



THE KAIZEN COMPANY

April 26, 2024

SUBJECT: Questions and Answers in response to Request for Applications (RFA) No. LAA-2024-001 Small Grant Activities to Support Learning and Innovation Hub Events

The following are the questions submitted to the Ethiopia LAA email address within the deadline for the subject RFA. Per the RFA, all questions and the subsequent answers that are relevant to all potential offerors will be shared on the website. The wording may be changed to anonymize the parties asking the question.

Question 1: The RFA states that “The events will be held at the Learning and Innovation HUB, so no venue costs are required.” Would the venue cost include cost such as lunch, coffee and water?

Answer 1: Venue costs in this RFA refer to the cost of renting meeting space. Applicants may plan to use the Learning and Innovation HUB for free, however this is only the physical meeting space and does not include any supplies or refreshments.

Question 2: Participants who will be attending this event will incur “transportation costs”. Would this cost be reimbursed?

Answer 2: Applicants may consider including transportation costs in their proposed budget if those costs are reasonable, and directly support or are necessary to carry out the proposed activities.

Question 3: Some of our suggested learning event may include participants outside of Addis Ababa, the capital. Can expenses such as per diem be included in the costing?

Answer 3: Applicants may consider including per diem costs in their proposed budget if those costs are reasonable, and directly support or are necessary to carry out the proposed activities.

Question 4: Are private sector firm which are for-profit making entities eligible for this opportunity?

Answer 4: Applicants for this grant opportunity are eligible if they are legally registered in Ethiopia and possess a TIN certificate. Ineligible applicants are detailed on page 4 of the RFA, under Section II C.

Question 5: If we plan to conduct training, who would choose the participants and cover their lunch, refreshments and other expenses?

Answer 5: The successful organization may need to conduct outreach to relevant potential participants, through advertisement or direct outreach. Participants would then self-select and sign up for the events. Participants may consist of a combination of Learning Project Staff, USAID, or other international development partners/organizations, and Kaizen Learning Project Staff may play a role in facilitating invitations and/or reviewing participants ahead of time. Lunch and refreshments should be covered by the grant funds and included in the grant budget.