agency-policy/303mab.pdf>).

## SECTION 2 – AWARD INFORMATION

NASSEEJ anticipates awarding up to 185, 000.00 TND Fixed Amount Subawards (FAS) per grant under this RFA, although the final amount will be based on negotiations with selected grantees and the scope of the proposed activities. The number of anticipated grant awards is five (5). The period of performance of any grant awarded under this RFA is expected to be no more than 12 months.

## SECTION 3 – ELIGIBILITY

Generally, NASSEEJ's grant support may be extended to local entities currently operating in Tunisia. Illustrative types of organizations may include:

- Civil Society Organizations (CSOs);
- Non-Governmental, or Not-for-Profit Organizations;
- Private Sector Organizations; and
- Inter- and Multi-Sectoral Collaborative Partnerships and Mechanisms (e.g., between CSOs and private sector etc.).

NASSEEJ recognizes that individual entities may not have the skill and capacity to achieve the objectives by themselves and therefore encourages forming partnerships and arrangements to ensure successful performance and implementation.

The following entities are **not eligible** for funding:

- Political parties and their subsidiaries or affiliates;
- Individuals;
- Organizations that appear on the SAM List and Non-Procurement Programs, U.S. Government's "Excluded Parties List System" (EPLS), found at: [www.sam.gov](http://www.sam.gov); or the UN Consolidated Sanctions List, found at: <https://scsanctions.un.org/search/>; or the OFAC Sanctions List, found at: <https://sanctionssearch.ofac.treas.gov/>;
- Organizations that promote or engage in illegal activities or anti-democratic activities;
- Faith-based organizations whose objectives are for discriminatory and/or religious purposes, and whose main objective of the grant is of a religious nature\*;

- Entities or employees affiliated with NASSEEJ, or Democracy International, Inc.; and
- An organization that prohibits the participation of minority and marginalized groups or the organization expresses what is referred to as hate speech.

For any grant award resulting from this RFA, grantees will be required to submit a Unique Entity Identifier (UEI) at the time of award. If an applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to obtain a UEI number before an award is made. The project will work with successful applicants to obtain a UEI.

*\*Faith-based organizations may apply, but may not use award funds for religious worship, education, or proselytizing nor acquiring equipment for this purpose.*

## SECTION 4 – APPLICATION AND SUBMISSION INFORMATION

Applications can be submitted in English, French, or Arabic using the templates provided in Attachments 1 and 2 of the RFA.

Applications should be submitted electronically to [NASSEEJ-RFA@democracyinternational.com](mailto:NASSEEJ-RFA@democracyinternational.com) with the subject line “NASSEEJ-RFA-2403A-IAVP -Organization Name”. Applications must be submitted no later than **23:59 pm local Tunis time on April 28, 2024**. Paper applications will not be accepted. NASSEEJ reserves the right to exclude any applications received after this deadline, those that do not meet the eligibility criteria, or that are not relevant to the RFA requested.

Please submit all questions regarding the RFA via e-mail to [NASSEEJ-RFA@democracyinternational.com](mailto:NASSEEJ-RFA@democracyinternational.com) no later than **23:59 pm local Tunis time on April 22, 2024**. Questions and answers related to this RFA be posted on the NASSEEJ [Facebook page](#).

The application comprises three component pieces: 1) the application narrative, 2) the illustrative budget with notes, and 3) organizational/institutional documents. Applications must include ALL sections as outlined within the Application Form:

1. Completed Application Form (Attachment 1) in the Microsoft Word template provided, including
  - a. Section 1: Background on Organization
  - b. Section 2: Program Description & Proposed Activities
  - c. Section 3: Impact on Target Group
  - d. Section 4: Community Feedback
2. Illustrative Budget & Notes (Attachment 2) in the Microsoft Word template provided
  - a. The illustrative budget must be calculated in Tunisian Dinar (TND) and not exceed 185,000.00 TND. All costs funded through this RFA must be allowable, allocable, and reasonable. The United States Government (USG) defines these costs as:
    - i. *Allowable*: “A cost is allowable only when the cost complies with the following requirements: a) reasonableness, b) allocability, c) standards promulgated by the CAS Board, if applicable, otherwise, generally accepted principles and practices appropriate to the circumstances; d) terms of the contract; d) any limitations set forth in this subpart.”
    - ii. *Allocable*: “A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to

that Federal award or cost objective in accordance with relative benefits received.”

iii. *Reasonable*: “A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.”

- b. The illustrative budget **must** include notes explaining the cost basis and application.
- c. No fee is to be included and no profit is to be generated by the applicant under this award. Prior to award, successful applicants will be required to submit a letter certifying that they are not collecting profit as part of their budget.
- d. Applicants may recuperate administrative/operational costs through a 10% de minimis rate. An explanation of what overhead costs the 10% covers and the base to which indirect costs rates are applied (Modified Total Direct Costs) should be provided in the budget notes columns. MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 (77,345.5 TND) of each subaward. MTDC excludes equipment, capital expenditures, charges for rent, tuition remission, participants support costs and the portion of each subaward in excess of \$25,000 (77,345.5 TND).

3. Organizational Documents, including:

- a. National Register of Enterprises (RNE less than 3 months old)
- b. Patente
- c. Unique Entity Identifier (UEI) if available ;

**Co-Creation & Capacity Development:** Successful applicants will be engaged in co-creation sessions to strengthen the strategic fit of the proposed activities, the quality of technical approach, to ensure inclusion of existing community resources and plans, and to revise the budget. Additionally, over the course of award implementation, NASSEEJ will engage with successful applicants on capacity development to help them reach their unique organizational goals and their pursuit of effectiveness and long-term sustainability. Capacity development can range from tangible trainings, technical assistance, and other support measures. The capacity development measures the NASSEEJ project will provide are aimed to strengthen the ability and capacity of selected organizations to implement activities targeted to local priority issues and concerns and mobilize citizen engagement. Above that, NASSEEJ will work with successful organizations to establish and implement communication strategies that will increase the organization’s communication capacities, to present the organization’s objectives and activities, gather feedback, and interact with their target audiences.

## SECTION 5 – SELECTION CRITERIA

All applications will be reviewed by an Evaluation Committee comprised of NASSEEJ’s technical and program implementation staff and recommendations may be vetted by a larger group at Democracy International, Inc. The selection criteria are as follows:

Criteria	Evaluation Criteria Elements Explained	Maximum Score
Feasibility of Proposed Project & Technical Design	<ul style="list-style-type: none"> <li>i. Quality of the proposed project and activities.</li> <li>ii. Extent to which the project design is feasible, viable and responds adequately to the proposed issue (Inequalities affecting women working in the agricultural sector).</li> <li>iii. Extent to which proposed activities incorporate community feedback and advance citizen mobilization.</li> <li>iv. Evidence of innovation and the extent to which proposed activities can facilitate networking and cross-sectoral linkages.</li> <li>v. Proposed activities must directly contribute to the achievement of NASSEEJ’s programmatic goals, objectives, and results.</li> </ul>	35 Points
Impact on Target Group	<ul style="list-style-type: none"> <li>i. Extent to which the proposed project corresponds to the needs of the target group(s) and will directly benefit them.</li> <li>ii. The degree to which activities will directly or indirectly impact other marginalized communities.</li> </ul>	35 Points
Cost Effectiveness	<ul style="list-style-type: none"> <li>i. Proposed budget items and costs are reasonable, allowable, and allocable.</li> <li>ii. Cost effectiveness and cost realism of the application.</li> </ul>	30 Points
<b>TOTAL</b>		<b>100 Points</b>

## SECTION 6 – AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated, and funded in Tunisian Dinar (TND).

All costs funded by the NASSEEJ project must be allowable, allocable, and reasonable.

As noted above, for any grant award resulting from this RFA, grantees will be required to provide a Unique Entity Identifier (UEI) at the time of award. If an applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to obtain a UEI number before an award is issued. The project will work with successful applicants on the UEI process.



Issuance of this RFA does not constitute an award commitment or obligation on the part of the NASSEEJ project. It also does not commit NASSEEJ, Democracy International, Inc., or USAID to pay for costs incurred in the preparation and submission of applications.

## SECTION 7 – LIST OF ATTACHMENTS

- **Attachment 1** – RFA Application Form in *Microsoft Word*
- **Attachment 2** – Illustrative Budget Application Form in *Microsoft Word*

## ATTACHMENT 1 – RFA APPLICATION FORM

Background Information	
<b>Date of Application</b>	<b>Implementation Period:</b>
<b>Project Title</b>	
<b>Amount Requested in TND</b>	
<b>Requesting Organization</b>	<b>Organization Name:</b>
	<b>Contact Person:</b>
	<b>Physical address:</b>
	<b>Telephone:</b>
	<b>E mail:</b>
<b>Project Location &amp; Target Groups</b>	<b>Location:</b> <b>Target Groups:</b>
<b>SECTION 1: BACKGROUND ON ORGANIZATION</b> <i>(include a brief background of the organization, geographical reach, number of staff, and their technical expertise) – 500 words maximum (single spaced).</i>	
<b>SECTION 2: PROGRAM DESCRIPTION &amp; PROPOSED ACTIVITIES</b>	
<b>Provide a brief description of the problem and challenge, including insights on the how the problem impacts the target group (WHY) – 500 words maximum (single spaced).</b>	

**Provide a summary of the project, including objectives and proposed activities. Each objective should include its own activities (HOW) – 500 words maximum (single spaced).**

**Summary:**

**Objective:**

**Activities:**

**SECTION 3: IMPACT ON TARGET GROUP** (Describe how your proposed project and activities corresponds to the needs of the target group of interest to the RFA.) – 500 words maximum (single spaced).

**SECTION 4: COMMUNITY FEEDBACK** (Describe how your proposed project incorporates citizen feedback to inform your organization’s work and activity design.) – 500 words maximum (single spaced).

**DOCUMENTS TO BE ATTACHED**

- Illustrative Budget & Notes (see separate Microsoft Word document – Attachment 2)
- National Register of Enterprises (RNE less than 3 months old)
- Patente
- Unique Entity Identifier (UEI), **if available**

**FOR NASSEEJ/DEMOCRACY INTERNATIONAL INTERNAL USE ONLY**

**Date Received:**

**Date Approved:**

The undersigned hereby certifies that: (a) the applicant has received an official delivery receipt for its RFA Application, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened.

**NASSEEJ Point of Contact:**

**Date:**

# ATTACHMENT 2 – ILLUSTRATIVE BUDGET & NOTES

ITEM	COST CATEGORY	DESCRIPTION/SPECIFICATIONS	QUANTITY	UNIT PRICE IN TND	TOTAL PRICE IN TND	Budget Explaining Basis and Application	Notes Cost and
A.	Personnel			TND	TND		
B.	Travel, Transportation, & Per Diem			TND	TND		
C.	Equipment and Supplies			TND	TND		
D.	Contractual			TND	TND		
E.	Other Direct Costs (ODCs)			TND	TND		
<b>F.</b>	<b>Total Direct Costs (sum of A,B,C,D, E)</b>			TND	TND		
<b>G.</b>	<b>Total Indirect Costs (10% de minimis)</b>			TND	TND		
<b>H.</b>	<b>GRAND TOTAL (sum of F, G)</b>						<b>TND</b>

### Illustrative Budget Instructions:

- The budget must be calculated in Tunisian Dinar (TND) and not exceed 185,000.00 TND. All costs funded through this RFA must be allowable, allocable, and reasonable. The United States Government (USG) defines these costs as:
  - *Allowable*: “A cost is allowable only when the cost complies with the following requirements: a) reasonableness, b) allocability, c) standards promulgated by the CAS Board, if applicable, otherwise, generally accepted principles and practices appropriate to the circumstances; d) terms of the contract; d) any limitations set forth in this subpart.”
  - *Allocable*: “A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.”
  - *Reasonable*: “A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.”
- No fee is to be included and no profit is to be generated by the applicant under this award. Prior to award, successful applicants will be required to submit a letter certifying that they are not collecting profit as part of their budget.
- Applicants may recuperate administrative/operational costs through a 10% de minimis rate. An explanation of what overhead costs the 10% covers and the base to which indirect costs

rates are applied (Modified Total Direct Costs) should be provided in the budget notes columns. MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 (77,345.5 TND). of each subaward. MTDC excludes equipment, capital expenditures, charges for rent, tuition remission, participants support costs and the portion of each subaward in excess of \$25,000 (77,345.5 TND).