

Frequently Asked Questions | Caribbean Climate Hub 2016 Request for Services Climate Resilient Agriculture Training in Puerto Rico & the US Virgin Islands Closing Date for Submission: Friday, August 26, 2016

Eligibility and use of funds:

- *What kind of organization can apply?* An individual, government agency, or an organization registered in Department of State of Puerto Rico or in the US Virgin Islands that is able to be federal contractor (will need a DUNS number and a SAM number to complete the contract).
- *Is there a maximum or minimum amount of people that can collaborate in the proposal?* No, but we can only make ONE contract with an organization or person to allocate the funds.
- *Can the funding be used for administrative costs related to the project?* Yes, but it would have to be part of the contract (amount internal to the contractor and accepted by the Climate Hub).
- *Can graphic design and printing be in collaboration with the Climate Hub, thus allowing the bulk of the funding on generating the information and the workshops?* Yes, is possible. The funds are foremost for facilitation of the workshops – organizing events and logistics, travel for trainers and USVI attendees, coordination with participants, developing content and workshop reports.

Workshops format and logistics:

- The CCS will provide the contractor with a guideline of the structure and requirements for each workshop. The topic, duration and format of each workshop should be established with the Caribbean Hub team, working with the contractor to make these workshops successful.
- *Start and finish date of the project?* Project will begin as soon as contract is established and run through fiscal year 2017. Ideally the first workshop will be in December 2017, with a workshop every 3 months, leaving time after each workshop to prepare the report and factsheets.
- *Duration of each workshop?* 1 or 2 days depending on the topic, and should include theory and practical instruction (on-farm demonstrations). Workshops should be free to participants.
- *Minimum attendance per workshop?* Ideally, the workshops should be attended by at least 25 people, including farmers, ranchers, agronomists, researchers, educators, and government staff.
- *Locations of the workshops?* They should take place in different locations around the island to engage with as much stakeholders as possible, especially with agronomists and farmers.
- *Is it compulsory to offer a workshop in the Virgin Islands?* No, but we would like to encourage and include the participation of USVI folks as much as possible.
- *Contents of report and factsheets for each workshop and deadline?* We are expecting 1-3 factsheets per workshop and the Hub will advise on content and graphics - assisting with publication costs. Each workshop report and content of factsheets (not necessarily graphics) should be ready 3-4 weeks after the completion of the workshop.

SUBMISSIONS

Responses to the Request for Services can be submitted in either Spanish or English and in PDF format to caribbeanclimatehub@gmail.com no later than **Friday, August 26, 2016**. Use the following subject line: "Application - Request for Services: Climate Adaptation Training".

For more information please contact Dr. William Gould, Director of the USDA Caribbean Climate Hub at wgould@fs.fed.us or at 787-764-7790. Or visit our website: <http://caribbeanclimatehub.org>