

Frequently Asked Questions (FAQ): Call for Capacity Statements - USAID/Guatemala and OCE Impact Evaluation Design for the Central American Service Corps (CASC) - National Youth Service Initiative (NYSI) Activity in Guatemala

1. Status of the CASC-NYSI Activity in Guatemala and Target/Participant Population

- a. What is the current status of the project? [The NYSI activity is set to launch in 2024 and will consist of piloting various activity components focused on building a solid foundation for subsequent nationwide implementation. The evaluation will begin with the first full cohort in early 2025.](#)
- b. Who is the implementing partner of the project? [Fundación Crisálida \(Glasswing International\)](#)
- c. What is the geographic target of the project? [The NYSI activity will be implemented across Guatemala; more precise locations—including those to be included in the impact evaluation—will be determined in discussions between the USAID Mission, the implementing partner, and the selected research team.](#)
- d. Will the intervention include indigenous communities? [Yes](#)
- e. What coordination, if any, has already been conducted with the CASC-NYSI implementing partner to align the evaluation timeline with their workplan and ensure their buy-in for evaluation activities? [The implementing partner is aware of the planned impact evaluation and is coordinating with the USAID Mission. The timeline outlined in this call for capacity statement should allow for alignment between the evaluation and activity implementation.](#)

2. [Capacity Statement \(CS\) Template](#) Related Questions

- a. Section C - Summary: “..describe one previous randomized controlled trial you’ve been engaged ...” Is this required for the PI and Every Each Major Collaborator? Or only the PI? [Only one is required per team.](#)
- b. Is there any page size limit to the capacity statement? [There is no page limit for the full capacity statement, however, there is a page limit for certain sections as shown in the capacity statement template provided. The capacity statement must be clear and concise.](#)
- c. We wanted to confirm that in the "Work plan and management" and "budget" sections of the capacity statement, we should only reference activities relating to Phase 1. [Yes](#)
- d. Is there an overall page limit for the application? [No](#)
- e. Is it possible to submit an Appendix with the submission of the capacity statement? [The core submission materials \(as described in the call for capacity statement template and worksheet\) must contain sufficient information for the selection committee to evaluate the merits of the capacity statement. Any additional materials provided may or may not be considered in our review.](#)

3. [Research Leadership Team Background and Relevant Expertise Worksheet](#) related questions

- a. The "Research Leadership Team background and relevant expertise worksheet" (tab 2) states that we can "List up to 15 research outputs." Is this 15 research outputs per researcher (i.e., if we have a 3-person research team, we can submit 45 research outputs), or is it 15 research outputs per researcher team? [It is 15 research outputs per researcher team.](#)

- b. In the Worksheet, Tab 2 Research with Primary Data, Column F, it asks if the publication is "Research from the country of LASER study" Could you please elaborate on what is meant by "Research from the country of LASER study"? It means "Did the research in the product you listed take place in Guatemala?"
- c. Could you please elaborate on what is meant by "Research from the country of LASER study"? It means "Did the research in the product listed take place in Guatemala?"
- d. Are we permitted to use placeholder names such as "TBD" for partners involved in data collection or consulting during phases one and two, provided we detail the proposed roles and responsibilities?
 - i. Please list the names of all partners you intend to include on the team in phase 1. We do not expect data collection will be necessary in phase 1.
 - ii. Please identify by name the data collection firm(s) or other partners you anticipate working with if Phase 2, Impact Evaluation, is undertaken. We understand that this may change, pending the needs of the impact evaluation, timeline, firm availability, etc.
- e. The Worksheet instructs team members to include a link to an online CV. Would it be acceptable to include CVs as an appendix to the Capacity Statement instead? You can upload in any cloud system as long as it will be openly accessible and provide a link e.g., Google Drive. We are trying to avoid submission of large documents for ease of the review process.
- f. Can LASER PULSE please confirm that no CVs or biographical information is required for team members other than members of the Research Leadership Team (i.e., those expected to provide intellectual leadership and be coauthors on any academic outputs)? That is correct, we only need the CVs for the Research Leadership Team.

4. Site Visit

- a. What is the expected number of site visits for Phase 1 (for budgeting purposes)? The site visit will include meetings with the USAID/Guatemala Mission and implementing partners in Guatemala City. The research team should plan to conduct site visits, if/as necessary to inform the evaluation design; these will likely include sites outside of Guatemala City. The research team should determine what, if any, other local consultations (e.g. with CSOs, government counterparts, etc) would be beneficial to inform the evaluation design and plan and budget accordingly. We look to the research team to determine what kind of travel is necessary to produce the deliverables as described, but do not anticipate it will require more than one week.
- b. Should the entire research team plan on attending in-person site visits and consultations in July/August 2024, or can these be attended by a few select key personnel? We look to the research team to determine what is necessary.

5. Funding Mechanism

- a. Will this be structured as a grant or agreement? The funding mechanism of this project will be a cooperative agreement
- b. Please confirm if an organization can take the full five months allotted for evaluation design and scoping? We expect that the design and scoping activities will be executed on the time schedule specified in the call for capacity statements, with some additional

time required after the final deliverable is accepted to complete project close-out or award modification to include the evaluation phase. The total duration will depend on the timeframe on which the research team onboards and time required for close-out.

6. Project Budget and LOE

- a. The call document highlights that the research team should plan for in-person site visits and consultations in July or early August 2024. To help us prepare our budget, is there any additional information about the in-person visit that might be provided? Will there be travel around the country? Should we just plan on Guatemala City? How long would the trip be expected to last? *The trip will include meetings with the USAID/Guatemala Mission and the implementing partner in Guatemala City. This research team should plan to conduct site visits, if/as necessary to inform the evaluation design; these will likely include sites outside of Guatemala City. The research team should determine what, if any, other local consultations (e.g. with CSOs, government counterparts, etc) would be beneficial to inform the evaluation design and plan and budget accordingly. We look to the research team to determine what kind of travel is necessary to produce the deliverables as described but do not anticipate it will require more than one week.*
- b. What sort of Budget is expected for the scoping phase? What sort of institutional overhead is allowed? *It is expected the research team will have an approximate ceiling of \$37k. Each organization should use its approved Negotiated Indirect Cost Rate Agreement (NICRA). In absence of an approved rate, the organization should use the de minimis rate of 10%.*
- c. Could you clarify if the approx. 40-50 person days over the 3-5 months is for technical LOE only? More specifically, does admin/support LOE count towards the total 40-50 person days envisioned? *This is the estimated LOE required to complete the deliverables as outlined; please include all costs required to do so. The LOE is reflective of mainly technical support. Other costs may be included based on your institutional policies as long as they fit within a ceiling of approximately \$37k.*
- d. Under the 'Funding and Timeline for Design Phase' section it states "the estimated funding and timeline for the Impact Evaluation Phase will be determined after the close of the Design and Scoping Phase"...Is there a funding estimate for the Design Phase that offer's should be aware of? *The estimated budget is \$37k for the research team.*
- e. What Indirect Cost Rate to consider? *Each organization should use its approved Negotiated Indirect Cost Rate Agreement (NICRA). In absence of an approved rate, the organization should use the de minimis rate of 10%.*
- f. Is the LOE of 30-50 days to be divided among the entire team working on design and scoping phase one, or can it be allocated per staff member individually? *The LOE of 30-50 days is to be divided among the entire team working on design and scoping phase one.*
- g. What level of budget detail is required for this application? *For the initial submission, only a high level estimate will be required but it is recommended to identify by cost category (i.e. salary & wage, fringe benefits, other direct costs, indirect rates, etc.). Once the finalist is selected, a template will be provided to all partners to ensure the budget is properly allocated by line item categories which will be included in an overall program description document.*

- h. Will the USAID maximum on daily rate be in place for Phase 1? USAID maximum daily rate applies in all phases unless otherwise outlined in [2 CFR 200](#) or [ADS 303](#). Please make a determination based on your organization's salary structure.

7. Period of Performance /Timeline

- a. Please confirm if an organization can take the full five months allotted for evaluation design and scoping? We expect that the design and scoping activities will be executed on the time schedule specified in the call for capacity statements, with some additional time required after the final deliverable is accepted to complete project close-out or award modification to include the evaluation phase. The total duration will depend on the timeframe on which the research team onboards and time required for close-out.
- b. When is the anticipated start date for the initial evaluation design and scoping phase? We anticipate the work will start on or about June 15

8. Submission Deadline and Link

- a. Could you please confirm the submission link? The submission link is available in the bottom of the [call web page](#), i.e., [Submit Materials Here](#) tab. Or here is the actual link https://purdue.ca1.qualtrics.com/jfe/form/SV_0VT3LhtVd0AJwhM
- b. Under VI. Capacity Statement submission information and deadline, there appears to be a link missing to a Qualtrics form. Can LASER PULSE please provide this or clarify if Capacity Statements should be submitted by email instead? You will need to scroll all the way to the end of the [capacity statement call page](#) and you will see a button that says "Submit Materials Here". The link goes to a Qualtrics page that you will use to submit your Capacity Statement.

9. Team Selection

- a. Will USAID select one or multiple teams for the Design and Scoping Phase? We plan to select one team for the design phase, and pending availability of funds and feasibility of an impact evaluation, USAID intends to initiate Phase 2 to implement one of the impact evaluation options proposed in the evaluation options memo with the Phase 1 research team.