



West Africa PRO-Cashew Project
REQUEST FOR APPLICATIONS (RFA) NO.1
AGRICULTURE EXTENSION GRANTS

Issuance Date: 8 July 2020

Deadline for Questions: 17 July 2020, 5pm GMT

Deadline for Submissions: 31 July 2020, 5pm GMT

Dear Applicant:

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

This first RFA will provide **Agricultural Extension Grants** to leverage technical training to bolster the capacity of extension teams of the processing cashew companies to strengthen linkages with smallholder farmers. The selected Grantee(s) will hire or expand its extensions/fields/agents/collections team to train farmers in Good Agricultural Practices (GAP), in Renovation and Rehabilitation (R&R), in Harvest and Post-Harvest techniques, and in management concepts. At harvest time, these agents will play the role of collecting the Raw Cashew Nuts (RCN) for the processing cashew companies. As such, cashew processing factories that are already working with a network of communities and villages, or cooperatives, doing training and activities with the farmers with the end of buying the RCN will be privileged. The new cashew processing factories (or ongoing cashew processing factories that were not doing farmers support) need to show a strong commitment of financial and human resources to develop their own supply chain program / linkage with the farmers groups.

This first RFA for Agricultural Extension Grants will be limited to activities in Cote d'Ivoire, Ghana and Nigeria. Next year, PRO-Cashew anticipates issuing another RFA that will also include Benin and Burkina Faso.

Country	Target Areas
Cote D'Ivoire	Régions of Gontougo, Hambol, Béré, Gbéké, Marahoué, Boukane, Poro
Ghana	Regions of Brong Ahafo, Northern Ashanti, Upper West, and Volta
Nigeria	States of Kogi, Kwara, Abia, Akwa-Ibom, Anambra, Ogun, Ondo, Nassarawa, Oyo, Edo, Ekiti, Enugu, Benue, Cross Rivers, Delta, Ebonyi, Imo

As it takes more than a year of training and practice for farmers to adopt the technologies and practices, the Agricultural Extension Grants are expect to last for 3 years, starting in August 2020 with the GAP training, allowing 3 full seasons of training and activities with farmers. This will allow the cashew processing factories to develop strong linkages with the farmers, with clear benefits for both parties: better orchard management and harvest / post-harvest providing more and better-quality RCN. The increased volume of higher KOR (Kernel Outturn Ratio) will provide better income for the farmers and better return for the factories.



PRO-Cashew investments in individual Agriculture Extension grant activities are anticipated to range from \$100,000 to \$200,000. The period of performance is anticipated to be for a maximum of 3 years, beginning approximately in August 2020 and anticipated to end in September 2023.

The project will hold information sessions in the project regions and in Abidjan per the schedule below:

Cote d'Ivoire

Location: 17 July 2020 at [*Venue TBD*] at 11 am.

Ghana

Location: 13 July 2020 at [*Venue Online*] at 11 am. Potentially by Microsoft Teams if still travel ban.

Nigeria

Location: 15 July 2020 at [*Venue Online*] at 11am.

This optional workshop will allow eligible and interested applicants the chance to ask questions about the RFA and receive guidance on how to complete the application form given in Annex A to E.

Three online follow up Q/A sessions on July 21, 23 and 24 will be held.

Please note that applications in response to this RFA are due by the 31st of July 2020, 5pm GMT. For any questions during the grant application process, please send an email to grants@cnfa-procashew.org. The deadline for all questions related to the grant application process is no later than 10th of July 2020, 5pm GMT. This RFA contains the following documents:

Attachment A – Grant Application Checklist

Attachment B – Application Cover Letter

Attachment C – Grant Application Form

Attachment D – Budget and Indicator Table Templates

Attachment E – Performance Indicator Definition



I. SECTION: PROGRAM DESCRIPTION

IA. About PRO-Cashew Project

The five-year West Africa Cashew Project (PRO-Cashew), funded by USDA and implemented by Cultivating New Frontiers in Agriculture (CNFA), will focus on cashew producers in Benin, Burkina Faso, Côte d'Ivoire, Ghana and Nigeria. In addition to helping growers increase production capacity and nut quality, the project will work to develop incentives to renovate and rehabilitate cashew farms and create a more competitive West African raw cashew nut for the international market. More specifically, PRO-Cashew will implement activities to achieve the main results, as outlined below:

- Increase productivity and efficiency of farmers in the cashew value chain through improving crop quality; rehabilitating and renovating orchards; strengthening the capacities of cooperatives and producer organizations, nursery systems and input suppliers.
- Boost trade of cashew by improving harvest and post-harvest techniques, addressing gaps in data collection, analysis and dissemination; supporting supply chain linkages between farmers and agro-food companies, and encouraging harmonized market driven regional policies.

IB. Grant Program Description

PRO-Cashew is seeking to engage private sector partners (cashew buyers, cashew processors) to leverage technical training to bolster the capacity of extension teams to strengthen linkages with smallholder farmers. The Agriculture Extension Grants support evidently determined sub-project activities that work towards improving income of cashew farmers by improving production and quality of the Raw Cashew Nuts (RCN). The required grantee contribution fund drives private partners (grantees) to establish strong linkages between buyers, processors and farmers leading to long term relationships between processors and farmers supplying them.

The grants will address knowledge and service gaps to strengthen the extension services provided to cashew processing companies and exporters of RCN. More specifically:

The **Agriculture Extension Grants** will contribute to covering the cost of adding human resources to expand the extension services provided by cashew processing companies and large buyers of RCN. Ideally, grantees will recruit and manage extension staff. The cost of human resources may be partially covered by PRO-Cashew upon submission of activities reports, per the agreed budget. The Extension Grants will strengthen linkages with smallholder farmers. PRO-Cashew anticipates that strengthened relationships and improved access to RCN will incentivize implementing partners to retain extension staff once program support ends. These grants will leverage technical training to bolster the capacity of extension teams to train farmers in GAP and R&R, in Harvest and Post-Harvest techniques, and in management concepts.

The grantee contribution under the Agriculture Extension Grants is a minimum of 1:1. The ceiling contribution of USDA funds under these grants is \$200,000/grant. CNFA anticipates awarding a minimum of eight Agriculture Extension Grants over the life of the program.

Applicants are encouraged to propose fully justified grants budgets. Only full applications and those with the highest impact on the farmers will be awarded maximum grant amounts.



IC. The development theories of change / Context of the grant

PRO-Cashew is looking for large cashew processing factories with which to partner. The goal is to match ongoing and future investment from cashew processing factories into the rest of their supply chain, developing a business relationship with farmers, organized groups, villages, communities, or cooperatives and unions. Overall, the goal of these relationships is to increase international trade between the USA and West Africa. Due to the performance results that are requested by USDA, PRO-Cashew is looking for partners that have human and financial capital to sustain business relationships with farmers: this demands that the cashew processing factories have the capacity to buy RCN from the farmers and have the capacity to support the collectors and training agents year round.

PRO-Cashew understands that change does not happen after one year of training and partnership. Over time, over the course of three years of developing strong seller-buyer relationships and mutual trust, it is expected that both parties will invest in their common business. It is only after this initial period that the farmers will invest in better planting material, orchard pruning equipment, warehouses, drying and sorting machinery, etc. It is only with an understanding that they can rely on the buyer that the farmers will be ready to invest their savings and get a loan from a financial institution to generate higher added-value cashews for their partner, the cashew processing factory. In turn the cashew processing factories will be incentivized to invest in warehouses, tarp, jute bags, and drying and sorting/grading machinery. Over the years, with a better quality of RCN product resulting in improved profitability, the cashew processing factory will be able to increase the benefits of the partnership, by supporting the farmers in their orchard renovation, proposing joint warehouse and equipment centers, and building health center and community schools.

The Agriculture Extension Grants are a catalytic product. PRO-Cashew intends to only award a few per country. By creating success both at the farm level and the cashew processing company, it is expected that the other cashew processing factories will follow and create their own supply chain relationships.

ID. Performance Indicators and Results

Applications approved under the Agricultural Extension Grant fund shall result in:

- Improved quantity of cashews produced, measure by the improvement of the yield per tree per hectare
- Improved quality of cashew sold, measured by volume of KOR
- Improved cashew value chain (sustainable supply chain) measured by the percentage of the total volume of RCN sold to the cashew processing factory compared to the total production sold by farmers on the market (improving each year)
- Enhanced knowledge transfer to cashew farmers measured by adoption of practices
- Traceability system implemented at the farm level up to the processing cashew factory
- Annual data collection by farmers of all relevant information into an Excel database
- Improved access to finance by farmers due to the linkage with the cashew processing factories and their better visibility to stakeholders, de-risking in part the cost of transaction
- Reduced transactions costs as well as the costs of intermediaries due to the increased linkage of private partners (not measured, just assumed because of farmers/cashew processing linkage)
- New jobs created by the farmers organization (if any) and by the processing cashew factory, related to the extension agents

PRO-Cashew will measure the following indicators as evidence of improved technologies and practices, for the 3 years of the grant and the following years, until the end of the PRO-Cashew project. Selected grantees will report on these specific performance indicators on a biannual basis, the 1st of January, and 1st of July. Please refer to the performance indicator definition table in Attachment E for additional details.



Performance Indicator	Baseline	Year 1	Year 2	Year 2	Year 4	Life of Project
	10/1/19 – 9/30/20	10/1/20 – 9/30/21	10/1/21 – 9/30/22	10/1/22 – 9/30/23	10/1/23 – 9/30/24	
Yield of cashew trees among program participants with USDA assistance (kg/ha)						
Value of annual sales of farms and firms receiving USDA assistance (USD)						
Volume of cashew RCN sold by farms and firms receiving USDA assistance (MT), disaggregated by KOR and by buyers (the grantee and others)						
Number of individuals who have received short-term agricultural sector productivity or food security training as a result of USDA assistance						
Number of hectares under improved management practices or technologies with USDA assistance						
Number of organizations with increased farm management knowledge with USDA assistance						
Value of new USG commitments and new public and private sector investment leveraged by USDA to support food security and nutrition (USG)						
Number of individuals in the agriculture system who have applied improved management practices or technologies with USDA assistance						
Number of improved seedlings sold by nurseries and seedling distributors receiving USDA assistance						
Number of jobs attributed to USDA assistance						
Number of loans disbursed as a result of USDA assistance						
Value of agriculture-related financing accessed as a result of USDA assistance						

IE. Authority/Governing Regulations

PRO-Cashew’s Agricultural Extension grant awards are made under the authority of the US Foreign Affairs Act, Code of Federal Regulations (CFR) (2 CFR 200), 2 CFR 400, and 7 CFR 1499. Grants administered under PRO-Cashew will additionally adhere to the terms the PRO-Cashew grants manual and related procedures.

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



II. SECTION: ELIGIBILITY

IIA. Eligible Recipients

Applicants that submit applications in response to this RFA must:

- Be legally registered as a national private enterprise:
 - In Cote d’Ivoire, as a Société Anonyme (S.A.)
 - In Ghana, as a company with the certificate of incorporation issued
 - In Nigeria, as a Private Limited Company (Ltd), with certificate of incorporation issued.
- Be a cashew processing factory with a minimum of 5,000 MT of RCN bought last year
 - If not realized last year due to a startup year in 2019, a demonstrated capacity of plant production of a minimum 5,000 MT and an initial processing of 2,500 MT
 - If the company is a new cashew processing factory, a demonstrated plant capacity and financial capacity to test 2,500 MT the first year, and moving to a minimum of 5,000 MT the second year.
- Be a cashew processing factory that is Hazard Analysis Critical Control Points (HACCP) certified. If not, with a demonstrated plan to modify the ongoing plant and/or to build another plant that will satisfy the HACCP standard.
- Be a cashew processing factory that is British Retail Consortium (BRC) certified or in the process of being BRC certified in the next 6 months (or its equivalent for EU, ISO 22,000).
- Be a cashew processing factory with a US buyer relationship (kernel US buyer or RCN US buyer). This requirement does not need to be an exclusive buying agreement, other international buyers can be part of the clients’ base of the cashew processing factory. As a US funded project, PRO-Cashew encourages and privileges the US buyer partnership.
- Be located within PRO-Cashew targeted zones. This first RFA for Agricultural Extension Grants will limit its activities to Cote d’Ivoire, Ghana and Nigeria. The specific regions and for Cote d’Ivoire and Ghana, and the States for Nigeria are the following:

Country	Target Areas
Cote D’Ivoire	Régions of Gontougo, Hambol, Béré, Gbéké, Marahoué, Boukane, Poro
Ghana	Regions of Brong Ahafo, Northern Ashanti, Upper West, and Volta
Nigeria	States of Kogi, Kwara, Abia, Akwa-Ibom, Anambra, Ogun, Ondo, Nassarawa, Oyo, Edo, Ekiti, Enugu, Benue, Cross Rivers, Delta, Ebonyi, Imo

The processing cashew plant does not need to be in these targeted areas, but the farmers linkage program needs to be in the targeted areas.

- Have a clear mission with organizational objectives which includes the farmers as a key factor of success in their business model.

IIB. Additional Conditions of Eligibility

In addition to the Eligibility criteria of IIA, these conditions apply:

- Submit a full application responding to PRO-Cashew's requirements and conditions.
- Be committed to adhering to high ethical business standards, including transparency in business dealings, staff recruitment, financial management and record keeping.
- Be prepared to undergo a financial review, as requested, if a fixed amount grant.
- Commit to the necessary contribution depending on the beneficiary and grant type, per the solicitation.
- Demonstrated ability to maintain business, financial, and technical records, either manually or electronically.
- Complete and pass a site-visit and pre-award assessment.
- Complete the Environmental check list, and based on the environmental risks, develop a mitigation plan to put in place in the grant period.
- Agree to and sign the applicable certifications, such as the Certification Regarding Lobbying; Certification Regarding Terrorist Financing; Prohibition on Assistance to Drug Traffickers; and Certification of the Recipient.
- Agree to CNFA and USDA terms and conditions as applicable.
- Certify that the organization/individual is not debarred, suspended, or proposed for debarment from receipt of USG funds.
- All applicants must show proof of their ability to meet the cash or in-kind grant contribution (minimum 50% of total investment).

IIC. Ineligible Applications, Activities and Unallowable Costs

PRO-Cashew grant support will not be extended to the following:

- Entities that are not legally registered
- Any entity that has been found to have misused USDA or USG funds in the past
- Political parties, groupings, or institutions or their subsidiaries and affiliates
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective for the grant is of a religious nature
- Any entity whose name appears on the List of Parties Excluded from Federal Procurement and Non-procurement Programs (<http://www.epls.gov/>)
- Any entity with a member that appears on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) and Blocked Persons list
- An entity having as key staff a direct relative (spouse, child, parent or brother/sister/sibling) of CNFA or USDA staff
- Entities or members engaged in any activities related to Trafficking in Persons;
- Entities or members engaged, transacting with, or providing resources to individuals or organizations associated with terrorism;
- Entities which have been debarred, suspended, or otherwise considered ineligible for an award by the US Government.



IID. Eligible Activities

Activities funded by PRO-Cashew following this solicitation will meet the additional criteria:

- The cost of external technical staff, implementing partners, or contractors assigned on the project to provide specific services, among them:
 - Training of Trainers (ToT) Intro
 - Harvest and Post-Harvest (November-December)
 - Business Cashew 101 (June-July)
 - Cashew Climate Change & Resilience (Year 2)
 - Certification process on Standards (Year 2 or 3)
 - Good Agriculture Practices (August-September)
- Travel and subsistence costs of the above-mentioned technical staff, where such travel is relevant for the execution of the project activities
- Cost of research and dissemination of information, printing etc.

III. Ineligible Activities and Unallowable Costs

Grant funds cannot be utilized for the following:

- Private ceremonies, parties, celebrations, or "representation" expenses.
- Purchase of land
- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by PRO-Cashew including any grantee headquarters expenses that are not directly linked to the implementation of the proposed project.
- Previous obligations and/or bad debts.
- Fines and/or penalties.
- Creation of endowments.
- Other costs unallowable under USDA and/or federal regulations.
- Indirect costs such as but not limited to overhead or indirect fringe, unless the applicant has documented proof of such rates through audits or an issued NICRA.
- Affect endangered species.
- Result in wetland or biodiversity degradation or loss.
- Support extractive industries (e.g. mining and quarrying).
- Promote timber harvesting.
- Provide support for regulatory permitting.
- Procure or use genetically modified organisms.
- Any other costs unallowable per 2 CFR 200 Subpart E – Uniform Administrative Requirements, Cost Principles, for Federal Awards.

III. SECTION: EVALUATION CRITERIA

All applications submitted in response to this solicitation will be evaluated against the criteria listed below:

ILLUSTRATIVE CRITERIA	ILLUSTRATIVE WEIGHT (100 total points)
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1. Proposal Goals and Technical Approach	20%
Project Goal	10%
Technical Approach	10%
2. Project Impacts	40%
Beneficiaries, MT, Sales, KOR	25%
Other performance indicators	15%
3. Budget	30%
Cost effectiveness (grantee contribution ratio)	10%
Financial & management and record-keeping capabilities	20%
4. Corporate Capability and Experience	10%
Professional background of personnel	5%
Demonstrated ability to conduct similar activities	5%
Total	100%

These evaluation criteria elements are described more fully below.

Project Goals and Technical Approach (20%)

Project goal. The vision for the proposed project in detail. Indications of its long-term viability with phased results-based execution. This criterion looks at whether there is structure in the way the activity will be executed, which is important, but this can be further probed in the application stage when looking at project feasibility.

Technical Approach. A clear & detailed description of implementation schedule for three (3) years, including all key operations & timetable for introduction of new technologies. The methodology of selection of the extension staff and key village champions (who eventually could become RCN collectors), with a progressive extension over the 3 years to cover the yearly plant capacity of production. A good description of the package of technical assistance that the grantee intent to provide over the next 3 years: the activities relevant to the improvement of production of the orchards and the improvement of the RCN KOR, and other Corporate Social Responsibilities, like health and education supports if any.

Project Impacts (40%)

Beneficiaries, MT, Sales, KOR. Describe the project areas (list of villages with number of farmers, number of hectares, average land holding size, average yield of cashew producers, volume sold by village, volume sold to the grantees, average KOR). Map the villages and the numbers of kilometers around the collection centers.

Other performance indicators. As per section *ID. Performance Indicators and Results* the Applicant will provide the table for the relevant performance indicators of their proposal. The proposal would explain and justify the numbers included in the table. (Please refer to Attachment E: Performance Indicator Definition)

Budget (30%)

Cost effectiveness ratio. Budget calculations for necessary materials, inventory or equipment are realistic and match existing market requirements & trends. Grant funds requested in budget are relevant to the project goals, as described in business strategy & operation plan. This criterion gets same rating as Project



Goals and Technical Approach since it is part of the eligibility criteria and it speaks to a key indicator of the PRO-Cashew project. This criterion is important to PRO-Cashew hence, substantial/higher funding leverage funding is preferred.

Business model and approach sustainable in terms of the company having incentives to continually generate revenues and sustain/expand the activities once USDA funding is completed. This criterion assesses the ability of the proposed activity to multiply revenue and keep the activity in continuity after the PRO-Cashew Project

The applicant will also be rated on the substantial funding leverage of at least a 1:1 ratio.

Corporate Capability and Experience (10%)

Professional background and personnel: include information about organization's governance and key personnel, their qualifications and professional backgrounds related to the project.

Demonstrated ability to conduct similar activities: the extent to which the applicant has experience conducting activities similar to those proposed in the grant application (Registration as an official business entity; Length of registration as a legal entity; Preference for enterprises with a long track record of profitable operation). Asset base and history of business operations, including successful track record providing services to farmers (input supply, machinery services, extension, output marketing, etc.) will be key considerations. This examines an applicant's track-record, which is a critical factor in assessing the capacity of the grantee to implement the activity.

Experience managing donor funds (if applicable): the extent to which the applicant has previous experience managing grants funds from international or local donors.

Ability for the grant to attract additional external sources of funding (debt/equity).

This criterion reviews the likelihood of the activity to generate additional funding during implementation beyond the grantee contribution proposed at the start of the project it judges how attractive the activity is to investors.

Additionally, PRO-Cashew will ensure environmental soundness and compliance in design and implementation in accordance with USDA requirements.

Once applications have been submitted to CNFA, members of the PRO-Cashew Grant Selection Committee will evaluate applications in accordance with the above selection criteria. Applicants will be notified within 30 calendar days following the Grant Selection Committee meeting whether their application was considered acceptable or not.

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

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



IV. SECTION: APPLICATION AND SUBMISSION INFORMATION

IVA. Question and Submission Information

Any written questions related to this RFA must be submitted grant@cnfa-procashew.org no later than July 17th, 2020 by 5 p.m. GMT.

Questions must be submitted in writing by email; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA believes may be of interest to other offerors will be circulated to all RFA recipients who have indicated an interest in submitting Applications. Only the written answers issued by CNFA will be considered official and carry weight in the RFA process and subsequent evaluation. Any verbal information received from employees of CNFA or any other entity should not be considered as an official response to any questions regarding this RFA.

Following the written Q&A responses, PRO-Cashew will do online follow up sessions on the Q&A, by country, on July 21, 23 and 24.

IVB. Application Submission Requirements

Grant applications will be accepted only in the application format given in Annex A, Grant Application. Applications and any required supporting documentation should be submitted no later than the 31st of July 2020, 5pm GMT. Applicants must strictly adhere to the requirements of this RFA. Electronic applications should be submitted to grant@cnfa-procashew.org.

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

V. TERMS AND CONDITIONS

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

VI. ATTACHMENT

Attachment A – Grant Application Checklist

Attachment B – Application Cover Letter

Attachment C – Grant Application Form

Attachment D – Budget Template

Attachment E – Performance Indicator Definition



Attachment A. GRANT APPLICATION CHECKLIST

PRO-Cashew requests that your organization submit a number of documents along with this application.

Grantees must ensure they submit the following documentation in order to be considered eligible for grant award. Complete this page to ensure that all requested information has been included:

1. Cover Letter (Attachment B) on Company Letterhead, signed by an authorized representative of the Applicant
2. Grant Application (Attachment C) with all questions answered and include the following documents as an attachment to the application:
 - A table with key balance sheet and earning statement numbers of the cashew processing factory for 2019 and over the 4 next years (Assets, Equity, Sales, Cost of Sales, EBITA)
 - The banking information sheet
 - The CVs of all middle and senior level staff who will work on the project from your institution
 - Legal registration of the company to the government
 - Any other additional information related to your objective's description or project implementation.
3. Budget (Attachment D) and Budget notes.
4. Performance Indicator Table on page 5 of the RFA from Year 1 – Year 5. Refer to Performance Indicator Definition (Attachment E).
4. Copy of Applicant's registration or business license.

The Application must be signed and dated by the organization's authorized Agent who has either completed or reviewed the form.



Attachment B. APPLICANT COVER LETTER

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

To: Grantee Selection Committee

Immeuble LG, Etage 1
Avenue Boga Doudou,
II Plateaux-Vallon, Abidjan - Côte d'Ivoire

Reference: RFA no. 1

To Whom It May Concern:

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

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

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

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

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

Authorized Signatory:

Name and Title of Signatory:

Date:

Company Registration: