

NOTICE OF FUNDING OPPORTUNITY

Ignite Technical Assistance Program

Application Submission Deadline: December 19, 2023



[dfc.gov](https://www.dfc.gov)

Summary

The U.S. International Development Finance Corporation (“DFC”) announces this funding opportunity to support the Technical Assistance Program by issuing a new grant to provide grant-funded services to DFC clients. This opportunity is available to U.S. for-profit organizations or foreign-organized entities, whether for-profit or nonprofit and is intended to increase the impact, success, and sustainability of early stage, innovative and/or high impact companies and funds that receive DFC financing. The Ignite grant is expected support a minimum of 20 DFC clients with technical assistance within four years. DFC expects that the average cost of each technical assistance activity (“TA activity”) will be between \$15,000-\$25,000. Ignite may provide support in all countries where DFC [operates](#) throughout Africa, Asia, Latin America and the Caribbean, the Middle East and North Africa, and Europe and Eurasia.

Program Description

The Ignite TA Program (“Ignite”) is designed to address commonly requested technical assistance (“TA”) needs from DFC clients and serve as an impact multiplier and risk mitigant for some of DFC’s most developmental projects. Ignite will enable DFC Ignite-eligible clients to quickly and efficiently address some of the key obstacles that such clients face.

While Ignite support to funds is primarily focused on the fund managers, there will be a narrow scope of options for fund portfolio companies focused on financial, accounting and systems support. This is meant to provide limited commercial sustainability support to portfolio companies, increasing the odds of their long-term growth and thereby increasing the fund’s chance of success.

Targeted Ignite Clients Background/Make Up

Ignite’s clients are primarily smaller and/or early-stage companies and funds with creative and innovation solutions to challenges facing the developing world. Most are working to address persistent market failures, underserved geographies/populations, and emergent sectors and have the potential to generate outsized impact.

Given Ignite’s focus on impact and innovation, the targeted DFC clients will often be earlier stage, smaller and serve as leaders in terms of technology, sector and business model innovation and focus on underserved markets. As smaller and/or newer enterprises and fund managers, these clients can benefit from targeted TA that is rightsized to their needs, addressing select areas of impact, operations, and governance. Examples of some clients served by the Portfolio for Impact and Innovation (“PI²”) can be found [here](#).

A non-exhaustive list of types of clients that might be supported is included below:

Type	Example transaction	Sector team collaboration	TA Qualification	Need for Ignite Support
Innovative terms for strategic sector	DFC is supporting a development impact bond focused on refugees. The DIB will finance a training and grant program to help refugees start microenterprises as a sustainable source of household income	Small Business	Innovative terms applied to a transaction aligned with DFC’s development objectives with the potential for replication	TA would be to improve internal financial controls as outlined in the terms of the investment
Innovative structure / platform	– BII-DFC collaborated platform which seeks to provide early-stage capital to companies transitioning to green manufacturing in East Africa	Investment Funds	Pioneering fund structure with peer DFI to accelerate investment into companies which DFC and peers cannot access target investments directly due to size / risk profile of sector	TA support may be needed to help set up a monitoring and evaluation system.
Existing terms / structure applied to nascent or underserved geography	BII—seeded startup which uses financial instruments (e.g., volume guarantees) to increase access to essential medicine in the poorest geographies	Health & Agriculture	Applying financial instruments to commercially serve markets which are typically overlooked by private investors	TA support may be to improve existing financial instruments or expanding their use to underserved markets

Additional information on some of the DFC programs that support early stage, innovative and/or high impact companies and funds described above is listed in Annex 2.

The selected grantee (the “Grantee”) will partner with DFC to enhance the ability of the Ignite program to enable clients to implement DFC lending or equity requirements and expand their developmental impact through:

- basic business and commercial advisory support focused on improving operations and enhancing governance,
- enhancing environmental and social systems to meet DFC’s requirements, and
- developing impact reporting systems.

The Grantee will provide DFC Ignite eligible clients with training, advisory services, and other support as deemed appropriate in the following proposed technical assistance areas:

<ul style="list-style-type: none"> • Provide support to clients in environmental and social policy and documentation design to meet IFC Performance Standard requirements. 	<ul style="list-style-type: none"> • Training on environmental and social topics and best practices, including on IFC Performance Standards
<ul style="list-style-type: none"> • Support to address specific E&S issues requiring additional technical expertise, to include but not limited to: supply chain, gender/gender-based violence, screening for child/forced labor, grievance redress mechanisms, occupational health and safety 	<ul style="list-style-type: none"> • Review and provide feedback, including identifying gaps and recommendations for improvement, on client's existing E&S policies and procedures and determine adequacy in respect of the IFC PS's until they meet DFC's E&S Requirements.
<ul style="list-style-type: none"> • Assistance developing E&S policy and E&S risk matrices 	<ul style="list-style-type: none"> • Programs to increase gender equality and diversity, addressing gender inclusion in the workplace and company leadership as well as inclusive client products and strategies
<ul style="list-style-type: none"> • Climate risk assessments and integrated resilience strategies 	<ul style="list-style-type: none"> • Program to increase diversity and inclusion in leadership and boards
<ul style="list-style-type: none"> • Impact management 	<ul style="list-style-type: none"> • Training and tools to measure, manage, and report on development impact
<ul style="list-style-type: none"> • Financial modeling and structuring 	<ul style="list-style-type: none"> • IT, MIS & financial reporting improvement
<ul style="list-style-type: none"> • Market research & product design improvements to further enhance impact 	<ul style="list-style-type: none"> • Functional support (to include but not limited to governance, finance, HRM)
<ul style="list-style-type: none"> • Strategic business planning, cashflow management, financing, etc. 	<ul style="list-style-type: none"> • Support with investor relations and fundraising

DFC anticipates close collaboration between DFC, the Grantee, and the DFC client in the performance of each TA activity.

- Origination: Nominations for participation and the opportunity to receive these support services will come from DFC
- Statement of Work Creation: DFC and the DFC client, supported by the selected Grantee
- Intervention Design: Grantee and client
- Approval: DFC will approve all statements of work/service requests/intervention designs under Ignite

Each DFC client receiving Ignite support must provide a minimum of a 10% cash and 15% in-kind cost share contribution of the total cost of the TA activity benefitting that client.

DFC expects that applicants for this grant will include a plan to recruit and retain consultants to meet the specialized technical knowledge requirements. Individual task orders that require specialized consultants will include a required experience section. DFC reserves the right to approve specialized consultants.

Envisioned TA Processes

- **Creation of Menu/Model of Statements of Work (“SOWs”):** The TA team and project teams will collaborate with the Grantee to develop 1) scoping mechanisms/frameworks to assess DFC identified client weakness and 2) a series of standard SOWs and budgets based on the proposed technical assistance areas.
- **Development of Specific SOWs:** The Grantee will generate an SOW for the client that is approved by the client, investment officer, and the TA team.
- **Execution of SOWs:** The Grantee will deliver services to the client as detailed in the SOW. All deliverables required under the SOW will be needed for payment.

It is expected that up to ten SOWs will be completed within the first year of the grant and a minimum of 20 SOWs will be completed in the life of the grant.

Reporting Requirements

Performance Progress Reports must be submitted quarterly. The Grantee may use any appropriate format for performance progress reports, provided the report includes:

- a. a comparison of actual accomplishments to the established goals for the period.
- b. The reasons why established goals were not met, if appropriate.
- c. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.
- d. Pipeline of upcoming planned assistance.
- e. Update on ongoing assistance.

- f. Review and outcome of finalized technical assistance activity, including the total cost of the activity; and
- g. Updated data on the selected M&E indicators.

A final performance progress report must be submitted within 120 days of the end date of the agreement. The Grantee may use any appropriate format, provided the report includes:

- a. all Deliverables and other documents that have been prepared by the Grantee or provided to the Grantee.
- b. all of the findings, recommendations and conclusions related to the TA activity.
- c. all other documents, analyses, data, reports and/or work product prepared, collected or otherwise produced in connection with the services.
- d. an executive summary and summary of each chapter thereof.

Grantees are encouraged to include photographs and other supplemental material in performance progress reports.

Monitoring

DFC through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, DFC will review Grantees' files related to the program.

As part of any monitoring and program evaluation activities, the Grantees must permit DFC, upon reasonable notice, to review Grant Agreement-related records and to interview the organization's staff and clients regarding the program, and to respond in a timely and accurate manner to DFC requests for information relating to the program.

Closeout

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, grantees must submit a final financial and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance as detailed in the Reporting Section above. After final reports have been reviewed and approved by the agency, and any residual amount due to the Grantee or due to be returned to the agency, the grant is subject to closeout. Acceptance of final reports by the agency constitutes a closeout of the grant with no further notice or obligation to either party. This acceptance will indicate the period of performance has expired, and any remaining funds will be de-obligated. Records must be retained for a minimum of three years after the final reports are submitted.

Authorizing Legislation

Better Utilization of Investments Leading to Development Act of 2018, 22 U.S.C. § 9621 (f)

A. Federal Grant Information

Total Available Federal Funding:	\$5,000,000.00
Anticipated Number of Grants:	1
Cost Share/Match Requirement:	None/Not Required
Projected Period of Performance Start:	Feb 15, 2024
Projected Period of Performance End:	Feb. 14, 2028

Extensions to this program are not permitted.

Type of Assistance Instrument:

Upon selection of Grantee, DFC and the Grantee will enter into a grant agreement (the “Grant Agreement”) that will set forth the terms and conditions of the grant and the implementation plan for the Ignite program based on this request and the Grantee’s proposal. Selection of Grantee does not commit DFC to entering into a Grant Agreement.

The Grant Agreement will provide for the involvement of DFC and the Grantee in the performance of the TA activity for the benefit of the selected DFC clients. This may include:

- close monitoring of the Grantee’s performance to verify the results proposed by the Grantee;
- collaboration during creation and performance of the SOW;
- approving qualifications of key personnel and specialized consultants (DFC will not select the Grantee’s employees or consultants; the Grantee will be expected to perform diligence on its consultants to ensure that entities and individuals retained are not subject to U.S. sanctions laws and regulations); and
- review and comment on reports and implementation plans prepared under the Grant Agreement (the final decision on the content of reports and implementation plans rests with the Grantee).

B. Eligibility Information

Eligible Applicants: U.S. for-profit organizations or foreign-organized entities, whether for-profit or nonprofit.

All applicants must have an active registration in the U.S. Government System for Award Management (www.sam.gov) before the application submission deadline of the announcement; applicants with inactive, expired, pending, or excluded listings will be deemed ineligible.

Exceptions, waivers, or extensions will not be considered. Please contact the program officer(s) listed in Section F, Federal Awarding Agency Contact, if you have questions about this

requirement.

Cost Share/Match Requirement: None/Not Required

Ineligible activities: If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

C. Application and Submission Information

This announcement contains all information necessary to apply to this funding opportunity.

Submission Dates and Times

Application Submission Deadline: December 19, 2023 at 11:59pm EDT (UTC - 04:00)

- *Applications received after this time will not be accepted. Applicants are advised to make their submissions 1-2 days before this deadline in case of computer problems.*

Anticipated Funding Selection Date: January 31, 2024

Anticipated Award Date: February 15, 2024

Content and Form of Application Submission

A complete application package must include:

- A detailed budget and narrative, in which cost items are quantified and described in sufficient detail to enable DFC to independently determine that the proposed costs are reasonable and allowable for the project and consistent with applicable regulations.
 - If indirect costs are included in the budget, attach a copy of the latest indirect cost rate agreement negotiated with a cognizant federal agency. If a negotiated indirect cost agreement does not exist, please attach a description of the basis for the indirect cost calculation.
- A detailed project narrative or plan of operation
 - Page limit: 10 pages
 - A plan for how the applicant will provide capacity building and technical assistance in the areas specified in the proposed Technical Assistance Areas.
 - A plan to recruit and retain consultants to meet specialized technical knowledge requirements
- Sample SOW for the Technical Approach:

- Response to two sample SOWs (See Annex 1 for Sample SOWs)
- Page limit: 10 pages
- Response should include your organizational experience and plan for timely and successfully achieving the objectives of the proposed activity, your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed TA activity.
- Documentation of Past Performance
 - Submit a list of federally funded assistance (assistance includes Federal grants and cooperative agreements) and acquisition agreements that your organization performed within the last three years (no more than five agreements) and describe:
 - whether, and how, you were able to successfully complete and manage those agreements; and
 - your history of meeting the reporting requirements under those agreements, including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements; and
 - your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
 - Include full name, title, name of associated organization, and contact details (email, phone number) for a reference for each of the submitted projects.
 - Listed experiences should focus on business support to private sector enterprises and support for compliance with IFC Performance Standards.
- Standard Form SF-LLL, Disclosure of Lobbying Activities, if applicable to the applicant
 - In evaluating applicants under these factors in Section C, DFC will consider the information provided by the applicant and may also consider relevant information from other sources, including information from DFC files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

Unique entity identifier and System for Award Management (“SAM”)

Each applicant is required to:

- Have an active registration in SAM before submitting its application;
- Have assented to the federal assistance certifications in the SAM platform;
- Provide a valid Unique Entity Identifier (“UEI”) in its application; and
- Always maintain an active SAM registration with current information during the time the Grant Agreement is in effect.

SAM.gov registration requires several weeks to process and cannot be expedited; prospective applicants should therefore ensure that registrations are submitted timely.

SAM.gov Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov¹ to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization’s legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (“EBiz”) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

Funding Restrictions

Generally, funds may not be used in any manner that is prohibited by applicable regulations. Grants

¹ Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit [http://login.gov/help](https://login.gov/help).

issued pursuant to this notice of funding opportunity may only be used for the purpose set forth in the Grant, consistent with the statutory authority for the Grant.

For example, grant funds and other support may not be used for matching contributions for other federal grants or cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. Federal employees are prohibited from acting as an agent of the applicant in any capacity (paid or unpaid) on any proposal submitted under this program. Also, federal funds may not be used to sue the Federal Government or any other government entity.

Indirect Costs: In general, costs incurred for a common or joint purpose benefitting more than one cost objective but not readily assignable to specific Grants, without effort disproportionate to the results achieved, are considered indirect costs. These may include facilities not specific to individual projects, enterprise-wide services such as IT, and enterprise management. A Negotiated Indirect Cost Rate Agreement with a cognizant U.S. Government agency will be honored, except where prohibited by statute.

Other Submission Information

Applications should be submitted by email to the program officer(s) listed in Section F.

Applicants who require assistance with any DFC-managed computer system should reach out to the program officer(s) listed in Section F, Federal Awarding Agency Contact, at least five business days in advance of the application submission deadline. Applicants should provide as much detail as possible to facilitate resolution of the issue.

D. Application Review Information

Review and Selection Process

In all cases, the agency will conduct an initial responsiveness review of all applications submitted to determine:

1. the applicant is eligible (see Section B. Eligibility Information); and
2. all the required forms and documents are submitted no later than the Application Submission Deadline specified in Section C. Application and Submission Information, Content and Form of Application Submission.

If an applicant is determined to be ineligible or an application is determined to be incomplete, the agency will notify the applicant prior to commencing with evaluation of applications, usually within five business days of the Application Submission Deadline. An applicant that feels such a determination is made in error may request reconsideration, highlighting evidence supporting their claim, by email to the program officer(s) listed in Section F, Federal Awarding Agency Contact, within three business days of notification.

The agency will convene a review panel, which may include both federal and non-federal reviewers, to review the eligible applications against the evaluation criteria described below. The reviewers will ensure that the applicant is capable of delivering the programs/activities as

described in the announcement based on the applicant's project narrative and assign a score and provide summary comments based on the evaluation criteria identified below. The review panel will make a recommendation list to the selecting official, who is not a member of the panel. The selecting official may select applications out of rank order in consideration of strategic program priorities. Selection determinations are final and cannot be appealed.

Prior to selection, the agency may contact the highest-ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a subgrant, DFC may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an grant.

Evaluation Criteria

Each eligible application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address the evaluation factors in their application.

1. Expertise in supporting early stage, innovative and/or high impact companies (25 points)

Applications will be evaluated based on the extent and quality to which they demonstrate appropriate knowledge and background in the following areas:

- Experience working with private enterprises to increase their profitability.
- Experience supporting nascent, innovative start-ups and other types of early-stage private sector entities in diverse sectors and regions to enhance their environmental and social performance to meet the IFC Environmental and Social Performance Standards.
- Experience working with private sector enterprises to enhance gender inclusion in the workplace and in products, strategies and services.
- Experience managing or supporting impact investment funds.
- Experience designing, measuring, and managing impact.
- Experience completing assessments and designing interventions to address identified gaps.
- Experience designing and delivering training programs to private sector entities on the topics included in the areas of Proposed Technical Assistance.

2. Past Performance (25 points)

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering their:

- past performance in successfully completing and managing the assistance and acquisition agreements identified in response to Section C of this Notice of Grant Funding Opportunity;
- history of meeting the reporting requirements under the assistance and acquisition agreements identified in response to Section C of this Notice of Grant Funding Opportunity including whether the

applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not;

- organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and
- the ability to staff past projects with knowledgeable/qualified resources, staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project in the proposed technical assistance areas identified in Section A.

Note: In evaluating applicants under the first two bullets of this criterion, DFC will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these subfactors (For items 1 and 2 above—a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

3. Technical Approach (30 points)

Applications will be evaluated on the extent and quality to which their SOW demonstrates the appropriate knowledge, background, and expertise to provide capacity building and technical assistance in the “Proposed Technical Assistance Areas.” Additionally, a detailed technical discussion of the applicant’s approach to ensure lasting capacity improvement beyond the life of the grant will likewise be favorably reviewed.

Responses to the Sample SOW will also be reviewed to assess the extent and quality to which their SOW fulfills the objectives of the work as outlined in the Statement of Work, as well as the strength of the proposed approach for assessing the capacity gaps of the identified DFC client and designing interventions to close identified gaps. Additionally, a detailed technical discussion of the approach to ensure lasting capacity improvement beyond the life of the Sample SOW will likewise be favorably reviewed.

4. Budget (20 points)

Applications will be evaluated on the reasonableness, cost-effectiveness, and adequacy of the proposed budget to accomplish the project. The budget will be evaluated on cost savings, where available, and the inclusion of a budget narrative for each line item.

- Grant Application Status

Successful applicants will be notified of the status of their application for this grant by email. This notification is not authorization to proceed, and such notification should be construed as provisional, pending negotiation on and entering into the Grant Agreement with DFC.

E. Administrative and National Policy Requirements

Before accepting a grant, the applicant should carefully read the grant package for instructions on administering the grant and the terms and conditions of the Grant Agreement. Grantees must accept all conditions in this NOFO as well as the terms and conditions of the Grant Agreement to receive a grant under this program.

F. Awarding Agency Contact

For all inquiries, contact:

Name: Susan Waage

Email Address: swaage@dfc.gov

Hours of Operation: 8:30am – 5:00pm Monday – Friday EST

G. Other Information

Budget Revisions

Transfers of funds between direct cost categories in the approved budget when such cumulative transfers among those direct cost categories exceed ten percent of the total budget approved in this Grant require written approval from the agency. The total budget amount may not be increased without a bilaterally executed amendment to the grant.

Annex 1. Sample Statements of Work

Sample Ignite SOW #1

Support Services for Assessment and Management of Child Labor Risks in a Cashew Supply Chain

OVERVIEW

The United States International Development Finance Corporation (“DFC”) seeks to support assessment and management of child labor risks for COMPANY X, a cashew processing company in Guinea (the “Project”). COMPANY X is 80% owned by a raw cashew nut exporter, which already sources cashews from the region.

This SOW will assist DFC in ensuring the Project’s alignment with and capacity to manage child labor impacts in compliance with the Applicable Standards defined below.

Applicable standards

The assignment is required to consider the following reference framework:

- Host country laws and regulations applicable to the Project, including Guinea’s Child Code (2008), Labour Code (1988), and Law on Child Labour (1994)
- International laws including conventions and treaties adopted by the host country and applicable to the project
- International Financial Corporation (IFC) Performance Standards (PS) (2012)
- ILO Fundamental Conventions
- DFC’s Environmental and Social Policies and Procedures (2020)

PHASE I: Supply Chain Assessment

Desktop review

The review will include:

- COMPANY X’s existing policies and procedures related to supply chain management
- Databases and lists of DFG suppliers in Boke from the past year. (Note: existing DFG suppliers are likely to supply the new COMPANY X cashew processing plant).
- Information and reports available about child labor risks relevant to the project in the public domain
- Identify local and/or regional experts for virtual consultation

Site visit

The timing of the site visit should occur when risks of child labor on cashew farms are considered to be highest, likely during the harvest season, which is typically February to May.

Tasks during the site visit will include the following:

- Selection of a sample of significant supplier farms to visit based on criteria such as volume supplied, length of relationship with DFG, and COMPANY X's leverage
- Visits to selected supplier farms to observe labor practices
- Interviews with farm workers to understand child labor risks
- Interviews with suppliers to assess COMPANY X's degree of leverage and control and understand training needs for prevention of child labor
- Meetings and interviews with other key external stakeholders such as government and district/commune level authorities and officials, NGOs, community groups, etc. to understand risk factors for child labor and map out service providers or organizations that may be available in the area to help with remediation of child labor cases
- Identification of any additional information required for social due diligence purposes

Supply chain assessment report

The grantee will present the outcomes of the desktop review, site visit, and all other aspects of the Phase 1 scope within a supply chain assessment report. This report should:

- assess child labor risks relevant to the Project
- assess the adequacy of the Project's existing supply chain mapping and recordkeeping and supply chain management policies and procedures
- identify types of suppliers that are higher risk
- identify suppliers that employ traceability protocols
- assess the degree of COMPANY X's leverage and control over different types of suppliers
- map available service providers that could help respond to identified cases of child labor
- include an action plan to address identified gaps and ensure the Project's compliance with ILO Core Conventions, IFC Performance Standards, and DFC labor conditions and covenants.
- include a timeline for activities with deadlines for deliverables and an updated deliverables chart.

PHASE 2: Develop a supply chain management system to address child labor risks

Develop the following, in collaboration with COMPANY X and based on the findings and action plan in the Supply Chain Assessment:

- Procedure for supply chain mapping and recordkeeping. This should include leverage assessment and realistic targets for improving traceability over a five-year timeframe.
- Supplier Code of Conduct that includes a prohibition on child labor
- A procedure for monitoring suppliers' compliance with COMPANY X's labor requirements. This should cover criteria for selection of farms for inspections by COMPANY X staff and a plan for timing of inspections.
- A procedure for remediating incidents of child labor if any are detected, taking into account an assessment of available service providers.
- Plan for ensuring COMPANY X's external grievance mechanism is available, accessible, and communicated properly to cashew suppliers and farm workers in the supply chain

PHASE 3: Implementation support and training

- Provide orientation training to relevant COMPANY X staff on practical implementation of the supply chain management system, including a) supply chain mapping, b) supplier monitoring, c) ensuring accessibility of grievance mechanism to suppliers, and d) and remediation of incidents of child labor.
- Conduct a detailed training on identification of child labor and incident response for COMPANY X staff/contractors who will conduct on-site farm monitoring.
- Assist COMPANY X in developing a training plan to educate suppliers on the Project's labor requirements.
- Provide on-site support for supplier monitoring to COMPANY X staff during one harvest season.
- Report containing findings based on observations during the harvest monitoring trip

QUALIFICATIONS

The grantee should have:

- Demonstrated expertise in assessment and management of child labor risks in agricultural supply chains.
- Familiarity with the IFC Performance Standards and ILO Fundamental Conventions and experience monitoring agriculture projects against those standards.
- Experience working on agriculture projects in Guinea or West Africa.
- Practical and technical expertise in conducting social due diligence and reviewing and monitoring implementation of social action plans in agriculture projects.
- At least 7 years' relevant experience.

- Strong analytical, report writing, and presentation skills.
- Fluency in French and English.
- Local language skills are beneficial.

When required, the grantee shall deploy additional local experts, thematic experts, translators, and support staff.

DELIVERABLES AND TIMELINE

Deliverable	Deadline
Site Visit	February – March 2024
Supply chain assessment report	30 days after the site visit
Procedure for supply chain mapping and recordkeeping	TBD in assessment report
Supplier Code of Conduct	TBD in assessment report
Procedure for monitoring suppliers' compliance with COMPANY X's labor requirements	TBD in assessment report
Procedure for remediating incidents of child labor	TBD in assessment report
Communication plan for COMPANY X's external grievance mechanism	TBD in assessment report
Training to COMPANY X staff on implementation of the supply chain management system	TBD in assessment report
Training on identification of child labor and incident response	TBD in assessment report
Support development of supplier training program on labor requirements	TBD in assessment report
On-site support to COMPANY X staff for supplier monitoring	February – March 2024
Final Report	April 30, 2024

Sample Ignite SOW #2

Support Services for Finance Functions

OVERVIEW

The United States International Development Finance Corporation (“DFC”) seeks to support improvement in the financial management systems at COMPANY X, a cashew processing company in Guinea (the “Project”). COMPANY X is 80% owned by a raw cashew nut exporter.

This SOW will assist DFC in increasing the Borrower’s managerial capacity in finance systems and functions.

Background

COMPANY X was founded in 2018 and started production early 2019 with the mission of retaining more of the cashew sector’s value in Guinea. COMPANY X has ~210 permanent employees and up to 500 employees during the peak of the cashew harvesting season (late February to early June in Guinea)

COMPANY X is building a second cashew processing plant of similar size and capacity as the first (10,000 tons in annual processing capacity), in Boké, the largest cashew production basin in Guinea, located 170 miles from the port in Conakry for which they have applied to DFC for a loan. COMPANY X expects the construction of the plant to take 12 to 18 months as of June 2023 subject to DFC disbursement timelines and lead times for processing equipment imports.

PHASE I: Assessment and Work Planning

Assessment

The assessment will include:

- Review of COMPANY X’s existing policies and procedures related to finance functions and systems management.
- Previously identified needs include:
- Review the setup (configuration) of the Borrower's accounting software.
- Evaluate the finance team's compliance with set policies and procedures.
- Baseline reassessment of related party transactions between the Borrower and its main shareholder.
- Benchmark the Borrower's finance function vs. those of high performing peers.
- Review of existing assessments and reports by previous consultants.
- Interviews with current staff and relevant stakeholders.
- Identification of any missing elements in the current finance functions policies and

procedures.

Work Plan

The grantee will present the outcomes of the desktop review and all other aspects of the Phase 1 scope within a work plan. This plan should:

- Be developed in collaboration with COMPANY X.
- Include an assessment of the adequacy of COMPANY X's existing finance functions and systems based on the previous review.
- Recommend interventions and improvements to address identified gaps, to include:
 - improvements to the finance function system including via new hires, changes to procedures, reporting lines, templates, etc.
 - Propose an adequate contractual framework for related party transactions between the Borrower and its main shareholder going forward.
- And other gaps identified during the assessment.
- Identify deliverables for which the grantee will be responsible.
- Include an action plan and timeline to implement recommendations, as well as due dates for deliverables.

PHASE 2: Implementation support and training

Implement the following, in collaboration with COMPANY X and based on the findings and work plan in Phase 1:

- Provide assistance to COMPANY X on the appropriate use of the software's full functionalities.
- Develop a template for the management report including financial, operational and E&S KPIs.
- Develop a manual of accounting policies and procedures.
- Train the finance team on the appropriate use of the manual..
- If required:
 - Prepare job description(s) for the new hire(s), a candidate scorecard, propose and compensation guidelines
 - Interview candidates (ultimate hiring decision will be the company's responsibility).
- And other recommendations included in the action plan.

When required, the grantee shall deploy additional local experts, thematic experts, translators, and support staff.

DELIVERABLES AND TIMELINE

Deliverable	Deadline
Assessment	March/April 2024
Work Plan	30 days after completion of assessment
Updated deliverables and timeline table	Part of the work plan
Written updates on progress	Mid-way through Phase 2
Final Report	June 30, 2025

Annex 2. DFC Program Descriptions

1. Program for Impact and Innovation (PI²)

DFC's Portfolio for Impact and Innovation (PI²) initiative aims to bridge the financing gap for early-stage social enterprises that have developed innovative solutions to challenges facing the developing world. The initiative leverages DFC's enhanced tools, resources, and flexibility to deliver life-changing goods and services to those most in need.

Examples of PI² supported clients:

Strengthening treatment of chronic disease in Sub-Saharan Africa

A DFC loan is supporting the expansion of Africa Healthcare Network, helping improve dialysis care in existing hospitals in Kenya, Tanzania, and Rwanda.

Improving refugee livelihoods

\$10 million in financing will help the Near East Foundation UK provide a comprehensive micro-enterprise training program for refugees and host populations in Jordan and Lebanon, primarily women and youth.

Funding SMEs in the world's Least Developed Countries

A \$10 million loan to the Bamboo-UNCDF Initiative for the Least Developed (BUILD) Fund is helping bridge the financing gap for SMEs by providing financing to companies focused on agriculture, infrastructure, energy, and access to finance in Least Developed Countries (LDCs).

Reducing carbon emissions in East Africa

A DFC loan is helping Ampersand build a fleet of electronic motorbikes in Rwanda and expand into Kenya, providing a sustainable and cost-effective replacement for gas-powered motorcycle taxis.

Strengthening the agriculture value chain in Kenya

Financing is helping Twiga Foods upgrade the agricultural value chain in Kenya by connecting small farmers to urban vendors, improving incomes and food security in the country.

Expanding women's access to affordable mortgages in India

Local currency financing is helping mortgage lender Aviom provide approximately 1,200 home loans to women in rural India.

2. DFC Mission Transaction Unit (MTU)

What is DFC's MTU? DFC provides direct transaction and programmatic linkages to USAID mainly through its USAID Mission Transaction Unit (MTU). MTU works with Missions and USAID's global network of DFC Liaisons to mobilize private investment to advance DFC's and USAID's development objectives. Missions can work with DFC using its various product types.

What is a USAID-sponsored transaction at DFC? USAID-sponsored transactions are DFC transactions in which MTU collaborates with USAID to utilize DFC's finance tools to meet specific USAID development objectives that benefit from private sector engagement. The USAID development objectives take into account local development challenges, appropriations, legal requirements, and U.S. Government priorities. The sponsoring USAID Mission monitors and reports on the transaction against their development objectives.



Data (total MTU commitments up to 09/30/2022):

- 65 transactions, of which 63 were USAID-sponsored
- Nearly 70% were in lower- or lower middle-income countries
- More than \$900 million in total commitments
- Projects across 40 countries

MTU/DFC Transactions at Work Around the World:

Supporting businesses across Ukraine: A guaranty covering \$18.75 million in lending in partnership with USAID/Ukraine to support lending to MSMEs in Western Ukraine and agrobusinesses across the country.

Protecting sustainable landscapes in Indonesia:

A guaranty covering \$200 million in lending to support USAID/Indonesia's goals of financing SMEs in sustainable agriculture production, land regeneration, and forest protection, with a focus on women business owners in alignment with DFC's 2X Women's Initiative.

Supporting women in Nigeria:

A guaranty covering \$10 million in lending with USAID/African Union to support women-led enterprises across Nigeria, aligning with USAID's Gender Equality and Women's Empowerment Policy and DFC's 2X Women's Initiative.

Supporting Honduras' COVID-19 recovery:

A guaranty covering \$7 million in lending in partnership with USAID/ Honduras to support companies engaged in the healthcare response to the COVID-19 pandemic, alongside a focus on inclusion and gender equity under DFC's 2X Women's Initiative.

Supporting value chains and renewable energy in the Democratic Republic of Congo:

A guaranty covering \$20 million in lending in partnership with USAID/ DRC and Swedish International Development Cooperation Agency (Sida) to increase access to finance for Congolese MSMEs active in crucial value chains and renewable energy.

Expanding chocolate production in Vietnam:

A \$4 million direct loan to finance the construction and development of a chocolate production facility and expansion of retail locations in Vietnam with the goal of creating jobs, diversifying Vietnam's productive capacity, and integrating smallholder farmers into a global value chain, in support of USAID/Vietnam's development goals.

Combatting climate change across the globe:

A guaranty covering \$350 million in lending to support businesses incorporating climate-smart interventions and contributing to global food security in partnership with USAID's Bureau for Resilience and Food Security.

3. (ACT)

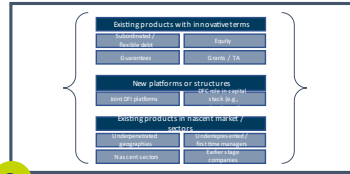
ACT Functions

ACT will identify and fund **innovative, commercial** strategies with the potential for **outsized development outcomes**



1 Market mapping and standard setting¹

- **Identifying**, standardizing and communicating ACT priorities
- Setting **targets** associated with ACT priorities, including Climate and Gender
- **Managing** ACT subsidy and/or TA to transactions



2 Sourcing and underwriting select deals¹

- **Sourcing and underwriting deals** aligned to ACT priorities (“deal-driven”) with flexible, risk-tolerant capital
- **Incubating new platforms or products** to address market gaps (“proactive incubation”)



3 Communicating learnings through thought leadership¹

- **Sharing sector learnings** with sector teams to scale successful business models
- **Develop thought leadership** for external audience to catalyze further private sector learnings on nascent sectors / markets

¹ See Appendix 2 for detailed description on each function