

The Association Liaison Office for University Cooperation in Development
Promoting Higher Education Partnerships for Global Development



**2004 Special Request for Applications
U.S.-Southern Africa Partnerships for Agriculture
(USSAPA)**



**Date Issued: 20 August 2004
Closing Date: 15 October 2004**

The United States Agency for International Development (USAID) awarded a Cooperative Agreement in September 1997 to the American Council on Education (ACE), with the American Association of Community Colleges (AACC), the American Association of State Colleges and Universities (AASCU), the Association of American Universities (AAU), the National Association of Independent Colleges and Universities (NAICU), and the National Association of State Universities and Land-Grant Colleges (NASULGC).

The Agreement (HNE-A-00-97-00059-00) seeks to mobilize the resources of American higher education in support of international development cooperation. One portion of the Agreement supports partnerships between higher education institutions in the United States and in cooperating countries to demonstrate how they can apply their expertise collaboratively to development challenges, and to increase the capacity of institutions in USAID-assisted countries to contribute to development.

These partnerships, which may involve the institutions' private and public sector partners, expand ways in which universities, colleges, and community colleges may meet their mandate of service to include the development of the local community, the region, the nation, and another part of the world. The program is administered by the Association Liaison Office for University Cooperation in Development (ALO).

Institutional Partnership Program Objectives

ALO and USAID seek to support American academic institutions and consortia as they engage with higher education associations and institutions in developing and newly independent countries to:

- collaboratively address an array of complex economic, social, educational, and development issues and challenges;
- strengthen their respective capacities for conducting the educational missions of teaching, research, and service to address development priorities including the improvement of basic and higher education;
- contribute to the preparation of a responsible citizenry and a skilled workforce engaged in a global marketplace;
- increase attention to and understanding of international education and development issues on campuses and among the institutions' constituencies; and
- disseminate information and share results of development cooperation both abroad and in the United States.

Where and How USAID Works

Through the Institutional Partnership Program, ALO links the technical and human capacity-building strengths of higher education institutions in the United States with their counterparts abroad to address USAID's goals:

- to encourage broad-based economic growth and agricultural development;
- to strengthen democracy and good government;
- to build human capacity through education and training;
- to stabilize world population and to protect human health;
- to protect the world's environment for long-term sustainability; and
- to reduce suffering associated with natural or man-made disasters and to re-establish conditions necessary for political and/or economic development.

For further information on USAID's country-specific strategic objectives, refer to the USAID web site: www.usaid.gov

The Initiative to End Hunger in Africa (IEHA)

IEHA, a U.S. Presidential Signature Initiative, was launched at the 2002 World Summit on Sustainable Development and implemented by USAID. IEHA recognizes that hunger in Africa is one of the most pervasive development challenges facing the world today, given that one in three people on the sub-continent go to bed hungry every night. It calls for a rapid and sustainable increase in agricultural growth and rural incomes as a key solution to reducing hunger and poverty in Africa, while recognizing the important role of complementary improvements in other sectors such as health, education, infrastructure, environment, and public policy management. To ensure long-term sustainability, IEHA also calls for a stronger global partnership with African leaders and governments to work and invest in a smallholder-oriented agricultural growth strategy.

Further information on IEHA may be found at USAID's website (www.usaid.gov), USAID Africa Bureau's website (www.afr-sd.org/Agriculture/AgInitiative.htm), and the U.S. State Department's website (www.state.gov/g/oes/rls/fs/2003/18796.htm).

USAID/Regional Center for Southern Africa (RCSA) Regional Strategic Plan 2004-2010

The level of food insecurity in Southern Africa is high and rising. Food insecurity stems from long-term policy failures and declining investment in agricultural research and development, resulting in inadequate growth and productivity in the agricultural sector. Farmers in Southern Africa face numerous challenges, including: over-dependence on maize; declining soil fertility; difficulty obtaining inputs such as fertilizers and seeds; limited access to new productivity-enhancing technologies; lack of credit; inadequate extension services; weak market integration, preventing the transfer of food from surplus to deficit areas at affordable prices; insufficient market information; and poor linkages between producers and buyers. In order to eliminate, or at least diminish, the threat of future famine, the long-term inadequacies of livelihoods of the food-insecure rural poor must be addressed.

The USAID/Regional Center for Southern Africa (RCSA) Strategic Objective (SO) 15: **Rural Livelihoods Diversified in Southern Africa** will promote rural livelihoods, food security, and agricultural growth by: (a) increasing trade (local, sub-regional, regional and global) by emerging commercial farmers of high value agricultural commodities; (b) diversifying crop-livestock systems in pilot vulnerable communities; and (c) improving regional coordination on agricultural and rural livelihoods research and policy. Further information about RCSA may be found at: <http://www.usaid-rca.org>. Further information about the RCSA Regional Strategic Plan and SO15 may be found at: http://www.dec.org/pdf_docs/PDABY597.pdf

Three intermediate results (IR) will contribute to the achievement of SO15's goals and objectives:

- IR15.1: Trade by Targeted Producers of Selected Agricultural Products Increased;
- IR15.2: Agricultural Production in Vulnerable Communities Diversified; and
- IR15.3: Regional Policy Coordination Improved

Rural Livelihoods (RL) Activity

The overall goal of the Rural Livelihoods (RL) Activity is to address the dual problems of food security and rural income enhancement through interventions that will: (1) increase trade by small-scale commercial farmers of high-value agricultural commodities to local, regional, and international growth markets; (2) diversify crop-livestock to lay the foundation for more vulnerable (resource-poor) groups to participate in market-oriented farming in the future while helping them to adopt short-term rural livelihood strategies that address food insecurity, poverty, and hunger; and (3) coordinate regional agricultural development through technology transfer, agricultural research, policy support, and increasing market access. The RL Activity will support IEHA focus countries, promoting regional synergies and complementarities from effective coordination and monitoring of IEHA programs in Southern Africa.

The RL Activity will focus primarily on two groups, assisting resource-poor farmers and small-scale commercial producers diversify and expand their production and income.

Resource-poor (or subsistence) farmers refer to those who are barely eking out a living with probably no more than one quarter of a hectare at their disposal. They are particularly vulnerable to a bad planting season, HIV/AIDS, and other challenges. The RL Activity will educate these farmers about the link between agricultural production and improved health and nutrition. Interventions will focus on introducing crops and livestock with higher nutritional value and incorporating HIV/AIDS education and labor-saving approaches. The RL Activity will also introduce basic business concepts. As this group's overall well-being improves over the course of the RL Activity, more sophisticated technologies and approaches will be implemented.

Small-scale (emerging) commercial farmers refer to those who understand the benefits of sales and marketing and are selling their produce. However, they lack any formal training on how to manage their farms as a business. This group should be amenable to a wide range of assistance on both the technical and management aspects of business. The development hypothesis is that, with appropriate training, these farmers will be able to expand and diversify their output to better meet market requirements, thus "graduating" to become more efficient medium-size farmers.

The RL Activity complements and supports several bilateral Mission programs addressing food security and rural livelihoods issues in, for example, Angola, Malawi, Mozambique, Namibia, South Africa, and Zambia.

The RL Activity is designed to engage a broad range and number of institutions throughout the region in different ways:

- International agriculture research centers (IARCs), national agriculture research systems (NARS), universities, non-governmental organizations (NGOs), and private industry to identify agriculture research priorities, lead development research activities (on station and on farm) and to build agriculture research capacity and management in institutions through Southern Africa.
- Regional research institutions, universities, national governments, NGOs, and private industry will participate in transferring knowledge and technologies to resource-poor farmers, small-scale commercial producers, and vulnerable rural households. Vulnerable rural households, for this RFA, is defined as those ravaged by HIV/AIDS, war, and natural disaster.
- Regional and national trade and professional associations and private foundations will be invited to work in concert with IARCs, NARS, NGOs, producer associations, national governments, and vulnerable populations to address SO15 goals and objectives.

Most institutions will be engaged through the establishment of a large "applied research and technology transfer" consortium under ALO's Institutional Partnership Program. Members of the consortium will be connected electronically (intranet), will have access to the same body of technical information, and will participate in regional research and policy fora, appropriate to their areas of expertise. Different members of the consortium will lead technology transfer efforts in different parts of the region, bringing in other members to meet specific needs of farmer communities.

USAID/RCSA strongly encourages U.S. applicant institutions to partner with Southern African universities, IARCs, NGOs, and private industry in multiple Southern African countries.

The target countries for RL Activity are: **Angola, Malawi, Mozambique, Namibia, South Africa, and Zambia.**

Partnerships with more than one of the following Southern African higher education institutions are recommended:

Angola

Agostinho Neto University, Huambo

Malawi

Bunda College of Agriculture – University of Malawi
Chancellor College

Mozambique
Catholic University
Eduardo Mondlane University

South Africa
Fort Hare University
Stellenbosch University
Tshwane University
University of KwaZulu-Natal
University of the North
University of the Northwest
University of Pretoria
University of Venda

Zambia
Copperbelt University
University of Zambia

*Partnerships with one or more of the following **IARCs** are recommended:*

International Institute for Tropical Agriculture (IITA)
International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)
International Food Policy Research Institute (IFPRI)
International Center for Agroforestry Research (ICRAF)
International Water Management Institute (IWMI)
International Potato Center (CIP)
International Center for the Improvement of Maize and
Wheat (CIMMYT)
International Livestock Research Institute (ILRI)
World Fish Center

*Partnerships with one or more of the following **NGOs** are recommended:*

Africare
Agribusiness in Sustainable Natural African Plant
Products (ASNAPP/South Africa and Zambia)
Agriculture Cooperative Development International/Volunteers in Overseas Cooperative
Assistance (ACDI/VOCA)
Adventist Development and Relief Agency (ADRA)
Care International
Catholic Relief Service (CRS)
Church World Service (CWS)
Cooperative League of the USA (CLUSA)/National
Cooperative Business Association
Save the Children
TechnoServe
World Vision

Applicants will **not** be penalized for partnering with other appropriate Southern African higher education institutions, IARCs, and NGOs that do not appear on these lists.

The following USAID staff may be contacted for further information on the RL Activity and the purpose of this request for applications:

The primary contact at USAID/RCSA is:

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The following USAID contacts are members of the RL Program Management Team:

- Jerry Brown: jebrown@usaid.gov
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2004 Special Request for Applications (RFA)

U.S.-Southern Africa Partnerships for Agriculture (USSAPA)

ALO, in cooperation with USAID/RCSA, is issuing this RFA for **three (3)** USSAPA institutional partnerships involving higher education institutions or consortia in the United States and IARCs, NGOs, private industry, national governments, and higher education agricultural institutions or consortia in Southern Africa to address IEHA through USAID/RCSA's SO15.

This activity is intended to draw from development approaches utilized or promoted by U.S. higher education institutions relevant to strengthening agronomic research, technology transfer, macro and micro-economic policy dialogue, and advocacy and entrepreneurship necessary to address poverty and hunger reduction. It will “download” information technology management options that will strengthen the capacity of Africa-focused international development partners to efficiently and effectively manage knowledge and technologies critical to combating food insecurity and hunger in Southern Africa.

Note: USSAPA is a proposed seven-year initiative under the RL Activity, with an initial two-year base period followed by a five-year option period to be exercised by USAID/RCSA, contingent upon the availability of funds. USAID intends to provide up to a total of approximately \$3.42 million for the first two years.

I. Applied Research and Technology Transfer Consortia. One award will be made for a partnership addressing the Applied Research and Technology Transfer Consortia intervention of the RL Activity. This award will be for up to a total of \$2.2 million, incrementally funded at up to \$1.4 million for the first year and \$800,000 for the second year.

Under this intervention, U.S. institutions will be expected to identify a core group of experts among NGOs, IARCs, and private industry to provide new technologies, training, and strategies to client farmers and agricultural enterprises in areas such as production skills, crop improvement, irrigation, seeds, farm management, and other related scientific and business activities.

One of the RL Activity’s central goals is to improve the linkages between the research community in the region and farmers and agri-businesses. Agricultural research has lost its regional scope and appreciation of the importance of markets in agricultural development, significantly impacting the region’s access to new approaches and technologies.

The RL Activity plans to revitalize this important component of the agricultural framework by giving Southern African research institutions a major role in implementing this market-driven approach. The intent is to get the researchers out into the field so they can reconnect with farmers and agri-businesses and provide the type of research and development (R&D) that is needed to make this sector more viable and competitive now and over the longer term.

U.S. institutions will be expected to propose a consortia that will include universities, research institutions, NGOs, and private sector partners. This consortia will be available to provide assistance and to respond to the needs of farmers on technology, production skills, crop improvement, irrigation, seeds, farm management, and other related scientific and business activities. The RL Activity will introduce new technologies to the farmers and its success will be measured at least in part by the number of technologies introduced. In many cases, technologies exist that institutions and NGOs could efficiently deliver to rural farmers in Southern Africa. The implementing NGOs will select the specific technologies that are appropriate for a given crop, market, geography, agricultural climate zone, and capabilities of the target farmers.

NGOs and private sector partners will participate in technology transfer in specific crop production techniques, such as fertilization, proper use of varieties, cultivation techniques, irrigation methods, post-harvest storage and marketing. For example, seed and fertilizer companies that want to sell their products to farmers will provide details of fertilizer usage and seed planting and growing techniques. Additionally, low-input technologies (e.g., conservation farming, use of draft animals for irrigation and plowing, edible green fertilizers) will be introduced to vulnerable populations, especially HIV/AIDS-affected households.

Members of the consortium are expected to collaboratively develop a strategic framework and research agenda, and select topical areas for work by a series of “technical clusters.” They will also select a technical review committee able to advise the consortium on strategy, funding and progress reporting. This intervention will help the research of universities and institutions in Southern Africa become more applicable to the immediate needs of local farmers.

Key agronomic areas to be targeted are seed sector development, irrigation technology dissemination, low-input farm technologies, and post-harvest technologies. Types of applied research under this intervention will include: (a) identifying planting material with staggered rates of maturity; (b) low-cost drip irrigation; (c) legumes as organic fertilizer and edible crops; (d) cultivation and processing of roots and tubers for household consumption and industrial use; (e) re-introduction of draft animals for ploughing and irrigation; (f) conservation farming; and (g) intercropping staple and alternative crops.

The Applied Research and Technology Transfer Consortia intervention directly supports IR15.2: Agricultural Production of Resource Poor Farmers Diversified.

II. Appropriate Germplasm. One award will be made for an institutional partnership addressing the Appropriate Germplasm intervention of the RL Activity. This award will be for up to a total of \$550,000, incrementally funded at up to \$350,000 for the first year and \$200,000 for the second year.

Work under this component will focus on applied research and technology development in collaboration with client farmers. An important part of this intervention will work with food processing companies in the region to improve processing efficiency and profits by identifying and using more appropriate genetic material for their specific processing requirements. It will also take into account the fact that national and regional research institutions have not had clear internal policies on how to move seed from the research stage to the commercialization stage. RCSA will work with non-profit research institutions and for-profit private sector seed companies to identify ways of more efficiently marketing seeds with economic and agronomic value to RCSA client farmers.

While the Applied Research and Technology Transfer Consortia intervention will focus primarily on staple crops, soil fertility, irrigation systems, and livestock, the Appropriate Germplasm intervention will provide support to identify and access germplasm/seeds for non- traditional crops (organic spices, specialty/indigenous teas, botanicals, and specialty fruits and vegetables). In particular cases, germplasm development will be undertaken should market demand and investigation identify need.

In addition, the Appropriate Germplasm intervention will fund a Southern Africa seeds database regarding origins, status (certified, commercialized, R&D), policy issues, trial reporting, varietal characteristics, etc. The database will be shared with NGOs, farmer associations, national governments, and other end users.

The Appropriate Germplasm intervention is designed to promote efficiency in the processing of agricultural products. It impacts IR 15.1: Increased Commercial Farmers Trade of High Value Agricultural Commodities.

III. Economic Research and Agriculture Policy Harmonization. One award will be made for an institutional partnership addressing the Economic Research and Agriculture Policy Harmonization intervention of the RL Activity. This award will be for up to a total of \$670,000, incrementally funded at up to \$420,000 for the first year and \$250,000 for the second year.

RCSA and The New Partnership for African Development (NEPAD) are working at a policy coordination level. The goals of NEPAD and RCSA's SO15 are to create a regional environment in which seeds and agri-chemical regulations are standardized between countries and all countries within the region recognize and accept the standards adopted by their neighbors.

Work under this component of the RL Activity will address a number of region-wide policy issues that restrict agricultural development in Southern Africa. Complex and differing agricultural trade and regulatory environments that are pervasive in the region have contributed to economic inefficiencies in the agricultural sector. The combined effects of constraints of high transaction costs of inputs and outputs and slowed transfer of technologies to farmers have slowed the development of the region's agricultural sector and retarded growth in rural household income. By reducing the bureaucratic barriers to agricultural trade and through regulatory harmonization, SO15 will reduce transaction costs, increase the rate at which technologies are transferred to farmers, and increase competition by both agricultural input suppliers and agricultural buyers. In addition, harmonization of agricultural trade policies in general will help alleviate isolated food shortages in the region by promoting intra-regional trade.

Southern African economic research partners will focus on agricultural economic research and regional seed and agricultural-chemical policy harmonization. Partners for this intervention will include universities and other regional academic institutions in Southern Africa, private sector associations, private foundations, and selected NGOs. The principal regional partner will be the **Food Agriculture and Natural Resourced Policy Analysis Network (FANRPAN)**. This group of national networks builds on long-term investment and commitment in established universities, national agricultural research institutes, and policy analysis units in Southern Africa.

The primary customers for this intervention will be regional governments, small-scale commercial farmers, resource-poor farmers, and NGOs.

This intervention targets constraints in the agricultural economy that affect resource-poor farmers, small-scale commercial farmers, and small- and medium-size enterprises (SMEs). Specific areas of collaborative research may include (but are not limited to) transportation economics, price realization, trade barriers, industry competitiveness, and agricultural economic/trade policies within the region that have contributed to food shortages and food crises.

This intervention also entails working with private sector associations and regional institutions to develop a harmonized regional environment for the seed and agricultural chemical industry throughout Southern Africa. The intervention is designed to benefit resource-poor farmers, small-scale commercial farmers, and agribusiness input suppliers by making markets more competitive and providing RCSA clients with a greater range of choices in the products they use for crop production. A harmonized and streamlined market will also make suppliers more responsive to market needs. A particularly challenging harmonization issue for RCSA is the multi-country cross-certification of new seed varieties for the smaller market countries such as Malawi.

The Economic Research and Agriculture Policy Harmonization intervention supports IR15.3: Regional Policy Coordination Improved. The outcomes of this intervention will have significant positive effects on achieving IR15.1: Increased Trade in High Value Agricultural Commodities, and IR15.2: Agricultural Production of Resource Poor Farmers Diversified.

The three USSAPA awardees will be encouraged to work together, and also collaborate with Trade Expansion in Southern Africa (TESA) under USAID/RCSA's Competitiveness Strategic Objective (SO14) implementers where feasible and reasonable, to further expand and deepen institutional collaboration and to avoid any unnecessary duplication of efforts.

Key Areas of Collaborative Work for U.S. Higher Education Institutions and Partners

The purpose of this RFA is to draw on the strategic thinking of U.S. higher education institutions to help African universities, IARCs, NGOs, National Agricultural Research Centers, and private industry work to improve the linkage between the research community in the region and resource-poor and small-scale commercial farmers.

RCSA has identified several key areas of collaborative work for U.S. institutions and partners:

- **Strategic Planning for Rural Livelihoods.** The partnering U.S. institutions will assist their Southern African counterparts to: (a) establish a strategic framework for the RL Activity based on a series of consultations and meetings among university agriculture and rural development departments in Southern Africa and taking into consideration the strategic focus of other international donors, national governments, private companies, and foundations; (b) based on the framework the partnering U.S. and Southern African institutions will need to survey and meet the many organizations already involved in RL in Southern Africa; (c) the partners will work with USAID/Africa Bureau Information Center and Center for Development Information and Evaluation to select and disseminate recent materials on hunger and poverty reduction in Africa; and (d) the U.S. institutions will assist their Southern African counterparts in arriving at a consensus regarding the RL framework. From the framework, Southern African universities should be encouraged to work in technical clusters around topical areas. RCSA expects direct contractual arrangements to be established between the clusters, with the type of funding explained in the partnership framework and mechanism in the operational plan.
- **Effective Networking.** A Southern Africa universities RL network is critical for orderly and regular communications, service delivery, follow-up, and evaluation between the academic community and other organizations. With a consensus on an agreed-upon RL strategic framework, technical clusters, and an operations plan in place, Southern African universities will be able to more effectively and collaboratively address food insecurity, poverty, and hunger reduction together with NGOs and national and international agriculture research centers. Through networking among potential RL partners, the following illustrative results are expected: (a) a technical review committee will be established and charged with advising the applied research and technology transfer consortia project manager on strategic thinking, funding, and progress reporting on the RL activity; (b) especially critical will be that consortia for applied research and technology transfer comprised of universities, consultative group centers, NARS, IARCs, private companies, and NGOs are put in place to work with consultative group centers and NARS; and (c) regular dialogue will be established among consortia members to remain focused on the RL Activity and IEHA goals and objectives. Especially important in the dialogue is the issue of broad-based impact in rural zones. The U.S. partnering institutions are expected to help the consortia to articulate clear research and technology transfer goals and objectives and to later provide tools for measuring and reporting on impact.
- **Building Sustainable Partnerships.** While partnering is not a new concept to the region, a key role that U.S. institutions might play is to share lessons learned about setting up practical and sustainable research and technology transfer partnerships from the ground up. As Southern African university researchers and professors only occasionally engage in donor- and government-funded projects with colleagues from the region, another key role might be to help identify members for potential professional associations in the agriculture sector.
- **Policy Dialogue and Advocacy.** Southern African universities do not have a tradition of working in the policy arena on their own behalf. The U.S. partners could, therefore, share models and tools they use to influence policy, either as individual institutions or as members of higher education associations.
- **Community and Technical Services for Community and Rural Development.** Many U.S. institutions offer a variety of community and technical services in areas such as geriatric nutrition, HIV/AIDS prevention, organic and conservation gardening, and youth-focused ICT support services. Given the great diversity of approaches to the delivery of these services, the U.S. institutional partners could provide their Southern African counterparts with significant assistance in the design and implementation of community and technical services, directly and indirectly.

Key Areas of Collaborative Work by Country

The RL Activity has been specifically designed so that interventions can be tailored to the needs of specific target groups and bilateral Missions.

Angola. The Angola Mission has on-going agriculture enterprise development, emergency food relief and development relief programs, led by the Cooperative League of the United States of America (CLUSA) and a Consortium for Development Relief Angola (four U.S. private voluntary organizations, PVOs) respectively, that are focused on resettling war-affected rural populations and stimulating agricultural production in these areas. The Production Support Services component of the RL Activity can augment these efforts in several ways:

- The RL technology transfer consortium will work with U.S. PVOs and CLUSA to provide irrigation and seed technologies to resource-poor farmers.
- The technology transfer consortium will assist CLUSA farmers, through orchard management and introducing alternative crops to provide better quality fruits and vegetables and alternative crops to local supermarkets, wholesalers and retailers.
- Policy interventions will improve the overall trade environment by linking national policy and regional agriculture integration efforts.

Malawi. The Malawi Mission has several on-going initiatives that can benefit from the RL Activity, including linking low-income farmers with markets, supporting further expansion of the fertilizer and seed industries, enhancing competitiveness in food processing and horticultural products, and strengthening the ability of rural communities to increase incomes from the sustainable use of natural resources. The Production Support Services component of the RL Activity can augment these efforts in significant ways:

- Seed systems development intervention will permit Malawi to have access to better certified seeds from researchers in neighboring countries
- Through FANRPAN, the policy network will assist AID and other donors to better coordinate and dialogue with the government of Malawi regarding development and support towards national input markets policies and guidelines.

Mozambique. Mozambique has on-going programs focused on helping small-scale farmers improve their farming practices and find markets, including export markets, for their products and improving the overall commercial trading networks for agricultural and other products. The Production Support Services component of the RL Activity can augment these efforts in several ways:

- The RL applied research and technology transfer consortium will provide quality assessment/control, irrigation, and seed technologies to add value to Mission efforts to increase smallholder sales of agricultural products.
- Work with FANRPAN to enhance the ability of rural enterprises to articulate constraints related to rural financial services and commercial trading networks.
- Appropriate germplasm will build on existing soil fertility and farmer association development activities to improve productivity and diversify household level and commercial production.

South Africa. The South Africa Mission has an on-going agribusiness program designed to increase the capacity of emerging commercial farmers to more fully take advantage of market opportunities. There may be an opportunity to introduce irrigation technologies and improved germplasm to small-scale commercial farmers for alternative crops.

Zambia. The Zambia Mission has programs that provide technical assistance and training to promote the participation of smallholder farmers in contract farming schemes to increase food supply, cash crops, and food security, and give communities access to information and services on HIV/AIDS. Specific interventions include:

- Appropriate germplasm intervention will work with small scale commercial farmers to produce paprika and fruits and vegetables for hotels and wholesalers.
- Irrigation technologies will support small-scale commercial and resource-poor farmers to prevent crops loss due to recurring drought.

- The Applied Research and Technology Transfer Consortia will continue to support soil fertility for resource-poor farmers, therefore, permitting farmer groups to work toward small-scale commercial production for local and region markets.

Cross-Cutting Themes

U.S. applicants are requested to take into account the following broad USAID objectives in the design of partnership activities:

- **HIV/AIDS.** HIV/AIDS and food and nutrition insecurity are becoming increasingly entwined in a vicious cycle: HIV/AIDS exacerbates vulnerability to food insecurity, which, in turn, exacerbates susceptibility to HIV infection. The RL Activity seeks to mitigate the impact of HIV/AIDS in vulnerable communities by facilitating the dissemination of technologies that meet the changing needs of rural households, especially child-, elderly-, and female-headed households. The RL Activity could also work to: re-orient food production, processing, and preparation; promote initiatives to alleviate labor and capital constraints; foster the use of labor-saving tools and crops; and introduce more productive agro-technologies. Emphasis should be placed on youth through increased vocational agricultural training in schools to prepare them for assuming responsibility for earning a living early in life.
- **Gender.** The RL Activity will address the special technology needs of women farmers, provide inputs and information on agriculture and alternative rural livelihoods, and encourage the formation of women's agricultural associations. The on-farm focus of technology transfer and training programs will help ensure that women can participate and benefit from Activity interventions. The Activity will also promote gender-sensitive policies and interventions. Research for women farmers and gender-disaggregated agricultural research findings will help women play a more integral role in policy formation.
- **Public-Private Partnerships.** Applicants are encouraged to suggest Global Development Alliance possibilities that they will more fully develop. RCSA will help forge strategic alliances between farmers, agri-processors, and marketing chains to help improve the supply chain for farm produce and increase market access. The process can also be applied to input suppliers of seeds and fertilizers who may develop alliances with farmer associations to provide technical information for improving both quality and quantity of production. Partnerships with governments, corporations, foundations, educational institutions, and rural communities will enhance the effectiveness of the RL Activity.
- **Information Communication Technology (ICT).** Radios are ubiquitous in rural Africa and can be used to disseminate market information, introduce new agricultural technologies, and bolster HIV/AIDS awareness. Farmers might use mobile phones to verify prices and arrange transport for the sale of produce. Rural technology information centers, tele-centers, or cybercafés link rural producers to other actors along the agricultural market chain. ICT-based networking and information sharing will enhance regional coordination on agricultural development and rural livelihoods research and policy. ICTs can be especially effective tools for reaching women farmers. Implementers should identify opportunities for using ICTs to enhance rural livelihoods.
- **Environmental Issues.** Biological degradation, deforestation, and loss of biodiversity constrain rural livelihood options and threaten food security. Use of excessive fertilizers and pesticides can have adverse environmental impacts. Implementers will ensure that the RL Activity does not cause environmental degradation.
- **Corruption.** Corruption in agricultural production affects land title and tenure, credit availability, quality of supplies, water allocation, product standards and certification, marketing, and the development of agribusinesses. The RL Activity will guard against the scope of corruption at all stages from the letting of contracts to the execution of programs in the field.
- **Conflict Mitigation.** Lack of economic opportunity and relative economic deprivation are possible sources of conflict in rural areas. Food insecurity and disputes over inputs, land, fuel, and water have been the cause of conflict and disruption in rural livelihoods. The RL Activity will help diversify rural livelihoods to relieve socio-economic tensions, thereby helping to reduce and prevent conflict.

Terms of the RFA

ALO plans to conduct a peer-reviewed competition to make three (3) awards to implement cooperative partnerships over a 2-year period, 2004-2006, between one or more higher education institutions in the United States, one or more higher education institutions or consortia in Southern Africa, and their partners.

Partnership activities are expected to begin immediately after the subagreement is signed. Partnership activities will end December 2006.

The narrative of the application must include: (1) a clear statement of the purpose of the intervention(s) and potential customers; (2) a clear indication that the partnership's goals and activities are in alignment with USAID/RCSA's SO15 and associated IRs and are responsive to the needs of USAID bilateral Missions; (3) a clear indication that the partnership's goals and activities are in alignment with the expressed needs of counterpart agricultural institutions in Southern Africa, involve key regional stakeholders (regional governments, regional organizations, private sector organizations, NGOs); (4) a description of the strengths and mutual interests of the primary collaborating partners; (5) a description of the activities to be accomplished and the outcomes to be achieved in each year of the partnership; and (6) a monitoring and evaluation plan that indicates in quantifiable and objective terms the expected development outcomes. The appendices must contain: (7) the schedule of activities by year; (8) the budget summary, annual budgets, and budget narrative that includes cost sharing and other contributions from the coordinating institutions and other partners; (9) brief résumés of key personnel; (10) signed letters of support from the cooperating institutions and other partners; and (11) a signed letter from an official at the applicant U.S. institution verifying conformity with institutional policies and practices. Applications must also include a separate abstract (3 pages maximum) summarizing items (1) through (8).

Strong applications will propose a partnership that:

- builds linkages between research institutions, the private sector and small-scale and resource-poor farmers in the Southern Africa region to diversify crops and increase incomes through increased production and sales of agricultural products;
- gives significant attention to vulnerable populations (e.g., women, HIV/AIDS-impacted households, internally displaced persons);
- enhances cooperation within the higher education community in Southern Africa to improve agriculture education, research, policy, and outreach as means of addressing food insecurity, poverty, and hunger in the region;
- builds strategic alliances with other entities (e.g., IARCs, NARS, NGOs, SMEs, trade associations, international corporations, etc.) to leverage funding and create opportunities for a more sustainable and dynamic collaboration.

Applications must indicate a total cost sharing of at least 25 percent from the U.S. institution(s). Additional cooperating institutions, public and private sector partners, and other U.S. institutions are also encouraged to contribute resources. The quality and the quantity of cost sharing and other contributions proposed in the application will be taken into account by the peer reviewers toward determining the most competitive and highest ranked application for USAID/RCSA funding.

Applicants should itemize all cost sharing on the budget form, including waivers of tuition and other academic costs, faculty release time, stipends, professional development funds, travel, supplies, equipment, other direct costs, indirect costs, etc. Other contributions, in cash or in-kind, should be indicated on the accompanying "Statement of Contributions." In the past, applications with a total cost share that significantly exceeds 25 percent have been found to be more competitive.

Both cash and in-kind contributions will be accepted as part of the applicant's cost sharing when such contributions are: (a) verifiable from the applicant's records; (b) not included as contributions for any other federally-assisted program; (c) reasonable for the accomplishment of partnership objectives; and (d) not paid by the federal government under another grant.

Contributions that do not meet the above definition of cost share should be indicated on the Statement of Contributions. These may include the cooperating institutions' contributions of personnel and other direct and indirect costs in support of the development efforts.

Applications must be received at ALO by 5:00PM, Eastern Daylight Time (EDT), 15 October 2004. Faxed or electronically transmitted applications will not be accepted. Peer review of applications and notification about awards is expected in November 2004.

The USSAPA awards will be executed as sub-agreements between the lead U.S. institution and the American Council on Education (ACE), through the Association Liaison Office for University Cooperation in Development (ALO), under USAID Cooperative Agreement HNE-A-0097-00059-00. The three lead U.S. institutions recommended for the awards will receive draft subagreements from ALO for review.

Work is expected to begin immediately following full approval of subagreements. **No ALO award or cost share funds designated in the application may be expended prior to a fully executed (i.e., signed by both parties) sub-agreement between ACE/ALO and the lead U.S. institution.**

Award funds for the partnerships will be disbursed to the lead institution in the U.S., based on the applicant's implementation of the work plan, stated budget, and submission to ALO of financial reports and narrative progress reports. It is the lead U.S. institution's responsibility to provide disbursements (reimbursements) for its collaborating partner in accordance with the agreed-upon activity schedule and budget.

Applicants must budget funds (travel and per diem) to cover the required participation of at least one representative each from the U.S. institution and the cooperating institution(s) in ALO's Annual Meeting in Washington, D.C., during each year of the partnership under ALO funding. Partners are encouraged to brief USAID/RCSA and country missions on partnerships activities and share progress reports.

As a means of better coordinating the efforts of the three partnerships towards achieving the goals of the RL Activity, ALO plans to host a "Post-Award Meeting" in the field. The lead U.S. institutions' partnership directors (or their designees) are expected to attend and will be joined by representatives from USAID/RCSA.

Eligibility and Review of Applications

ALO welcomes applications from the member institutions of ACE, AACC, AASCU, AAU, NAICU, and NASULGC, and from other regionally accredited, degree-granting, U.S. higher education institutions. ALO also welcomes applications from higher education consortia. Minority-serving institutions are especially encouraged to submit applications for this competition.

Applications will be reviewed by panels comprised of higher education experts in agricultural development and a representative of USAID/RCSA. The awards will be made on the basis of the reviewers' recommendations of merit and final concurrence of USAID/RCSA.

Application Review Guidelines

Peer reviewers will use the following criteria to evaluate applications for the award addressing *Applied Research and Technology Transfer Consortia*:

I. Development Need and Alignment with USAID/RCSA's SO15: Rural Livelihoods Diversified in Southern Africa (30 points)

Clearly identified development need for linkages between higher education institutions, research institutes, and other stakeholders in Southern Africa to address food security issues; clear rationale for choice of countries and partnering institutions in Southern Africa; close alignment of a proposed strategic framework, operational plan, activities, and outcomes with USAID/RCSA's RL Activity and bilateral Missions.

II. Partnership Design and Potential Results (45 points)

Feasibility of the plan and timetable to establish a technology transfer consortium; ways in which topical areas will be chosen; evidence that technical clusters will encompass a good cross-fertilization of expertise (e.g., IARCs, NARS, NGOs, agribusiness firms, etc.); evidence of feasible contractual arrangements between members of the technical clusters and commitment in terms of resources and funding; potential of the proposed consortium to have a high regional impact; quality and usefulness of the technologies (new, existing and low-input) the partners will transfer; sensitivity to the participation of disadvantaged populations, especially women and HIV/AIDS-affected households; sensible and feasible incorporation of applicable RL Activity cross-cutting themes (p.10) into the partnership design; sensible and feasible incorporation of applicable key areas of collaborative work (p.8) into the partnership design.

III. Mutuality, Commitment, and Sustainability of the Partnership (35 points)

Extent of institutional commitment from higher education institutions (engagement of faculty, students, and/or administrators), including contribution by the host-country institution(s); qualifications and demonstrated experience of the proposed personnel, including technical expertise, management ability; relevant language skills, and familiarity with agriculture development priorities in Southern Africa; involvement and commitment of private sector partners and other regional partners; fit with existing strengths and mutual interests of partnering institutions; level of commitment to cost sharing and other contributions by partnering institutions and private sector partners; quality of plans for partnership sustainability.

IV. Monitoring and Evaluation (20 points)

Quality of plans to provide feedback to USAID Missions and partners, in new areas to ensure food security; effective networking and regular dialog with consortium members to remain focused on research and technology transfer goals and objectives of RL Activity, and to ensure orderly and regular communications, service delivery, follow-up and evaluation between the academic community and other partners.

V. Overall Application (10 points)

Completeness, clarity, and organization of the overall application.

TOTAL POSSIBLE POINTS: 140 points

Peer reviewers will use the following criteria to evaluate applications for the award addressing *Appropriate Germplasm*:

I. Development Need and Alignment with USAID/RCSA's SO15: Rural Livelihoods Diversified in Southern Africa (30 points)

Clearly identified development need for linkages between higher education institutions, research institutes, and other stakeholders in Southern Africa to address food security issues; clear rationale for choice of countries and partnering institutions in Southern Africa; close alignment of a proposed research activities and outcomes with USAID/RCSA's RL Activity and bilateral Missions.

II. Partnership Design and Potential Results (35 points)

Quality of the proposed linkages in the agriculture research sector towards identifying appropriate genetic materials; potential of proposed work with food processing companies in Southern Africa to improve efficiency and profits; effective targeting of key agronomic areas (e.g., seed sector development, irrigation technology, low-input farm technologies, post-harvest technologies, etc.); potential of the proposed linkages to have a high regional impact; sensible and feasible incorporation of applicable RL Activity cross-cutting themes (p.10) into the partnership design; sensible and feasible incorporation of applicable key areas of collaborative work (p.8) into the partnership design; and quality of the implementation plan and feasibility of the timetable.

III. Mutuality, Commitment, and Sustainability of the Partnership (30 points)

Extent of institutional commitment (engagement of faculty, students, and/or administrators), including contribution by the host-country institution(s); qualifications and demonstrated experience of the proposed personnel, including

technical expertise, relevant language skills, and familiarity with agriculture development priorities in Southern Africa; involvement and commitment of private sector partners and others; fit with existing strengths and mutual interests of partnering institutions; level of commitment to cost sharing and other contributions by partnering institutions and private sector partners; quality of plans for partnership sustainability.

IV. Measurement of Results (20 points)

Evidence of ability to build on already existing networks and reactivate commodity research networks; quality of plans for ongoing monitoring of activity and reporting to USAID and other regional stakeholders.

V. Overall Application (10 points)

Completeness, clarity, and organization of the overall application.

TOTAL POSSIBLE POINTS: 125 points

Peer reviewers will use the following criteria to evaluate applications for the award addressing *Economic Research and Agriculture Policy Harmonization*:

I. Development Need and Alignment with USAID/RCSA's SO15: Rural Livelihoods Diversified in Southern Africa (30 points)

Clearly identified development need for linkages between higher education institutions, research institutes, and other stakeholders in Southern Africa to address food security issues; clear rationale for choice of countries and partnering institutions in Southern Africa; close alignment of a proposed research and policy activities and outcomes with USAID/RCSA's RL Activity and bilateral Missions.

II. Partnership Design and Potential Results (35 points)

Quality and relevance of the proposed collaborative research; quality of the proposed linkages beyond the partnering higher education institutions (e.g., private sector associations, regional agriculture institutions, etc.) and potential to develop policy for a harmonized and streamlined regional environment for the seed and agricultural chemical industry; potential of the partnership activities to significantly benefit resource-poor farmers and small-scale commercial farmers; potential of the partnership activities to significantly benefit agribusiness input suppliers; sensible and feasible incorporation of applicable RL Activity cross-cutting themes (p.10) into the partnership design; sensible and feasible incorporation of applicable key areas of collaborative work (p.8) into the partnership design; quality of the implementation plan and feasibility of the timetable.

III. Mutuality, Commitment, and Sustainability of the Partnership (30 points)

Extent of institutional commitment (engagement of faculty, students, and/or administrators), including contribution by the host-country institution(s); qualifications and demonstrated experience of the proposed personnel, including technical expertise, relevant language skills, and familiarity with agriculture development priorities in Southern Africa; involvement and commitment of private sector partners and others; fit with existing strengths and mutual interests of partnering institutions; level of commitment to cost sharing and other contributions by partnering institutions and private sector partners; quality of plans for partnership sustainability.

IV. Measurement of Results (20 points)

Clear and appropriate benchmarks of progress for networking with regional partners; quality of plans for reporting to USAID and other regional stakeholders.

V. Overall Application (10 points)

Completeness, clarity, and organization of the overall application.

TOTAL POSSIBLE POINTS: 125 points

Application Format

Please provide the contents of the application in the following order:

1. **Title page** (Complete ALO form in full and obtain signatures of authorized officials)
2. **Abstract** (not to exceed 3 typed, double-spaced, one-sided pages, 12-point font)
3. **Table of Contents**
4. **Narrative** (not to exceed 25 typed, double-spaced, one-sided pages, 12-point font) addressing all of the elements listed in Application Review Guidelines I through V.
5. **Appendices** (*Attachments beyond the stated appendices will not be read or taken into consideration*):
 - **Schedule of Planned Activities** over the funding period, with completion dates by year, of all proposed activities, specifying components of the partnership and anticipated development outcomes.
 - **Summary Budget and Annual Budgets** indicating costs of personnel, fringe benefits, travel, equipment, supplies, other direct costs, and indirect costs requested for award and contributed as cost sharing (3 forms total).
 - A **Budget Narrative** to explain the basis for the calculations of the figures presented in the summary budget. **No more than 3 pages of text are required.** N.B. Additional tables and charts will not be reviewed. See page 14 for budget instructions and forms.
 - **Statement of Contributions** other than “cost share,” from other partners.
 - **Résumés** of each of the proposed lead U.S. and cooperating institution director(s) and other expert personnel, not to exceed 2 one-sided pages per person.
 - **Signed Original Letters of Support** from the presidents, chancellors, or other chief executive officers of the cooperating institutions in the United States and overseas, in addition to the signature of the proposed U.S. partnership director and letters of support from other participating organizations.
 - **Signed Original Letter from Appropriate Official at Applicant Institution** verifying that all costs cited conform to established institutional policies and practices.

Association Liaison Office for University Cooperation in Development
Promoting Higher Education Partnerships for Global Development

Application Summary

Notification to ALO of Intent to Submit an Application: U.S. higher education institutions intending to submit an application should notify ALO by 20 September 2004, indicating which of the three awards they are applying for and providing contact name, title, address, e-mail, and telephone number. Such persons will be notified of any changes to this RFA. Any changes or clarifications will also be posted to ALO's website: www.aascu.org/alo.

Deadline: Applications must be received by **15 October 2004, 5:00 PM (EDT)** from a U.S. college, university, or consortium. Faxed or electronically submitted applications will **not** be accepted. All elements of the application must be received by the deadline. Faxed copies of the application title page and letters that include all necessary signatures may be used as a placeholder in the application, provided signed originals are received at ALO within seven (7) calendar days of the deadline.

Eligible Applicants: All members of the American Council on Education (ACE), the American Association of Community Colleges (AACC), the American Association of State Colleges and Universities (AASCU), the Association of American Universities (AAU), the National Association of Independent Colleges and Universities (NAICU), and the National Association of State Universities and Land-Grant Colleges (NASULGC), and other regionally accredited, degree-granting, U.S. higher education institutions or consortia.

Award Period: Two years. Activities funded through this competition are expected to commence immediately after the final subagreement has been fully executed.

Award Amounts: (1) Up to \$2.2 million, incrementally funded at up to \$1.4 million for the first year and \$800,000 for the second year, for the award addressing Applied Research and Technology Transfer Consortia; (2) up to \$550,000, incrementally funded at up to \$350,000 for the first year and \$200,000 for the second year, for the award addressing Appropriate Germplasm; and (3) up to \$670,000, incrementally funded at up to \$420,000 for the first year and \$250,000 for the second year, for the award addressing Economic Research and Agriculture Policy Harmonization. Applications that request more than the stipulated amount will not be reviewed. Partnership awards are contingent upon expected obligation of funds by USAID.

Cost Sharing: The minimum 25 percent total cost sharing of the award amount must be met by the U.S. institution(s). Evidence of cash or in-kind support from public or private sources is required. This may include waivers of tuition and other academic costs, faculty release time, stipends, professional development funds, travel, supplies, equipment, other direct costs, indirect costs, etc.

Commitments: Successful applicants will collaborate with ALO, USAID, and Institutional Partnership participants. One representative from the U.S. partner institution and one representative from a partner Southern Africa institution must attend the Annual ALO Meeting in Washington, D.C. Partners share resource materials with Institutional Partnership Program colleagues and other interested parties. Partners are encouraged to brief USAID/RCSA and country missions on partnerships activities and share progress reports.

Note: Once an application has been received, there is to be no contact with the ALO office until the completion of the peer review process in order to ensure fairness to all parties concerned. Letters of communication from members of the U.S. Congress in support of an application are discouraged as these may be thought to prejudice the peer-review process. Upon final announcement of the award, all applicants are invited to request copies of their peer reviewers' scores. Neither personal reviews nor comparative score tabulations will be shared.

Application Title Page

2004 Special Request for Applications U.S.-Southern Africa Partnerships for Agriculture (USSAPA)

Please refer to the electronic version (in Word) on the ALO Web site at www.aascu.org/alo.

1. **Lead U.S. institution:** _____

2. **Lead cooperating institution(s)** _____

3. **Country(ies) in Southern Africa:** _____

4. **Name of proposed partnership:** _____

5. **RL Activity Component 1 Intervention addressed by the partnership (check only one):**

Applied Research and Technology Transfer Consortia (\$2.2 million)

Appropriate Germplasm (\$550,000)

Economic Research and Agriculture Policy Harmonization (\$670,000)

6. **Key personnel:**

U.S. partnership director's name: _____

Title: _____ Dept.: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-mail address: _____

Southern Africa partnership director's name: _____

Title: _____ Dept.: _____

Telephone: _____ Fax: _____

E-mail address: _____

7. **Other cooperating U.S. institution(s) and director(s), if any (add sheets as necessary):**

Institution: _____

Co-partnership director's name: _____

Title: _____ Dept.: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-mail address: _____

8. **Other partners** (add sheets as necessary): _____

9. **Funds requested of ALO:** \$ _____
10. **Cost sharing from the U.S. institutional partner(s):** \$ _____ (Percentage of requested ALO funds: _____)
11. **Cost sharing from the Southern Africa institutional partner(s):** \$ _____
12. **Total cost of partnership activity (add lines 9 through 11):** \$ _____
13. **One sentence description of partnership:** _____

14. **Please list any other U.S. federal agencies where you have submitted this particular application or any similar/overlapping application for funding. Also, if this application is a component of a larger project that has been funded or for which funds are being sought, please explain. (Use separate sheet.)**
15. **Signatures:** An officer from each cooperating institution must authorize this application (add pages as necessary).

U.S. Institution

U.S. Institution Partnership Director Name	Signature	Date
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 U.S. Institution Partnership Director Title

U.S. Institution CEO (or designee) Name	Signature	Date
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 U.S. Institution CEO (or designee) Title

Southern Africa Institution

Southern Africa Institution Partnership Director Name	Signature	Date
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 Southern Africa Institution Partnership Director Title

Southern Africa Institution CEO (or designee) Name	Signature	Date
--	-----------	------

 Southern Africa Institution CEO (or designee) Title

Association Liaison Office for University Cooperation in Development
Promoting Higher Education Partnerships for Global Development

Budget Instructions and Forms

Applications must include a line-item summary budget together with a narrative explanation of the budget figures for Year 1, Year 2, and Year 3. Clearly indicate the method of cost computation and how the total charge for each budget item was determined for the ALO award, the cost sharing by the applicant institution, and contributions from other partners in the narrative. The items on the five-column budget form are: (1) Personnel (wages and salaries); (2) Fringe Benefits; (3) Travel; (4) Equipment (if applicable; typically a cost shared item); (5) Supplies; (6) Other Direct Costs; (7) Total Direct Costs; (8) Indirect Costs; and (9) Totals.

All of the items listed in the five column budget, whether supported by ALO award monies or cost sharing contributions, must be reasonable, necessary to accomplish partnership objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the award period. U.S. institutional cost sharing must meet the minimum 25 percent requirement.

1. Personnel (Line I). Personnel include all individuals involved in the partnership who are employed by the applicant institution. Stipends for any individuals not employed by the applicant institution are usually listed and documented under Other Direct Costs. The budget narrative must provide the position, title, and the method of cost computation of the actual wages/salary, including summer salary, for each individual. Calculations should be shown as a percentage of academic year or annual salary and must conform to established institutional policies and practices.

Example 1.	ALO Award	Applicant Institution Cost Share
Partnership Director: 10% time x \$75,000/yr.		\$7,500
Partnership Coordinator: 20% time x \$60,000/yr.	\$12,000	
Graduate Student Assistant: 10% time x \$24,000/yr.		\$2,400
Administrative Assistant: 50% time x 4 wks x 40 hrs./wk x \$10/hr. = \$800		\$800

Example 2.	ALO Award	Applicant Institution Cost Share
The Partnership Director will spend 10% time during the academic year and one month each in summer 200X and summer 200Y based on a 9-month salary of \$75,000/yr. Calculation: $\$75,000/9 = \$8,333$. $\$8,333 \times 2 = \$16,666$.	\$16,666	\$7,500

2. Fringe Benefits (Line II). Fringe benefits may include established institutional contributions for social security, employee insurance, pension plans, etc. Only those benefits that are not included in the institution's indirect cost pool may be considered direct costs. Fringe benefits are calculated on the basis of a certain percentage of annual salary. Where more than one fringe benefit rate is used, include each as appropriate.

Example:	Applicant Institution Cost Share
Partnership Director: 25% x \$75,000/yr.	\$18,750

3. Travel (Line III). In compliance with the "Fly America Act" (<http://www.tvlon.com/resources/FlyAct.html>), all international air travel rates must be based on the use of U.S.-registered carriers and/or international carriers "code-shared" with U.S. carriers when available. In the latter instance, travelers must have tickets issued by a registered U.S. carrier. Provide the actual calculations for each trip (domestic and international) by specifying the trip origin, trip destination(s), the number of individuals traveling, the length of the trip in days, and the per diem for each of the destination(s). For

international travel per diems, refer to: <http://www.state.gov/m/a/als/prdm>. For domestic travel per diems, refer to: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>.

Example:

ALO
Award
\$4,122.50

The partnership director and coordinator will make an initial visit to the overseas partner institution in Year 1. All rates are calculated using U.S. carriers and per diem according to the most recent U.S. Department of State rates for foreign travel.

Travel from City of Origin to Final Destination:

Transportation: 2 travelers x \$1000 (round-trip on Airline Name) = \$2,000

Lodging, Meals and Incidental Expenses (M&IE): 2 travelers x 10 days x \$100/day
(no more than the maximum per diem for Destination City) = \$2,000

Ground transportation: From (place of origin) to airport (city of origin),
2 travelers x 30 mile roundtrip @ .37.5/mile = \$22.50

From airport (destination city) to hotel, 2 travelers by taxi = \$100

Total = \$4,122.50

N.B. Applicants must budget for attendance at ALO's annual 2½ day conference in Washington, DC for each year during the award period. Partnerships are expected to send one representative from the U.S. institution(s) and one representative from the international institution(s). A maximum of four partnership representatives may be funded with ALO award monies to attend the conference each year (Additional project personnel may attend, subject to approval by ALO, if they are funded by other sources).

4. Equipment (Line IV). Permanent equipment is defined as non-expendable personal property with a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. ALO discourages the use of award monies for equipment-related costs. In-kind equipment contributions, however, are appropriate and encouraged.

5. Supplies (Line V). Supplies include consumable supplies, materials to be used by the partners and items of expendable equipment; i.e., items costing less than \$5,000 and with an estimated useful life of less than one year. The detailed budget narrative must list the types of supplies with accompanying approximate total costs and indicate the approximate cost per unit, where applicable.

Example:

Paper, notebooks, pencils, pens, and magic markers: \$80

20 books x \$5/book = \$100

Total: \$180

N.B. Supplies consumed by the partnering overseas institution under a subaward from their partner U.S. institution should appear under Other Direct Costs (below).

6. Other Direct Costs (Line VI). **N.B.** All ALO award monies to be expended by cooperating institution(s), under a subaward, must be itemized and explained in this section.

a) Give the cost of all training activities including instruction, participant and travel costs per person and per activity. Indicate costs charged to the ALO award (USAID) and cost share by the applicant institution and other partners. Indicate training costs as unit costs i.e., per participant costs as well as totals as this information is required by the USAID J-1 visa procurement system (TraiNet).

b) Stipends for any individuals not employed by the applicant institution should be listed in this section.

Example 1:

Dr. X will be the outside evaluator. He will spend 3 days during each of two years on the partnership. His established fee is \$400/day x 3 days/year x 3 years.

ALO Award: \$3,600

c) The cost of photocopying and printing, long-distance phone calls, equipment rental, postage, and other services related to partnership activities, which are not included under other budget categories or under indirect costs should be included in this category.

Example 2:

Telephone: long-distance \$25/month x 18 months

ALO Award: \$450

7. Total Direct Costs (Line VII). Provide accurate calculation of total for Direct Costs. Total Direct Costs are calculated by adding lines I through IV (Personnel + Fringe Benefits + Travel + Equipment + Supplies + Other Direct Costs = Total Direct Costs)

8. Indirect Costs (Line VIII). Indirect costs are calculated by applying a negotiated indirect cost rate (NICRA) to a distribution base (usually some or all of the direct costs of the partnership; e.g., salaries plus fringe benefits). The budget narrative must state the applicant institution’s NICRA and that of other collaborating U.S. institutions.

Example:

The Applicant Institution’s current federally negotiated indirect cost rate is 26 % of salaries and fringe benefits.
Calculation: 26% of \$60,000 = \$15,600

Applicant Institution
Cost Share

\$15,600

9. Totals (Line IX). Provide accurate calculation of Totals. Totals are calculated by adding Direct and Indirect Costs (Lines VII and VIII).

N.B. Cost sharing by the applicant institution should be clearly stated in the budget as the applicant’s contribution. Preference is given to applicants proposing to waive or substantially cost share indirect costs in order to utilize the highest possible proportion of award monies for direct partnership costs.

Upon completing the budget, applicants should double-check to ensure that the figures in the budget and narrative are consistent, are correct, and that all costs included in the application conform to established institutional policies and practices before the application is submitted to ALO.

Association Liaison Office for University Cooperation in Development
Promoting Higher Education Partnerships for Global Development

Summary Budget
(Totals for Years 1 - 2)

Please refer to the electronic version of this form (in Excel) on the ALO Web site www.aascu.org/alo.

(Mo/Yr to Mo/Yr)	ALO (Award)	Applicant Institution (Cost Share)	Cooperating Institution (Cost Share)	Other (Cost Share)	Total
I. Personnel	_____	_____	_____	_____	_____
II. Fringe Benefits	_____	_____	_____	_____	_____
III. Travel	_____	_____	_____	_____	_____
IV. Equipment*	_____	_____	_____	_____	_____
V. Supplies	_____	_____	_____	_____	_____
VI. Other Direct Costs**	_____	_____	_____	_____	_____
VII. Total Direct Costs (=I+...+VI)	_____	_____	_____	_____	_____
VIII. Indirect Costs***	_____	_____	_____	_____	_____
IX. Totals (= VII+VIII)	_____	_____	_____	_____	_____

* Institutions are discouraged from requesting award monies for equipment.

** Amounts budgeted for training, which include instruction, participant and travel costs, should be itemized in the budget narrative under Other Direct Costs. These costs should be indicated as unit costs per participant. The overall total cost of training will be based on the total number of participants.

*** Institutions are encouraged to contribute indirect costs as part of their cost sharing.

Note: If the contributions of the cooperating institution, or others, do not meet the terms of "cost share," do not include on this form. Provide detail in a separate statement in the Appendices.

Association Liaison Office for University Cooperation in Development
Promoting Higher Education Partnerships for Global Development

Annual Budgets
(A separate form is required for Year 1 and Year 2)

Please refer to the electronic version of this form (in Excel) on the ALO Web site www.aascu.org/alo.

(Mo/Yr to Mo/Yr)	ALO (Award)	Applicant Institution (Cost Share)	Cooperating Institution (Cost Share)	Other (Cost Share)	Total
I. Personnel	_____	_____	_____	_____	_____
II. Fringe Benefits	_____	_____	_____	_____	_____
III. Travel	_____	_____	_____	_____	_____
IV. Equipment*	_____	_____	_____	_____	_____
V. Supplies	_____	_____	_____	_____	_____
VI. Other Direct Costs**	_____	_____	_____	_____	_____
VII. Total Direct Costs (=I+...+VI)	_____	_____	_____	_____	_____
VIII. Indirect Costs***	_____	_____	_____	_____	_____
IX. Totals (= VII+VIII)	_____	_____	_____	_____	_____

* Institutions are discouraged from requesting award monies for equipment.

** Amounts budgeted for training, which include instruction, participant and travel costs, should be itemized in the budget narrative under Other Direct Costs. These costs should be indicated as unit costs per participant. The overall total cost of training will be based on the total number of participants.

*** Institutions are encouraged to contribute indirect costs as part of their cost sharing.

Note: If the contributions of the cooperating institution, or others, do not meet the terms of "cost share," do not include on this form. Provide detail in a separate statement in the Appendices.

Application Checklist

2004 Special Request for Applications U.S.-Southern Africa Partnerships for Agriculture (USSAPA)

Please use this checklist to ensure completeness of the application:

Notify ALO of intent to submit by 20 September 2004.

___ **Title Page** (ALO form with all required signatures)

___ **Abstract** (3 pages maximum, typed double-spaced and one-sided, 12-point font)

___ **Table of Contents**

___ **Narrative** (25 pages typed—excluding appendices—double-spaced, one-sided, 12-point font)

___ **Appendices** (*Attachments beyond the appendices below will not be read or taken into consideration.*)

___ **Schedule of Planned Activities**

___ **Summary Budget and Annual Budgets** (3 forms in total)

___ **Budget Narrative with explanation of costs** (3 pages maximum)

___ **Statement of Contributions**, other than “cost share,” from cooperating and other partners

___ **Résumés** (not to exceed 2 pages one-sided per person)

___ **Signed Original Letters of Support** from U.S. and Cooperating partners

___ **Signed Original Letter from Official at Applicant Institution** verifying costs

Send the original application plus seven (7) hard copies of the complete application package containing title page, abstract, table of contents, narrative, and appendices (all on loose-leaf paper, clipped together — no three-ring binders, staples, or plastic bindings), and a diskette or CD (with files saved as Microsoft Word/Excel for PCs) containing the abstract and entire application, including all budget forms, budget narrative, and other appendices to:

USSAPA

Association Liaison Office for University Cooperation in Development
1307 New York Avenue, NW, Suite 500
Washington, D.C. 20005-4701

Deadline: Receipt at ALO by 5:00PM (EDT), 15 October 2004.

Faxed and electronic applications will not be accepted. All elements of the application must be received by the deadline. Faxed copies of the application title page and letters that include all necessary signatures may be used as a placeholder in the application, provided signed originals are received at ALO within seven (7) calendar days of the deadline.

Association Liaison Office for University Cooperation in Development (ALO)
1307 New York Avenue, N.W., Suite 500
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