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CLEAN CITIES, BLUE OCEAN

Annual Program Statement – Modification 01

Opportunity Number: CCBO-APS-Philippines-001
Modification Number: 01
Date: March 18, 2020
Regarding: Modification to the submission date for Round 2 Concept Papers

Dear interested applicants,

As we continue to follow the evolving situation of the COVID-19 outbreak around the world, we are aware that this is causing disruptions to business operations for those organizations and companies who may be interested in applying for grant funding through this Annual Program Statement (APS). In coordination with USAID, we have made the determination to maintain the original closing date of March 20 for Round 1 applications, as originally stated in the APS, to ensure a timely review for those Concept Papers that have already been submitted and will be submitted before the deadline. For interested applicants who intended to submit an application for Round 1 but are unable to meet this deadline, we will move up the Round 2 deadline (originally May 29) to April 30. Regardless of the round in which your application is received it will be reviewed using the standardized selection criteria listed in the APS. The modified submission date is now highlighted in the APS. All other terms and conditions of the solicitation remain the same.

Thank you,

Jon Angin
Chief of Party
Clean Cities, Blue Ocean



CLEAN CITIES, BLUE OCEAN

Annual Program Statement

Opportunity Number: CCBO-APS-Philippines-001

Phase 1: Concept Papers

Issuance Date: February 26, 2020

Deadlines for Concept Papers: 6pm Philippine Standard Time on the following dates:
March 20, April 30, July 30, September 25, December 4, 2020;
February 5, 2021

Concept Paper Template: https://tetratechard.formstack.com/forms/aps_philippines001_concept_paper

Phase 2: Full Application CCBO will accept and review Concept Papers in rounds, according to the closing dates listed above. Those selected to proceed to submit a Full Application will be notified shortly after the review.

Questions: opportunities@cleancitiesblueocean.org

In August 2019, Tetra Tech was awarded the Clean Cities, Blue Ocean (CCBO) Program, a five-year contract from the U.S. Agency for International Development's (USAID) Bureau of Economic Growth, Education, and Environment's Office of Land and Urban. CCBO is responding to the global crisis of ocean plastic pollution by targeting pollution directly at the source in cities and towns, specifically in rapidly urbanizing areas throughout low- and middle-income countries. Pursuant to the authority contained in the U.S. Foreign Assistance Act of 1961, as amended, Tetra Tech is authorized to issue Grants under Contract to help meet its project objectives. Funding for this activity is provided under USAID Contract no. AID-OAA-I-14-00059 / 7200AA19F00016.

CCBO seeks to support effective, locally-led solutions and approaches in the Philippines for 3R practices (reducing, reusing and recycling) and solid waste management (SWM) that combat marine debris. To be effective, 3R/SWM solutions must be grounded in local contexts and systems and must be implemented in close collaboration with local government to build a long-term enabling environment that amplifies impact and ensures sustainability beyond the life of the CCBO program.

Applications will be reviewed and evaluated in two phases. In Phase 1, eligible organizations are invited to submit a short Concept Paper which will be reviewed on a bi-monthly basis, according the closing dates listed above. Concept Papers will be reviewed by the CCBO Review and Evaluation Committee (REC) according to the evaluation criteria outlined in Section 4. Only successful applicants will be invited

to proceed to Phase 2 through submission of a Full Application; unsuccessful applicants will be notified through email.

CCBO seeks to build strong, sustainable enabling environments where local organizations, members of the private sector, and communities can work together to achieve lasting impacts. Accordingly, in the review of Concept Papers, CCBO may identify grant activities that are aligned with work other USAID CCBO stakeholders are conducting or interested in conducting, including local governments and the private sector. In these instances, CCBO may ask successful Concept Paper applicants if they would be interested in collaborating with other stakeholders with the goal of amplifying program impact, partnerships and sustainability.

CCBO reserves the right to fund any or none of the Concept Papers submitted. Additionally, any award pursuant to this funding opportunity is contingent upon the availability of funds. Applicants are encouraged to read the Annual Program Statement (APS) in its entirety before submitting a Concept Paper. This solicitation consists of this cover letter and the following sections:

Section 1: Terms of Reference

Section 2: Award and Administration Information

Section 3: Eligibility Information

Section 4: Evaluation Criteria

Section 5: Submission Instructions

SECTION I: TERMS OF REFERENCE

Background

Globally, the Philippines is the third-largest source of discarded plastic that ends up in the ocean, behind only China and Indonesia.¹ The country generates an estimated 2.7 million tons of plastic waste annually—twenty percent of which is estimated to end up in our oceans. The largest drivers of these numbers are a growing consumer base (population growth, economic status, etc.); an evolution to more single use plastics; a lack of regulation, policy, and enforcement for keeping waste out of our natural environment; inadequate waste infrastructure to meet the rapid expansion of discarded materials; and historically uncoordinated efforts by the public and private sectors. Over the last year, plastic pollution has become one of the top priorities for the Duterte Administration, representing a significant opportunity to harness political will for national, regional, and global change.

The human, economic, and environmental costs of poor waste management are mounting. For example, citizens living in or next to disposal sites have limited access to clean water; and tourism development, a primary source of economic growth and investment, is tied to natural assets and biodiversity which are under threat from plastic on beaches and in the ocean near shore. Because of these impacts, many national and local actors have been compelled to action, but with the current infrastructure, regulatory environment, and financial systems in place, they are challenged to improve SWM.

Enhanced infrastructure, collection systems, and markets for recycled and reusable products are critical if the Philippines is to preserve their environmental resources. In the Philippines, SWM legislation exists, such as the Republic Act 9003 (also known as the Ecological Solid Waste Management Act of 2000), but will remain relatively ineffective—and in some areas completely ineffective—without support to: establish and strengthen markets required for the regulations to succeed, develop sustained public support for recycling and consistent recycling practiced by households and businesses, increase private sector engagement and investment, and improve the overall enabling environment for local governments to implement and enforce legislative directives. The Philippines is ripe for progress in 3Rs and SWM, with growing national and local interest and demand for change.

CCBO Objectives

CCBO is a five-year project, targeting ocean plastics pollution directly at their source in cities and towns, specifically in rapidly urbanizing areas throughout low- and middle-income countries. CCBO is working to strengthen the capacity of cities and towns to improve waste management practices through innovative and evidence-based reuse and recycling strategies and establish enhanced local and regional markets for recycled plastic. CCBO seeks to:

1. Strengthen local and regional markets for recycled plastic and improve effective and locally appropriate SWM infrastructure;
2. Increase capacity and effective governance of SWM and recycling systems, particularly at the city level; and
3. Support behavior change and the development, implementation, and enforcement of improved policies and regulations around SWM and the 3Rs;
4. Build public-private partnerships and enhanced multi-stakeholder alliances that strengthen program collaboration, impact, and sustainability.

¹ Plastic inputs from land into the Ocean, Jenna R. Jambeck et al, (2015) *Science*,347(6223): 769.

CCBO Grant Program - Philippines

CCBO will rely heavily on its grant program and implementing grantees in the Philippines to help achieve overall project and country-specific objectives. Potential grantee organizations may include non-governmental organizations (NGO), civil society organizations (CSO), community-based organizations (CBO), private foundations and universities, research institutions, business associations, and private companies operating or able to operate in one of CCBO's pilot sites or other areas of interest, as described on page 5. Former and current USAID Municipal Waste Recycling Program (MWRP) grantees are also encouraged to apply.

Grant Program Objectives:

CCBO seeks to fund grants in the Philippines that will contribute to one or multiple of the following cross-cutting objectives:

Strengthening collection and aggregation capacity of solid waste and recyclables: To increase the percentage of solid waste and recyclables collected, and thus reduce environmental leakage and increase rates of recycling and reuse, CCBO seeks grants that optimize: 1) the percentage of the population serviced by waste collectors and handlers; 2) the amount of material that waste collectors and handlers can collect and process in a given day; and 3) services provided to waste generators (e.g. households). Optimization solutions may include establishment of neighborhood aggregation points, use of (electronic or other) tools, and educating/promoting behavior change amongst waste generators (segregation, cleaning, etc.) to help waste collectors and handlers increase the volume and quality of collected materials, and thus increase their income.

Increasing uptake and implementation of reuse, reduction and recycling practices: CCBO seeks grants that work collaboratively with communities, schools, businesses, and local governments to increase and enhance implementation of the 3Rs through consumer education and behavior change, the development of new markets, and innovations that advance circular use models. Examples of which include research, design, and testing of locally-appropriate recycled or upcycled plastic products or technologies, as well as working with the private sector to implement alternative product delivery models for fast-moving consumer goods.

Building collective action with lasting, measurable impacts: To amplify impact, CCBO will identify grant activities that demonstrate an ability to generate lasting impacts, partnerships, and investment in activities aimed at reducing ocean plastics and improving SWM. Applicants are encouraged to explore various forms of private sector and local government engagement, including collaborations with financial and non-financial (in-kind) resource contributions; projects to pilot and scale private sector approaches for greater impact; and establishing effective procedures for monitoring progress.

Empowering stakeholders such as women, youth, waste collectors and handlers, and other under-represented groups: CCBO seeks to incorporate gender-sensitive and gender-transformative approaches in all of its activities, including grants, to provide increased and equitable economic opportunities; promote safe working conditions; and improve the livelihoods of those working in waste collection and handling. Applicants are encouraged to pursue an inclusive approach that fosters equality, reduces gender gaps, empowers women and girls, and addresses the unique challenges that affect women, youth and waste collectors and handlers differently.

Illustrative Activities

Examples of topic areas that CCBO anticipates funding include, *but are not limited to*, the following:

- **Promotion of 3R practices and markets**, such as the research, design, and testing of locally-appropriate recycled or upcycled plastic products or technologies, as well as alternative product delivery models for fast-moving consumer goods.
- **Implementation of stakeholder-led Social Behavior Change (SBC) initiatives for improved 3R/SWM practices**, such as community-based recycling programs, programs to promote systematic sorting in households, or campaigns conducted with members of the private sector targeting consumers.
- **Improved livelihoods and security of waste collectors and handlers**, such as the design and application of route optimization strategies for waste collectors, innovative or evidence-based tools that broaden the customer base of waste collectors and handlers, or programs to decrease safety and health risks for those that work in the sector.
- **Promotion of gender equality and women’s economic empowerment**, such as job creation and support to develop or expand women-owned businesses.
- **Expanded knowledge on SBC opportunities and potential solutions**, such as new research to identify current SWM practices and the structural, economic, logistical factors that contribute to them.
- **Support to local governments to develop, implement, and enforce relevant policies and regulations**, such as assessments of institutional capacity for sustainable SWM; development and promotion of local evidence-based 3R/SWM strategies, tools, or technologies to inform and improve local and national policies; design and testing of 3R/SWM decision-making software for governments.
- **Inclusion of all actors in the waste value chain in proposed solutions**, such as through participatory research with waste collectors, junk dealers, and others at first stages of the SWM chain, as well as with businesses higher up on the value chain.
- **Application of new or expanded use of tested technologies** to enhance system efficiency, such as those to monitor service delivery models by communities and governments, or those that can strengthen service delivery, or improve revenue, cost recovery, accountability, and transparency.
- **Litter capture systems**, including the design and testing of collection infrastructure and systems in rivers and canals.

Geographic Focus of Activities

In the Philippines, CCBO has developed a short-list of initial “pilot” engagement sites, considering areas where: strong existing and successful initiatives can be built upon; biologically significant areas can be strongly impacted; local government units (LGUs) are exhibiting strong interest and ability to buy-in; private sector and civil society stakeholders are active or interested in working; and there is high potential for greenhouse gas reduction/mitigation from plastic waste or solid waste reduction.

Using these criteria, CCBO will prioritize three “pilot sites” in the Philippines:

- **Metro Manila** is home to Manila Bay, where plastic pollution challenges are of high national importance and have made headlines across the globe. CCBO intends to add value in the mitigation efforts relative to plastic pollution problem in Manila Bay, facilitate engagement of interested private sector and donor organizations, and support ongoing national-level efforts of the Philippines’ Department of Environment and Natural Resources (DENR).

- **Batangas City and Batangas Province** is a coastal location—complete with a national port—and significant marine biodiversity, active tourism industry, and supportive local government all present ideal characteristics for a primary CCBO engagement site. The existence of waste infrastructure to build upon represents a unique opportunity to strengthen an existing platform toward a “model system.”
- **Iloilo City and Iloilo Province** is a developing tourist hub, biologically significant marine area, and has recently launched voluntary SWM initiatives. For example, in September 2019 the Provincial Environment and Natural Resources Office announced their implementation of the "Barangay Kapitolyo Solid Waste Management" program, which covers five major policies, such as a refuse or reduce strategy; sewage management; segregation or source policy; no segregation, no collection policy; and a recycling strategy. The desire to utilize governance to improve waste and recycling conditions offer the challenge of establishing effective enforcement mechanisms, which can drive significant waste system improvement.
- **Additional sites:** While grant activities in the program’s first year will be prioritized in the aforementioned pilot sites, CCBO will consider other areas of the Philippines that are proven sources of marine debris, and in which the Concept Paper demonstrates alignment with grant objectives, particularly the ability to leverage partnerships and investment to scale the impact of a CCBO grant.

SECTION 2: AWARD AND ADMINISTRATION INFORMATION

Estimated Number and Value of Grants

CCBO anticipates awarding multiple grants from this solicitation. The number of awards is dependent upon the number of meritorious applications received, available funding, and CCBO's technical priorities. Awards are expected to range from \$50,000 to \$250,000 based on the technical approach proposed. Depending on the availability of funds, number of awards, and technical approach, CCBO may work with selected organizations to increase or decrease their overall budget. In accordance with Automated Directives System (ADS) 302.3.4.13, grants to U.S.-based organizations are limited to \$100,000.

Period of Performance

The applicant shall specify the period of performance for the project being proposed. It is anticipated that the duration of the grants will be 12 to 24 months but may be longer or shorter depending on the technical scope of work. Depending on the scope of work proposed, CCBO may work with the applicant to develop a performance-based or multi-phased grant in which a successful grantee must complete Phase 1 prior to being considered for Phase 2 funding.

It is anticipated that grant implementation will begin between June and July 2020 for those Concept Papers received before the first cutoff of April 6, 2020, provided a Full Application is reviewed and approved by CCBO and USAID. All subsequent awards are expected to begin between 2-3 months after the submission and successful acceptance of the Concept Paper and Full Application.

Application Process

This solicitation will be carried out in two phases (see Figure 1):

1. Applicants will first submit a Concept Paper in accordance with this APS. CCBO will review Concept Papers based on the criteria provided in Section 4. Only those applicants that comply with all submittal requirements, adequately address the selection criteria, and are ultimately selected by CCBO will be asked to proceed to the second phase through submission of a Full Application. Unsuccessful applicants will be notified by email.
2. In the second phase, CCBO will invite successful applicants to develop a Full Application. CCBO will provide feedback for applicants to address specific areas of the program description, engagement strategy, or program management—or ask applicants to participate in an Application or Design Workshops as described below.

Following the review of Concept Papers and Full Applications, CCBO will either mark the application as “proceed in cycle,” or “decline to fund.” Applicants who are awarded a grant will not be considered for future funding under this APS, except in exceptional cases.

Application Workshop

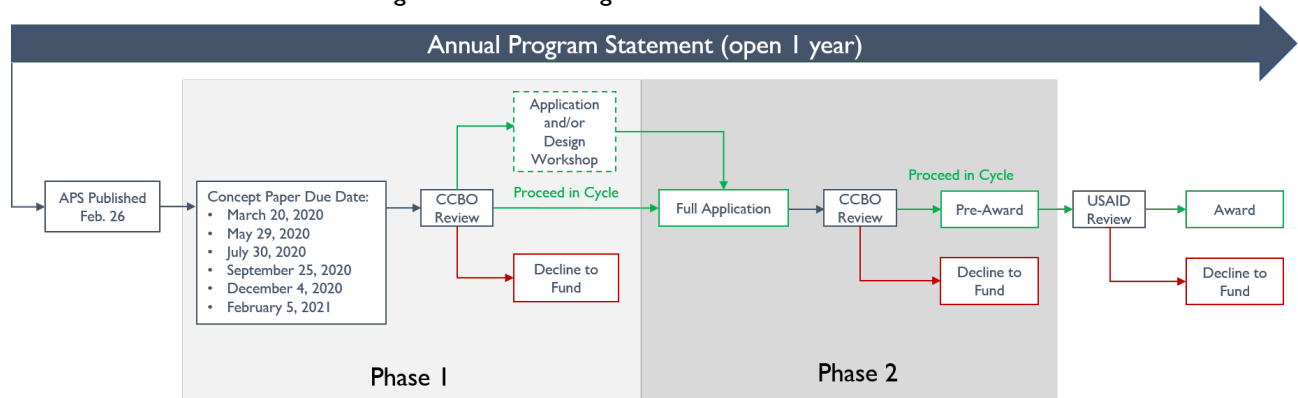
Following the selection of Concept Papers, CCBO may choose to hold an Application Workshop (in-person or remotely) to orient applicants with the Full Application development process and USAID

requirements; present CCBO’s objectives and target areas; answer technical questions; provide guidance on filling out the Full Application and required budget; and support applicants who may need additional assistance.

Design Workshop

Additionally, CCBO may choose to hold a Design Workshop where selected Concept Paper applicants will work in close collaboration with CCBO and other key stakeholders (beneficiaries, local governments, the private sector, USAID, and other development actors) in the refinement and development of an idea, solution or partnership. In these instances, CCBO will first determine if the applicant is interested in participating in a Design Workshop and will then follow-up with next-steps.

Figure 1: Annual Program Statement Flowchart



Pre-Award Requirements

Notification of a successful Concept Paper or invitation to submit a Full Application is **not** a notification that the applicant will receive an award. CCBO will conduct a thorough cost analysis of the proposed budget to ensure all costs are reasonable, allowable, and allocable in accordance with USAID’s cost principles. In addition, CCBO will conduct a pre-award risk assessment to determine the capacity of the recipient organization to comply with USAID requirements and cost accounting procedures and if any special award conditions will be placed on the applicant.

While not required with submission of a Concept Paper, applicants who are invited to submit Full Applications will be asked to provide a signed copy of applicable USAID certifications. Successful applicants will also be asked to demonstrate that they have or are in the process of registering for a Dun & Bradstreet Data Universal Number System (DUNS) Number.²

Final approval of all grant awards must be provided by USAID.

Award Administration

CCBO will select one of the following grant types depending on the individual proposals size, duration, and complexity of proposed activities, as well as the organizations capacity to manage USAID funds:

² While evidence of being registered with a DUNS number and in the SAM is not required for the application, it is required prior to award of any grant.

Fixed Amount Award (FAA): The grantee and CCBO will establish a set of pre-identified milestones with a fixed payment tied to the successful completion of the milestone. Activities and outcomes must be priced with reasonable degree of certainty for this type of grant (eg., conferences, studies, surveys, workshops, etc.).

Simplified Grant (SiG): Activities are usually simple in nature and funds are reimbursed based on actual costs incurred.

Standard Grant (SG): Activities may be more complex in nature and funds are typically advanced in 30-day installments based on anticipated projections and reconciled on a monthly basis.

Grants will be administered in accordance with applicable regulations as follows:

- For U.S. organizations: [2 CFR 700](#), [2 CFR 200](#), and [ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#) (for FAA) or [ADS 303maa, Standard Provisions for US Nongovernmental Organizations](#) (for SG).
- For non-U.S. organizations: [2 CFR 200 Subpart E](#), and [ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#) (for FAA) or [ADS 303mab, Standard Provisions for Non-US Nongovernmental Organizations](#) (for SG).

Environmental and Climate Risk Compliance

All grants issued will be subject to the USAID requirements for environmental soundness and compliance as required by [22 CFR 216](#). An Environmental Review Form will be completed by CCBO with input from the successful applicant to determine if activities may have an adverse environmental impact and if proposed mitigation and monitoring measures will sufficiently mitigate the impact. Organizations asked to submit a Full Application should address any potential impacts and the mitigation, monitoring, and relevant safety measures that will be put in place.

Additionally, in accordance with ADS 303 and ADS 201 mal, CCBO will screen all activities to incorporate into the grant any climate risk management measures as necessary. Climate risk management ensures USAID safeguards development gains and uses development dollars wisely so that today's investments provide value for many years to come.

Branding Strategy and Marking Plan

Successful grantees are required to comply with the Marking and Public Communications under USAID-Funded Assistance provision which requires all programs, activities, public communications, and commodities that USAID partially or fully funds under an award or sub-award to be appropriately marked with the USAID identity.

A Branding Strategy and Marking Plan (BSMP) is not required upon submission of a Concept Paper or Full Application. CCBO will provide a BSMP template and work with successful applicants proposed for award to determine if additional considerations need to be incorporated into each specific award.

Applicants can find additional information in [ADS 303mab, Standard Provisions for Non-U.S. Nongovernmental Organizations](#), [ADS 303maa, Standard Provisions for U.S. Nongovernmental Organizations](#), or [ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#), as applicable; and [ADS 320, Branding and Marking](#).

Reporting Requirements

As a condition of award, grant recipients will be required to submit brief monthly progress reports including information on key performance indicators. Depending on the grant type, the award will outline financial, technical, and deliverable reporting requirements which will be discussed with the recipient prior to grant signing. In addition, grantees must comply with the following USAID provisions:

Development Experience Clearinghouse (DEC): Grant recipients will be required to comply with DEC submittal requirements with guidance provided by CCBO. For additional information please refer to the applicable Mandatory Standard Provision entitled *Submission to the Development Experience Clearinghouse and Data Rights*.

Development Data Library (DDL): Grant recipients will be required to comply with DDL submittal requirements with guidance provided by CCBO. For additional information please refer to the applicable Mandatory Standard Provision entitled *Submission of Datasets to the Development Data Library*.

SECTION 3: ELIGIBILITY INFORMATION

Eligible Entities

Eligible applicants include:

- Non-governmental organizations, civil society organizations, community-based organizations, private foundations and universities, research institutions, business associations, and private companies (profit is not allowed under grants);
- Non-US organizations;
- US organizations (limited to \$100,000 budget);
- Organizations who have received a USAID MWRP grant;
- Organizations who have never received a USAID award before; and
- Organizations who are working or are able to work in the one or more of the pilot sites listed above.

Eligible applicants must demonstrate the following:

- Be legally registered to operate in the Philippines;
- Be in good standing with all civil and fiscal authorities in the Philippines;
- Be willing to sign applicable assurances and certifications if invited to submit a Full Application; and
- Provide a valid DUNS number with submission of a Full Application (not required with the Concept Paper).

Ineligible Entities

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

- Local, regional or national government entities;
- Private Voluntary Organizations (PVO) that have not registered as such with USAID;
- Political parties and their subsidiaries or affiliates;
- Organizations that have a negative determination on the SAM, UN 1267 or OFAC Blocked Persons Lists;
- Organizations that promote or engage in illegal activities or anti-democratic activities;
- Faith-based organizations that are not in compliance with ADS 303.3.6.4.m, which is in accordance with Executive Order 13279, Equal Protection for the Laws of Faith-based Community Organizations;
- Entities affiliated with Tetra Tech, its officers, directors, or employees, or its subcontractors and their officers, directors, or employees;
- Public International Organizations (PIO); and
- Any organization which, in accordance with ADS 303maa and ADS 303mab, performs or actively promotes abortion as a method of family planning in a foreign country or provides financial support to any other foreign non-governmental organization that conducts such activities.

Ineligible Activities

CCBO will NOT fund the following types of activities:

- Construction³ and improvements, renovation, alteration and refurbishments⁴ as defined in [ADS 303maw](#);
- Activities that duplicate the activities of other United States government (USG)-supported program or programs conducted by other organizations in CCBO target regions;
- Activities that are inconsistent with international standards of human rights or with democratic goals of racial and ethnic tolerance and harmony;
- Ceremonies, parties, celebrations, or “representation” expenses except for those that are specified in the grant (for example, opening ceremonies) to promote the visibility of USAID in the eyes of the communities USAID is trying to serve;
- Involuntary sterilization programs;
- Abortion-related activities and biomedical research relating to abortion; and
- Activities outside the contract scope and/or not approved by USAID.

Funding Restrictions

Please review the following considerations when generating a concept paper and budget.

- Equipment and materials are allowed under this award. A list of restricted and ineligible commodities can be found at [ADS 312](#);
- In accordance with the Mandatory Standard Provisions regarding USAID Eligibility Rules for Procurement of Commodities and Services, when the total value of procurement for commodities and services during the life of the award is valued at \$250,000 or less, the authorized geographic code is 935, which allows for the purchase of goods and services from any area or country including the cooperating country, but excluding any country that is a prohibited source.⁵
- Pre-award costs are not allowable (costs incurred prior to award or in the preparation of the grant Concept Paper or Full Application);
- Nonrefundable Value Added Tax is not allowable; and
- Profit is not allowable.

Conflict of Interest Pre-Award Term (August 2018)

a. Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with a USAID or CCBO official involved in the competitive award decision-making process that could affect the USAID/CCBO official’s impartiality. The term “conflict of interest” includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID/CCBO employee or recipient employee.

³ Construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

⁴ Any betterment or change to an existing property to allow its continued or more efficient use within its designed purpose (renovation), or for the use of a different purpose or function (alteration). Improvements also include improvements to or upgrading of primary mechanical, electrical, or other building systems. Does not include non-structural, cosmetic work, replacement of plumbing or conduits that does not affect structural elements, and non-load bearing walls or fixtures (e.g., shelves, signs, lighting, etc.)

⁵ ADS 310mac currently does not have any specific countries listed as prohibited. Because the Office of Foreign Assets Controls (OFAC) regulations are complex and constantly evolving, Tetra Tech maintains an internal list of ‘prohibited sources’ including: Cuba, Iran, North Korea, (North) Sudan, and Syria.

2. The applicant must provide conflict of interest disclosures when it submits a concept note. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the CCBO Grants Manager or Chief of Party no later than ten (10) calendar days following discovery.

b. Organizational Conflict of Interest

The applicant must notify CCBO of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID/CCBO will promptly take appropriate action upon receiving any such notification from the applicant.

SECTION 4: CONCEPT PAPER EVALUATION CRITERIA

The REC will formally evaluate Concept Papers in writing based on the 100-point evaluation criteria that follows. Only those Concept Papers that comply with all submittal requirements and adequately address the selection criteria (assessed through scoring of criteria) will be invited to submit Full Applications. CCBO reserves the right to select any number of the top-scoring applications to proceed in the cycle based on the total anticipated number of awards that will be issued and available budget. Notification of a successful Concept Paper or invitation to submit a Full Application is **not** a notification that the applicant will receive an award. Applicants will be evaluated on responding to the following areas as required by the Concept Paper template.

Problem Statement and Context	10 Points
Technical Approach	40 points
Engagement Strategy	20 points
Program Management	10 points
Past Performance and Organizational Capacity	20 points
Total	100 points

SECTION 5: CONCEPT PAPER SUBMISSION INSTRUCTIONS

Instructions

Concept Papers must be submitted in English. If the applicant feels that submitting a Concept Paper in English will undermine the content of the application, please email opportunities@cleancitiesblueocean.org.

Applicants must use the form provided in the following link:
https://tetrachard.formstack.com/forms/aps_philippines001_concept_paper

Applications submitted via email will not be accepted, except in the case where technical difficulties have been encountered and communicated to CCBO

The format provided has word count limits that may not be exceeded. Applicants have the option to 'Save and Resume' the Concept Paper so that the application can be closed and reopened later to continue work. Once the Concept Paper is complete, the applicant's organizational representative must sign the Concept Paper and hit the 'Submit Form'. Once submitted, the applicant will receive confirmation of receipt from CCBO. Concept Papers will be reviewed on a bi-monthly basis according to the following deadlines, unless otherwise amended in this APS:

- March 20, 2020
- April 30, 2020
- July 30, 2020
- September 25, 2020
- December 4, 2020
- February 5, 2021

Tip: You are encouraged to draft your Concept Paper in Word using the structure and word limits provided below. When ready, you can 'copy' and 'paste' your narrative into the Concept Paper template.

Concept Paper Format

(must be submitted via: https://tetrachard.formstack.com/forms/aps_philippines001_concept_paper)

Background (limit 150 words)

Briefly describe your organization's mission, goals, and experience in SWM/3R

Problem Statement and Context (limit 300 words)

1. Problem or evidence gap that the grant activity will address;
2. Local context in which the activity will be based referencing existing stakeholders, policies, programs and partnerships influencing the context; and
3. Existing analysis, assessments or evaluations that are relevant for the proposed activity. (While experience working in the proposed area is not a requirement, the applicant must demonstrate sufficient knowledge of the area to effectively implement a program)

Technical Approach (limit 800 words)

1. Objectives - what will be achieved and who will benefit as a result of the grant activity;

2. Outputs - what are the specific results the grant activity will produce;
3. Activities/Tasks - what specific actions or tasks are needed to achieve the outputs and objectives. How will stakeholders participate in their design/implementation;
4. Assumptions and Risks - what assumptions are there about the activity and what potential risks or obstacles may be encountered and how these will be addressed. Include any potential environmental impacts and how these will be managed and/or mitigated, if applicable; and
5. Private Sector Engagement (if applicable) - how can private sector expertise, contributions, resources and assets be leveraged to increase the reach, efficiency, effectiveness and/or sustainable impact of the proposed intervention

Engagement Strategy (limit approximately 300 words)

1. How local stakeholders, local government and local systems will be engaged;
2. How existing or potential partnerships or investments will be leveraged; and
3. How women, youth, waste collectors and handlers, and/or other under-represented groups will be included in strategy or activity design and implementation.

Program Management (limit approximately 150 words)

1. Briefly describe the organization's plan for managing the project including anticipated key personnel, location of offices, number of staff, number of field visits, etc.

Past Performance and Organizational Capacity (limit approximately 200 words)

1. Describe similar projects or programs your organization has implemented, including any private sector engagements (if applicable);
2. Describe the organization's administrative capacity to manage grant programs. Describe any organizational experience with USAID or other donor-funded grants.

Questions

Questions may be sent to opportunities@cleancitiesblueocean.org. A list of all questions and answers will be compiled at the end of each week and posted on <https://urban-links.org/ccbo>