NOTICE OF FUNDING OPPORTUNITY (NOFO)

NOFO Number: 72038821RFA00007
Issuance Date: March 8, 2021
Questions due by: March 20, 2021, 1600 Bangladesh Time
Application Deadline: April 15, 2021, 1600 Bangladesh Time

Subject**:** Notice of Funding Opportunity (NOFO) Number: 72038821RFA00007

Program Title: USAID's Shobai Miley Shikhi (Everyone Learns Together) Activity

Federal Assistance Listing Number: 98.001 USAID Foreign Assistance for Programs Overseas

Dear Prospective Applicant:

The United States Agency for International Development in Bangladesh (USAID/Bangladesh) is seeking applications from qualified US and non-US organizations to implement an activity titled Shobai Miley Shikhi (Everyone Learns Together). As detailed in SECTION C, ELIGIBILITY INFORMATION of this NOFO, eligibility for this award is not restricted. The authority for this Notice of Funding Opportunity (NOFO) is found in the Foreign Assistance Act of 1961, as amended.

Please be aware that this NOFO is non-traditional and contains three merit review phases:

Phase 1: Applicants will submit an Initial Application (Concept Paper), consisting of a limited page concept paper and notional budget. Based on USAID's evaluation of the Initial Applications, only the top-rated applicants will be invited to participate in Phase 2.

Phase 2: Selected applicants from Phase 1 will be invited to participate in oral presentations of their proposed concepts in Dhaka, Bangladesh or by remote video conference (final format to be determined).

Phase 3: The applicant(s) whose applications best meets the objectives of this funding opportunity based on the selection criteria contained herein will be selected to co-develop with USAID/Bangladesh a program description, which will be incorporated into the resulting Cooperative Agreement. At the conclusion of the co-development workshop(s), USAID will request the Applicant(s) to submit a full technical and cost application package. This will be evaluated and marked as acceptable or not acceptable prior to award.

The result of this NOFO is expected to be one (1) award, although USAID reserves the right to fund any or none of the applications submitted.

For purposes of this NOFO, the term "Grant" is synonymous with "Cooperative Agreement", "Grantee" is synonymous with "Recipient", and " Grant Officer" is synonymous with "Agreement Officer". Eligible organizations interested in applying are encouraged to read this funding opportunity thoroughly to understand the type of program sought, application submission requirements and evaluation process.

To be eligible for award, the applicant must provide all information as required in this NOFO and meet eligibility standards in SECTION C, ELIGIBILITY INFORMATION of this NOFO. This funding opportunity is posted on www.grants.gov, and may be amended, as required. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. It is the responsibility of the applicant to ensure that the entire NOFO has been received from the internet in its entirety, and USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NOFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

The successful Applicant will be responsible for ensuring the achievement of the program objectives. Please read each section of the NOFO.

Please send any questions to the point(s) of contact identified in section D. The deadline for questions is shown above. Responses to appropriate questions received prior to the deadline will be furnished to all potential applicants through an amendment to this RFA posted in www.grants.gov.

Applicants are required to submit their applications electronically via e-mail to the given address under SECTION D–APPLICATION AND SUBMISSION INFORMATION. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions via e-mail.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Award will be made to the responsible applicant(s) whose application best meets the requirements of this NOFO and the merit review criteria contained herein.

Thank you for your interest in USAID's programs.

Sincerely,

NATHAN ROBERT HILGENDORF (affiliate)

Digitally signed by NATHAN ROBERT HILGENDORF (affiliate)
Date: 2021.03.08 17:37:00 +01'00'

Nathan Hilgendorf
Agreement Officer
Office of Acquisition and Assistance

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SECTION A: PROGRAM DESCRIPTION

A.1 AUTHORIZING LEGISLATION

The authority for this Notice of Funding opportunity is found in the Foreign Assistance Act of 1961, as amended. For U.S. organizations, 2 CFR 200, 2 CFR 700, OMB Circulars, and USAID Standard Provisions for U.S. Nongovernmental recipients will be applicable. For non-U.S. organizations, the Standard Provisions for Non-U.S. Nongovernmental recipients, and the applicable cost principles (OMB Circular A-122 for non-profit organizations and OMB Circular A-21 for universities) will apply. The OMB circulars are available in the following link: http://www.whitehouse.gov/omb/circulars/index.html.

For both U.S. and non-U.S. for-profit organizations Federal Acquisition Regulation (FAR) Part 31 will be applicable. While 2 CFR 200 and 2 CFR 700 do not apply directly to non-U.S. Applicants, the Agreement Officer (AO) will use the standards of 2 CFR 200 and 2 CFR 700 in the administration of the award. Further information including the referenced documents may be obtained via our agency website http://www.usaid.gov directly or via links in USAID Automated Directive System (ADS) Chapter 303: http://www.usaid.gov/policy/ads/300/303.pdf.

A.2 PURPOSE

The Shobai Miley Shikhi[1] ("Everyone Learns Together") Activity aims to improve learning outcomes for children with disabilities (CWD) in Government Primary Schools in Bangladesh. To achieve this objective, the activity will primarily strengthen government service delivery of disability-inclusive education and create inclusive school environments and instruction for children with disabilities to improve learning outcomes. The Activity will support a small number of private schools, and models will also be tested to identify approaches through the non-formal system (non-formal education centers, community groups, etc.) to improve learning outcomes for CWDs. Through this activity, children with disabilities will gain life skills, and the foundational literacy and numeracy skills necessary to advance through the school system and be better equipped to obtain better economic opportunities upon completing their education. **It is expected that the Recipient will work closely with the Government of Bangladesh and work under the SEND framework for Inclusive Education of PEDP4.**

The Shobai Miley Shikhi Activity addresses the following USAID Education Policy priorities: "children and youth, particularly the most marginalized and vulnerable, have increased access to quality education that is safe, relevant, and promotes social well-being," and "children and youth gain the literacy, numeracy, and social-emotional skills that are foundational to future learning and success."[2]

[1] Pronounced: show-bye me-lay she-key
[2] Accessed at <www.usaid.gov/sites/default/files/documents/1865/2018_Education_Policy_FINAL_WEB.pdf>

A.3 SCOPE

The Shobai Miley Shikhi Activity will support the Ministry of Primary and Mass Education (MOPME) to implement the Special Education Needs and Disability (SEND) sub-component of the Fourth Primary Education Development Program (PEDP4), the five-year primary education program. It is anticipated that the Shobai Miley Shikhi Activity will provide technical support at the central and district levels of the government and schools in selected *upazilas* (sub-districts).

The target beneficiaries of the interventions are mainly children with disabilities in selected Government pre-primary and primary schools, and primary-aged children with mild and moderate disabilities of the catchment areas who never enrolled in or dropped out of primary schools. The Activity will also support children with disabilities in a small number of private schools and community based non-formal education centers. The Activity will ensure gender equity and prioritize girls with disability in its intervention. The total number of beneficiaries will depend on the number of intervention schools and the prevalence of children with disabilities.

At the beginning of the Activity, without affecting the startup and implementation of the Activity, the Recipient will conduct a rapid situational analysis of children with disability in Bangladesh, which will serve as a baseline for the Shobai Miley Shikhi activity. The study is expected to build knowledge and evidence base around disability-inclusive education. The study will provide reliable data on the primary school-age children with disabilities and the practices of teaching and learning for children with disabilities in Bangladesh. It will identify gaps between enrolled students and the estimated prevalence of disability nationwide. The study will also look at the different areas of exclusion and types of disabilities, existing practices, access, the teaching and learning situation of children with disabilities inside and outside of primary schools, and the teachers' and system's preparedness to deal with children with disabilities. During the implementation of Shobai Miley Shikhi, the Recipient will make good use of the data and information that the study will provide.

The Recipient will work with USAID and the Government of Bangladesh to develop and implement a learning agenda throughout the life of the activity to further build knowledge and the evidence base around disability-inclusive education. Integration of analysis and documentation of good practices on education interventions for girls with disabilities are critical to addressing the gender gap in disability.

Shobai Miley Shikhi Activity is a nationwide activity that will be implemented at the central level and in Government Primary Schools in selected marginalized-hard-to-reach areas. The Activity will also support a small number of private schools and community based non-formal education centers. Divisions, districts, sub-districts, schools, and non-formal education centers will be selected in consultation with USAID and MOPME after award. The activity will also explore the role that community and disabilities groups can play in improving learning outcomes for CWDs.

A.4 BACKGROUND

Enrollment gaps for children with disabilities

Over the past decade, Bangladesh has made remarkable progress in expanding access to education by achieving near universal net primary enrollment, with over 98% of children of primary school age enrolling in school. Nonetheless, children with disabilities continue to be underrepresented and underreported in its education system. In 2018 only 61,347 children with documented disabilities attended Government Primary Schools and Newly Nationalized Primary Schools, comprising just 0.5% of students in those schools.[3] By contrast, a nationally representative survey of people with disabilities of all ages found that 9% of Bangladeshis had a disability.[4] This gap between enrolled students and the estimated prevalence nationwide reveals the large scope of underreported or out-of-school children with disabilities.

Gender and disability

For girls with disabilities, the stigma of being both female and having a disability creates what is called the "double disability" that makes girls even more vulnerable to the effects of having a disability. In contrast to the gender parity for children without disabilities, only 45% of enrolled children with disabilities are girls.[5] Many schools are not welcoming of girls with disabilities, and girls with disabilities are at risk of emotional, physical, and sexual abuse.

Environmental barriers for children with disabilities

According to the social model of disability framed in the 2006 United Nations Convention on the Rights of Persons with Disabilities ratified by the Government of Bangladesh, it is the social, attitudinal, and physical barriers that "disable" a person. Students who have trouble accessing school buildings, who cannot communicate in Bangla, or whose differences are not accommodated in the classroom are "disabled" by the Bangladeshi education system.

Societal and parental attitudes towards children with disabilities create additional barriers to education. Parents of children with disabilities are reluctant to send their children to school because they do not have the expectation that their children will be included at school and receive an education like their peers. These parents do not understand the benefits and opportunities of education for their children. In addition, children with disabilities from low-income households are less likely to be enrolled in school than children with disabilities from wealthy households, suggesting that poorer households are less able to invest in children with disabilities.[6] This combination of social and economic factors contributes to decreased enrollment and increased dropout among children with disabilities.[7]

School environments that do not accommodate students' differences within the classroom marginalize students with disabilities. The under-identification of children with disabilities delays or prevents provision of the necessary accommodations and adaptive pedagogy to meet the child's learning needs. Social stigmas and a lack of institutional support around screening make

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[3] Ministry of Primary and Mass Education. (2019). "Annual Primary School Census 2018." Accessed at < https://mopme.portal.gov.bd/sites/default/files/files/mopme.portal.gov.bd/publications/94bae6a1_e544_4411_ad5d_bcf98f350758/Final%20Draft%20Annual%20Primary%20School%20Census-2018.pdf>.

[4] Lamichhane and Kawakatsu. (2015). "Disability and Determinants of Schooling: A Case from Bangladesh." *International Journal of Educational Development*, 40 (2015).

[5] Ministry of Primary and Mass Education. (2019). "Annual Primary School Census 2018."

[6] Lamichhane and Kawakatsu. (2015). "Disability and Determinants of Schooling: A Case from Bangladesh." *International Journal of Educational Development*, 40 (2015).

[7] UNICEF. (2014). *Situation Analysis on Children with Disabilities in Bangladesh.* Accessed at < https://www.unicef.org/bangladesh/en/reports/situation-analysis-children-disabilities-bangladesh-2014>

identification of children with disabilities difficult.[8] Even when identification does occur, no universal referral system is in place to provide access to assistive devices or to use the information to support student learning. Some students enroll but do not report their disability, while other students enroll without ever having been screened for a disability. This lack of accurate data hampers government resource allocation for disability-inclusive education.

Students with physical disabilities are most likely to be enrolled in Government Primary Schools and comprise 34% of the school population of children with disabilities. In most cases, their communication skills, hearing, and vision are not affected, and so they can learn with minimal accommodations.[9] Nonetheless, for children with severe mobility impairments, the physical school environment can be disabling. Students with intellectual disabilities (including autism) comprise 30% of students with disabilities in Government Primary Schools. A major barrier for these students is their different behavioral patterns. Many teachers lack the skills to teach these students in a mainstream setting.

As a result of these disabling environmental factors, children with disabilities struggle to learn and persist in school. A study of 40 children with disabilities in 15 schools showed a decline in the proportion of enrolled children with disabilities from first grade to fourth grade.[10] Among the 40 children in the study, 35% of them were in grade 1, whereas only 9% of the children were in grade 4. These data indicate that despite initially accessing education in first grade, children with disabilities face challenges to persist and be promoted in school.

Quality of instruction

Teachers struggle to fully realize and implement disability-inclusive education in their classrooms. With a large class size, it is difficult for teachers to differentiate instruction, check for understanding, and meaningfully include all students in lessons. The concept of Inclusive Education is relatively new in the education sector of Bangladesh. Though the sector policy documents always mention the demand of the special education needs of disable children, it was not reflected in any strategic plan of the GOB except the current five-year sub-sector plan, PEDP4. Under the PEDP4 only a small number of teachers have received a six-day training on general understanding of inclusive education. The primary education curriculum and its textbooks do not adhere to the practices of universal design for the accessibility of all learners. In an educational system that is highly standardized, featuring teachers with limited pedagogical techniques, large class sizes, and few specialized personnel, taking the time to help a student with special needs using proven practices and techniques is nearly impossible.

The quality of education remains poor, and many students are failing to master foundational skills. A USAID-funded assessment in March 2018 found that 44% of all students finish first grade unable to read their first word in the Bangla language, and 63% of second graders cannot read with comprehension.[11] Although there is no country-specific data about the learning outcomes of children

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[8] UNESCO. (2014). Global Education Monitoring Report Summary. Accessed at <https://en.unesco.org/gem-report/sites/gem-report/files/GAW2014-Facts-Figures-gmr_0.pdf.pdf>

[9] Ahsan and Burnip. (2017). "Inclusive Education in Bangladesh." *Australian Journal of Special Education*, 31(1).

[10] Zulfiqar, Bushra, et. al. (2018). Inclusive Education in Bangladesh: Digging Deeper into Educational Prospects of Children with Disabilities in Bangladesh. *European Journal of Education*: Volume 1, Issue 1. Accessed at <http://journals.euser.org/files/articles/ejed_v1_i1_18/Bushra.pdf>.

[11] Save the Children. (2018). Reading Enhancement for Advancing Development Government Primary Schools Endline

with disabilities in Bangladesh, global data indicate that children with disabilities perform 15-16 percentage points below their peers on literacy exams, with boys with disabilities experiencing a wider gap in literacy outcomes compared to their non-disabled male peers than girls with disabilities.[12]

The Government of Bangladesh is making efforts to address these challenges. In 2018-2019, about 150,000 teachers and head teachers were trained in the pedagogy of special needs education though the impact of the training at the classroom level is not known yet. During the same period the National Curriculum and Textbook Board (NCTB) has conducted curriculum evaluation. Based on the findings of the evaluation, NTCB has revised the curriculum of pre-primary and primary grades. The revised curriculum incorporates special needs education. The revised training packages for teachers, head-teachers and educators also incorporate special needs education.

Government of Bangladesh initiatives for children with disabilities

The Government of Bangladesh's National Education Policy (2010) highlights the importance of disability-inclusive education through the mandate that: "equal opportunities have to be ensured for all kinds of disabled and underprivileged learners."[13] To implement this mandate, the Ministry of Primary and Mass Education provides mainstream education services for children with disabilities, while the Ministry of Social Welfare provides educational services to children with severe impairments through special education institutions.

The Ministry of Primary and Mass Education prioritizes inclusive education through the $18 billion five-year sector program, called the Fourth Primary Education Development Program (PEDP4) (2018-2023). Five development partners provide direct budget support to the government-led implementation of the PEDP4: The World Bank, the Asian Development Bank, the European Union, the Japanese International Cooperation Agency, and the United Nations Children's Fund (UNICEF).

Inclusion is integral to the PEDP4's topline program development objective to "provide quality education to all children of Bangladesh from pre-primary up to Grade 5 through an efficient, inclusive and equitable education system." The sector program specifically targets children with disabilities through Sub-Component 2.6 "Special Education Needs and Disability (SEND)." The goal of this sub-component is: "Children with special education needs and disabilities receive primary education at mainstream primary schools." Key results under this sub-component include: 1) revised curriculum and teaching-learning materials; 2) teacher education and development on inclusive education, 3) flexible assessments for children with disabilities; and 4) creation of linkages to specialized services and the provision of assistive devices and learning materials. The end-of-program target for this sub-component is 107,000 children with disabilities enrolled in schools by 2022.

While there is political will for disability-inclusive education, this is a nascent area for Bangladesh in

Evaluation. Accessed at < https://pdf.usaid.gov/pdf_docs/PA00T9P2.pdf>

12 Male, C., Q. Wodon. (2017). *The Price of Exclusion: Disability and Education, Disability Gaps in Educational Attainment and Literacy.* Global Partnership for Education and the World Bank. Accessed at <http://documents.worldbank.org/curated/en/396291511988894028/pdf/121762-replacement-PUBLIC-WorldBank-GapsInEdAttainmentLiteracy-Brief-v6.pdf>

13 Ministry of Education. (2010). National Education Policy. Accessed at <http://reliefweb.int/sites/reliefweb.int/files/resources/02.National-Education-Policy-2010-English.pdf>

which technical capacity at the school-level and government levels is limited.[14] The total Government of Bangladesh funding for the implementation of sub-component 2.6 is US $4.3 million.

USAID's support to the PEDP4

USAID, the Ministry of Primary and Mass Education, and the Economic Relations Division of the Ministry of Finance have reached an agreement for USAID to support the Government of Bangladesh's implementation of PEDP4 Sub-Component 2.6 through the Shobai Miley Shikhi Activity.[15] USAID's support to the government-led implementation of disability-inclusive education in mainstream schools will have a significant impact in the education of children with disabilities.

Previous USAID education activities

Previous USAID-funded activities implemented early grade reading throughout Bangladesh. The Reading Enhancement for Advancing Development (READ) activity implemented by Save the Children provided support to over 5,000 Government Primary Schools to improve early grade reading outcomes (2013-2018).[16] The Innovations for Improving Early Grade Reading Activity implemented by BRAC also provided support to 445 Government Primary Schools for early grade reading (2015-2018).[17] Notably, these activities were not included under the previous sector programs, and thus did not directly address system strengthening to sustain education reforms. A key lesson learned through these activities was the need to be part of the sector program and support government-led implementation, and Shobai Miley Shikhi Activity applies that approach to build host country self-reliance in the education sector.

A.5 RESULTS FRAMEWORK

The objective of Shobai Miley Shikhi Activity is to improve learning outcomes for children with disabilities in Government Primary Schools in Bangladesh. The Activity will also support the learning of children with disabilities in a small number of private schools and community based non-formal education centers.

Development Hypothesis:

- ***IF*** schools and classrooms (in government and private schools, and non-formal education centers) are inclusive and meet the needs of children with disabilities,
- ***AND*** classroom instructions are effective and responsive to the needs of children with disabilities,
- ***AND*** local communities and parents have knowledge, attitudes, and skills to support disability-inclusive education,

[14] Malak, M.S. (2013) "Inclusive Education Reform in Bangladesh: Pre-Service Teachers' Responses to Include Students with Special Educational Needs in Regular Classrooms." *International Journal of Instruction.* 2013.
[15] The Implementation Arrangement is available online at <https://www.fbo.gov/utils/view?id=56a813124c066cfb2ce33e39363a1611>.
[16] Save the Children. (2019). READ Final Report. Accessed at <https://pdf.usaid.gov/pdf_docs/PA00TJ2D.pdf.>
[17] BRAC. (2019). Innovation for Improving Early Grade Reading: Final Report. Accessed at <https://pdf.usaid.gov/pdf_docs/PA00TMG3.pdf>

- ***AND*** the government has the capacity to plan, manage, and support quality disability-inclusive education,
- ***THEN*** learning outcomes of children with disabilities will improve.

The following diagram presents the Result Framework for Shobai Miley Shikhi Activity.

Result 1: Inclusive school environment and effective classroom instruction for children with disabilities enhanced.

To ensure full and equal participation of children with disabilities in mainstream settings, schools (government and private as well as non-formal education centers) and other environments must be able to detect and meet the learning needs of children with disabilities who are enrolled in schools. The objective of this result area is to improve the existing practices for a disability-inclusive school environment with high-quality, inclusive instruction that is adaptable to the needs of children with disabilities and that can be scaled by the Government of Bangladesh.

USAID's "How-To Note: Disability Inclusive Education"[18] defines disability-inclusive schools as having these characteristics:

a. Accessible, including alternative modes of communication, easy-to-read materials, and access to information and communication.
b. Based on the principles of universal design so that all children have access to the school building and facilities.
c. Equipped with teachers trained in Universal Design for Learning who are prepared to teach children with diverse learning styles, and where support and resources are available to the teachers and students for specific needs.

[18] USAID. (2018). *How-To Note: Disability Inclusive Education.* Accessed at <https://www.edu-links.org/sites/default/files/media/file/How-ToNote_DisabilityInclusiveEducation.pdf>

USAID places priority on inclusive approaches that reflect industry best-practices,[19] as seen in the Agency's *Toolkit on Universal Design for Learning to Help All Children Read: Promoting Literacy for Learners with Disabilities*.[20] The same toolkit also highlights the Agency's approach to screening and identifying children with disabilities. The purpose of classroom identification is to assess if specific students have a disability or other barriers to learning, with the goal to provide them with appropriate services and support. USAID supports screening assessments that are strengths-based, designed for educational use (as opposed to medical use), age appropriate, and use a "do no harm" approach.

This result focuses on the pedagogy, strengthening the existing practices and enabling environments for learning to have as wide an impact as possible, rather than supporting the provision of assistive devices, which can be cost-prohibitive. Assistive devices provided under Shobai Miley Shikhi Activity must be approved by USAID on a case-by-case basis and must be procured through local systems. Partnerships and collaboration with the private sector, non-governmental organizations, Disabled People's Organizations, the health sector, and other partners could meet this need.

Although the IR1 intervention focuses mainly on government primary schools, it will also include a small number of private schools and community based non-formal education centers. School/center improvement will take place in government and private primary schools and non-formal education centers. Schools (government and private) and community based non-formal education centers will be accessible and friendly for children with disabilities. Classroom instruction will be improved in schools (government and private) and community based non-formal education centers.

Expected Results:

- Schools' compounds, facilities and classrooms made accessible for children with disabilities.
- Instructional materials that support the education of children with disabilities made available to schools.
- Teachers acquired knowledge and skills in supporting and teaching children with different types of disability.
- Inclusive classroom instruction improved.

Result 2: Communities' and parents' knowledge, skills, and attitudes to support disability-inclusive education increased.

Under this result, the Activity will engage local communities, parents, and caregivers to remove barriers to education and promote learning for children with disabilities by imparting the knowledge, skills, and attitudes to enable the practices in support of inclusive education for children with disabilities. This result aims to connect parents/caregivers of children with disabilities and other disability stakeholders with broader parent-teacher groups at schools to foster a shared understanding of disability-related issues and actions. In addition, activities under this result will include advocacy and dialogue at the national and local levels in support of disability-inclusive education.

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[19] More information on USAID's approach to reading instruction can be found at USAID's Education Links website: *Reading Programs that Work*. Accessed at <https://www.edu-links.org/learning/reading-programs-work>

[20] Hayes, A., A. Turnbull, and N. Moran. (2018). *Universal Design for Learning to Help All Children Read: Promoting Literacy for Learners with Disabilities (First Edition).* Washington, D.C.: USAID. Accessed at <https://www.edu-links.org/sites/default/files/media/file/Literacy%20for%20All%20toolkit_v4.1_0.pdf>

Expected Results:

- Parents'/caregivers' awareness of disability-inclusive education improved.
- Parents'/caregivers' support to the education of children with disability enhanced.
- Primary school enrollment of children with disability increased.

Result 3: Government capacity to plan, deliver and manage quality disability-inclusive education strengthened.

The sustainability of Shobai Miley Shikhi Activity depends on the understanding, ownership, and capacity of government counterparts to scale the activity's inclusive-education interventions throughout the national system. Under this result, the Activity will provide technical support and capacity building to government counterparts by engaging them directly in the Shobai Miley Shikhi Activity implementation at the central and district levels to ensure that they can plan, deliver, manage, and oversee a disability-inclusive education. In the *upazilas* where Shobai Miley Shikhi Activity works in targeted schools, with a focus on inclusive-education, it will also build the planning, delivery, management, monitoring, mentoring, and record keeping capacity of district and *upazila*-level officials (e.g., PTI Instructor, District Primary Education Officer, Upazila Resource Center (URC) Instructor, Upazila Education Officer, Assistant Upazila Education Officer, Head Teachers, and others).

Shobai Miley Shikhi Activity's specific areas of technical support will be determined in consultation with USAID, the Ministry of Primary and Mass Education, the Directorate of Primary Education, National Curriculum and Textbook Board, National Academy for Primary Education, and other government organizations after award. Support under this result will be flexible enough to respond to the evolving needs of the Government of Bangladesh and the evolving contextual understanding.

Expected Results:

- The capacity of education officials at different levels in planning and managing disability-inclusive education enhanced;
- GOB's support for the implementation of disability-inclusive education in primary schools increased;
- Education supervisors' knowledge and skills in disability-inclusive education to support and mentor teachers improved.

A.6 GENDER AND INCLUSION

Worldwide, girls with disabilities are the population group most likely to face multiple layers of discrimination based on both their gender and their disabilities. In addition, global evidence shows that girls with disabilities experience gender-based violence at disproportionately higher rates and in unique forms owing to discrimination and stigma. Because of these concerns, gender considerations must inform the implementation of Shobai Miley Shikhi Activity to ensure a responsive, inclusive, and equitable activity.

The Shobai Miley Shikhi Activity will develop a Gender Strategy that takes gender considerations into account in activity work planning, implementation, monitoring, and staffing. Activity implementation will address the barriers that girls with disabilities face to safely access quality education and their heightened risk of exposure to violence. In addition, the Activity implementation will make sure that female teachers, researchers, officials, and community members have equitable opportunities for professional development and advancement. In addition, the management of Shobai Miley Shikhi Activity will promote gender equality and female leadership in its own organizational structures and staffing.

Equity and inclusion are key guiding principles of the USAID Education Policy, and Shobai Miley Shikhi Activity will model disability-inclusion throughout all aspects of implementation. All newly developed content, materials, and media would be designed to be disability-inclusive, gender-sensitive, engaging, and relevant to the Bangladeshi context. To the extent possible, all public events and training activities of Shobai Miley Shikhi will provide reasonable accommodations to people with disabilities.

A.7 ENVIRONMENTAL COMPLIANCE

The Foreign Assistance Act of 1961, as amended, requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. No such new activities shall be undertaken prior to receiving written USAID approval.

A.8 MONITORING, EVALUATION, AND LEARNING PLAN

Monitoring and evaluation are essential to improve performance and effectiveness, as well as to provide feedback loops to inform adaptive planning and management decisions to refine activity approaches.

The Recipient will design and implement a Monitoring, Evaluation, and Learning (MEL) Plan that permits the efficient and timely measurement of progress toward activity results, aids in the management of Shobai Miley Shikhi activities, and provides other data as agreed with USAID/Bangladesh. The MEL plan will be approved by the Agreement Officer's Representative (AOR) and reviewed annually as part of the work plan approval process. The MEL Plan will include gender indicators, and all person-level indicators will be disaggregated by sex. Gender disparities will be analyzed and addressed, and strategies will be in place to monitor unintended consequences of the activity. Monitoring and evaluation shall be conducted through or with the participation of local education officials to build capacity, and student assessments will be approved by the Directorate of Primary Education and engage government counterparts to the extent possible.

Shobai Miley Shikhi Activity will conduct a cross-sectional learning assessment of students at baseline and end line for a cohort of beneficiary schools and for a comparison group of non-intervention schools. Since inclusive environments and instruction can benefit both children with and without disabilities, the cross-sectional assessment activity shall collect learning assessment results from children with and without disabilities.

In addition, Shobai Miley Shikhi Activity may introduce a longitudinal assessment within selected beneficiary schools to track the learning outcomes of children with disabilities and children without disabilities. The longitudinal design will show the change in learning gains, grade promotion trajectories, and dropout for students with and without disabilities in beneficiary schools. Although USAID globally has invested in developing and testing different disability identification tools and strategies for assessments (including the Washington Group Short Questions on Disability), to date there is not a reliable tool for assessing children under the age of 15 with disabilities. Given this challenge, the most precise way to sample children is to follow a cohort of children with disabilities in beneficiary schools who are identified through the activity's screening.

The Recipient will collect data on all applicable Foreign Assistance Standard Indicators and the custom indicators. Student-level indicators will be disaggregated by sex, grade, age, disability status.

Indicators

The Recipient will be required to report on the following Standard Foreign Assistance indicators:

- ES.1-3: Number of learners in primary schools or equivalent non-school based settings reached with USG education assistance
- ES.1-6: Number of educators who complete professional development with USG assistance
- ES.1-12: Number of Education administrators and officials who complete professional development activities with USG assistance
- ES.1-13: Number of parent teacher associations (PTAs) or community governance structure engaged in primary or secondary education supported with USG assistance
- ES.1-49: Number of primary or secondary textbooks and other teaching and learning materials (TLMs) that are inclusively representative provided with USG assistance

The following custom indicators are also required:

- Average score of children with disabilities in learning assessment by grade and sex
- Percent of children with disabilities by grade and sex, who attain a minimum grade-level proficiency in learning assessment
- Number of children with disability enrolled in USG assisted schools
- Number of schools that have made school compound, facilities, and classrooms accessible for children with disability with USG assistance
- Number of parents/community members group established to support inclusive education for children with disability

Geographic Information System (GIS): The Recipient will apply geospatial methods using GIS technology to support USAID's effort to incorporate geographic data and analysis into USAID's overall development planning, design, and monitoring and evaluation. Geographic data collection, analysis, and submission methods shall be included in the Monitoring, Evaluation, and Learning Plan and the Work Plan.

Collaborating, Learning, and Adaptation: Since this activity will be Bangladesh's new disability-inclusive education approach, USAID expects the Recipient to periodically review activity assumptions and adapt approaches and the theory of change as new evidence emerges. Collaborating, Learning, and Adaptation (CLA) principles can support this responsiveness to changing evidence and opportunities. Shobai Miley Shikhi Activity will plan to incorporate the findings from research and reflect, identify, and adapt to windows of opportunity, challenges, or emergent evidence.

A.9 COORDINATION AND COLLABORATION

Government of Bangladesh: The Shobai Miley Shikhi Activity is the mechanism for USAID's support to the five-year sector program led by the Government of Bangladesh. As such, it is imperative that the Recipient work closely with and through the structures of the Ministry of Primary and Mass Education, the Directorate of Primary Education, the National Curriculum and Textbook Board, and the National Academy for Primary Education to support the government's implementation of PEDP4 Sub-Component 2.6 ("Special Education Needs and Disability"). A close and trusting working relationship with the Government of Bangladesh is essential to achieve results under Shobai Miley Shikhi Activity. Since USAID is a new partner in the PEDP4 sector program, the Shobai Miley Shikhi Activity will be flexible in establishing this new partnership and new means of technical support with government counterparts.

The impact of the COVID-19 pandemic on children with disability who are already facing barriers to rights and resources should be considered. Schools have been closed since March 2020 and the GOB introduced remote learning in a limited scale using television programs. But recent remote learning approaches are failing to fulfil the special education needs of the disable children. The Shobai Miley Shikhi activity will support the GOB in developing a flexible and feasible model to address the learning gaps of children with disabilities.

Disabled People's Organizations: Disabled People's Organizations (DPO) are organizations where people with disabilities provide leadership and constitute the majority of the staff, board, and volunteers. DPOs can include parent organizations representing children or individuals with disabilities where the primary aim of the organization is the empowerment and growth of self-advocacy of people with disabilities. DPOs are organizations of, by, and for people with disabilities.

Partnering with DPOs ensures a participatory approach and that lived disability experiences are included in USAID activities. This Activity will leverage knowledge and expertise within DPOs and ensure that people with disabilities are involved throughout activity planning, implementation, and monitoring and evaluation. Furthermore, exposing key counterparts to DPOs builds understanding about disability.

USAID's Activities: Shobai Miley Shikhi Activity will coordinate with other upcoming USAID/Bangladesh education activities as well as non-education activities of USAID/Bangladesh. One of the activities that is expected to start soon is Esho Shikhi (Come and Learn), which will support government and non-government primary schools. The Activity aims to improve the learning outcomes of marginalized Bangladeshi children in the crisis-affected district of Cox's Bazar and surrounding areas. The other activity is Promoting Education for Early Learners (PEEL), which will aim to improve the learning outcomes of marginalized children with a focus on gender, diversity, and inclusion. The PEEL activity will provide support to the fourth Primary Education Development Program (PDEP-4) through its television programs as well as in-school and community level support. The target beneficiaries of the PEEL Activity are children at the age of pre-primary and early grades of primary schools who are in-school and out-of-school.

Donors' Initiatives: Implementation of Shobai Miley Shikhi Activity will ensure coordination of interventions between the Activity, the Government of Bangladesh at the national and local levels, PEDP4 donors, Disabled Persons' Organizations, international and local non-governmental organizations working in disability education, and activity beneficiaries.

The Activity will also coordinate, link with, and leverage ongoing national, subnational, district, and civil society efforts and resources to promote disability-inclusive education. In addition, parents, caregivers, children with disabilities, and Disabled People's Organizations will be provided meaningful opportunities to contribute to the approach of Shobai Miley Shikhi to ensure that the activity addresses their needs and concerns.

A.10 LOCAL DEVELOPMENT AND SUSTAINABILITY

Local Development: Sustainability depends on local organizations, including Disabled People's Organizations, having the capacity to lead their own development. To achieve this goal, it is essential that Shobai Miley Shikhi Activity develops the capacity of the Bangladeshi organizations with which it chooses to partner, including through Sub-Grants. Shobai Miley Shikhi Activity will conduct an Organizational Capacity Assessment of its Bangladesh-based partner organizations.[21] Based on those needs, it will develop a plan for strengthening key organizational areas, including appropriate training and technical assistance.

Sub-Grants: Shobai Miley Shikhi Activity may issue Sub-Grants under this award. USAID's order of preference for the sub-grants under Shobai Miley Shikhi Activity Award is: 1) Disabled People's Organizations; and 2) local organizations. Shobai Miley Shikhi Activity may use sub-grants to support Disabled People's Organizations and non-governmental organizations (NGOs) to implement activity components. The objectives of the sub-grants are to (a) build the capacity of local organizations and (b) lower the barriers to entry for a broad range of non-traditional partners, thereby leveraging innovative and context-specific solutions.

Private Sector Engagement: USAID/Bangladesh seeks to engage the private sector in the identification and definition of development problems and the scoping and implementation of solutions to those problems. To the extent possible, Shobai Miley Shikhi Activity will seek to leverage the expertise and resources of the private sector to help increase the activity's reach, efficiency, effectiveness, and impact. Shobai Miley Shikhi Activity may want to partner/collaborate with private sector organizations for creating a strong and credible electronic database for students with disabilities, which can record demographic information of students with disabilities, collect and analyze data to track progress on a regular basis, etc.

Sustainability: As highlighted in the USAID Education Policy: "measurable and sustainable improvements in students' learning is our primary goal." As such, it is critical that Shobai Miley Shikhi implements its activities in a way that supports the sustainability of results beyond the life of the activity. To achieve this goal, interventions shall be country-owned and must leave lasting, integrated impacts at the activity's end, including the ability of stakeholders to sustainably finance and deliver services for children with disabilities. For this reason, it is critical that the implementation

[21] USAID's Organizational Capacity Assessment may be found at <http://usaidlearninglab.org/library/organizational-capacity-assessment>

of the Activity will be by, for, and with the Government of Bangladesh.

Information and Communications Technology (ICT): ICT can improve access to educational materials for children with disabilities. Any proposed integration of ICT into Shobai Miley Shikhi Activity will consider a range of factors in the Bangladeshi context that may affect implementation, uptake, and sustainability. These contextual factors include accessibility for children with disabilities, cost (including recurring fees, maintenance of equipment or online platforms, repair, and replacement), infrastructure (including electricity and infrastructure), teachers’ skill and confidence using ICT, and organizational capacity.

A.11 SHOCK RESPONSE PROGRAMMING

The Recipient should work closely with USAID to address changing circumstances and unanticipated events that impact the achievement of the objectives of the Shobai Miley Pori Activity or support new activities that could enhance its results. This may include disaster preparedness, response and recovery, assistance to government and other key stakeholders, taking advantage of new or changing market opportunities or opportunities for large scale cross sectoral activities that can enhance results, and other contingent activities necessary to achieving the objectives of Shobai Miley Pori and protecting the development gains of the Education Sector in Bangladesh in a changing climate and changing economic environment.

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SECTION B: FEDERAL AWARD INFORMATION

B.1 ESTIMATE OF FUNDS AVAILABLE AND NUMBER OF AWARDS CONTEMPLATED

Subject to funding availability and at the discretion of the Agency, USAID intends to provide Eighteen million dollars ($18 million) in total USAID funding over a Five (5) year period.

USAID intends to award one (1) Cooperative Agreement pursuant to this notice of funding opportunity.

USAID reserves the right to fund any one or none of the applications submitted.

B.2 START DATE AND PERIOD OF AWARD FOR FEDERAL AWARDS

The anticipated period of award is five (5) years. The start date will be upon issuance of the award.

B.3 SUBSTANTIAL INVOLVEMENT[22]

A cooperative agreement implies a level of substantial involvement by USAID in certain programmatic elements during performance of the project. This substantial involvement will be through the Agreement Officer (AO), except to the extent that he/she delegates authority to the Agreement Officer's Representative (AOR).

USAID will remain substantially involved during the implementation of this cooperative agreement in the following ways:

a. ***Approval of Recipient's Annual Work Plans/Implementation Plan:***
USAID generally requires approval of work plans annually; however, where changed contexts or new information require a pivot in the activity, USAID may consider changes to an implementation plan. The Annual Work Plan and subsequent work plans must be submitted to and approved by the AOR as described in "Reporting Requirements", including any significant changes or revisions thereto.

b. ***Approval of Key Personnel and any change in Key Personnel***
USAID may designate as key personnel only those positions that are essential to the successful implementation of the recipient's program. USAID's policy limits this to a reasonable number of positions, generally no more than five positions or five percent of recipient employees working under the award, whichever is greater. Requests for change of key personnel must be submitted to the AOR and AO.

c. ***Approval of Monitoring, Evaluation, and Learning (MEL) Plan***
This describes USAID involvement in monitoring progress toward the achievement of program objectives during the performance of the activity. As such, the initial MEL plan and subsequent

[22] This Substantial Involvement section is subject to change following the Collaborative Workshop and submission of the Final Application of Phase 3

updates must be submitted to and approved by the AOR.

d. ***Direction and Redirection of Activities:***
The AOR may monitor the award to permit specific kinds of direction or redirection of the work because of the interrelationships with other projects or activities. All such direction or redirection must be within the program description budget, and other terms and conditions of the award.

e. ***Review and Approval of Stages of Work***
The Agency's review and approval of one stage of work, before work can begin on a subsequent stage during the period covered by the cooperative agreement.

f. ***Concurrence on the Substantive Provisions of Subawards***
Per 2 CFR 200.308, the Recipient must obtain the AO's prior approval for the sub-award, transfer, or contracting out of any work under this award. Furthermore, AOR clearance on substantive provisions of subawards is required. The term 'sub-awards' includes both sub-agreements and contracts under assistance. See 2 CFR 200 for complete definitions.

g. ***The Agency and recipient collaboration or joint participation***
The recipient should ensure USAID and recipient's collaboration or joint participation, such as when the recipient's successful accomplishment of program objectives would benefit from USAID's technical knowledge.

h. ***Construction***
The Agreement Officer may immediately halt any construction that may be undertaken under this program. For purposes of this program "construction" means: construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration, and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

i. ***Deliverables***
The Agreement Officer may immediately halt an activity if the recipient does not meet detailed performance deliverables stated in the award document. For any material changes to the deliverables specifications in the award, a bilateral amendment must be agreed upon by both parties and fully executed by the agency. These provisions go beyond the suspension remedies of the Federal Government for noncompliance as stated in 2 CFR 200, including non-performance.

B.4 TITLE TO PROPERTY

Property title under the resultant agreement shall vest with the recipient in accordance with 2 CFR 200 and the Requirements of USAID Standard Provisions for US and non-US Nongovernmental Organizations.

B.5 AUTHORIZED GEOGRAPHIC CODE

The geographic code for this program is 937.

B.6 PURPOSE OF THE AWARD

The principal purpose of the relationship with the Recipient and under the subject program is to transfer funds to accomplish a public purpose of support or stimulation of USAID's Shobai Miley Shikhi Activity, which is authorized by Federal statute.

The Recipient will be responsible for ensuring the achievement of the program objectives and the efficient and effective administration of the award through the application of sound management practices. The Recipient will assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award. The Recipient, using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary to assure proper and efficient administration of the resulting award.

B.7 PREVENTING TERRORIST FINANCING

The implementer should consider a risk mitigation plan on how it will comply with the prohibition from engaging in transactions with, or providing resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx) or the United Nations Security designation list (http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).

B.8 EXTERNAL EVALUATION

USAID/Bangladesh may conduct mid-term and final external evaluations to assess and substantiate performance and overall achievements of the project. The external evaluations may be funded directly by USAID and will not be included in the funding of this Agreement.

B.9 INTERNAL EVALUATION

The Recipient may also conduct internal evaluations of the activity at any time during implementation. However, any internal evaluations should be funded directly by the Recipient and not from the activity.

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SECTION C: ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

This funding opportunity is open to all eligible U.S. and non-U.S. nongovernmental organizations (NGOs) entities (other than those from foreign policy restricted countries), including educational organizations and universities, and public international organizations, etc.

Pursuant to Code of Federal Regulations (CFR) 2 CFR 200.400(g), it is USAID policy not to award profit under assistance instruments such as Cooperative Agreements. While for-profit firms may participate, pursuant to 2 CFR 700.13(A)(1) Prohibition against profit, no funds will be paid as profit to any for-profit entity receiving or administering Federal financial assistance as a recipient or sub-recipient, and as such, for-profit organizations must waive profits and/or fees to be eligible to apply.

USAID welcomes applications from organizations that have not previously received financial assistance from USAID.

Individuals are not eligible to apply. Applicants applying must:

- Have a valid DUNS number (http://fedgov.dnd.com/webform) and provide this information in its application;
- Be registered in the System for Award Management (www.sam.gov); and,
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award, or an application, or plan under consideration by a Federal awarding agency.

USAID will not make an award to an applicant if the applicant has not fully complied with the DUNS and SAM requirements by the time it is ready to make the award.

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant(s) will be subject to a responsibility determination assessment (Pre-award Survey) by the Agreement Officer (AO).

The Recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – to achieve the objectives of the program and comply with the terms and conditions of the award.

For an award to be made, the AO must make a positive "risk assessment", as discussed in ADS 303.3.9. This means that the applicant must possess, or have the ability to obtain, the necessary management and technical competence to conduct the proposed activity. The applicant must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID. In addition to other conditions of this NOFO, organizations must have a politically neutral humanitarian mandate, a commitment to non-discrimination with respect to beneficiaries and adherence to equal opportunity employment practices. Non- discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

In the absence of a positive risk assessment, an award can ordinarily not be made. However, in rare cases, an award can be made with "Specific Conditions" (e.g., additional non-standard award requirements designed to minimize the risk presented to USAID of making an award to an NGO for which a positive risk assessment cannot be made), but only where it appears likely that the applicant can correct the deficiency in a reasonable period.

C.2 COST SHARING OR MATCHING

Cost sharing is required, in addition to USAID funds. **USAID has established a mandatory minimum recipient cost share of five percent (5%) of the total Federal share of the award.** Such funds may be provided directly by the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level. This may include contribution of staff level of effort, office space or other facilities or equipment which may be used for the program, provided by the recipient. Cash or in-kind contributions associated with the proposed project must be reflected separately and clearly defined in the budget. Cost sharing must be used for the accomplishment of activity objectives and must consist of allowable costs under the applicable USG cost principles (Office of Management and Budget [OMB] Circular A-122).

For guidance on cost sharing in grants and cooperative agreements see 2 CFR 200.306 and see ADS 303.3.10 (https://www.usaid.gov/sites/default/files/documents/1868/303.pdf).

Specific for U.S. NGOs, see 2 CFR 200.306 (https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf).

For Non-U.S. NGOs, all cost sharing will be subject to the Required as Applicable Standard Provision "Cost Share" in ADS 303mab (https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf).

C.3 LOCAL REGISTRATION REQUIREMENT

The Government of Bangladesh law requires registration for a foreign and local organization to implement programs or conduct business in Bangladesh. Any successful applicant must provide a copy of the certification of initial or final registration and license from the appropriate Department/Agency of the Government of Bangladesh, as applicable, prior to the start of implementation of the program. All local institutions or affiliates of international organizations must be registered as a legal entity in the country.

C.4 NUMBER OF APPLICATIONS

The prime applicant may submit only one application. An organization can submit applications as a sub-partner for multiple prime applicants. Applicants are directed to review the other requirements for applications specified herein, including, but not limited to Section D and E herein.

C.5 OTHER

USAID/Bangladesh highly discourages any applicant from requiring exclusive commitments by local organizations to participate as part of a consortium or sub-award. Local organizations participating in a consortium may elect to participate in another consortium under a different application. On a case-by-case basis, additional local sub-partners may be brought into the Apparently Successful Applicant(s) (ASAs)’s consortium during the Collaborative Workshop phase. In addition, Key Personnel are not precluded from inclusion in more than one application. Should a Key Personnel be part of multiple applications that are selected for Phase 2, such individuals are not precluded from participating in all selected applicant presentations.

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SECTION D: APPLICATION AND SUBMISSION INFORMATION

D.1 AGENCY POINT OF CONTACT

Name: Nathan Hilgendorf
Title: Agreement Officer
Address: USAID/Bangladesh, C/o American Embassy, Madani Avenue, Baridhara, Dhaka-1212, Bangladesh
Email: nhilgendorf@usaid.gov

Questions and Answers: All questions regarding this NOFO should be submitted in writing to Mr. Hilgendorf at the e-mail address above with a copy to jfarjana@usaid.gov. Questions regarding this NOFO should be submitted via email no later than the date and time indicated in the cover page of this NOFO to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. Any information given to a prospective Applicant concerning this NOFO will be furnished promptly to all other prospective Applicants as an amendment to this NOFO - if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

D.2 OVERALL SELECTION PROCESS

There will be four phases under this NOFO. The purpose of this process is to identify Applicant(s) that will have the greatest chance of success in Bangladesh to achieve the activity objectives.

Merit Review Phase 1: Applicants are invited to submit an Initial Application/Concept Paper not to exceed the page limit and submission instructions set forth in Section D.4. Applicants are required to submit a notional summary budget at this time (please follow the budget template provided as attachment 5 of this RFP). Initial Applications will be evaluated in accordance with the merit review criteria set forth in Section E. A limited number of Applicants, no more than four (4), will be invited for Phase 2. At the discretion of the Agreement Officer, USAID may invite fewer or more applicant/applicants for phase 2.

In the event USAID determines none of the initial applications received are acceptable, USAID may issue an amendment to this NOFO to again seek interested applicants.

Merit Review Phase 2: Selected applicants will be invited to orally present the technical approach approximately three (3) weeks after the initial applications are received. The format, technical requirements, and venue will be made available to those applicants invited to participate in the oral presentations. At least two proposed Key Personnel must attend the oral presentation. USAID prefers the proposed Chief of Party be one of those two key personnel and encourages that s/he be a presenter for the applicant.

USAID will not be responsible for presentation costs. If the oral presentations are to be held in person, USAID will not be responsible for costs associated with travel.

USAID intends to select one applicant from the Merit Review Phase 2 as the Apparently Successful

Applicant (ASA)[23] that will proceed to develop a full application through the collaborative workshop (Phase 3). However, USAID reserves the right to select one or more applicants for the collaborative workshop. In case multiple applicants are selected, USAID expects a consortium to form among selected ASAs at the end of the collaborative workshop for PD development. ASA(s) will be notified by letter no later than two weeks after completion of oral presentations.

USAID reserves the right to fund any or none of the applications submitted. At the completion of Phase 2, the competitive process of ADS 303 will be satisfied.

Program Description Development Workshop (Collaborative Workshop) Phase 3: Approximately two weeks after notification of the ASA(s), a multi-session collaborative workshop will be hosted by USAID/Bangladesh. This workshop, attended by the ASA(s), USAID, and potentially other stakeholders, will focus the selected technical approach and further define activities.

Programmatic detail budget levels will also be determined during this phase. The goal is that after the workshop, a programmatic framework will be in place that clearly illustrates how the ASA(s) will implement the project. The ASA(s) should also anticipate commencing budget discussions during this workshop. Additional information regarding the logistics and content of the workshop will be provided as part of the ASA Notification Letter.

Final Application Review Phase 4: Following the Collaborative Workshop, the ASA(s) will have approximately two weeks to continue to independently refine its approach and finalize the Program Description and accompanying cost/business application. Prior to the specified deadline, the ASA(s) shall submit its final application. The final technical and cost/business applications will be reviewed and upon acceptance of the application, USAID will draft an award and provide it to the ASA(s) for review.

- USAID reserves the right to select another applicant from the pool of Phase 2 participants in case final agreement is not reached with the initially selected ASA(s).
- No funding will be made available prior to the award of the Cooperative Agreement. Applicants, including the organization(s) selected to collaboratively develop the Program Description, are responsible for all costs related to the oral presentation phase and Program Description Development Workshop. Once the award is signed, the implementing partner may start incurring costs. At the request of the recipient, the Agreement Officer, at his/her discretion, may approve pre-award expenses during Phase 3 of the procurement process.

D.3 GENERAL INSTRUCTIONS OF APPLICATION SUBMISSION

Applicants are expected to review, understand, and comply with all aspects of the NOFO. As detailed above, USAID/Bangladesh will follow a "four-phase process" of application selection. The first phase (Phase 1) is the submission and review of a written Initial Application. The second phase (Phase 2) is the Oral Presentation, wherein selected applicants from Phase 1 will be invited to present

[23] Apparently Successful Applicant(s). The applicant for USAID funding recommended for an award after the merit review, but who has not yet been awarded cooperative agreement by the Agreement Officer. Apparently successful applicant status confers no right and constitutes no USAID commitment to an award, which still must be obligated by the Agreement Officer.

their application. USAID will provide notices to all applicants selected to participate in oral presentations. During the third phase (Phase 3), the apparently successful applicant(s) from Phase 2 will collaboratively develop with USAID a program description and subsequently submit a full technical and cost/business application (Phase 4).

Applicants not selected for each consecutive phase will be notified at or about the same time successful applicants are notified. Unsuccessful applicants may request additional debriefing information following such notification.

It is highly recommended that applicants read the entire NOFO before applying, respond to evaluation criteria as appropriate, and comply with all aspects of the NOFO. Failure to do so will be at the Applicant's risk.

The NOFO and any future amendments can be downloaded from http://www.grants.gov. Select "Find Grant Opportunities", then click on "Browse by Agency", and select the "US Agency for International Development" and search for this NOFO. If there are problems in downloading this NOFO, please contact the Grants.gov Help Desk at 1.800.518.4726 or support@grants.gov for technical assistance.

Potential applicants that cannot download the application materials from grants.gov may request electronic copies of the NOFO by sending request by email to nhilgendorf@usaid.gov (copy furnish jfarjana@usaid.gov) with subject line " 72038821RFA00007 Request for Copy".

Applicants must be directly responsive to the terms and conditions of the NOFO. USAID may determine an application to be unacceptable if the application does not comply with all terms and conditions of this NOFO. If an Applicant does not follow the instructions set forth herein, the Applicant's application may be eliminated from further consideration or the application may be downgraded and not receive full or partial credit under the applicable review criteria.

Applications must set forth all, accurate and complete information as required by this NOFO. The penalty for making false statements to the U.S. Government is prescribed in 18 U.S.C. 1001.

D.4 CONTENT AND FORM OF APPLICATION SUBMISSION

Applicant shall furnish the information required by this NOFO. Any erasures or other changes to the application must be initiated by the person signing the application. Applications signed by an agent on behalf of the Applicant shall be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the issuing office.

All application materials must be formatted to print on standard 8.5 by 11 inch or 210 mm by 297 mm) paper with one-inch top/bottom and left/right margins. Each page should be numbered consecutively. The concept paper/application must be in Times New Roman, size 12 font, single spaced; graphs and charts may be presented in different typefaces and font sizes.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, a grant is awarded to this Applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers} and, mark each sheet of data it wished to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

<u>Application Format:</u>

a) Phase 1 – Initial Application (8 pages total)

The initial application or the "concept paper" should be written from a comprehensive viewpoint that shows innovations and approaches proposed by the Applicant and lays out how the Applicant is uniquely capable of achieving the results set forth in the Program Description.

The initial application must demonstrate an understanding of the activity and introduce the applicant's strategy and methodology, including its strategic approach and realistic yet innovative interventions. The concept paper should be organized in the following order:

(1) Cover Page (not included in the page limit)

The cover page must include: (i) Program Title; (ii) NOFO Reference Number; (iii) Name of Organization(s) applying for the agreement; and (iv) Applicant's point of contact (name both types and his/her signature, position, telephone number, email address). Any proposed subgrantees/subcontractors (hereafter referred to as the "subs") should be listed separately. The cover page should be a maximum of one page and is excluded from the 8 pages limitation.

(2) Executive Summary (not included in the page limit)

The Executive Summary should include a brief overview of the overall technical approach, funding requirements, and proposed implementing partners (consortium, local organizations). The Executive Summary is excluded from the 8-page limit; however, it must not be more than 2 pages.

Applicants may wish to include a table of contents and acronym list, which are excluded from the 8-page limit.

(3) General Technical Approach (included in the page limit)

In this section, the Applicant should present an overall vision for USAID's Shobai Miley Shikhi Activity and demonstrate how it can support this vision. It is not necessary to present a full and detailed technical application at this phase.

Applicants are not to merely repeat what is already described in this NOFO. The Applicant must clearly present a general technical approach that demonstrates its understanding of the development context and the challenges and opportunities impacting the Activity. The Applicant should specify how its approach aligns with the activity goal and three interrelated objectives in the Results Framework. If the Applicant feels that revisions to the objectives are warranted, an amended results framework should be presented as part of its general technical approach.

This section should also clearly articulate how the Applicant intends to feasibly achieve the desired outcomes based on the approach described.

The applicant must set forth a clear, logical, technically sound, and feasible approach that applies best practices over the life of the activity, including technology, research, and lessons learned through the use of technical assistance. The technical approach must set forth the overall technical assistance strategy, techniques, and interventions for accomplishing anticipated results set forth in the Program Description of the NOFO. The technical approach must also demonstrate an understanding of the development challenges and background to support the GOB's plan and initiatives stated in sub-component 2.6 of the Fourth Primary Education Development Program (PEDP4). The applicant is highly encouraged to propose innovative yet realistic approaches that are appropriate in the context of Bangladesh and aligned with existing innovations. The technical approach should include:

- Goal and Objectives
- Background/Problem Statement
- Outline of all technical assistance elements, with a clear vision of concrete proposed results (result framework)
- Understanding of the issues to be addressed, including recommendations for prioritization
- Creative use of new technology, innovative tools, and lessons learned in consideration of feasibility of in-country facilities
- Substantive attention to gender, private sector engagements, local development, and other cross-cutting themes
- Detailed sustainability plan clearly demonstrating how activities/programmatic results will continue in the long term without USAID support when the activity ends.

(4) Key Personnel and Staffing Plan (included in the page limit)

<u>Key Personnel:</u>
The applicant will identify key personnel by name and position. Each key personnel position requires USAID approval, as noted in the substantial involvement provisions. All key personnel should be full-time positions, resident in Bangladesh. Each candidate proposed for a Key Personnel position must provide written commitment to availability according to project requirements.

The applicant must propose a team of no more than five Key Personnel with the appropriate technical and management qualifications and position descriptions to support the effective implementation of the proposed technical approach and achievement of award objectives.
The section on key personnel will include:

- Brief statements of position description and major duties for each of the key personnel.
- Resumes/CVs for each of the key personnel will be limited to four pages in length per individual and should be included in an Annex, which does not count toward the overall page limit.
- Brief statements of qualification and experience requirements for each of the key personnel positions.
- Estimated amount of time each will devote to the project for the key personnel.

More details on Key Personnel can be found in Section E of this NOFO.

Staffing Plan:

The staffing plan should be as cost effective as possible. A supporting narrative should include a brief description of all long-term staff positions and level of experience. Description of the role of short-term technical staff including the proposed level of effort and the process to be used for selecting them should be indicated.

Applicants should propose an overall staffing pattern that demonstrates the sound technical expertise and experience required for successful activity implementation, administration, and management. The staffing plan should demonstrate a solid understanding of key technical and organizational requirements and an appropriate mix of skills, while avoiding excessive staffing and duplication of staff deployment.

Proposed staff should have relevant international, regional or national experience, expertise and knowledge, including research, activity implementation, management, strong technical skills, capacity building and institutional development. USAID may propose changes to the final staffing pattern, depending on the final award configuration.

(5) Management Plan (included in the page limit)

The management plan should propose a management structure and approach that ensure activity effectiveness and efficiency in achieving expected results and maximum benefits. The management plan should clearly articulate roles, responsibilities, and appropriate skill sets (including language) for personnel. If applicable, the plan clearly and logically addresses how consultants will be used to complement project staff, especially related to the design and implementation of the research protocol. This section should include:

- An organizational and management (O&M) chart (including narrative) that clearly delineates lines of management, communication, supervisory authority, technical positions, and the composition and organization structure of the entire project team. The chart and narrative will also address the role and level of effort of sub-recipient organizations. (The O&M chart should be included in an annex and does not count toward the page limit. The narrative should be part of the Management Plan and does count toward the limit.)
- Technically sound management plan, which would enable rapid mobilization of the Activity. The management plan will mainly focus on how the Activity team will be mobilized, coordinated, and managed to achieve results.

(6) Institutional Capability and Experience (included in the page limit)

This section summarizes the Applicant's (and its sub-partners' and/or consortium members', as applicable) experience and institutional capacity to successfully implement the Shobai Miley Shikhi Activity.

This Section should include information sufficient to properly evaluate the application under the organizational capacity and experience criterion. Applicants should concisely tie their capacity and experience, and that of any partner, with program success.

The Applicant should refer to relevant previous and/or existing projects to demonstrate organizational capacity to achieve Activity objectives, including effectively recruiting and managing local staff and consultants, and providing financial oversight.

The Applicant should discuss its experience in working with a broad range of sub-awardees/consortium members and other partners, including but not limited to government entities, community leaders, community-based organizations and informal groups and networks.

The applicant should provide evidence of its institutional capacity to deliver results in the implementation of programs similar to Shobai Miley Shikhi. The applicant must submit a list of the three most relevant U.S. Government or other donor funded awards (to be included in the annex), Including the following:

- Name of awarding organization or agency
- Address of awarding organization or agency
- Place of performance of services or program
- Award number
- Amount of award
- Period of performance
- Name, current telephone number and email address (if available) of responsible technical representative (activity manager or other contact person) of the organization or agency
- Brief description of the activity

Based on the award list provided, USAID will seek additional information evidencing the Applicant's organizational capacity to achieve activity objectives, including effective program management, administration, and financial oversight for similar and relevant programs. This assessment will also seek relevant information on the organization's operations and working relationships with the host country government and other organizations in Bangladesh.

(7) Annexes (not included in the page limit)

In support of the above narratives, the Applicant must include the following Annexes:

1. CVs of key personnel
3. Organizational and Management (O&M) chart
2. List of the three most relevant U.S. Government or other donor funded awards

Electronic Application Submission Procedure: Initial applications must be submitted electronically via email to the Agency Point of Contact at nhilgendorf@usaid.gov (copy furnish jfarjana@usaid.gov) on or before the date and time for the deadline for submission for initial applications described in the cover page of this NOFO. Electronic transmission and attachments must be no larger than 5MB per email. Applicants MUST NOT submit zipped files. The initial application must be in Adobe Acrobat portable document format (PDF). If multiple emails are needed to submit a complete application, please indicate in the subject line of the email the Applicant name, the NOFO Reference number and sequence of multiple emails (e.g., "[name of Applicant] 72038821RFA00007 Part 1of 3"). Applicants must check to confirm that all emails and attachments were indeed sent and request for confirmation of receipt.

Summary Budget: The applicants are required to submit a notional summary budget at the phase 1. Applicants are required to follow the summary budget template provided as attachment 5. USAID's goal is to achieve low administrative costs and focus funds for local engagement and program implementation.

b) Phase 2 – Oral Presentation Instructions

Based on USAID's merit review of the initial applications, only the best technically acceptable Applicants will be invited to present their applications and answer questions.

Selected Applicants will be notified promptly of the date of their scheduled presentation. They should expect two-weeks' notice before their expected date of presentation.

All costs, including travel and lodging, if applicable, incurred in preparation for and attending the oral presentation are the responsibility of the Selected Applicant. Issuance of this NOFO does not commit the Government to pay costs incurred in preparation and/or submission of an application.

The audience for the Oral Presentation will consist of the Selection Committee (SC), the Agreement Officer, and other USAID staff and observers. The Agreement Officer will chair the Oral Presentations. USAID may, however, use in-house or a contracted moderator to facilitate the presentations.

Any presentation materials (i.e., PowerPoint or similar format) must be sent via email to the Agency Point of Contact at nhilgendorf@usaid.gov (copy furnish jfarjana@usaid.gov) on the date that will be specified in the invitation notification. This date will be the same for all Selected Applicants. The Agreement Officer will determine the order of presentations randomly.

The invitation notification will also provide clarification questions on issues observed from the Initial Application. The Applicant must respond to these questions in writing to the Agency Point of Contact at the same time the presentation materials are to be submitted.

Selected Applicants must also accomplish and submit the completed Standard Form 424- Short Form (Application for Federal Domestic Assistance – Short Organizational), which can be downloaded from the website at: https://www.grants.gov/web/grants/forms/sf-424-short-organization-family.html#sortby=1. The deadline for submission will be provided as part of the invitation notification.

Presentation Topics

The presentation must cover the following areas:

- Technical Approach
- Key Personnel and Staffing Plan, and Management Plan
- Institutional Capability and Experience
- Response to Clarifications/Questions

Applicant Participants

At least two proposed Key Personnel must attend the oral presentation. USAID prefers that the proposed Chief of Party be one of those two key personnel and encourages that s/he be a presenter for the Applicant. Selected Applicants are also highly encouraged to include participants that are sub-partners and/or consortium members, as applicable and from local organization partners (if applicable). Selected Applicants are not limited to the number of participants.

Presentation Agenda

The tentative presentation agenda will be as follows:

- Introductions
- Applicant Presentation (one and half hour)
- Questions and Answers Regarding Presentation
- Break and SC Deliberation (up to two hours)
- Question and Answers/Discussions (if needed)
- Adjournment/Next Steps

The presentations must last no more than one and half hour, which will be followed by a question-and-answer period in which the Selected Applicant will respond to questions related to their presentation, as well as any other questions arising from their Initial Application. After the Selection Committee completes its deliberations, there will be a one-hour discussion period where the SC will discuss its initial evaluation issues. Note that while the first presentation will be in PowerPoint format, the remaining discussions will be in Question/Answer (Q&A) format with little time for consultation. Each of the Selected Applicants' participants should be an expert in the approach and will be expected to think on their feet and fully participate in the presentation and subsequent Q&As.

Time limits will be carefully followed. However, if an agenda item is completed earlier than scheduled, the group may move on to the next agenda item. This is a tentative agenda and timeline, and selected applicants will be notified in writing of any changes to the agenda.

Oral Presentation Content

The factors below highlight the requirements of this NOFO for the second phase of selection. The Selection Committee will evaluate and score each oral presentation, in accordance with the selection criteria set forth under Section E.3 of this NOFO. There is no specified order by which the information must be presented, although Selected Applicants should be cognizant of the weighted importance of each of the merit review criteria set forth in Section E.3.

The Selected Applicant should assume that each of the members of the Selection Committee reviewed their Initial Application, and therefore, the presentation should build on the concepts introduced in the Initial Application.

1. Technical Approach

Selected Applicants should be prepared to discuss their approach to achieving the goals and objectives of each of the components set forth in the Program Description as outlined in the concept note. In describing this technical approach, the Selected Applicant should address the following:

- Clearly articulate how the Applicant's approach and the proposed interventions under the three objectives will achieve the expected results and contribute to the stated goal of the activity;
- Expand upon all technical assistance elements, with a clear vision of concrete proposed results (result framework)
- Present the Applicant's approach on understanding of the issues to be addressed, including recommendations for prioritization
- Present the Applicant's understanding on the creative use of new technology, innovative tools, and lessons learned in consideration of feasibility of in-country facilities
- Demonstrate how the Applicant will integrate the gender, private sector engagement, local development, and other cross cutting themes under the Shobai Miley Shikhi Activity

2. Key Personnel, Staffing Plan, and Management Plan

Applicants should expand on initial Applications to demonstrate how the proposed key personnel and staffing will operate efficiently and effectively for activity implementation. During the presentation, Applicants should describe how they intend to carry out the subject Activity by explaining:

- How the Applicant's feasible approach will ensure effective coordination and collaboration with various partners, including the GOB, other non-state organizations and other USAID projects/activities.
- As reflected in the organizational chart and narrative, how the Applicant intends to utilize consortium members/partners and sub-grantees to achieve results.
- What are the roles and responsibilities of the Home Office and the field-based staff including their assigned management and decision-making authorities, and how will this organizational structure effectively and efficiently achieve the subject activity objectives?
- How the Applicant's staffing plan and mix of staffing skills and knowledge will enable the Applicant to implement the proposed technical approach effectively.
- Presentation on the extent to which the proposed management structure and approach will ensure activity effectiveness and efficiency in achieving expected results and maximum benefits.
- How consultants will be used to complement project staff, especially related to the design and implementation of the research protocol.

3. Institutional Capability

The applicant should present and discuss the following areas to highlight their institutional capability to implement the USAID's Shobai Miley Shikhi Activity.

- Discuss their capacity and experience, and that of any partner, and how that experience is relevant to successfully implementing the Activity.
- Discuss its experience on relevant previous and/or existing projects as evidence of its organizational capacity to achieve the USAID's Shobai Miley Shikhi Activity objectives, including effectively recruiting and managing local staff and consultants, and providing financial oversight.
- Discuss on how the Applicant's past experience in working with a broad range of sub-awardees/consortium members and other partners, including but not limited to government entities, community leaders, community-based organizations and informal groups and networks can be used to effectively achieve the subject activity objectives.

Summary Budget: The selected applicants will be required to provide a brief presentation on the summary budget and explain the rationale behind the estimated allocation, particularly from the perspective of how the proposed budget focuses on to achieve low administrative costs and focus funds for local engagement and Activity implementation.

Notification

Following the oral presentation phase, USAID will inform the Apparently Successful Applicant(s) (ASA(s)) if its application has been selected to proceed to the next stage of the review process. Unsuccessful Applicants will have the opportunity to request additional information following notification that they were not selected to proceed to the next phase.

USAID reserves the right to select another applicant from the pool of Selected Applicants in case final agreement is not reached with the initially selected ASA.

c) Phase 3 – Program Description Design Workshop Instructions

The Apparently Successful Applicant(s) will develop the Program Description for the resulting Cooperative Agreement in collaboration with USAID/Bangladesh. Approximately two weeks after the ASA(s) notification, a multi-session collaborative workshop will be hosted by USAID/Bangladesh. This workshop, attended by the ASA(s), USAID, and potentially other stakeholders (i.e., GoB counterparts, beneficiaries), will bring together the selected technical approach to further define program activities. The ASA(s) will decide who will represent their team/consortium, but the two proposed Key Personnel are strongly encouraged to attend. Other stakeholder inclusion in the workshop will be determined by USAID later (but before the workshop dates), and likely set forth in the ASA Notification Letter.

The Program Description should include, at a minimum, expanded information on the Applicant's Technical Approach, Key Personnel, Staffing Plan, Management Plan. In addition, the Program Description will articulate its strategies in implementing its Monitoring, Evaluation and Learning Methodology that will facilitate adapting learning and management. The Applicant must also demonstrate how it will apply adaptive management techniques to inform program management and key decisions.

Programmatic detailed budget levels will also be determined during this workshop. The ASA(s) should also anticipate commencing detailed budget formulation during this workshop and putting in place a programmatic framework that clearly illustrates how the ASA(s) will contribute to improved learning outcomes for children with disabilities in Government Primary Schools in Bangladesh.

d) Phase 4 – Technical and Cost/Business Application

Upon completion of the PD Design Workshop, the ASA(s) will be notified to submit a Final Technical and Cost/Business Application. There will be no page limit for the full technical and cost/business application. Only electronic submission via email to the Agency Point of Contact at nhilgendorf@usaid.gov (copy furnish jfarjana@usaid.gov) will be accepted.

1. Technical Application Instructions

The ASA(s) will develop its Technical Application in collaboration with USAID, which will be the Program Description of the resulting Cooperative Agreement. The Technical Application is the most important part of consideration in making the award decision. It must demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this activity. It must be specific, complete, and presented concisely.

Detailed format and content of the Full Technical Application will be developed in collaboration between the ASA(s) and USAID.

The Technical Application will basically be the Program Description co-designed and finalized during the PD Design Workshop.

In support of the final Technical Application, the ASA(s) will also furnish the following:

- Gantt Chart of Program Activities
- Rapid Start-Up Plan
- Updated Program Organizational Chart
- Curriculum Vitae of Key Personnel and other pertinent staff (management and technical personnel) named in the Organizational Chart, and
- Draft Branding Strategy and Marking Plan

2. Cost/Business Application Instructions

The Cost/Business Application must be submitted separately from the Technical Application. The Applicant shall submit a budget broken down by activity years and in detailed costs for implementation of the Activity. The budget breakdown must be presented in an unlocked

Microsoft Excel (version 2000 or later) spreadsheet with no hidden nor locked cells/sheets. The budget breakdown must be accompanied by a budget narrative that provides in detail the assumptions made for each of the cost elements. The application must provide evidence that the funds requested are reasonable and would be used in a cost-effective manner.

The following sections describe the documentation that the Applicant for an assistance award must submit to USAID/Bangladesh prior to award. While there is no page limit for this portion, Applicant is encouraged to be as concise as possible, but still provide the necessary detail to address the following:

The Cost/Business Application must cover the full period of performance using the budget format in SF 424A. Budget should be expressed in US dollars using an exchange rate of BDT85 = $1.

The Cost/Business Application must contain the following:

- Cover Page – containing the same information as the Technical Application cover page.

- A summary of the budget must be submitted using Standard Form 424, 424A and 424B.

Instructions for SF-424	http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html
Application for Federal Assistance (SF-424)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424A	http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html
Budget Information (SF-424A)	https://www.grants.gov/web/grants/forms/sf-424-family.html
Instructions for SF-424B	http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html
Assurances (SF-424B)	https://www.grants.gov/web/grants/forms/sf-424-family.html

- Detailed/itemized budget breakdown (provided in spreadsheet)

a) Required Certifications and Assurances

The applicant must complete the following documents and submit a signed copy with their final application or before upon request by the AO.

(1) "Certifications, Assurances, Representations, and Other Statements of the Recipient" ADS 303mav document found at http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf
(2) Assurances for Non-Construction Programs (SF-424B)
(3) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA).

b) Budget and Budget Narrative

i. Adequate cost information must be available to allow the Agreement Officer to determine and negotiate the amount of the Cooperative Agreement and payment structure. The total estimated amount should include all reasonable costs as determined by the Agreement Officer.

ii. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total program amount for implementation of the proposed Activity by your organization. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g., organization's policy, payroll document, vendor quotes, etc.).

iii. The cost application should contain the following budget categories:

a. <u>Direct Labor</u> – Direct salaries, wages and annual increases for all personnel proposed under the application shall be in accordance with the applicant's established personnel policies. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles. The narrative should include a level of effort analysis specifying personnel, rate of compensation, and amount of time proposed. Anticipated salary increases during the period of the agreement should be included. The applicant must indicate how it came up with the proposed salaries in the budget narrative for each of the positions.

b. <u>Fringe Benefits</u> – If accounted for as a separate item of cost, fringe benefits should be based on the applicant's audited fringe benefit rate, supported by a Negotiated Indirect Cost Rate Agreement (NICRA) or historical cost data. If the latter is used, the budget narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers compensation, health and life insurance, retirement, FICA, etc.) and the costs of each, expressed in dollars and as a percentage of salaries. Personnel policy should be submitted to substantiate the proposed fringe benefit rates and types.

c. <u>Supplies and Equipment</u> – Differentiate between expendable supplies and nonexpendable equipment (NOTE: Equipment is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of $5,000 or more per unit, unless the applicant's established policy establishes nonexpendable equipment anticipated to be required to implement the program, specifying quantities and unit cost.)

d. <u>Allowances</u> – Allowances must be broken down by specific type and by person and must be in accordance with the applicant's established policies.

e. <u>Travel and Per Diem</u> – The narrative should indicate number of trips, domestic and international, and the estimated unit cost of each travel in accordance with the technical application. Proposed per diem rates must be in accordance with the applicant's established policies and practices that are uniformly applied to federally financed and other activities of the applicant.

f. Other Direct Costs – This could include any miscellaneous costs such as office rents, communications, transportations, supplies and utilities, report preparation costs, passports, visas, medical exams and inoculations, insurance (other than the applicant's normal coverage), etc. The narrative, or supporting schedule, should provide a complete breakdown and support for each item of other direct costs.

g. Proposed Sub-contracts/agreements – If the applicant intends to utilize sub-contractors or sub recipients it should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the applicant. **Sub-contract/agreement cost applications should follow the same cost format as submitted by the applicant.**

iv. A current Negotiated Indirect Cost Rate Agreement (NICRA) if your organization has such an agreement with an agency or department of the U.S. Government. If the applicant does not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency they shall submit the following information:

- Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
- projected budget, cash flow and an organizational chart for the applicant;
- a copy of the organization's accounting manual.
- when applicant will propose indirect cost rates, it should be derived based on the audited financial reports of the last three years.
- The applicant should submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the applicant:

  § has adequate financial resources or the ability to obtain such resources as required during the performance of the award;
  § has the ability to comply with the award conditions, considering all existing and currently prospective commitments of the applicant, non-governmental and governmental;
  § has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility unless there is clear evidence of subsequent satisfactory performance.
  § has a satisfactory record of integrity and business ethics; and
  § is otherwise qualified and eligible to receive an award under applicable laws and regulations (e.g., EEO).

v. **Cost share at no less than five percent of the total estimated amount is required**. Cost-sharing may be cash or in-kind contributions but, by definition, may not include USG funds or USG-funded in-kind contributions. Cost sharing must be used for the accomplishment of program objectives and must consist of allowable costs under the applicable USG cost principles (see OMB Circular a-110 and 22 CFR 226.23).

vi. **Cost Application Format for Security**

The budget must include:

Security Costs - The Applicant will provide USAID/Bangladesh a security plan and budget for security costs as part of its application. The Security Plan and budget shall delineate and justify for reasonableness all costs and provide a coherent, overall integrated security plan that demonstrates that the Applicant has undertaken a thoughtful review of their security needs and includes analysis of the various elements of a security plan. Applicants should consider any costs foreseen for security, as identified in the attachment: "Sample Format for Initial Security Plan", to include security equipment, security-related communication equipment, training, and guards required for program implementation. These costs should be included under "Other Direct Costs." Security Costs shall be clearly identified in the cost application in a separate budget line item and must be included as part of the overall Applicant's cost application.

SECURITY PLAN FORMAT

The Applicant shall submit a Security Plan and budget as a part of their proposal. The Security Plan shall be based on a credible threat analysis and risk assessment. The plan shall provide a coherent, integrated security plan, which demonstrates that the applicant has undertaken a thoughtful review of their security needs and includes analysis of the various elements of a security system showing how threats will be mitigated. The security budget shall delineate and justify for reasonableness all costs. The security budget shall be complete and include comprehensive budget notes. The Security Plan and budget shall also include a point of contact to answer questions or provide clarifications regarding security throughout the life of the program. The applicant is encouraged to acquire professional advice from an expert of its choosing to assist in establishing an overall security plan/system. The security plan accompanied by the budget will be reviewed together with the technical and cost proposals and will need to demonstrate that the security needs to successfully implement the program description as presented in the applicant's technical approach have been addressed/considered.

A sample format for the Initial Security Plan is included in this NFO, (Attachment 2).

D.5 OTHER ADMINISTRATIVE DOCUMENTATION

a. Evidence of responsibility

The Agreement Officer requires from the Recipient certain documents to be submitted to determine the Applicant's responsibility as well as to assess USAID's risk should an award be made. The information submitted shall substantiate that the Applicant:

- Has adequate financial, management and personnel resources and systems or the ability to obtain such resources as required during the performance of the award;
- Has the ability to comply with the award conditions, considering all existing and currently prospective commitments of the Applicant, non- governmental and governmental;
- Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non- responsibility, unless there is clear evidence of subsequent satisfactory performance;
- Has a satisfactory record of integrity and business ethics; and
- Is otherwise qualified and eligible to receive a cooperative agreement under applicable laws and regulations.

b. Indirect Costs

Recipient must indicate whether they are proposing indirect costs or will charge all costs directly. To better understand indirect costs please see Subpart E of 2 CFR 200.414. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most used Indirect Cost Rate methods:

Method 1 - Direct Charge Only
Eligibility: Any applicant
Initial Application Requirements: See above on direct costs

Method 2 - Negotiated Indirect Cost Rate Agreement (NICRA)
Eligibility: Any applicant with a NICRA issued by a USG Agency must use that NICRA
Initial Application Requirements: If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. If your NICRA was issued by an Agency other than USAID, provide the contact information for the approving Agency. Additionally, at the Agency's discretion, a provisional rate may be set forth in the award subject to audit and finalization. See USAID's Indirect Cost Rate Guide for Non Profit Organizations for further guidance.

Method 3 - De minimis Rate of 10% of Modified Total Direct Costs (MTDC)
Eligibility: Any applicant that has never received a NICRA
Initial Application Requirements: Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. The applicant must describe which cost elements it charges indirectly vs. directly. See 2 CFR 200.414(f) for further information.

Method 4 - Indirect Costs Charged as a Fixed Amount
Eligibility: Non-U.S. non-profit organizations without a NICRA may request, but approval is at the discretion of the AO
Initial Application Requirements: Provide the proposed fixed amount and a worksheet that includes the following:

- Total costs incurred by the organization for the previous fiscal year and estimates for the current year.
- Indirect costs (common costs that benefit the day-to-day operations of the organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses) for the previous fiscal year and estimates for the current year
- Proposed method for prorating the indirect costs equitably and consistently across all programs and activities of using a base that measures the benefits of that cost to each program or activity to which the cost applies.

If the applicant does not have an approved NICRA and does not elect to utilize the 10% de minimis rate, the Agreement Officer will provide further instructions and may request additional supporting information, including financial statements and audits, should the application still be under consideration after the merit review. USAID is under no obligation to approve the applicant's requested method.

c. Indirect cost rate justification

A copy of the Recipient organization's current Negotiated Indirect Cost Rate Agreement (NICRA), if it has one with a U.S. Federal Agency. Recipient and proposed sub-awardee(s)/partner(s) that do not currently have a NICRA from their cognizant agency (USAID or another U.S. Federal Agency) must also submit copies of the partners' financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID.

Reviewed financial statements that provide the user with comfort that, based on the accountant's review, the accountant is not aware of any material modifications that should be made to the financial statements for the statements to be in conformity with the applicable financial reporting framework. During a review engagement, the Accountant obtains limited assurance that there are no material modifications that should be made to the financial statements. Therefore, the objective of a review of the financial statements is to obtain limited assurance that there are no material modifications that should be made to the financial statements. A review does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records; or other procedures ordinarily performed in an audit. The CPA issues a report stating the review was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing, and maintaining internal control relevant to the preparation.

Audited financial statements that provide the user with the auditor's opinion that the financial statements are presented fairly, in all material respects, in conformity with the applicable financial reporting framework. In an audit, the auditor is required by auditing standards generally accepted in the United States of America (GAAS) to obtain an understanding of the entity's internal control and assess fraud risk. The auditor also corroborates the amounts and disclosures included in the financial statements by obtaining audit evidence through inquiry, physical inspection, observation, third-party confirmations, examination, analytical procedures, and other procedures. The auditor issues a report that states that the audit was conducted in accordance with GAAS, the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework. The auditor may also issue a disclaimer of opinion or an adverse opinion if appropriate).

Applicants that have not received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual.

d. **Proof of Business Registration** to conduct business in Bangladesh

e. **Required certifications and representations** signed by an authorized representative of the Recipient organization. The certifications are found at https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf.

f. **Consortium arrangements**

If the Recipient has established a consortium or another legal relationship among its partners, the Cost/Business application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the Recipient and Sub-Applicant(s) including identification of the Recipient with whom USAID will work with for purposes of Agreement administration, identity of the Recipient which will have accounting responsibility, how Agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.

g. **Negotiation**

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to make an affirmative determination of responsibility. Applicants should not submit the information below with their applications! The information in this section is provided so that Recipient may become familiar with additional documentation that may be requested by the Agreement Officer:

- Bylaws, constitution, and articles of incorporation, if applicable.
- Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official. The Recipient should provide copies of the same

h. Prior Approvals in accordance with 2 CFR 200.407

Inclusion of an item of cost in the detailed application budget does not satisfy any requirements for prior approval by the Agency. If the Recipient would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the Recipient must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

i. Approval of Sub awards

The Recipient must submit information for all sub awards that it wishes to have approved at the time of award. For each proposed sub-award, the Recipient must provide the following:

- Name of organization
- DUNS Number
- Confirmation that the subrecipient does not appear on the Treasury Department's Office of Foreign Assets Control (OFAC) list
- Confirmation that the subrecipient does not have active exclusions in the System for Award Management (SAM)
- Confirmation the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the Recipient has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.331(b)
- Any negative findings raised by the risk assessment, and the applicant's plan for mitigation.

j. Dun and Bradstreet and SAM Requirements

USAID may not award to a Recipient unless the Recipient has complied with all applicable unique entity identifier (DUNS number) and System for Award Management (SAM) requirements. Each Recipient (unless the Recipient is an individual or Federal awarding agency that is exempted from requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Provide a valid DUNS number for the Recipient and all proposed sub-recipients
2. Be registered in SAM before submitting its application. SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient (www.sam.gov).
3. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The registration process may take many weeks to complete. Therefore, applicants are encouraged to begin the process early. If an ASA has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the ASA is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

DUNS number: http://fedgov.dnb.com/webform
SAM registration: http://www.sam.gov

Non-U.S. applicants can find additional resources for registering in SAM, including a Quick Start Guide and a video on how to obtain an NCAGE code, on www.sam.gov, navigate to Help, then to International Registrants.

k. Branding Strategy & Marking Plan

The ASA will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into the resulting award.

Branding Strategy – Assistance (June 2012)

A. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.
B. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the Recipient and constitutes no USAID commitment to an award.
C. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the Recipient ineligible for an award.
D. The Recipient must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement, or other assistance instrument.
E. The Branding Strategy must include, at a minimum, all of the following:

(1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.

(2) The intended name of the program, project, or activity.

- USAID requires the Recipient to use the "USAID Identity," comprised of the USAID logo and brand mark, with the tagline "from the American people" as found on the USAID Web site at http://www.usaid.gov/branding, unless Section VI of the NOFO or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.

- USAID prefers local language translations of the phrase "made possible by (or with) the generous support of the American People" next to the USAID Identity when acknowledging contributions.

- It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

- If branding in the above manner is inappropriate or not possible, the Recipient must explain how USAID's involvement will be showcased during publicity for the program or project.

- USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the Recipient must attach a copy of the proposed logos. Section VI of the NOFO or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

(3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.

(4) Planned communication or program materials used to explain or market the program to beneficiaries.

- Describe the main program message.
- Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.
- Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Recipient must incorporate the USAID Identity and the message, "USAID is from the American People."
- Provide any additional ideas to increase awareness that the American people support this project or program.

(5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.

(6) Any other groups whose logo or identity the Recipient will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

F. The Agreement Officer will review the Branding Strategy to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

G. If the Recipient receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement.

Marking Plan – Assistance (June 2012)

A. Applicants recommended for an assistance award must submit and negotiate a "Marking Plan," detailing the public communications, commodities, and program materials, and other items that will visibly bear the "USAID Identity," which comprises of the USAID logo and brandmark, with the tagline "from the American people." The USAID Identity is the official marking for the Agency and is found on the USAID Web site at http://www.usaid.gov/ branding. Section VI of the NOFO or APS will state if an Administrator approved the use of an additional or substitute logo, seal, or tagline.

B. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the Recipient and constitutes no USAID commitment to an award.

C. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the Recipient ineligible for an award.

D. The Recipient must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

E. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the Recipient plans to produce, and which will bear the USAID Identity as part of the award, including:

- Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;

- Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

- Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs;

- It is acceptable to cobrand the title with the USAID Identity and the applicant's identity; and

- Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

- The program deliverables that the Recipient plans to mark with the USAID Identity;
- The type of marking and what materials the Recipient will use to mark the program deliverables;

- When in the performance period the Recipient will mark the program deliverables, and where the Recipient will place the marking;
- What program deliverables the Recipient does not plan to mark with the USAID Identity; and
- The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The Recipient may request an exemption if USAID marking requirements would:

- Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The Recipient must identify the USAID Development Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

- Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The Recipient must explain why each deliverable must be seen as credible.

- Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The Recipient must explain why each item or product is better positioned as host-country government item or product.

- Impair the functionality of an item. The Recipient must explain how marking the item or commodity would impair its functionality.

- Incur substantial costs or be impractical. The Recipient must explain why marking would not be cost beneficial or practical.

- Offend local cultural or social norms or be considered inappropriate. The Recipient must identify the relevant norm and explain why marking would violate that norm or otherwise be inappropriate.

- Conflict with international law. The Recipient must identify the applicable international law violated by the marking.

F. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness and will approve or disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

G. If the Recipient receives an assistance award, the Marking Plan, including any approved exemptions, will be included in, and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

l. Strategic Communications Plan:

In addition to the Branding and Marking Plan, the recipient must develop a Strategic Communications Plan (SCP) with a clearly focused action plan. The recipient is required to submit the draft SCP following the required USAID policies and regulations on Branding Strategy and Marking within 30 days of approval of the initial Annual Work Plan for the AOR's clearance.

The SCP will detail how the activity will reach out to stakeholders at the national and local level, including government officials, other donors, and various target populations. The Agreement Officer shall review the plan for adequacy and will negotiate, approve, and include the SCP in the award. The purpose of the SCP is to concisely outline how the organization will publicize the activity's achievements and credit USAID to ensure the target audience is aware that the funding is coming from the American people. The SCP (totaling 2-3 pages) should:

- State key messages about the activity's objectives and achievements;
- Identify target audiences, such as media, youth, or government officials;
- Identify the tools and tactics the partner will use to publicize project achievements, such as social media, television and radio, press releases and newspaper articles, television commercials, public service announcements, and/or media round table discussions;
- Propose a calendar or timeline for outreach events; and,
- Include how the partner proposes to monitor the impact of its communication strategy, such as tracking the number of articles or press releases published in newspapers or the number of events organized. This monitoring information can be included in the semiannual work plan per the direction of the AOR.

m. Funding Restrictions

Profit is not allowable for recipients or sub recipients under this award. See 2 CFR 200.330 for assistance in determining whether a sub-tier entity is a sub recipient or contractor.

USAID will not allow the reimbursement of pre-award costs under this award without the explicit written approval of the Agreement Officer.

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in Section B.4 of this NOFO and must meet the source and nationality requirements set forth in 22 CFR 228.

n. Conflict of Interest Pre-Award Term (August 2018)

a. Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

2. The applicant must provide conflict of interest disclosures when it submits an SF-424. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

b. Organizational Conflict of Interest The applicant must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

o. Gender Analysis and Gender Reporting:

The USAID Gender Equality and Female Empowerment Policy advances equality between females and males and empowers women and girls to participate fully in and benefit from development, through the integration of gender in the entire project cycle -- from project design and implementation to monitoring and evaluation. This Policy "holds implementing partners responsible for integrating gender into programming, developing indicators that measure specific gender equality goals for each activity and consistently reporting to USAID on results related to gender equality and female empowerment." ADS 205 (Integrating Gender Equality and Female Empowerment in the Program Cycle) ensures gender integration in Activity implementation through the development of a gender action plan that responds to priority gender issues identified in the gender analysis and will form part of the annual work plan; and ensures inclusion of gender indicators in the Activity Monitoring, Evaluation and Learning (MEL) Plan, where relevant. The Activity is expected to adopt any of the standard indicators and gender sensitive indicators, as applicable, or develop custom indicators appropriate to projects/activities. All people-level indicators must be sex-disaggregated and included in project reports.

Gender integration is a mandatory requirement in all USAID funded projects as per ADS 205. To reduce gender gaps, USAID Bangladesh programs must be aligned with USAID's Gender Equality and Female Empowerment (GEFE) Policy (March 2012).

Gender considerations will be integrated throughout all activities of the project.

The recipient should also consider the following approaches which include gender related reporting as part of the performance and planning report as appropriate:

- As mentioned earlier in the MEL section, whenever applicable, data must be sex disaggregated (ADS 201.3.5.7.g), using specific gender sensitive indicators to measure the gender outcomes (ADS 205.3.8). When relevant, the recipient should develop performance and context indicators designed to track changes in reduction of key gender gaps from baseline to end of project or end of activity results. Furthermore, the recipient must use appropriate qualitative and quantitative methodologies to gather and analyze relevant gender-sensitive data.

- As part of the CLA approach, the Recipient should use a gender lens in developing a learning agenda as part of the MEL plan, this will ensure lessons learned are applied throughout the implementation of the activity.

- As part of reporting, the Recipient must report on the extent and how relevant gaps are closed between males and females; what differential negative impacts on males and females were addressed or avoided; and what gender needs and inequalities emerged or remain.

- The Recipient should consult the Mission Gender Advisor in the development of the work plan, selection of gender-sensitive indicators, and any other gender-related resources.

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SECTION E: APPLICATION REVIEW INFORMATION

E.1 GENERAL

All applications will be reviewed in accordance with the selection criteria set forth below. The purpose of the merit review process is to identify the Applicant(s) with the best approach to achieve the USAID'S Shobai Miley Shikhi activity objectives, as described in Section A; Program Description.

Technical applications will be evaluated by a Selection Committee in accordance with the Technical Merit Review Criteria set forth below. Selection for award of a cooperative agreement under this program is structured so that the technical approach criteria will be the primary basis for awarding the agreement. These criteria reflect the technical merit of the applicant's detailed application. Evaluation points/ratings are assigned to each criterion considering the overall response under the criterion and are not broken down across the sub-elements and key concepts. If an applicant fails to include information on any of the required areas, the application's overall rating will be decreased and may be eliminated for noncompliance. Given the constraints of length, applicants are encouraged to be concise in the discussion. An award will be made to the Applicant(s) whose responsive application offers the best value, based on technical, cost, and other factors.

The merit review criteria presented below have been tailored to the requirements of this NOFO. Applicants should note that these criteria serve to: (a) identify the significant matters that Applicants should address in their applications, and (b) set the standards against which applications will be evaluated.

The criteria listed below are presented so that Applicants will know which areas require emphasis in the preparation of their applications during the appropriate phase.

E.2 PHASE 1 – INITIAL APPLICATION

The Initial Application should be written from a comprehensive viewpoint that shows innovations and approaches proposed by the Applicant and lays out how the Applicant is uniquely capable of achieving the results set forth in the Program Description. See Section D4.

The Initial Application will be reviewed based on the following weighted merit criteria:

a) Criterion 1: Technical Approach- Weight 50%

Applications will be evaluated on the extent to which they propose a clear, logical, technically sound, creative, and feasible approach and apply best practices, technology, research, and lessons learned to produce measurable and sustainable results in each of the three defined Intermediate Results (IRs). Specific elements to be reviewed include, but are not limited to:

- Understanding of the key issues identified in the Program Description and the application's approach for collaborating with key stakeholders in addressing the issues;
- The understanding of the context of Bangladesh and the content of sub-component 2.6 of Fourth Primary Education Development Program (PEDP4);
- The integration of evidence-based practices and clear technical understanding of disability-inclusive education;
- Integration of learning, flexibility, conflict sensitivity, and responsiveness to change;
- Demonstration of an inclusive and gendered approach to the education of children with disability;
- The integration of collaboration, learning, and adaptation to evolving conditions and emerging issues; and
- Support to local development through the engagement of local stakeholders, including the Government of Bangladesh, private sector, civil societies, and Disabled People's Organizations.

b) Criterion 2: Key Personnel and Staffing Plan: Weight - 25%

The Key Personnel and Staffing Plan will be evaluated on the extent to which they directly support implementation and management of the planned activities. Specific elements to be reviewed include, but are not limited to:

- The effectiveness and efficiency of the proposed overall staffing plan;
- The effectiveness of the staffing plan in incorporating gender considerations;
- Key Personnel's demonstrated expertise and experience working on similar or relevant projects; and
- Key Personnel's demonstrated management, interpersonal, communication and facilitation skills, and their ability to work as a team and with a wide range of stakeholders.

c) Criterion 3: Management Plan: Weight – 15%

The proposed Management Plan will be evaluated on the soundness of its management and administration structures, and functions. Specific elements to be reviewed include, but are not limited to:

- The extent to which the organizational chart and narrative clearly delineate lines of management, supervisory authority, technical roles and responsibilities, and level of effort for each position.
- Clear justification for the composition and organizational structure of the entire project team, and integration of good gender practices; and
- The extent to which the management plan demonstrates a technically sound, logical, and realistic approach and provides for rapid mobilization of the activity.

d) Criterion 4: Institutional Capability and Experience: Weight - 10%

Institutional capability and experience will be evaluated on the extent to which the Applicant demonstrates its capacity to successfully manage the technical, financial, and administrative aspects of disability-inclusive education activities. Specific elements to be reviewed include, but are not limited to:

- Experience in collaborating with host country institutions, local partners, and development partners.
- Experience in managing activities of similar size and complexity; and
- Expertise in managing the administrative and financial aspects of a complex activity.

While USAID intends to review the applications based on merit review criteria stated in this section in each stage of the procurement process; the applicants are encouraged to understand and use their judgement on how and what they would like to emphasize each stage of evaluation, i.e., facts and points to be emphasized in the concept note stage vs elaboration of such points in the oral presentations.

E.3 PHASE 2 – ORAL PRESENTATION

The Oral Presentation and follow up question responses will be reviewed based on the same merit criteria provided in E.2 Phase 1

- Factor 1 – General Technical Approach
- Factor 2 & 3 – Key Personnel, Staffing Plan, and Management Plan
- Factor 4 – Institutional Capability and Experience

Phase 1 and Phase 2 will follow a consistent evaluation process.

a) Technical Approach: Weight 50%

Applications will be evaluated on the extent to which applicants propose and present a clear, logical, technically sound, creative, and feasible approach and apply best practices, technology, research, and lessons learned to produce measurable and sustainable results in each of the three defined Intermediate Results (IRs). Specific elements to be reviewed include, but are not limited to:

- Understanding of the key issues identified in the Program Description and the application's approach for collaborating with key stakeholders in addressing the issues.
- The understanding of the context of Bangladesh and the content of sub-component 2.6 of Fourth Primary Education Development Program (PEDP4).
- The integration of evidence-based practices and clear technical understanding of disability-inclusive education.
- Integration of learning, flexibility, conflict sensitivity, and responsiveness to change.
- Demonstration of an inclusive and gendered approach to the education of children with disability.
- The integration of collaboration, learning, and adaptation to evolving conditions and emerging issues; and

- Support to local development through the engagement of local stakeholders, including the Government of Bangladesh, private sector, civil societies, and Disabled People's Organizations.

b) Key Personnel and Staffing Plan, and Management Plan: Weight 40% (25% and 15%, respectively)

The Key Personnel and Staffing Plan will be evaluated on the extent to which they directly support implementation and management of the planned activities. Specific elements to be reviewed include, but are not limited to:

- The effectiveness and efficiency of the proposed overall staffing plan.
- The effectiveness of the staffing plan in incorporating gender considerations.
- Key Personnel's demonstrated expertise and experience working on similar or relevant projects; and
- Key Personnel's demonstrated management, interpersonal, communication and facilitation skills, and their ability to work as a team and with a wide range of stakeholders.

The proposed Management Plan will be evaluated on the soundness of its management and administration structures, and functions. Specific elements to be reviewed include, but are not limited to:

- The extent to which the organizational chart and narrative clearly delineate lines of management, supervisory authority, technical roles and responsibilities, and level of effort for each position.
- Clear justification for the composition and organizational structure of the entire project team, and integration of good gender practices; and
- The extent to which the management plan demonstrates a technically sound, logical, and realistic approach and provides for rapid mobilization of the activity.

c) Institutional Capability and Experience: Weight 10%

Institutional capability and experience will be evaluated on the extent to which the Applicant demonstrates its capacity to successfully manage the technical, financial, and administrative aspects of disability-inclusive education activities. Specific elements to be reviewed include, but are not limited to:

- Experience in collaborating with host country institutions, local partners, and development partners;
- Experience in managing activities of similar size and complexity; and
- Expertise in managing the administrative and financial aspects of a complex activity.

Summary Budget: The selected applicants will be required to provide a brief presentation on the summary budget and explain rationale behind the estimated allocation, particularly from the perspective of how the proposed budget focuses on to achieve low administrative costs and focus funds for local engagement and program implementation. Budget information will not be rated separately.

E.4 PHASE 3 – COLLABORATIVE WORKSHOP WITH ASA(S)

Only the Apparently Successful Applicant(s) (ASA(s)) who succeeded from the Phase 2 Merit Review will be invited for the collaborative workshop with USAID. As the purpose of Phase 3 is to develop the Program Description through collaborative workshops with the ASA(s), this phase does not involve any competitive reviews or evaluations.

E.5 PHASE 4 – FINAL TECHNICAL AND COST/BUSINESS APPLICATIONS

Only the Apparently Successful Applicant(s) (ASA(s)) who succeeded from the Phase 2 Merit Review and completed the collaborative workshop with USAID will be invited to submit a Full Technical and Cost/Business Application. USAID reserves the right to select another applicant from the pool of merit review Phase 2 participants in case final agreement is not reached with the initially selected ASA(s).

(a) Final Technical Application/Program Description

At this stage, USAID/Bangladesh will evaluate the Final Technical Application of the ASA(s) as "Acceptable" or "Unacceptable". If discussions fail to improve the ASA's final technical application/program description, the Agreement Officer may determine the application as "Unacceptable".

Review of Security Plan – No points
An evaluation rating will not be assessed for the security plan. Security plan will be reviewed in coordination with USAID's Office of Acquisition and Assistance and the EXO/Partner Security Liaison Unit (PSLU), on the extent to which the plan demonstrates reasonableness, clarity, and feasibility of the proposed approach to ensure security for personnel and facilities. Plans will be assessed as acceptable or unacceptable.

(b) Final Cost/Business Application

During the Collaboration Workshop, USAID/Bangladesh and the ASA(s) will commence negotiation regarding the detailed costs associated with implementing the Program Description. Following the Workshop, the ASA(s) will finalize a Cost/Business Application based upon the discussions.

The Cost/Business Application will be reviewed separately from the Technical Application. Although the Cost/Business Application will not be rated, the Recipient should have a structure that will allow it to provide the greatest value (highest result) at a reasonable cost.

Cost will be reviewed for general completeness, reasonableness, allowability and allocability. Cost realism is an assessment of the accuracy with the proposed costs and represents the most probable cost of performance within the Applicant's technical and management approach. Cost realism review will be performed as part of the review process to: (i) verify the Applicant's understanding of the activity objective; (ii) assess the degree to which the cost application reflects the approaches and/or risk assessments made in the technical application as well as the risk that the Recipient will provide the supplies or services for the offered cost; and (iii) assess the degree to which the cost included in the cost application accurately represent the work effort included in the technical application. (iv) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (v) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (vi) whether any special conditions relating to costs should be included in the award.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306, 2 CFR 700.10, and the Standard Provision "Cost Sharing (Matching)" for U.S. entities, or the Standard Provision "Cost Share" for non-U.S. entities.

The AO will perform a risk assessment (2 CFR 200.206). The AO may determine that a pre-award survey is required to inform the risk assessment in determining whether the prospective recipient has the necessary organizational, experience, accounting and operational controls, financial resources, and technical skills – or ability to obtain them – to achieve the objectives of the program and comply with the terms and conditions of the award. Depending on the result of the risk assessment, the AO will decide to execute the award, not execute the award, or award with “specific conditions” (2 CFR 200.208).

The Final Cost/Business Application will also be reviewed to ensure that all compliance requirements have been satisfied and the Agreement Officer can make an affirmative determination of responsibility.

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SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD NOTICES

A notice of award signed by the Agreement Officer is the authorizing document for this NOFO. The notice of award will be provided electronically to the successful applicant's point of contact listed in the application. Notification will also be made electronically to unsuccessful applicants pursuant to ADS 303.3.7.1.b. For the successful application, USAID may reach out to the applicant with clarifying questions and a request for a revised application by a specified date.

USAID reserves the right to award without requesting clarifications or additional detail on an application. USAID may choose to change the Applicant's proposed award type, Grant, or Cooperative Agreement, prior to award.

Award of the agreement contemplated by this NOFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

F.2 ADMINISTRATIVE & NATIONAL POLICY REQUIREMENTS

The cooperative agreement will be administered in accordance with:

For U.S. Non-governmental organizations

- 2 CFR 700 (https://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5)
- 2 CFR 200 (https://ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations (https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf)

For Non-U.S. Non-governmental organizations

- ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations (https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf)

For Public International Organizations (PIOs)

- ADS 303mab, Standard Provisions for Cost-Type Awards to PIOs (https://www.usaid.gov/sites/default/files/documents/1868/308mab.pdf)

USAID/Bangladesh's Office of Acquisition and Assistance (OAA) will administer this award. The AO will designate an AOR to review, concur and/or approve on items outlined in Substantial Involvement (Section B.3 of this NOFO).

F.3 PRE-AWARD SURVEYS

For organizations that are new to working with USAID or for organizations with outstanding audit findings, USAID may perform a pre-award survey to assess the Apparently Successful Application's management and financial capabilities. If notified by USAID that a pre-award survey is necessary, the ASA(s) must prepare, in advance, the required information and documents.

The additional documents that may be requested are By-laws, constitution, articles of incorporation, organizational policies on travel, procurement, financial management, personnel, etc. When requested, the ASA(s) shall provide copies of the requested additional documents.

Please note that a pre-award survey does not commit USAID to make any award.

F.4 REPORTING REQUIREMENTS

The Recipient will adhere to all reporting requirements listed in this NOFO; further, US Non-governmental organizations need to comply with 2 CFR 200 and 2 CFR 700 (specifically 2 CFR 200.327-329).

The Recipient will submit all reports by the due date for approval from the Agreement Officer's Representative (AOR). The Recipient will consult with the AOR on the format and content prior to submission. In addition to the reports below, the AOR may request additional information to contribute to the internal USAID project reviews.

1) Performance Monitoring Reports

Performance Monitoring and Reporting is intended to ensure that USAID/Bangladesh has information to effectively monitor the Recipient's performance under this program. This includes any information regarding any development that may have a significant impact on performance, including, but not limited to obstacles faced, and relevant context and information on costs incurred compared to the approved budget plan for the Agreement. Performance Monitoring Reporting differs from Financial Reporting as the latter is intended to address cash flow needs and not performance.

Notification: As specified in 2 CFR 200.328(d), the Recipient shall promptly notify the AOR and AO in the case of: (1) developments which have a significant impact on the activities supported by this Award; or (2) problems, delays, or adverse conditions which materially impair the ability to meet the objectives of this Cooperative Agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the problem.

The recipient will submit reports to the USAID AOR as described below.

a. Quarterly Performance Reports

The recipient must submit a Performance Monitoring Report on progress toward agreed performance targets every three (3) months, based on the activity work plan and a PMEP to be finalized after the award. Quarterly Performance Reports shall be submitted 30 calendar days after the end of the quarter pursuant to 22 CFR 226.51(b).

The scope and format of the quarterly progress reports will be determined in consultation with the AOR. The quarterly report should seek to be brief yet precise description of the activities, with emphasis on issues that have arisen, impacts made, constraints encountered, and suggestions for additional actions that might be taken with a short paragraph on environmental compliance. The recipient is not required to submit the PMP quarterly report for the first quarter of the award. Otherwise, one original and two copies of the report shall be submitted to the AOR.

b. Annual Progress Report

The annual progress report shall be a review of the previous year's accomplishments relative to the annual Work Plan and Performance Monitoring Plan, including challenges and success stories. Problems or issues encountered and how they were resolved shall be presented in the report. The report shall be submitted 30 calendar days after the end of the fourth quarter, or the end of the USG fiscal year (September 30), pursuant to 22 CFR 226.51(b). It shall be submitted in lieu of the fourth quarterly progress report. The scope and format of the annual progress report will be determined in consultation with the AOR. One original and two copies of the report shall be submitted to the AOR.

The annual report shall include a discussion, supported with quantitative and qualitative evidence, (which evidence shall remain auditable under the terms of the agreement and USAID program implementation procedures), of progress against indicators and/or impacts achieved to date with a short paragraph on environmental compliance. This shall include clear identification of which impacts achieved were within the manageable interests of the recipient and which were likely catalyzed by recipient-supported initiatives, leading to substantial, sustained achievement of results. This discussion will be instrumental in helping the Mission to complete mandatory reporting to Washington such as the Performance Plan Report and the Operational Plan.

c. Final Report

The recipient must submit the Final Report within 90 calendar days after the expiration of the award. Electronic copy of the report shall be submitted to the AOR. The final performance report should contain the following information:

- Describe accomplishments in accordance with the specific paragraphs of the project description.
- A comparison of actual activities and results with the plan established for the life of the project (presented in narrative and table format).
- Describe reasons why targets were not achieved or surpassed and why activities were delayed or not carried out, if appropriate.
- Success stories, including examples of synergy and collaboration with partners.
- A summary of progress made in achieving indicator targets during the program (based on valid data collection and analysis and credible baseline).
- A short paragraph on environmental compliance.
- Other pertinent information, including recommendations with in-depth analysis and lessons learned related to the overall program results.

Upon receiving AOR approval, the approved Annual Report shall be submitted to the USAID's DEC.

The detailed format of the report should be developed in conjunction with the AOR. The Recipient shall discuss with the AOR any issues identified through these reports, including, but not limited to, data quality and cost issues, to determine appropriate follow-up actions, including providing additional information as necessary to clarify performance issues. Electronic submissions are preferred.

1. *Close out Report:* To efficiently close-out this program and reduce time and costs for both parties, USAID/Bangladesh requests that, 120 days prior to the completion date of this agreement, the Recipient shall submit a demobilization plan for AOR approval. The demobilization plan shall include a) draft property disposition plan, b) plan for the phase-out of operations, c) delivery schedule for all reports or other deliverables required under the agreement, and d) timetable for completing all required actions in the demobilization plan, including the submission date of the final property disposition plan to the Agreement Officer.

2. *Final Performance Report:* The final performance report will be due 90 calendar days after the period of performance end date. The Recipient shall submit a draft of the final report to the AOR 45 days following the estimated completion date of the cooperative agreement.

   This Final Report will include the following information:

   - Overall program accomplishments, presented in quantitative terms and described in a narrative that relates activities, products, and results to the Monitoring and Evaluation Plan;
   - Discussion of why unexpected progress, positive or negative, was made toward the planned results. If the performance monitoring system (indicators) indicates that expected results were not achieved, the partner shall seek to determine and explain the reason;
   - Analysis of lessons learned, summary of responses to problems encountered during implementation;
   - Success stories, including examples of synergy and collaboration with partners;
   - Other pertinent information, including recommendations with in-depth analysis and lessons learned related to the overall program results.

d. Monitoring, Evaluation and Learning Plan

For routine and formal monitoring and evaluation, the Recipient shall develop a Monitoring, Evaluation and Learning (MEL) Plan for USAID's review and approval within 90 calendar days of signing of the Cooperative Agreement for the timeframe of the project. The plan must be submitted in electronic form to the AOR of this activity. The MEL Plan will be developed in accordance with ADS 203 and USAID Evaluation Policy. The MEL Plan will underpin a coherent monitoring and evaluation system that will objectively assess the overall progress and impact of the project as outlined in the project description. The MEL Plan shall be reviewed annually to confirm compliance with USAID requirements. It shall also be tied to the annual work plan and will outline the processes that will be used to harmonize instruments and schedules to support USAID data reporting needs.

Monitoring and evaluation data shall be used to inform management decisions, resource allocation and to assess where changes to the project may be required to help better ensure that the desired impact will be achieved. Additionally, the MEL plan should reflect a Collaborating, Learning, and Adapting (CLA) approach with systems designed for continual learning and assessment through periodic use of sectoral and crosscutting analytic tools, and informal dialogue-based inquiry and peer learning approaches. This approach will strengthen collaboration, coordination and knowledge sharing within the activity and with USAID, other USAID partners and stakeholders. Performance reports submitted by the Recipient must be focused on reporting progress against the approved MEL Plan.

(a) The MEL Plan will include a Results Framework that is aligned with the approved USAID/Bangladesh CDCS and Development Objective Performance Management Plan (PMP) with a clear indication of the project's contribution to other relevant DOs. The MEL Plan will also include the development hypothesis and critical assumptions; baseline values and targets to show progress over time; a Performance Data Table summarizing the key performance monitoring information; Performance Indicator Reference Sheets for each indicator that include detailed description of performance indicators to be tracked, source, method and schedule of data collection, known data limitations, and planned actions to address the limitations. Baselines must be established within three months of award. The MEL Plan will include a Performance Management Task Schedule that includes any special studies, assessments and surveys that will be conducted as part of monitoring and evaluation of the project. Surveys must meet rigorous scientific standards in all aspects of sampling, instrumental design, and field implementation.

(b) The MEL Plan will include measurable indicators pertinent to activity-level management, monitoring and reporting. Illustrative indicators are provided as part of the project description. Relevant CDCS indicators should be considered as appropriate. The performance indicators should include a list of both output-level and outcome-level indicators as appropriate across the hierarchy of results in the project's Results Framework. In addition to these custom indicators, appropriate standard indicators from the U.S. Foreign Assistance Framework should be identified, tracked, and reported on. Whenever applicable, data must be gender disaggregated and gender impacts included in the overall analysis of the project results. USAID performance indicators are subject to change and/or modification. Performance indicators include applicable Foreign Assistance Standard Indicators and custom-designed indicators that are specific to the unique socio-economic context and program environment of Bangladesh. The MEL plan should focus on the higher-level outcome indicators but should include output indicators as well. The Recipient must use effective and efficient mechanisms to monitor progress and determine success of the activities and performances. USAID expects the Recipient to be innovative and creative in their efforts to capture, document, and report all the outcomes of USAID assistance. The MEL Plan will be reviewed on at least an annual basis during project implementation.

(c) It is expected that the Recipient will assign a high priority to continuous performance monitoring and evaluation of its operations and assistance, not only for the purpose of effective internal self-monitoring and planning, but also to ensure that the recipient can demonstrate results under the objectives of this project. The Recipient will be expected to conduct systematic collection and analysis of evaluation data that will improve project effectiveness and planning of activities. The Recipient will also be required to report annually (typically in October/November), to USAID/Bangladesh, on its performance to facilitate the Missions requirements in accordance with the USAID Performance Plan Report.

(d) The Recipient will report on the performance indicators in coordination with USAID's reporting schedules and feed into USAID/Bangladesh's Mission PMP. Periodic Data Quality Assessments (DQA) will be conducted to ensure that the performance indicators meet USAID's data quality standards on Validity, Precision, Reliability, Integrity, and Timeliness. An initial DQA will be conducted within the first six months of the project's MEL Plan approval.

(e) The Recipient may consult with the USAID AOR and other USAID officials in the development of the MEL plan.

(f) USAID will review the draft MEL plan and provide comments/suggestions within 10 working days of receipt. The Recipient shall then submit the final MEL plan to the USAID AOR for approval not later than 10 working days from receipt of USAID's comments/suggestions.

e. Annual Work Plan

The Annual Work Plan will be prepared in consultation with USAID/Bangladesh and the other relevant partners. The work plan must describe all agreement activities and expected deliverables for the year. The recipient will develop work plan activities according to the estimated annual budgets in the agreement and will finalize the work plan based on comments from the AOR. Annual work plans are expected to reflect extensive discussions and joint planning exercises at the national and district levels. The recipient must receive AOR approval of the annual work plan before implementation.

The work plan shall include, as a minimum:

- Proposed activities and expected progress towards achieving results and performance measures tied to indicators agreed upon within the monitoring, evaluation, and learning (MEL) plan;
- Timeline for implementation of the year's proposed activities, including target completion dates;
- Deliverables, targets, anticipated results, and key indicators against which the recipient will be evaluated;
- Examples of collaboration, learning, and adaptation;
- Information on how activities/tasks will be implemented;
- Key monitoring and evaluation activities planned to be conducted in that year;
- Personnel and staffing requirements to achieve expected outcomes;
- Major equipment to be procured;
- Details of collaboration with sub-partners and other major partners;
- Detailed annual budget plan;
- Demobilization plan (Final year work plan only).

The work plan serves several purposes, including guiding program implementation; demonstrating links between activities, strategic direction, outcomes and intended results; and as a basis for budget estimates. The work plans should be organized to clearly link activities to the objectives and outcomes in the Program Description. The Recipient shall ensure a collaborative process in work plan development consulting major partners, USAID, and other relevant stakeholders in preparing the annual work plan to ensure complementarity and share ownership.

The recipient will consult with the AOR for inclusion of any other requirements to be added to the annual workplan, as necessary for the successful implementation of the activity.

2) Financial Reporting:

(1) *Quarterly Financial Report*

The Recipient must submit the Federal Financial Form (SF-425) quarterly, no later than 30 days after the end of the quarter, via electronic format to the to the U.S. Department of Health and Human Services (http://www.dpm.psc.gov). The Recipient must submit a copy of SF 425 at the same time to the Agreement Officer Representative (AOR) and the Controller (paymentsdhaka@usaid.gov).

Electronic copies of SF-425 and instructions for using it can be found at:

http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf
http://www.forms.gov/bgfPortal/docDetails.do?dId=15149
http://www.whitehouse.gov/omb/grants/standard_forms/ffr_instructions.pdf"

(2) *Final Financial Report*

Within 90 days following the estimated completion date of this award, the Recipient must submit to the: (a) USAID/Washington, M/CFO/CMP-LOC Unit (as applicable); (b) Agreement Officer; (c) Controller; and (c) Agreement Officer Representative (AOR), the final Federal Financial Form (SF-425).

(3) *Foreign Tax Reports*

Reporting of foreign taxes under this agreement shall follow the standard provision entitled "Reporting Host Government Taxes (December 2014)" of this award document.

Host government taxes are not allowable where the Agreement Officer provides the necessary means to the recipient to obtain an exemption or refund of such taxes, and the recipient fails to take reasonable steps to obtain such exemption or refund. Otherwise, taxes are allowable in accordance with the Standard Provision, "Applicability of 2 CFR 200 and 2 CFR 700 (December 2014)," and must be reported as required in this provision.

The Recipient must include this reporting requirement in all applicable sub-agreements, including subawards and contracts.

3) Security Reporting:

As part of the overall security requirements, the Recipient shall report any security threats and/or incidents verbally / by telephone, immediately to the following USAID/Bangladesh representatives:

- Partner Security Liaison Unit (PSLU) Security & Safety Specialist and any other USAID/Bangladesh EXO designated official(s);
- Executive Officer (EXO); and
- Agreement Officer Representative (AOR) or Alternate AOR in the AOR's absence

Subsequently, a written report shall be submitted in accordance with approved procedures delineated below. The Recipient shall develop a list of specific steps to track any potential/identified threats, which will be part of its overall security system. All subcontractors will be required by the Recipient to report any threats/incidents to the Recipient, who will immediately after, notify the above listed USAID/Bangladesh representatives.

SECURITY REPORTING RESPONSIBILITIES

USAID requires appropriate Security reports be submitted to the USAID/Bangladesh/EXO Partner Security Liaison Unit (PSLU) Safety & Security Specialist, Executive Office; AOR and other USAID/Bangladesh officials as directed by USAID Executive Office. The type and frequency of these reports may vary with the project scope, location, and criticality. The Recipient shall report an Initial Threat Assessment and subsequent changes as often as the situation requires (weekly, bi-weekly, monthly etc.). The Recipient is also required to notify USAID of any security related incident in a timely manner according to the following guidelines:

Incident Reporting
There are various types of Incident Reporting: Serious Incident Report (SIR); Incident Report (IR); Situation Report (SITREP); and any other security related report that may be required by USAID.

Serious Incident Report (SIR)
- An incident that involves the death, injury, kidnapping of IP personnel and/or damage to IP property.
- An incident that has critically damaged the funded program, such as fire, catastrophic flood, etc.
- Initial SIR must be reported verbally immediately, and within 4 hours of the incident occurrence/discovered.
- A Complete SIR must be filed in writing /e-mail within 24 hours of the incident.
- Updated written SIR will continue to be filed on a timely basis (daily, weekly) as long as the situation exists. The timeline will be adjusted as required by USAID/Bangladesh/PSLU.
- Final Report SIR will summarize the incident, the subsequent happenings, and the final resolution.

Incident Report (IR)
- An incident involving accidents, potential harm, SUSPICIOUS persons or acts, threats or harassing actions against personnel or the program.
- IR should be initially reported by phone immediately, follow up with a written report filed as soon as possible (within 24 hours). After the incident is evaluated, a complete detailed written report must be submitted to USAID- Bangladesh, not later than 72 hours after the incident.

Situation Report (SITREP)
- A report that a significant, but not critical action or activity, has taken place that has impacted, or may have impact on the well-being of the personnel or the success of the program.
- This report may describe trends, secondhand information that may have bearing on the project, or impact on future operations.

- There is no pre-determined reporting timeline. The report will be issued as needed and required by USAID/Bangladesh/PSLU.

Telephonic communication is the preferred method to provide the initial information of an incident. A written report by e-mail must follow as soon as possible within above-described guidelines and it shall be as detailed as possible. The report shall follow the format approved in the original Security Plan but at a minimum it shall contain the name of the company, name of the victim(s), date, time, a description of what happened, where the incident occurred, and any other relevant details surrounding the incident. If this is an ongoing incident, progress reports should be submitted in accordance with the guidelines provided to keep USAID/Bangladesh Security personnel apprised of the situation.

4) <u>Lists of reports and deliverables:</u>

Document	Due Date (counted from effective start date)
Branding Strategy and Marking Plan (BS&MP)	USAID will notify the apparently successful applicant for the draft BS&MP. The approved BS&MP will be attached with the award
Strategic Communications Plan	Within 30 days of approval of the initial Annual Work Plan
First Annual Work Plan (AWP)	Within forty-five (45) calendar days of award
Subsequent Annual Work Plan (AWP)	Thirty (30) calendar days after the end of the quarter
Quarterly Performance Reports	Every three (3) months
The Annual Progress Report	Within 30 calendar days after the end of the fourth quarter, or the end of the USG fiscal year (September 30)
Final Report	Within ninety (90) calendar days after the expiration of the award
Monitoring, Evaluation, and Learning Plan	Within ninety (90) calendar days of award
Security Plan	Within thirty (30) days of the effective date of award
Geographic Information System (GIS)	To be determined
Gender Analysis	To be determined
Environment Mitigation and Management Plan	Within sixty (60) calendar days of the finalization of the first work plan for the first agreement year.
Any other report for USAID/Washington	As specified by the award

The following Provisions, which are indicated below in full text, should be specially noted by the prospective applicants.

F.5 PROGRAM INCOME

Based on the collaborative workshop with the ASA(s), if program income under this activity is anticipated, the AO will determine the most appropriate use of such program income and will state in the resultant award how it will be used.

Program income will be subject to 2 CFR 200 for U.S. NGOs, or the standard provision entitled Program Income for non-U.S. NGOs.

F.6 ENVIRONMENTAL COMPLIANCE

(a) The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g (http://www.usaid.gov/sites/default/files/documents/1870/201.pdf) and 204 (http://www.usaid.gov/sites/default/files/documents/1865/204.pdf), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this cooperative agreement.

(b) In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

(c) No activity funded under this cooperative agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a determination of exemption, an approved Determination of Categorical Exclusion, Initial Environmental Examination (IEE), or Environmental Assessment (EA). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

(d) Environmental Review: All USAID funded activities must comply with title 22, part 226 of the Code of Federal Regulations. Pursuant to this, USAID's Shobai Miley Shikhi Activity- is covered by an umbrella Initial Environmental Examination (IEE) file number Asia 19-038 approved in May 2019. USAID has recommended a Categorical Exclusion, with negative determinations with conditions. The recipient will be required to develop an Environment Monitoring and Mitigation Plan.
An Environment Monitoring and Mitigation Plan (EMMP) will be developed to ensure that all environmental mitigations and monitoring measures proposed in the IEE or developed as a result

of environmental monitoring processes during project implementation are adhered to. The EMMPs will be part of the project work plans/budgets and will be reviewed by the MEO and AOR. The recipient will be required to regularly report on activities' environmental compliance as part of the fixed schedule of reporting that will be set by the AOR.

(e) As part of its initial work plan, and all annual performance reports (including annual work plans) thereafter, the Recipient, in collaboration with the AOR and Mission Environmental Officer or Bureau Environmental Officer as appropriate, shall review all on-going and planned activities under this contract to determine if they are within the scope of the approved Regulation 216 environmental documentation. If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

(f) When the approved Regulation 216 documentation is (1) an IEE that contains one or more Negative Determinations with conditions and/or (2) an EA, the Recipient shall:

- Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a program mitigation and monitoring (M&M) plan, the Recipient shall prepare an EMMP or M&M Plan describing how the Recipient will, in specific terms, implement all IEE and/or EA conditions that apply to proposed program activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.
- Integrate a completed EMMP or M&M Plan into the initial implementation plan
- Integrate an EMMP or M&M Plan into subsequent Annual Implementation Plans,
- making any necessary adjustments to activity implementation to minimize
- adverse impacts to the environment.

(g) Subaward Provision: A provision for subawards is included under this award; therefore, the Recipient will be required to use an Environmental Review Form (ERF) or Environmental Review (ER) checklist using impact assessment tools to screen grant proposals to ensure the funded proposals will result in no adverse environmental impact, to develop mitigation measures, as necessary, and to specify monitoring and reporting. Use of the ERF or ER checklist is called for when the nature of the grant proposals to be funded is not well enough known to make an informed decision about their potential environmental impacts, yet due to the type and extent of activities to be funded, any adverse impacts are expected to be easily mitigated. Implementation of sub-grant activities cannot go forward until the ERF or ER checklist is completed and approved by USAID. Recipient is responsible for ensuring that mitigation measures specified by the ERF or ER checklist process are implemented. Guidance on the ER checklist process is available at: www.usaidgems.org.

(h) Should the award include any construction related activities as a result of the collaborative workshop to be held at phase 3 of the procurement process and/or at a later stage of the award implementation, both the operating unit as well as the recipient organization must comply with the USAID construction guidelines, conduct necessary assessments and risk screening, and receive prior approvals as required by the regulation laid out in documents, including but not limited to Management of Construction Risk ADS 303maw, USAID Implementation of Construction Activities ADSmaw, activity IEE, and other pertinent USAID rules, regulations, and policies.

The Recipient will be responsible for periodic reporting to the USAID AOR, as specified in this award. Both AOR and MEO reviews the report but the MEO clears the document.

F.7 ELECTRONIC PAYMENTS SYSTEM

1. Definitions:
   a. "Cash Payment System" means a payment system that generates any transfer of funds through a transaction originated by cash, check, or similar paper instrument. This includes electronic payments to a financial institution or clearing house that subsequently issues cash, check, or similar paper instrument to the designated payee.
   b. "Electronic Payment System" means a payment system that generates any transfer of funds, other than a transaction originated by cash, check, or similar paper instrument, that is initiated through an electronic terminal, telephone, mobile phone, computer, or magnetic tape, for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account. The term includes debit cards, wire transfers, transfers made at automatic teller machines, and point-of-sale terminals.

2. The recipient agrees to use an electronic payment system for any payments under this award to beneficiaries, subrecipients, or contractors.

3. Exceptions. Recipients are allowed the following exceptions, provided the recipient documents its files with the appropriate justification:

   a. Cash payments made while establishing electronic payment systems, provided that this exception is not used for more than six months from the effective date of this award.
   b. Cash payments made to payees where the recipient does not expect to make payments to the same payee on a regular, recurring basis, and payment through an electronic payment system is not reasonably available.
   c. Cash payments to vendors below $3000, when payment through an electronic payment system is not reasonably available.
   d. The recipient has received a written exception from the Agreement Officer that a specific payment or all cash payments are authorized based on the recipient's written justification, which provides a basis and cost analysis for the requested exception.

4. More information about how to establish, implement, and manage electronic payment methods is available to recipients at http://solutionscenter.nethope.org/programs/c2e-toolkit.

F.8 PROHIBITION ON PROVIDING FEDERAL ASSISTANCE TO ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS - REPRESENTATION (MAY 2017)

(a) In accordance with section 743 of Division E, Title VII, of the Consolidated and further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for providing federal assistance to an entity that requires employees, subawardees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) **Representation:** By submission of its application, the prospective recipient represents that it does not require employees, subawardees, or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subawardees, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

F.9 EXCHANGE VISITORS AND TRAINING

The Recipient will conform to USAID Automated Directives System (ADS) Chapter 252 – Visa Compliance for Exchange Visitors, as well as USAID/Bangladesh-specific requirements for processing of J-1 Exchange Visitors.

The Recipient will report to the USAID AOR/COR quarterly through the new Development Information Solution (DIS) any participant Training, third-country training, and in-country training that is funded through this award.

Information and assistance on ADS 252 requirements are currently available from the Program Office USAID/Bangladesh at dhakapro@usaid.gov.

References and Authorities:

a) ADS 252, "Visa Compliance for Exchange Visitors"
http://www.usaid.gov/ads/policy/200/252
b) ADS 206, "Prohibition of Assistance to Drug Traffickers"
http://www.usaid.gov/ads/policy/200/206

F.10 NON-FEDERAL AUDITS

In accordance with 22 C.F.R. Part 226.26, recipients and subrecipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501–7507) and revised OMB Circular A–133, "Audits of States, Local Governments, and Non-Profit Organizations". Recipients and subrecipients must use an independent, non-Federal auditor or audit organization which meets the general standards specified in generally accepted government auditing standards (GAGAS) to fulfill these requirements.

F.11 LENDING LIMITATIONS

Without the prior written consent of USAID, no assistance will be provided to 1) any government official or employee; 2) nor to any prospective client involved in activities relating to surveillance, abortion, luxury goods, gambling, weather modification, the police, or the military.

F.12 SALARY SUPPLEMENTATION

No payment shall be made to or on behalf of any employee of any government without the advance written approval of the Agreement Officer. Any payments by the recipient to employees at any level of the Government of Bangladesh shall be subject to the USAID policy on salary supplements (Department of State Cable no. 119780 dated April 15, 1988 or as amended).

F.13 REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (NOVEMBER 2020)

a. Reporting of first tier subawards.

(1) Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds $30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).

2) Where and when to report.

i) The non-Federal entity or Federal agency must report each obligating action described in paragraph a.(1) of this award term to www.fsrs.gov.

(ii) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

(3) What to report. You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

b. Reporting total compensation of recipient executives for non-Federal entities.

(1) Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –

(i) The total Federal funding authorized to date under this Federal award equals or exceeds $30,000 as defined in 2 CFR 170.320;

(ii) In the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report executive total compensation described in paragraph b.(1) of this award term:

(i) As part of your registration profile at www.sam.gov.

(ii) By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

(1) Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you must report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if–

(i) In the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report subrecipient executive total compensation described in paragraph c.(1) of this award term: (i) To the recipient. (ii) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (for example, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions. If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report: (1) Subawards, and (2) The total compensation of the five most highly compensated executives of any subrecipient. e. Definitions. For purposes of this award term: (1) Federal Agency means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f). (2) Non-Federal entity means all of the following, as defined in 2 CFR 25: (i) A governmental organization, which is a State, local government, or Indian tribe; (ii) A foreign public entity; (iii) A domestic or foreign nonprofit organization; and (iv) A domestic or foreign for-profit organization. (3) Executive means officers, managing partners, or any other employees in management positions. (4) Subaward: (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331). (iii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract. (5) Subrecipient means a non-Federal entity or Federal agency that: (i) Receives a subaward from you (the recipient) under this award; and (ii) Is accountable to you for the use of the Federal funds provided by the subaward. (6) Total compensation means the cash and noncash dollar value earned by the executive during the recipient’s or subrecipient’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)): (i) Salary and bonus. (ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments. (iii) Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. (iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. (v) Above-market earnings on deferred compensation which is not tax qualified. (vi) Other compensation, if the aggregate value of all such other compensation (for example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

[END OF PROVISION]

F.14 TRAFFICKING IN PERSONS (APRIL 2016)

a. The recipient, subawardee, or contractor, at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:

(1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;

(2) Procurement of a commercial sex act during the period of this award;

(3) Use of forced labor in the performance of this award;

(4) Acts that directly support or advance trafficking in persons, including the following acts:

i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

- exempted from the requirement to provide or pay for such return transportation by USAID under this award; or
- the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

iv. Charging employees recruitment fees; or

v. Providing or arranging housing that fails to meet the host country housing and safety standards.

b. In the event of a violation of section (a) of this provision, USAID is authorized to terminate this award, without penalty, and is also authorized to pursue any other remedial actions authorized as stated in section 1704(c) of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013).

c. If the estimated value of services required to be performed under the award outside the United States exceeds $500,000, the recipient must submit to the Agreement Officer, the annual “Certification regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013” as required prior to this award, and must implement a compliance plan to prevent the activities described above in section (a) of this provision. The recipient must provide a copy of the compliance plan to the Agreement Officer upon request and must post the useful and relevant contents of the plan or related materials on its website (if one is maintained) and at the workplace.

d. The recipient's compliance plan must be appropriate to the size and complexity of the award and to the nature and scope of the activities, including the number of non-United States citizens expected to be employed. The plan must include, at a minimum, the following:

(1) An awareness program to inform employees about the trafficking related prohibitions included in this provision, the activities prohibited and the action that will be taken against the employee for violations.

(2) A reporting process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking, including a means to make available to all employees the Global Human Trafficking Hotline at 1-844-888-FREE and its e-mail address at help@befree.org.

(3) A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging of recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.

(4) A housing plan, if the recipient or any subawardee intends to provide or arrange housing. The housing plan is required to meet any host-country housing and safety standards.

(5) Procedures for the recipient to prevent any agents or subawardee at any tier and at any dollar value from engaging in trafficking in persons activities described in section a of this provision. The recipient must also have procedures to monitor, detect, and terminate any agents or subawardee or subawardee employees that have engaged in such activities.

e. If the Recipient receives any credible information regarding a violation listed in section a(1)-(4) of this provision, the recipient must immediately notify the cognizant Agreement Officer and the USAID Office of the Inspector General; and must fully cooperate with any Federal agencies responsible for audits, investigations, or corrective actions relating to trafficking in persons.

f. The Agreement Officer may direct the Recipient to take specific steps to abate an alleged violation or enforce the requirements of a compliance plan.

g. For purposes of this provision, "employee" means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any subrecipient.

h. The recipient must include in all subawards and contracts a provision prohibiting the conduct described in section a (1)-(4) by the subrecipient, contractor, or any of their employees, or any agents. The recipient must also include a provision authorizing the recipient to terminate the award as described in section b of this provision.

F.15 EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUNE 2016)

a. Faith-Based Organizations Encouraged. Faith-based organizations are eligible, on the same basis as any other organization, to participate in any USAID program for which they are otherwise eligible. Neither USAID nor entities that make and administer subawards of USAID funds shall discriminate for or against an organization on the basis of the organization's religious character or affiliation. Additionally, religious organizations shall not be disqualified from participating in USAID programs because such organizations are motivated or influenced by religious faith to provide social services, or because of their religious character or affiliation. Decisions about awards of USAID financial assistance must be free from political interference or even the appearance of such interference. Awards must be made on the basis of merit, not the basis of the religious affiliation of an applicant, or lack thereof. A faith-based organization may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, within the limits contained in this provision. For more information, see the USAID Faith Based and Community Initiatives Web site and 22 CFR 205.1.

b. Explicitly Religious Activities Prohibited.

(1) Explicitly religious activities include activities that involve overt religious content such as worship, religious instruction, prayer, or proselytization.

(2) The recipient must not engage in explicitly religious activities as part of the programs or services directly funded with financial assistance from USAID. If the recipient engages in explicitly religious activities, the activities must be offered separately, in time or location, from any programs or services directly funded by this award, and participation must be voluntary for beneficiaries of the programs or services funded with USAID assistance.

(3) These restrictions apply equally to religious and secular organizations. All organizations that participate in USAID programs, as recipients or subawardees, including religious ones, must carry out eligible activities in accordance with all program requirements and other applicable requirements governing USAID funded activities.

(4) Notwithstanding the restrictions of b.(1) and (2), a religious organization that participates in USAID-funded programs or services:

- May retain its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct financial assistance from USAID to support or engage in any explicitly religious activities or in any other manner prohibited by law;

- May use space in its facilities, without removing religious art, icons, scriptures, or other religious symbols; and

- May retain its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

c. Implementation in accordance with the Establishment Clause: Nothing in this provision shall be construed as authorizing the use of USAID funds for activities that are not permitted by Establishment Clause jurisprudence or otherwise by law.

d. Discrimination Based on Religion Prohibited: The recipient must not, in providing services, discriminate against a program beneficiary or potential program beneficiary on the basis of religion or religious belief, refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

e. A religious organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, set forth in Sec. 702(a) of the Civil Rights Act of 1964, 42 U.S.C. 2000e–1 is not forfeited when the organization receives financial assistance from USAID.

f. The Secretary of State may waive the requirements of this section in whole or in part, on a case-by-case basis, where the Secretary determines that such waiver is necessary to further the national security or foreign policy interests of the United States.

g. This provision must be included in all subawards under this award.

F.16 SECURITY LANGUAGE

Special Agreement Requirements

Applicants must carefully consider the following special provision to be incorporated in the resulting agreement:

a. SECURITY CONDITIONS

The Recipient must be aware of security conditions in Bangladesh, and by entering into an agreement, assumes full responsibility for the safety of its employees. Prior to commencing work, the Recipient shall ensure that it has adequate procedures in place to advise its employees of situations or changed conditions that could adversely affect their security. To keep abreast of security conditions in Bangladesh, the Recipient shall seek information from all available sources, including the "USAID/EXO/Partners Security Liaison Unit" (PSLU), for all areas in which its employees work or travel. The Recipient acknowledges that security conditions are subject to change at any moment, that USAID cannot guarantee the accuracy of any information that it may provide to the Recipient and that USAID assumes no responsibility for the reliability of such information. The Recipient has sole responsibility for approving all travel plans for its employees and/or their dependents traveling to post if allowed by the Recipient's personnel internal policies. The Recipient will also be responsible for immediately notifying USAID/Bangladesh and the U.S. Embassy American Citizen Services section in the event a U.S. citizen employee does not return from travel as expected or does not report to work. In the event that USAID requests the Recipient to do so, the Recipient's Chief of Party (COP) shall assume responsibility for contacting all of its employees. The Recipient shall provide to the USAID Bangladesh/EXO/PSLU the name, current address, and current home and/or cellular telephone number of the COP and of an alternate designated employee. The Recipient will be responsible for ensuring that the information on file in the USAID/Bangladesh/EXO/PSLU is up-to-date so that in an emergency, the COP or alternate representative can be reached immediately and he/she can rapidly contact all other affected employees.

The Recipient will be requested to notify USAID/Bangladesh Agreement Officer Representative (AOR) and EXO/PSLU of any changes in the security plan for the individual listed as in-charge of security.

Once the agreement is awarded, the Recipient shall be required to submit a list of all personnel involved in the implementation of the project, including subcontractor's personnel. The required list shall be submitted to the AOR and EXO/PSLU no later than 30 days after the start date of the agreement and must be updated every quarter after the start date of the agreement and/or if a change of personnel happens. The "Recipient's personnel identifying data" format is included in Attachment-1.

b. SECURITY PROTOCOL

The Recipient shall develop a security plan to safeguard all project operations and to comply with all United States Government regulations and Bangladeshi law. The plan is to be implemented and maintained also by all subcontractors (and/or sub-grantees). The security plan will be reviewed by the Agreement Officer in consultation with USAID/Bangladesh's EXO/PSLU.

The plan shall include:

- Procedures for reporting and addressing security threats.
- Procedures for reporting any deaths related to the project.
- Procedures for reporting and addressing any persons missing or kidnapping incidents.
- Name and contact information of security contact person for the head office and regional office(s).
- An internal "cascade" list for communicating with staff, which should be updated/, maintained by the Recipient. The Recipient shall provide the name, address and telephone numbers of the COP and their designee to USAID as principal contacts in case of security situations/ emergencies. The Recipient will be responsible for passing information to their staff.

c. LIFE SUPPORT AND SECURITY SERVICES

The Recipient will be responsible for maintaining the security of its personnel, materials, and equipment. All employees of the Recipient must meet the requirements of their worksite, which may include, but not limited to background checks, security/restricted area clearances, drug-free workplace, safety training and/or any other company safety and security requirements.

The Recipient will provide USAID/Bangladesh a security plan and budget for security costs as part of its application as further detailed in the Application and Submission Information section of the NOFO. The Security Plan and budget shall delineate and justify for reasonableness all costs and provide a coherent, overall integrated security plan that demonstrates that the Recipient has undertaken a thoughtful review of their security needs and includes analysis of the various elements of a security system.

F.17 CONFLICT OF INTEREST PRE-AWARD TERM (AUGUST 2018)

Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when a Recipient organization or an employee of the organization has a relationship with an Agency official involved in the competitive award decision-making process that could affect that Agency official's impartiality. The term "conflict of interest" includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID employee or recipient employee.

2. The Recipient must provide conflict of interest disclosures when it submits an SF-424. Should the Recipient discover a previously undisclosed conflict of interest after submitting the application, the Recipient must disclose the conflict of interest to the AO no later than ten (10) calendar days following discovery.

Organizational Conflict of Interest

The Recipient must notify USAID of any actual or potential conflict of interest that they are aware of that may provide the Recipient with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which a Recipient or the applicant's employee gained access to non-public information regarding a federal assistance funding opportunity, or a Recipient or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID will promptly take appropriate action upon receiving any such notification from the applicant.

F.18 REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014):

a. By April 16 of each year, the Recipient must submit a report containing:

- Contractor/recipient name.
- Contact name with phone, fax and email.
- Agreement number(s).
- The total amount of value-added taxes and customs duties (but not sales taxes) assessed by the host government (or any entity thereof) on purchases in excess of $500 per transaction of supplies, materials, goods or equipment, during the 12 months ending on the preceding September 30, using funds provided under this agreement.
- Any reimbursements received by April 1 of the current year on value added taxes and customs duties reported in (iv).
- Reports are required even if the Recipient did not pay any taxes or receive any reimbursements during the reporting period.
- Cumulative reports may be provided if the Recipient is implementing more than one program in a foreign country.

b. Submit the reports to: Mission Finance Controller, at dhakafinancialanalysis@usaid.gov.

c. Host government taxes are not allowable where the Agreement Officer provides the necessary means to the recipient to obtain an exemption or refund of such taxes, and the recipient fails to take reasonable steps to obtain such exemption or refund. Otherwise, taxes are allowable in accordance with the Standard Provision, “Allowable Costs,” and must be reported as required in this provision.

d. The Recipient must include this reporting requirement in all applicable sub-awards and contracts.

F.19 VALUE ADDED TAX PROCEDURES:

As set forth in ADS Section 155.3.2a, “USAID has a long- standing policy that USAID assistance should be exempt from host government taxes and customs duties.” Pursuant to the Agreement between the Government of Bangladesh and the United States Government, the Government of Bangladesh’s National Board of Revenue (NBR) has issued a VAT exemption Special Order which is valid for USAID and identified USAID Implementing Partners and which confirms that USAID financed procurements are exempt from VAT.

USAID will distribute sequentially numbered VAT coupon books after the award has been executed. These coupons will only be used for those procurement transactions which include VAT charges by vendors with a VAT registration number. Each procurement transaction, including coupon number, must be recorded by the Implementing Partner on the USAID VAT Exemptions Reporting Form and by the 25th of the following month the form must be submitted to USAID.

F.20 DEVELOPMENT EXPERIENCE CLEARINGHOUSE (DEC)

Recipient must submit a report to the DEC in accordance with the standard provision, “Submissions to The Development Experience Clearinghouse and Data Rights (June 2012)”.

F.21 INTEREST EARNED:

Per ADS 636.3.5 Depository Interest Remittances Effective Date, "unless a recipient is specifically authorized to retain interest, interest earned on advances from USAID is remitted to the U.S. Treasury at least annually. The Department of Health and Human Services (HHS) acts as USAID's agent to collect interest earned on advances under grants and cooperative agreements. U.S. recipients shall remit interest earnings directly to HHS." Also, "Except for Public International Organizations (PIOs), interest amounts up to $500 per year may be retained by the recipient for administrative expenses." Therefore, all other amounts must be returned to the USG per the directions provided in ADS 636.

F.22 LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2013)

a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below.
b) Construction means —construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

c) Agreement Officers will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa.

d) Description [Type of construction and location(s)]

e) The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

[END OF PROVISION]

F.23 USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014)

(a) Definitions "USAID Implementing Partner Notices (IPN) Portal for Assistance ("IPN Portal)" means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at https://sites.google.com/site/usaidipnforassistance/. Universal amendments are those which affect all assistance awards or a designated class of awards as specified in each amendment by the IPN Portal Administrator. "IPN Portal Administrator" means the USAID official designated by the Director, M/OAA, who has overall responsibility for managing the USAID Implementing Partner Notices Portal for Assistance. "Universal bilateral amendment" means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

(b) By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to: (1) Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and (2) Receive universal bilateral amendments to this award and general notices via the IPN Portal.

(c) Procedure to register for notifications. Go to https://sites.google.com/site/usaidipnforassistance/ and click the "Register" button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.

(d) Processing of IPN Portal Amendments The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system will also notify the Recipient by email when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient's 02/04/2021 Partial Revision Text highlighted in yellow indicates that the material is new or substantively revised. 27 review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment. Within 15 calendar days from receipt of the notification email from the IPN Portal, the Recipient must do one of the following:
(1) (a) verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment; (b) download the amendment and incorporate the following

information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award; (c) sign the hardcopy version; and (d) send the signed amendment (by email or hardcopy) to the AO for signature. The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;

(2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or

(3) Notify the AO that the Recipient declines to sign the amendment.

Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

[END OF PROVISION]

F.24 USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

a. The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities.

b. USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

[END OF PROVISION]

F.25 UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (NOVEMBER 2020)

a. Requirement for System for Award Management (SAM). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently, if required by changes in your information or another Federal award term.

b. Requirement for Unique Entity Identifier. If you are authorized to make subawards under this Federal award, you: (1) Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term) may receive a subaward from you until the entity has provided its Unique Entity Identifier to you. (2) May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you. Subrecipients are not required to obtain an active SAM registration but must obtain a Unique Entity Identifier.

c. Definitions. For purposes of this term: (1) System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at https://www.sam.gov). (2) Unique Entity Identifier means the identifier assigned by SAM to uniquely identify business entities. (3) Entity includes all non-Federal entities as defined in 2 CFR 200.1 and all of the following, for purposes of this part: a. A foreign organization; b. A foreign public entity; c. A domestic for-profit organization; d. A domestic or foreign for-profit organization; and e. A Federal agency. (4) Subaward has the meaning given in 2 CFR 200.1. (5) Subrecipient has the meaning given in 2 CFR 200.

1. ADDENDUM (NOVEMBER 2020): d. Exceptions. The requirements of this provision to obtain a Unique Entity Identifier and maintain a current registration in the SAM do not apply, at the prime award or subaward level, to: (1) Awards to individuals (2) Awards less than $25,000, with no anticipated subawards, to foreign 02/04/2021 Partial Revision Text highlighted in yellow indicates that the material is new or substantively revised. 66 organizations to be performed outside the United States (based on a USAID determination) (3) Awards where the Agreement Officer determines, in writing, that the Agency must protect entity information from disclosure due to national security or foreign policy interests of the United States or that these requirements would cause personal safety concerns. e. This provision does not need to be included in subawards.

F.26 SPECIAL AWARD REQUIREMENT RELATING TO THE PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (NOVEMBER 2020)

FOR U.S. ORGANIZATIONS

USAID has been granted a temporary waiver under Section 889(d)(2) that will allow the recipient to use award funds through September 30, 2022, to procure certain telecommunications and video surveillance services or equipment as specified in 2 CFR 200.216. Based on this waiver, all costs incurred for covered telecommunications and video surveillance services or equipment will be allowable through September 30, 2022, without regard to the cost principle at 2 CFR 200.471. Procurements made on or after October 1, 2022, will be unallowable in accordance with 2 CFR 200.471.

[End of Special Award Requirement]

FOR NON-U.S. ORGANIZATIONS

USAID has been granted a temporary waiver under Section 889(d)(2) that will allow the recipient to use award funds through September 30, 2022, to procure certain telecommunications and video surveillance services or equipment as specified in the standard provision "Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (AUGUST 2020)." Based on this waiver, all costs incurred for covered telecommunications and video surveillance services or equipment will be allowable through September 30, 2022, without regard to the standard provision "Allowable Costs" and the cost principle at 2 CFR 200.471. Procurements made on or after October 1, 2022, will be unallowable in accordance with the standard provision "Allowable Costs" and 2 CFR 200.471.

[End of Special Award Requirement]

[END OF PROVISION]

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SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

G.1 AGENCY POINT OF CONTACT

Name: Nathan Hilgendorf
Title: Agreement Officer, USAID/Bangladesh
Email: nhilgendorf@usaid.gov (copy furnish Jannatul Farjana, Acquisition and Assistance Specialist: jfarjana@usaid.gov)

Any prospective Applicant desiring an explanation or interpretation of this NOFO must request it in writing by the due date and time specified on the cover page of this NOFO to allow a reply to reach all prospective Applicants before the submission of their Initial Application. Oral explanations or instructions given before award will not be binding. Any information given to a prospective Applicant concerning this NOFO will be furnished promptly to all other prospective Applicants as an amendment of this NOFO if that information is necessary in submitting applications or if lack of it would be prejudicial to any other prospective Applicants.

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SECTION H: OTHER INFORMATION

H.1 FUNDING APPLICANTS

Issuance of this NOFO does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for any costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant Cooperative Agreement(s) will not be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. All application preparation and submission costs are at the applicant's own expense.

H.2 AWARD

The Government may award up to two Cooperative Agreements resulting from this NOFO to the responsible applicants whose applications best meets the requirements of this NOFO (see also Section II of this NOFO). The Government may, at its discretion reject an application submitted in response to this NOFO.

H.3 AUTHORITY TO OBLIGATE THE GOVERNMENT

The Agreement Officer is the only individual authorized to commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Cooperative Agreement may be incurred before receipt of either a fully executed Cooperative Agreement or a specific, written authorization from the Agreement Officer.

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SECTION I: ATTACHMENTS

I.1 ATTACHMENT – 1: RECIPIENT'S PERSONNEL IDENTIFYING DATA

	Local hire personnel				
Full name	DOB	Identification number	POB	Current address	Phone number

	Expat (U.S./ TCN) personnel				
Full name	DOB	Passport Number	POB	Current address in Bangladesh	Phone number in Bangladesh

I.2 ATTACHMENT – 2: SAMPLE FORMAT FOR INITIAL SECURITY PLAN

INTRODUCTION

The items contained herein are to be considered a baseline in the development of a Security Plan. As this guidance was developed for use across the Agency, it cannot consider all “on-the-ground” situations. Thus, developers should consider the augmentation of their security plans to meet specific threats and possible emergencies posed by the environment.

Each USAID partner will look at its security posture differently. The plan should include:

1) An opening statement of management responsibilities with a brief description that summarizes the corporate, company, and or organizational philosophy regarding security in general (high profile, low profile etc.) and specifically towards this program/project.
2) A description/summary with an overview of the particular program/project. The plan should also indicate the intended method of managing the “safety and security program”, i.e., in house by a security manager or contracted to a third party.
3) A Threat Analysis and a Risk Assessment conducted by a competent authority, preferably a professional Security Expert. This product should cover all facets of the Applicant's operations (i.e., lodging, office, transportation, operational area, etc.)
   - Current and previous security situation (to include crime, insurgent activity, kidnappings, police, and military operations, etc.) in the area(s) of proposed program/project activities, the company's offices, and employee living areas.
   - Previous security incidents that involved the company and/or its personnel or other organizations in the vicinity previous and current threats against the company and/or its personnel.
4) Location(s) of proposed program/project offices and activities.
5) Period of Performance of the Agreement.
6) The company's current security plan (if applicable) including perimeter security (i.e., "11' high, l' foot thick, concrete and brick wall, with razor wire on top totaling approx. 13' that surrounds the facility/ies, CCTV system, 10' high metal entry/exit door manned by a 24/7-armed guard, with cabin, etc.).
7) For requests of vehicles:
   - Number of vehicles requested
   - Vendor that will be utilized
   - Frequency of travel utilizing vehicles
   - Terrain
   - Driver Training Plan
   - Passenger orientation and driver training plan.
8) A security point of contact in case of questions or clarifications.
9) Planned methods to mitigate the threats, including evidence of an assessment or evaluation of alternative security precautions. These may include but not be limited to: Issuance and use of two-way radios and/or other communication networks, upgrading buildings, deploying guards and/or guard force, CCTV system, or purchasing additional vehicles as recommended by security experts, etc.
10) A cost breakdown along with comprehensive budget narrative. An Initial funding request should be identified, broken out by line item, and estimated costs on an annual basis for the life of the award.

Please note that the above items are not an all-inclusive list; there may be additional relevant information or items to be considered. Therefore, when submitting a Security Plan, all relevant and necessary information must be addressed/explained.

SECURITY COUNTER MEASURES

The following topics are not part of an all-inclusive list but represent a guidance of the elements the developer should consider protecting life and property from attack, theft, or environmental loss. If any of the topics is not considered relevant for the specific program/project, a short statement outlining why the topic is not relevant to the plan should be included.

Physical Security for the Program/Project Office(s) and/or Personnel Residences

- Facility Location(s) – provide pertinent security information for each facility and/or residences
- Site Plan(s) / photographs
- Perimeter
  - Barriers (bollards/vehicle control/personnel access control/ditch)
  - Perimeter wall (anti-climb/construction)
  - Visitor and package/mail screening
  - CCTV coverage and data storage – method to monitor and security of the storage medium.
  - Lighting
  - Setback
- 'Hardline' protection
  - Wall construction
  - Man-passable openings
  - Doors and Locks
  - Windows and Shatter Resistant Window Film (SRWF)
  - Access control procedures
  - Eliminating climbable platforms if applicable
- Interior
  - SRWF
  - CCTV (archiving)
  - Imminent Danger Notification System type alarm
  - Safe room - procedures
  - Room locks
  - Emergency procedures posted, drilled, and documented

Guard Force Considerations for the Program/Project Office(s) and/or Personnel Residences

- Guard Force
  - Guard force duties
  - Staffing per shift
  - Equipment that will be issued (armed/unarmed etc.)
  - Shift hours (avoid 12-hour shifts)

- Pre-hire screening
- Documented training (rules of engagement, firearms, first aid etc.)

Infrastructure

- Power
    - Generator (back-up power) size
    - Fuel delivery and storage
- Other Considerations
    - Potable water source and emergency supply
    - Environmental factors (flood/seismic)
    - Proximity to emergency response
    - Fire safety, smoke, and carbon-monoxide alarms
    - Emergency food stores

SAFETY & SECURITY POLICIES AND PLANS

Corporate, company, and or organizational policies and plans that are specific to the program/project should be addressed.

Policies

- Incident reporting (SIR, IR, SR, etc.)
- Weapons on the premises/
- Premises access
- Pre-hire staff vetting
- Branding (USAID and other)
- ID issuance and display
- Medical treatment
- Movement on foot and vehicular
- Vehicle accident
- Night letters and other threats to staff
- Visitors access procedures
- Safeguarding sensitive information
- Travel policies including local, field, and international.
- Compliance with licenses under Bangladeshi laws.

Plans

- Communications plan (including emergency cascade phone list)
- Fire in/on the premises
- Bomb threat
- Emergency Evacuation from premises
- Emergency Evacuation area/country
- Personal Recovery/Kidnapping release plan
- Emergency Action Plan

STAFF TRAINING

Training should be addressed at the outset of the program/project with scheduled refresher training included. Additionally, all training should be documented and recorded. Drills to establish the level of comprehension should also be considered.

Operational Security

  - Cell phone
  - Travel
  - Handling of sensitive information
  - Public
- Environmental Awareness/Cultural Sensitivity
- First Aid – what supplies and capabilities will be on premises
- Driving/Passenger
- Counterintelligence

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I.3 ATTACHMENT – 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA SUBMISSION GUIDELINES

INSTRUCTION: APPLICANTS MUST INCORPORATE THE FOLLOWING GIS-RELATED REQUIREMENTS IN THEIR SUBMISSION

Per acquisition and assistance requirements, the following GIS data reporting requirements shall be included in all MEL and Work Plans submitted by Applicants. USAID/Bangladesh is committed to strategically allocating resources through geographically targeting aid investments, evaluating overall aid effectiveness, and upholding the Agency's open data and transparency goals. Utilizing GIS and acquiring the appropriate geographic data is essential to effectively achieving these goals.

When appropriate, Applicants must apply geospatial methods using GIS to support USAID/Bangladesh's effort to incorporate geographic data and analysis into the Agency's overall development planning, design, and MEL. Geographic data collection, analysis and submission methods must be included in the annual work plan and MEL Plan. In a separate section the type of data to be collected must be discussed in detail, this includes all metadata.

All geo-data will be submitted to the AOR and will be reviewed in consultation with the Mission GIS Specialist or other technically qualified USAID staff to ensure that it meets the geographic data reporting requirements.

Per acquisition and assistance requirements, the following GIS data reporting requirements shall be included in all MEL and Work Plans submitted by awardees.

I. As part of its quarterly and annual reports, or as agreed upon with the AOR, the IP shall submit geographically referenced data either by electronic media such as CD, DVD, or external hard drive, or digitally.

II. Program/Activity Location Data will be provided as point/line or polygon data with latitude and longitude coordinates in Decimal Degree (DD.MMMM) as derived from GPS units or through a digital map interface, such as Google Earth/Maps or a geographic resolution determined in consultation with the Mission. As agreed upon with the AOR, additional attribute data such as, program/activity name, implementing partner name, program/activity start and end dates, program/activity description, beneficiaries, etc., will be submitted along with Program/Activity Location Data for corresponding reporting and portfolio management needs.

III. Thematic Data, Program/Activity Specific Data, and any other geographic data created or purchased under this award with U.S. Government funds will be provided. IPs should contact their AOR prior to purchasing any remote sensing, such as satellite imagery.

IV. All Geographic Data must be submitted in industry standard formats such as ESRI Shapefile or ESRI Feature Class and include metadata. Metadata is a summary document providing content, quality, type, creation, and spatial information about a data set. It represents who, what, when, where, why and how of the resource. It can be stored in any format such as a text file, Extensible Markup Language (XML), or database record. Metadata records include core library catalog elements such as

Title, Abstract, and Publication Data; geographic elements such as Geographic Extent and Projection Information; and database elements such as Attribute Label Definitions and Attribute Domain Values. The suggested metadata format is the XML schema, ISO 19139, which was developed to provide a consistent manner for presenting the ISO 19115 standard.

V. All Geographic Data must be projected to the Geographic Coordinate System World Geodetic System 1984 (GCS WGS 1984). All data must use the World Geodetic System 1984 (WGS 1984) datum.

VI. The selection of appropriate subnational administrative boundary datasets must be done in consultation with the Mission GIS Specialist.

VII. All Geographic Data will conform to the following:

- OMB Circular A-16 and A-130, Executive Order 12906;
- Automated Directives System (ADS) 507 (Freedom of Information Act);
- ADS 551 (Data Administration); ADS 557 (Public Information); and ADS 545 (Information System Security); and ADS 579 (USAID Development Data)
- ADS Chapter 201 Program Cycle Operational Policy 201.3.5.7, Monitoring Indicators (G) Geography: recommends that indicator data be disaggregated by a geographical level that is feasible and useful for management purposes.

VIII. In consultation with the Mission's GIS Specialist and/or as directed by USAID/Bangladesh or USAID/Washington, the AOR will manage this geographic data for use in project management, communications, reporting and evaluation.

IX. In the case of proprietary or contractual restrictions preventing submission/publication of geographic data, the IP shall provide justification to the AOR.

X. 201.3.5.7 Monitoring Indicators (ADS Chapter 201 Program Cycle Operational Policy) (G) Geography: It is recommended that indicator data be disaggregated by a geographical level that is feasible and useful for management purposes.

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I.4 ATTACHMENT – 4: SALARY SUPPLEMENT GUIDANCE

Policy guidance on criteria for payment of salary supplements for host government employees

1. This cable clarifies and supersedes agency policy guidance on payment of salary supplements to host government [HG] employees contained in ref [A]. AID/W has reviewed field responses to the questionnaire on salary supplements contained in ref [B] and found these responses helpful in identifying necessary changes and clarifications. Much of this guidance is identical to the guidance contained in ref [a]; however, the paragraphs below do provide new definitions and explanations of the coverage of this policy as well as additional requirements for documentation of salary supplements paid by USAID

2. The issue of salary supplements remains sensitive and a matter of both congressional and agency concern. It is USAID policy that salary supplements will be considered an exception to normal USAID practice requiring exceptional justification.

3. Definitions:

   A. A HG employee covered under this guidance is an employee paid by the HG, occupying an established position, temporary or permanent, part-time or full-time, within a HG institution. A HG institution is an organization in which the government owns at least a fifty percent share or receives at least fifty percent of its financial share from the government.

   B. Salary supplementation occurs when payments are made to augment an employee's base salary or premiums, overtime, extra payments, incentive payment and allowances for which the HG employee would qualify under HG rules or practice for the performance of his regular duties or for work performed during his regular office hours. Payment, in full or part, of HG base salaries and other enumerated payments at HG rates would be subject to the agency's guidance on recurrent cost [see handbook-1, part iii.a2]. Where the mission pays the salary and allowances of HG officials at the HG rate, it is not considered a salary supplement but rather recurrent cost.

   C. The following are not considered to be salary supplements: per diem; invitational travel; honoraria and payment for work carried out outside of normal working hours. The rules governing these types of payments are summarized in paragraph 5 below.

4. Rules and salary supplements

   A. USAID discourages salary supplements except in very special circumstances. Henceforth, missions must submit any new proposals for salary supplementation to USAID Washington for approval by the appropriate assistant administrator.

   B. USAID normally expects that the HG will finance any necessary supplements to compensate for its regular employees when they are assigned to USAID-financed projects. There are instances, however, whereas a last resort USAID financing of supplements to low host country salaries may be deemed essential to the achievement of HG and USAID joint program objectives. Such supplements typically take the form of premiums for relocation to remote project sites, incentives, and bonuses necessary to attract highly trained technical specialists to devote their expertise to the planning or implementation of development projects.

   C. USAID project funds may be used for these purposes only if the following criteria are met:

- The payments are permitted under host country law and regulations.

- The cooperating entity has demonstrated that it cannot make these payments from its own resources for valid reasons such as the inability of the entity to provide the financing within the time required to meet the needs of the activity.

- The supplements are judged essential to the achievement of project or program objectives.

- Employees do not receive duplicate payments by receiving from another source for the same activity.

- The rates and fees paid are in accordance with local standards and are limited to amounts reasonable in relation to an employee's pay and, for continuing programs, in amounts which the host country entity could be expected to meet from its own resources within a reasonable time.

- The proposed recipients would be carrying out technical, managerial or administrative support rather than broad policy functions.

- A mechanism exists for providing the supplements which prevents potential abuse in the determination of recipients and amounts to be provided; ensures financial integrity in the payment system; and establishes adequate monitoring and reporting.

D. If the above criteria are met, justification for the proposed supplements and a mechanism for providing the supplements must be set forth explicitly in and approved as part of the activity documentation and/or authorization and described in the relevant agreement. When salary supplements are likely to be included in a proposed USAID project or program, this will be clearly indicated in the project identification document [PID], or other relevant document. This justification and a description of the mechanism for providing the salary supplementation must be reviewed by the appropriate assistant administrator. Documentation of the legality of such payments under host country laws and regulations will be maintained and readily accessible as part of the project or program files.

E. This policy guidance applies to the use of USAID dollar resources, as well as to U.S.-owned local currency and host country-owned local currency jointly programmed by USAID and the host country when the proposed uses of the local currency include explicitly payment of salary supplements.

F. Policy-making officials will not receive USAID payment of salary supplements in any form including USAID payments for project-related work conducted outside normal working hours as discussed in paragraph 5.c. Below. Policy-making officials are defined as high-level elected or appointed officials such as those serving on the cabinet or in the immediately subordinate sub-cabinet position.

G. This policy guidance applies to all new projects and activities henceforth. It must also be applied to ongoing projects and activities to the full degree deemed feasible by the mission director and without jeopardizing overall USAID country program objectives previously signed by the USAID and the HG, including those funded by USAID and managed by PVOS or other nongovernmental organizations. Appropriate assistant administrators must be advised immediately of specific circumstances where ongoing salary supplements cannot be brought into compliance with this policy guidance. Missions will provide specific details to the assistant administrators where there is any doubt regarding the legal basis of salary supplements [see subparagraph i below].

H. USAID should discuss the issue of salary supplements with other donors in an effort to minimize the practice, avoid duplicative payments for the same project or activity, moderate competitive efforts to attract limited capable personnel and, in cases where supplementation is necessary, to arrive at generally comparable levels of supplementary compensation.

I. Any legal questions will be resolved by the mission director in coordination with the regional legal advisor. If any doubt remains concerning legal questions, the regional assistant administrator or his designee in coordination with USAID/GC will make the determination. Any other questions regarding application of this guidance will be directed to the regional bureau assistant administrator and AA/PPC.

J. Exception to this policy and eligibility criteria will be granted very rarely and must be approved in advance by the appropriate assistant administrator in Washington.

5. Rules on payments to individuals which are not considered to be salary supplements:

A. Per diem is permissible for program or project-related activities provided any such reimbursement is paid at the HG rate, U.S. Government rate or on an actual cost reimbursement basis.

B. It is permissible to fund the international travel of policy officials on invitational travel orders approved by the mission director. In special circumstances, such as when HG policy officials accompany U.S. Government officials on official travel within the host country, it is also permissible to fund domestic travel of HG policymaking officials at the U.S. government rate or on an actual cost reimbursement basis, even though the official is not on U.S. Government travel orders. Such travel costs and per diem are not considered salary supplements.

C. Honoraria may be paid to university employees and to members of research institutions, who are HG employees solely by virtue of their position in a university or research institution, carrying out project-related activities outside their normal duties where the normal practice of the HG condones this type of additional work. Only nominal and occasional payments of honoraria to other HG employees under similar circumstances may be paid provided such payments are clearly for functions outside their normal duties and do not take place during normal working hours or otherwise conflict with official duties in which case they are not considered salary supplements. Frequent recurring payments are prohibited except for university employees.

D. Payment for project-related research and specific studies conducted outside normal working hours and permitted by HG practice and law is allowable provided the HG employee is not completing this work during hours of his regular duties paid by the HG and provided the work does not conflict in any other way with official duties. A clear relationship and method of payment needs to be established for these services, e.g. - cooperative agreement, end product or purchase order. Generally, a PSC is not considered an appropriate mechanism because of the implied employee/employer relationship. Missions will generally avoid financing payments for individuals who are already carrying out similar activities as part of their normal daily duties or official function. Also, to the maximum extent practical, the work will be performed on a site other than the employee's normal work site. It will be known to the employee's HG supervisor.

E. Missions are responsible to ensure that adequate documentation is available in project or program files to support any payments made within the scope of this policy guidance on payments to individuals which are not considered to be salary supplements.

[End of salary supplement guidance]

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I.5 ATTACHMENT – 5: TEMPLATE FOR SUMMARY BUDGET

The excel spreadsheet is attached with the NOFO as a separate document.

I.6 ATTACHMENT - 6: INITIAL ENVIRONMENTAL EXAMINATION (IEE)

Attachment – 6 attached as a separate document.

I.7 ATTACHMENT – 7: CERTIFICATIONS, ASSURANCES, OTHER STATEMENT OF THE RECIPIENT

Attachment –7 is provided as a link. For the page link, please go to https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf

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[END OF NOTICE OF FUNDING OPPORTUNITY]