



**USAID**  
FROM THE AMERICAN PEOPLE

**BOSNIA-HERZEGOVINA**

## **Marginalized Populations Support Activity Synopsis - Sources Sought ONLY**

A. This is a Sources Sought Notice only. It shall not be construed as an obligation on the part of the U.S. Agency for International Development (USAID). The purpose of this notice is to determine the availability and capability of local Bosnia-Herzegovina (BiH) organizations to perform the below, proposed contract and to gain knowledge of industry interest.

B. Local BiH company means a corporation, a nonprofit organization, or another body of persons that -

(1) is legally organized under the laws of;

(2) has as its principal place of business or operations in; and

(3) and is --

(A) majority owned by individuals who are citizens or lawful permanent residents of; and

(B) managed by a governing body the majority of whom are citizens or lawful permanent residents of BiH.

### **1. Objectives**

The planned program is called the Marginalized Populations Support Program (MPSP) in BiH. The primary objective of this activity is to rapidly respond to changing socio-political situations of marginalized populations and tense political situations in BiH. This is planned to be a three year activity budgeted not to exceed \$5 million. There are two activity components. The first will build programmatic and financial management capacity of local organizations, institutions, and USAID government partners promoting rights and addressing needs of marginalized populations. The second provides funds and specific project-focused funding opportunities to local organizations advocating for the rights and dignity of underrepresented groups.

The following is an illustrative plan of activities during the first year of the contract.

#### **Component 1: Human and Organizational Capacity Development**

The contractor, and USAID, will develop/modify a tool for organizational capacity assessments (OCA) of local organizations. The OCA tool reveals strengthening needs of organizations and baselines and markers for progress related to capacity building. OCAs assess technical capacity in seven areas, including: 1) governance, 2) administration, 3) human resources, 4) financial management, 5) organizational management, 6) program management, and 7) project performance management. OCA reports provide action plans to improve organizational, management, human resource, and financial capacity of local organizations. Capacity building includes strengthening legal structures of organizations, financial management and internal control systems, procurement systems, human resources, project performance management, organizational sustainability, and monitoring and evaluation.

#### **Component 2: Grants Award and Management**

The Contractor will award and manage between 10 - 15 different types of grants annually to local organizations, i.e., - unsolicited, topic specific, and directed grants. The Contractor is responsible for all aspects of grant management processes and must ensure all grants are managed in compliance with this Statement of Work (SOW), and USAID rules and regulations.

Logistical Support: USAID assistance will promote the dignity and welfare of marginalized groups. The contractor shall provide logistical support for such assistance through purchasing, delivery, transport, and other related matters.

Performance Management: The contractor will work closely with USAID's Monitoring and Evaluation Specialist, Project Teams, and awardees, developing indicators and ensuring proper collection and reporting of data.

**Roberta C. Frasurea 1, 71000 Sarajevo. tel +387-33-704-000, fax +387-33-219-298, [www.usaid.gov/ba](http://www.usaid.gov/ba)**

## 2. Submittal Information

Local interested organizations, ("local" defined in Para. B above) will display evidence, clearly indicating their ability to:

- assess and identify capacity-building needs of NGOs;
- build the capacity of local NGOs in an array of areas;
- manage funds from multiple donor agencies;
- manage, administer, and monitor small grants;
- financially and organizationally manage a contract with USAID worth \$5million.

Interested organizations should submit capabilities statements of no more than three (3) pages detailing relevant experience performing the above described work. The capabilities statement must include:

- The products or services you are offering (Core competencies)
- Experience in the areas described under Section 1. Objectives of this notice (Past Performance)
- Why your Organization stands out.
- Company address, email and point of contact
- History of organization
- Current staff
- References
- Proof Proper Registration
- Organizational Hierarchy
- The most recent audited or unaudited financial statement

Capability statements must be submitted by e-mail to: [Proposals.Sarajevo@usaid.gov](mailto:Proposals.Sarajevo@usaid.gov) , no later than **May 27, 15:00 p.m. CEST**. Telephone inquiries regarding this notice will not be entertained. The subject line must read exactly as shown here (without the quotation marks): "SOL-168-14-000010".

### **Contracting Office Address:**

USAID/Bosnia-Herzegovina  
Ambasada SAD-a  
Roberta C. Frasurea 1  
Sarajevo, 71000  
Bosnia and Herzegovina

### **Place of Performance:**

USAID/Bosnia-Herzegovina  
1 Robert C. Frasure Street  
Sarajevo, 71000  
Bosnia and Herzegovina

### **Primary Point of Contact.:**

Lidija Kranjec,  
Acquisition and Assistance Specialist  
[lkranjec@usaid.gov](mailto:lkranjec@usaid.gov)  
Phone: 38733704324

### **Secondary Point of Contact:**

James C. Athanas  
Contracting Officer  
[jathanas@usaid.gov](mailto:jathanas@usaid.gov)  
Phone: +38733704212