

## QUESTIONS & ANSWERS

Date: April 24, 2024

Reference Request for Proposal Number: RFP-217772-CATALYZE-APEP-2024-0002

Dear Offerors,

Please see below answers to the questions asked during the pre-application conference and submitted to [catalyze.procurements@thepalladiumgroup.com](mailto:catalyze.procurements@thepalladiumgroup.com).

No	Question	Answer
1	Can an application be presented by a consortium?	Yes, the application may be submitted by a consortium. In such cases, the application must clearly detail who the consortium members are and what the specific roles of each consortium member will be. It is important to note that CATALYZE would only sign a single subcontract with one of the consortium members.
2	Can the execution be only or mainly virtual given the dispersion of the 10 target countries? Will applications offering in-person training receive a higher score?	Delivery can be any combination of in-person, virtual or hybrid training. However, in-person activities will receive a higher score if they demonstrate better results. Applications consisting primarily of virtual trainings should show a greater scope in number of ESOs supported to compensate for the lack of in-person activities.
3	Could CATALYZE consider adjusting the schedule to include a program design and adaptation phase based on the specific needs of the program and its participants?	Given the short duration of the project, the one-year time frame of the planned subcontract cannot be adjusted. All activities proposed for this subcontract must have a duration of one year.
4	Does the APEP program or its implementing partners/contractors already have regional events planned? If yes, could you provide us with dates, geographies, and objectives of the events so that we can consider it in the design and schedule of our proposal?	CATALYZE APEP Accelerator will plan events around other components that this activity can leverage; however, these events are still being planned. Any events that applicants deem necessary for the success of this activity must be included in the application and budget.
5	What is the impact focus or SDG that ESOs and their SMEs are seeking? For example: Climate action, gender focus, social inclusion, or is it a diverse approach?	CATALYZE does not focus on any specific impact of the SDGs through this activity, but instead focuses on generating additionality and inclusivity in the entrepreneurial ecosystem by providing normally excluded ESOs with training that is not accessible to them in the current market and that allow them to offer support to microenterprises and informal entrepreneurs. This also includes providing support that allows local ESOs to reach more startups and companies led by women and/or indigenous people that operate in rural areas outside of business centers.
6	How should the dispersion of local ESOs supported look, should there be a higher amount of local ESOs supported in the priority countries that are in an earlier stage in their entrepreneurial ecosystem (such as Barbados Costa Rica, the Dominican Republic, and Panama)?	CATALYZE requires that a minimum of one local ESO be assisted in at least each of the 10 target countries. CATALYZE also incentivizes inclusivity of those countries whose entrepreneurial ecosystem are still developing, however also understand that due to this the amount of local ESOs in these countries may be lower compared to other more established countries. Applicants should detail in their applications the reasoning as to how they come to select the number of local ESOs being supported in each country.
7	Is it necessary for the local ESOs that are supported to be registered in the 10 target countries or is it enough for them to be operating in one of the 10 target countries?	It is not required for the local ESOs to be legally registered in the target countries, just that they have operations in the target country.

No	Question	Answer
8	Does CATALYZE currently have a baseline of needs identified in each country to design the survey on the data from the local ESOs recruited to establish a baseline of capabilities at the start of the program?	CATALYZE does not have an established baseline for the needs of ESOs. The selected applicant will be responsible for carrying out a baseline survey at the start of selection to demonstrate that the training they provide results in improved outcomes for participating ESOs.
9	Does CATALYZE currently have a list of local ESOs that should be included in the support provided under this RFP that applicants would be able to utilize?	CATALYZE does not have a list of local ESOs that are required to form part of the support/program. However, CATALYZE has connections with Red de Impacto, a group of ESOs, that can be leveraged to identify local ESOs that could form part of the program.
10	Can the train-the-trainer program trainings to local ESOs be grouped in cohorts or is customization to each country preferred? Is there a minimum number of sessions expected?	CATALYZE has no preference for program structure. Applicants are encouraged to include the program structure that will produce the best results based on their capabilities and previous experience.
11	Are the trainings expected to be in Spanish including the case of Barbados?	Trainings should be conducted in the local language of each participating country therefore, training in Barbados should be conducted in English.
12	For the section of the program focused on transferring methodologies, would it be of interest to support ESOs in developing methodologies to provide technical assistance on operational issues (such as strengthening salesforce effectiveness or supply chain management) beyond "investment readiness" topics?	Applicants may include these trainings in their proposed program; however, the objective of the activity is to provide additionality in the ecosystem by providing trainings to ESOs that are not currently offered to them (such as investment readiness trainings).
13	Can companies registered outside the 10 target countries apply?	Yes, CATALYZE operates under geographic code 935, which means that applications can be accepted from organizations registered in any country that is not considered a prohibited source by the U.S. government.
14	Where are the guidelines for quoting per diem within the proposal?	USAID maximum allowable per diems can be found on the <a href="#">U.S. Department of State website here</a> .
15	Can the dates of the deliverables proposed in the RFP be modified?	Yes, the dates listed in the RFP deliverables table can and should be modified based on the applicant's strategy and program structure. Applicants must submit their own proposed deliverables table based on their program structure. The final deliverable table will be finalized between the selected applicant and CATALYZE.
16	Can you confirm that the contract and invoicing will be with Palladium International LLC?	Yes, the subcontract and invoicing will be with Palladium International LLC.
17	Are there any restrictions to be considered for project staff or consultancies utilized by applicants for this program?	As this is a fixed-price subcontract, the only restrictions on project-associated personnel or consultancies are basic due diligence checks to determine that key personnel/organizations are not restricted from receiving USAID funds. All activity-related expenses must be included in the financial proposal.
18	Is there a template for the financial proposal that must be used under the RFP?	Yes, the budget format will be uploaded to the procurement site with the RFP.
19	Is the FFATA form required at the application stage?	No, the FFATA form is not necessary at this time. The form should only be submitted by the selected applicant.

Please find the full RFP and its annexes on the [CATALYZE Procurement site here](#).

Kind Regards,  
CATALYZE Procurement Team