



Issue Date: May 31, 2019

Deadline for Questions: June 6, 2019, 9:00 am Sarajevo, BiH local time

Closing Date: July 1, 2019

Closing Time: 9:00 am Sarajevo, BiH local time

Subject: Request for Applications (RFA) Number: 72016819RFA00003

Program Title: USAID's General Education Activity (TABLA)

Catalog of Federal Domestic Assistance (CFDA) Number: 98.001 USAID Foreign Assistance for Programs Overseas

Ladies/Gentlemen:

The United States Agency for International Development (USAID) through its Mission in Bosnia and Herzegovina (USAID/BiH) is seeking applications for a cooperative agreement from qualified entities to implement USAID/BiH's General Education Activity. Eligibility for this award is not restricted.

USAID intends to make an award to the applicant who best meets the objectives of this funding opportunity based on the merit review criteria described in this RFA subject to a risk assessment. Eligible parties interested in submitting an application are encouraged to read this RFA thoroughly to understand the type of program sought, application submission requirements and selection process.

To be eligible for award, the applicant must provide all information as required in this RFA and meet eligibility standards in Section C of this RFA. This funding opportunity is posted on www.grants.gov, and may be amended. It is the responsibility of the applicant to regularly check the website to ensure they have the latest information pertaining to this RFA and to ensure that the RFA has been received from the internet in its entirety. 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 RFA, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

USAID will not award to an applicant unless the applicant has complied with all applicable unique entity identifier and System for Award Management (SAM) requirements detailed in Section D.6.f. The registration process may take many weeks to complete. Therefore, Applicants are encouraged to begin registration early in the process.

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

Issuance of this RFA 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.

Thank you for your interest in USAID programs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sarah R. Bueter", with a stylized flourish at the end.

Sarah R. Bueter
Supervisory Agreement Officer

TABLE OF CONTENTS

SECTION A: PROGRAM DESCRIPTION	4
SECTION B: FEDERAL AWARD INFORMATION	15
SECTION C: ELIGIBILITY INFORMATION	17
SECTION D: APPLICATION AND SUBMISSION INFORMATION	18
SECTION E: APPLICATION REVIEW INFORMATION	34
SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION	36
SECTION G: FEDERAL AWARDED AGENCY CONTACT(S)	41
SECTION H: OTHER INFORMATION	42
ANNEX 1 - SUMMARY BUDGET TEMPLATE	44
ANNEX 2 - STANDARD PROVISIONS	44
Attachment 1 - Logframe Template	
Attachment 2 - Fact Sheet:	
Enhancing and Advancing Basic Learning in BiH (ENABLE)	
Attachment 3 - Fact Sheet:	
School at the Heart of the Community: Preventing Violence through Critical Thinking and Values Based Education	

SECTION A: PROGRAM DESCRIPTION

1. GOAL AND PURPOSE

The goal of USAID's TABLA Activity is to improve student outcomes in critical thinking and STEM subjects. This activity's aim is to assist select geographical areas in integrating high-quality teacher training and education into their existing infrastructure. This will be accomplished by improving teacher capacity to incorporate critical thinking and applied knowledge in STEM into classroom teaching. This will be a five-year, \$8 million activity.

2. AUTHORIZING LANGUAGE AND APPLICABLE REGULATIONS AND POLICIES

The Authority for the RFA and any resulting award is from the Foreign Assistance Act of 1961, as amended.

For U.S. Organizations:

2 CFR 700 (<http://www.ecfr.gov/cgi-bin/textidx?SID=a5489109509be4f2b9bd6335059465b2&node=pt2.1.700&rgn=div5>) 2 CFR 200

(<http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>), applicable policies of ADS 303

(<http://auslnxapvweb01.usaid.gov/ADS/300/303.pdf>) ,

and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations

(<http://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>) are applicable.

For Non-U.S. Organizations:

2 CFR 700 (<http://www.ecfr.gov/cgi-bin/textidx?SID=a5489109509be4f2b9bd6335059465b2&node=pt2.1.700&rgn=div5>),

applicable policies of ADS 303 and ADS 303mab, Standard Provisions for Non-U.S. Nongovernmental Organizations

(<http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>) will apply.

3. BACKGROUND

Education in Bosnia and Herzegovina

Equipping citizens with the knowledge and skills necessary to achieve their full potential, contribute to an increasingly interconnected and automated world, and ultimately convert better skills to better lives should be the central purpose of education policymakers. However, the education system, not unlike other public institutions in BiH, is not immune to political capture, which diverts attention and resources away from what should be the focus - improving the quality education. The status quo of the Bosnian-Herzegovinian education sector undermines

reconciliation efforts and stymies both democratic and economic development. This activity's aim is to assist select geographical areas in integrating high-quality teacher training and education into their existing infrastructure.

Many schools are segregated on the basis of ethnicity and textbooks largely reinforce these divisions. This coupled with out of date curricula and teaching materials, produce students who are not challenged to develop the critical thinking skills necessary to grapple with a variety of viewpoints and assess and evaluate the large amount of information available at their fingertips. As much of Europe has transitioned to a Socratic and student-focused teaching method, the antiquated mechanical classroom structure remains in BiH, with teachers reciting scripted lessons and students dutifully writing it down. [Exams merely reflect how effectively they memorize the teacher's lecture.](#) Current and future teachers are not provided the tools and training needed to make this change in approach to classroom instruction and orient students towards a more discerning approach to information.

The international community has devoted some of its attention to education policy, however many of these interventions have generally lacked sustainability and have been undertaken in an ad-hoc fashion. In some cases, international donors have attempted support to systemic reform efforts, but these have ultimately lacked buy-in from local authorities. To date, evidence-based data about the quality of basic education in BiH has been limited. Due to the lack of financial resources the TIMSS testing was not conducted in 2011, which prevented tracking changes and trends in achievements of teachers and students, as well as the effectiveness of implemented decisions and reforms.

The analysis of "The Advantages of Application of TIMSS on the Educational System of BiH" authored by the Center for Policy and Governance, July 2013, showed the following: In 2007, TIMSS examined mathematics and natural sciences knowledge of 4,300 pupils from 150 schools was examined. According to the Agency for Statistics of Bosnia and Herzegovina this is around 10 percent of the total number of primary schools in the entire country. Testing also indirectly assessed 150 school principals and 724 teachers. The final results showed that BiH was ranked second to last in Europe and 27th out of 50 participating countries worldwide. The points achieved (465.5 points) indicate that the country position itself as low or medium quality education system, since the international average score is 500 points. The results show that only 10% of pupils have the ability to apply acquired skills and knowledge in mathematics, whereas 14% of them show the same skills in natural sciences. Furthermore, only 32% of students have a satisfactory level of knowledge in mathematics, while 46% of students have equally adequate understanding of natural sciences.

In 2018 BiH participated in *Progress in International Students' Achievement* (PISA) for the first time, and is preparing for the *Trends in International Mathematics and Science Study* (TIMSS) 2019 and *Program for International Reading Literacy Study* (PIRLS) 2021. These international assessments of students' achievements will provide increased data about the quality of education in BiH. The first PISA results will be released in December 2019 and are expected to be low, as the test focuses on critical thinking skills and applied knowledge, areas which education practitioners, policymakers, and administrators have identified as needing serious work.

Structure of Education Institutions in Bosnia and Herzegovina

As a country in transition, Bosnia and Herzegovina, has been working toward decentralizing and improving the quality and efficiency of its education system. Since the Dayton Agreement, authority over education was given to 11 Ministries of Education (Republika Srpska, the Federation of Bosnia and Herzegovina, and the 10 cantons or federal units) and one Department of Education of Brcko District in Bosnia and Herzegovina. There is the Department of Education in the Ministry of Civil Affairs at the state level and the Federation Ministry of Education, which only have a coordination role, as opposed to a decision-making role. The Ministries of Education (MoEs) and Science are responsible for education policy in their cantons, the Republika Srpska, and Brcko District. These responsibilities include deciding about education finance, establishing and monitoring education laws and regulations, and administering canton, entity, or district institutions. The shift of educational authority to the cantons means that each canton has the legal right to govern and manage its own education system, including higher education, even though some cantons do not have higher education establishments. In seven cantons and in the Republika Srpska, there are pedagogical institutions that carry out responsibilities which vary slightly, but their main functions include some or all of the following.

- Advising ministries of education on curriculum and new legislation;
- Collecting statistical and other information from schools;
- Evaluating the quality of schools;
- Advising on the appointment of teachers and assessing and confirming their qualifications;
- Evaluating school development plans; and
- Providing professional development opportunities for teachers and setting up training courses.

Teachers and Teacher Education

Since all teachers in Bosnia and Herzegovina's public schools are government employees, they have to take a professional exam in addition to acquiring the appropriate diploma in order to qualify to work in public and private schools. Teaching in the first three or four grades of primary schools is carried out by classroom teachers, while in the upper grades of primary school it is carried out by subject teachers or secondary school teachers. Generally speaking, teaching personnel for the lower primary school grades (from first to fifth grade) undergo four years of education at the Pedagogical and Teachers' Faculties within public universities. Teaching personnel for the higher primary school grades typically obtain a Bachelor's degree. If the degree is not from a teacher training university they are required to pass training or coursework in psychology, pedagogy, and didactics; however the extent to which they do varies by canton, entity, or district.

The transition to a compulsory nine-year education, inclusion of children with special needs into the mainstream education, the introduction of new subjects, and the introduction of new student-centered learning outcomes are only some of the changes that brought teachers a multitude of new challenges and, as such, increased the requirements concerning their initial and continued education and training. Teacher professional development and advancement is regulated by legislation at the entity level in the Republika Srpska and the cantonal level in the Federation.

The Brčko district has its own legislation. Decisions concerning professional development are issued in a centralized manner, at the ministerial level (i.e., the pedagogical institute level). Apart from the pedagogical institutes, there are no specialized institutions for professional development of teachers or active teachers' associations at the entity or state level; however, international donors have initiated a myriad of informal trainings to various degrees of success.

A certain number of teachers attend compulsory training programs organized by the ministries (i.e., pedagogical institutes) during summer or winter holidays. The monitoring and assessment of teachers, which is carried out by counselors or inspectors, is in a transitional phase and varies highly by canton. Applicants are strongly encouraged to read the [Brief Assessment of Basic Education in Bosnia and Herzegovina](https://pdf.usaid.gov/pdf_docs/PA00TP9S.pdf) (https://pdf.usaid.gov/pdf_docs/PA00TP9S.pdf) conducted by USAID's MEASURE project.

4. ACTIVITY OBJECTIVES AND ILLUSTRATIVE RESULTS

The proposed activity contributes to USAID/Bosnia and Herzegovina's Country Development Cooperation Strategy (CDCS) goal which states: "BiH is a more stable country closer to Euro-Atlantic integration," as an improved quality of education builds stability by better equipping students with the skills needed for the 21st century, leading to improved options for the labor market and building confidence in the country's future.

The goal of *USAID's TABLA Activity* is to improve student outcomes in critical thinking and STEM subjects. To achieve the stated goal, the activity will focus on increasing teacher capacity to incorporate critical thinking and applied knowledge in STEM into classroom teaching via four sub-purposes. The activity will take a geographically selective approach, working in only three locales (Sarajevo Canton, Herzegovina Neretva Canton, and one other to be determined) and potentially rolling out to future locations if success is possible in the first three. Together the Sarajevo Canton and Herzegovina Neretva Canton would comprise approximately 50% of the level of effort. The limited geographic approach is to ensure that all changes are adopted and made to be a part of each of the three educational systems.

The first sub-purpose is support for select teaching faculties in their efforts to train future teachers in critical thinking and applied knowledge skills in the STEM subjects. The second sub-purpose will support select cantonal and entity ministries of education to institutionalize quality teacher training and professional development in the areas of critical thinking and applied knowledge in the STEM subjects. The third sub-purpose will improve school learning environments in select schools in order to provide teachers with the physical tools and contexts necessary to put their training into practice. The final and fourth sub-purpose will stimulate discussion on education reform in the wake of the 2018 PISA results.

Please note that this activity, during implementation, will need to coordinate activities with USAID's other education-related activities (see Paragraph 6 below).

The **Development Hypothesis** is therefore the following:

IF teachers engage in quality professional development and in-service training opportunities that focus on critical thinking skills, applied knowledge in STEM subjects; and

IF select university students who intend to become teachers have the opportunity to complete high-quality training and engage in meaningful mentoring relationships; and

IF select schools are equipped to provide quality learning environments; and

IF education policymakers and other stakeholders are engaged in dialogues and actions to set clear guidelines and standards to improve teacher training and quality;

THEN we can expect higher-quality general education learning outcomes, improved standardized testing results, a better-equipped workforce, and more knowledgeable, active citizenry to emerge in the selected geographical areas.

The **Anticipated Results** of this activity are therefore the following:

Activity Goal 1. Improved student outcomes in critical thinking and STEM subjects

Activity Purpose 1.1. Increased teacher capacity to incorporate critical thinking and applied knowledge in STEM into classroom teaching.

Activity Sub purpose 1.1.1 Increased standards for pre-service teacher training adopted and implemented in select teaching faculties

Activity Sub Purpose 1.1.2 High quality in-service teacher training program integrated into the education systems in select cantons and entities

Activity Sub Purpose 1.1.3 Improved learning environments that allow for applied learning in STEM

Activity Sub Purpose 1.1.4 BiH increases education reform dialogue in response to PISA 2018 results.

The Log Frame Template is attached to RFA. (Attachment 1)

5. SPECIFIC COMPONENTS

The Activity has four main sub-purposes:

1. Pre-service teacher training (in select teaching faculties);
2. In-service teacher training (continuing education and professional development for current teachers);
3. Improving school learning environments; and
4. Stimulating discussion on education reform.

The Mission has identified three geographic to take part in this activity. They are Sarajevo Canton (with the University of Sarajevo teaching faculty and one pedagogical institute), Herzegovina-Neretva Canton (with the University of Mostar teaching faculty and two pedagogical institutes), and one other to be determined. Over the life of this activity, there is the potential for rolling out interventions to additional geographic areas if success in the first three is possible. Together the two identified Cantons would utilize approximately 50% of the LOE.

This activity will include the following sub-purposes (components):

1. Pre-Service Teacher Training

Quality teachers are a precondition for quality education. No reforms of pre-service teaching programs were conducted in the last decade. The primary problems in pre-service teacher training include outdated, content-based curricula and insufficient hours dedicated to the common core curriculum standards developed by APOSO, leaving young teachers unprepared for work. There is no systematic approach to teachers' professional development and there are no quality assurance (QA) or accreditation mechanisms for in-service teacher training. Professional development programs organized by ministries and/or pedagogical institutes are not continuous or tailor-made. Although interventions from the international community often involve teacher training for the specific subjects for which they are tailored, no entity has undertaken the arduous task of helping to create high-quality, broad-based teacher training.

This TABLA activity will support comprehensive reform of select teaching faculties that correspond to the various successful reforms and modernization in basic education. The reform should be focused on the development of study programs based on learning outcomes, key competencies, common core curricula, and critical thinking skills. Pedagogy, Psychology, Didactics and Teaching Methods (PPDM) module that was authored under USAID/BiH ENABLE project offers a glimpse into what a reformed PPDM course could look like; however, the limitation under the current ENABLE approach is that it was not incorporated formally and adopted as the official PPDM curriculum. Rather, teachers in the faculty could choose to implement it on a voluntary basis. This component aims to go further and change the current system at three university faculties, in order to create modernized pre-service teacher training for future teachers.

Illustrative Activities may include the following; however, they are intended to provide guidance to applicants and do not intend to be a suggestion to copy verbatim into the application, or limit applicants from proposing a varied mix of direct technical assistance activities:

- a. Reform teaching faculty programs by synchronizing university curricula with basic education based on Common Core Curriculum and learning outcomes.
- b. Adopt updated curriculum for the PPDM course so that all future teachers, either in teaching faculties or non-teaching faculties (which is where the majority of secondary education teachers get their university educations) receive updated approaches to education.
- c. Teaching faculties incorporate required lessons in teaching STEM subjects as a joint approach.

d. Increase the professional development opportunities available to and required of university professors, particularly those in teacher training programs.

e. Standards of Occupations (OS) and Standards of Qualification (QS) for pre-service teacher training have been developed by all relevant stakeholders in BiH, with technical assistance of international and domestic experts. Based on OS and QF for pre-service teacher training new, modular study programs based on learning outcomes and key competencies for pre-school, primary (for both classroom and subject teaching) and secondary school teachers should be developed in cooperation between relevant domestic stakeholders (teaching faculties, teachers from pre-school, primary and secondary education, pedagogical institutes and ministries of education, domestic experts etc.) and international experts. These should take into account any existing efforts and integrating critical thinking and STEM subject groundwork that has been laid by existing policy makers and practitioners.

f. Integrate critical thinking and applied knowledge skills training in any pre-employment internship or mentorship programs.

g. Integrate outcomes related to teaching critical thinking and STEM subjects into practicing learning and assessment frameworks and school-based mentor guidance.

2. Professional Development / In-Service Teacher Training

Cantons and the RS have different approaches to in-service teacher training programs. As the nature of the system is decentralized, professional development programs are controlled and managed by the cantonal or RS ministries of education and their respective pedagogical institutes. While formally the Common Core Curriculum was adopted and teacher should be planning against student learning outcomes rather than content-based curricula, in reality, many do not know what that even means.

ENABLE has worked on developing teacher guidelines for teaching the STEM subjects according to the student learning outcomes as defined in the CCC. The response to those materials has been good, but again, one of the limitations is that it is requiring the teachers to undertake this on a voluntary basis as part of the pilot schools. This has not been incorporated into the required professional development system and there is no additional remuneration or reward for undertaking the extra work, which limits the sustainability.

In addition, studies have shown a lack of focus on developing critical thinking skills in the BiH education system and teachers have to change the approach by which they convey material, challenge students' assumptions, and highlight different points of view. The STEM teaching approach does incorporate such an approach of building critical thinking skills; however, this does not only have to be limited to teachers of STEM subjects.

Therefore, USAID's TABLA Activity will work towards improving and institutionalizing the training that current teachers receive by working to reform the current system in select locations listed above and incorporating understanding of teaching according to student learning outcomes, incorporating STEM education into schools, and building critical thinking in classrooms.

The activity will work with the requisite ministries of education, pedagogical institutes and faculties to focus on integrating reform into the current system rather than additive, voluntary activities that do not affect core processes. As an example, improved STEM and critical thinking training should not nearly be offered by the activity but rather it should become a formal part of continuing teacher education for which teachers receive credit. Work with the education government institutions can include help with strategic planning, budgeting, change management and streamlining rules and procedures with the goal of making the education system more efficient and accountable.

Illustrative Activities may include the following; however, they are intended to provide guidance to applicants and do not intend to be a suggestion to copy verbatim into the application, or limit applicants from proposing a varied mix of direct technical assistance activities:

- A. Provide STEM education training for teachers and develop a STEM licensing system that is officially adopted in each locale for teachers (in the STEM subjects), which must be renewed periodically by engaging with and successfully completing professional development activities as offered by the program.
- B. Incorporate new professional development subjects into the required teacher training programs to include CCC training, critical thinking, and PPDM.
- C. Allow for a variety of training, including giving the teachers a choice as to which training they will receive.
- D. Develop a system of incentives for professional development, including necessary revisions to the respective book of rules for teacher advancement that directly ties teacher participation in the development of critical thinking, applied knowledge, STEM, and PPDM teaching skills to teacher advancement and participation.
- E. Demand driven assistance to MoEs and other policy stakeholders on improving efficiency and accountability of the education system.

3. Provision of Quality Learning Environments

In order to build on the teacher training that is undertaken in component 1 and 2, it is important that teachers have school environments that allow them to incorporate new methodologies and have the needed equipment to provide students with hands-on learning. For this reason, component 3 will focus on equipping approximately 100 select schools with STEM labs that improve the learning environment and provide incentives for schools to incorporate STEM to the maximum extent.

In addition to the STEM labs, as another incentive for educational policymakers and school management to institutionalize reforms, this Activity will explore options of working with other US government (USG) agencies that support infrastructure repairs to marry their projects with this one. School repairs are one of the most common activities requested by schools, municipalities, students and their parents; therefore, the ability to deliver some tangible benefits can increase the success of the other portions of the project. This should be done as a part of a larger strategic approach by the ministries of education. Assistance to ministries of education (referred to above in component 2) will ensure that this can eventually be brought to greater scale.

The selection of schools for renovation will be done in coordination with the other components and it will be an integral part of the overall project strategy. This means that only the schools that are involved in other components will be eligible to apply for renovation. As this component is to be completed by other USG entities, it should not form any part of the offeror's application but will be a part of the work plan phase.

4. Stimulating Discussion on Education Reform

Finally, the project will seek to stimulate greater demand for education reform from parents, students and educational policymakers. Students, parents, and local communities can and should become a major driving force in requesting changes in education that will ensure the future economic success of BiH and the welfare of its citizens. Schools and ministries should be held responsible for quality education that prepares youth for the future. The ability of local stakeholders to envision a different system beyond the current education model is difficult without discussion or infusion of new ideas. This program should provide both a platform for discussing new ideas but also substantive content and strategies to carry out those ideas. As the world is rapidly changing due to ever greater digitalization, education is also changing. More people could be introduced to changes in education systems around the world, or even in the region or in BiH that have shown promise. As just a few illustrative examples, the Swedish model of vouchers, innovative teaching practices that have been pioneered by local educators in BiH such as DigitCoin or Palcici.ba, online teaching modules, etc. should be openly discussed and considered by policymakers, administrators, practitioners, teachers, and parents. These innovative approaches should be properly assessed regarding feasibility and appropriateness for a wider application in BiH, and if feasible the project should allow flexibility for their implementation in line with the goals of other components of the project

Illustrative Activities may include the following; however, they are intended to provide guidance to applicants and do not intend to be a suggestion to copy verbatim into the application, or limit applicants from proposing a varied mix of direct technical assistance activities:

- a. Organization of town hall meetings with school principals, teachers, and parents.
- b. Innovative mechanisms for the adoption of school-wide programs, competitions, or technologies.
- c. Encouraging and developing community partnerships with schools, such as public-private sponsorships of specific trainings, programs, institutes, or other educational opportunities.
- d. Engaging with employers and industry leaders to help identify the skills needed in the workforce.
- e. Coordinating with parent's associations to create seminars or forums for parents to better understand the kind of skills students should be trained in, upcoming teacher trainings, and assessments.
- f. Public outreach, tailored to parents and other stakeholders, about the state of education in BiH and the necessity for this program.

6. SPECIAL CONSIDERATION

CROSS-CUTTING REQUIREMENTS

A. Sustainability: Sustainability will be a priority for this activity. Key institutions, such as cantonal MoEs in Sarajevo and Herzegovina-Neretva Canton and the RS, still lack the technical capacity to drive reform. TABLA must transfer knowledge, skills, and public recognition of successful reform to partner organizations and beneficiaries to ensure that the legacy of TABLA is not the project, but the people and institutions it supported. Demand-driven assistance and fostering local ownership and accountability will enable them to become more involved in identifying outcomes they wish to achieve and outlining the steps and resources needed to achieve them. Requiring progressively higher financial and in-kind contributions from municipalities will encourage them to seek maximum return on their investment. This will result in a more strategic use of resources, increase accountability, and limit incentives for corruption.

B. Gender Analysis: To the greatest extent possible, the *USAID's TABLA Activity* will promote gender equality as core development objectives throughout all components of this activity. The applicant is expected to integrate gender equality into all relevant aspects of programming, develop indicators that will measure specific gender equality goals, and report them back to USAID.

C. Youth: *USAID's TABLA Activity* will have as its goal to ultimately improve the education context and the delivery of lessons and curricula for young people. Additionally, the activity will seek to engage young people – students – in shaping their education policies and teaching approaches that shape their learning ecosystems.

D. Disability Considerations: USAID has a priority to help underserved groups, including people with disabilities. According to the United Nations Convention on the Rights of People with Disabilities, a person with a disability is defined as someone who has long term physical, mental, and intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.

Under this award, every effort will be made to accommodate the needs of people with disabilities. Furthermore, applicants shall include a disability inclusion plan specifically delineating how the project will address barriers for people with disabilities relevant to the project and ensure equal access and disability inclusive development practices.

E. Monitoring, Evaluation and Learning: The final lograme will become a core part of your MEL plan, due within 45 days of the award for USAID/BiH approval. The recipient will need to fully develop performance indicators, collect necessary baseline and follow-up data, and numerical targets to measure the results for each activity component and to assess the impact of proposed interventions. In this process, the recipient will work closely with the Mission and a third-party contractor.

USAID may conduct a performance evaluation of the activity at any time during the implementation to measure changes that occurred as a result of the activity or for any other

reason. You should not include the USAID evaluation in your program budget. USAID does not prohibit evaluations commissioned by implementing partners. However, such evaluations must be done in accordance with the USAID evaluation policy and under USAID guidance. Applicants should understand that high quality evaluations as described in the USAID Evaluation Policy typically cost a significant amount of money.

7. USAID activities that contribute to the education sector

1. USAID's **Enhancing and Advancing Basic Learning in BiH (ENABLE)** activity is a three year project that is focusing on increasing the quality of science, technology, engineering and mathematics (STEM) teaching in BiH. Through this project, USAID is helping to develop operational teaching curricula for common core STEM proficiencies and create a standardized approach to teacher training, based on best international practices. Interventions are coordinated and owned by relevant BiH institutions and designed to affect systemic change. Interventions are conducted in collaboration with all relevant local and international stakeholders, to promote ownership of and continued support for the educational reforms at all levels. The project is currently piloting the STEM operational teaching curriculum in 12 schools. (Attachment 2)

2. USAID's **School at the Heart of the Community: Preventing Violence through Critical Thinking and Values Based Education** activity is implemented by the non-governmental organization Step by Step. This three year program works to reduce the risk of violent extremism in schools and communities by strengthening the preventive role of education. It does this through values-based learning and critical thinking in the culture, policies, and practices of schools. The project works directly with 45 schools throughout BiH, with 315 school development team members and 900 teachers. (Attachment 3)

END OF SECTION A

SECTION B: FEDERAL AWARD INFORMATION

The award(s) under this RFA will be administered through and managed by USAID/Bosnia and Herzegovina.

1. Estimate of Funds Available and Number of Awards Contemplated

USAID/BiH intends to award one Cooperative Agreement pursuant to this notice of funding opportunity. Subject to funding availability and at the discretion of the Agency, USAID intends to provide US\$8,000,000 in total USAID funding over a five (5) year period.

2. Start Date and Period of Performance for Federal Awards

The anticipated period of performance is five (5) years. The estimated start date will be September 27, 2019.

3. Substantial Involvement

The award under this RFA is anticipated to be a Cooperative Agreement. In accordance with ADS 303.3.11, Cooperative Agreements permit the “substantial involvement” of USAID in certain aspects of the supported projects.

Substantial Involvement:

USAID expects to be substantially involved over the life of a Cooperative Agreement to assist the Recipient in achieving the expected outcomes and results of the program. Substantial involvement under a Cooperative Agreement shall include the following:

- a. Approval of the Recipient's Implementation Plans.
- b. Approval of specified key personnel and any changes to the proposed key personnel.
- c. Agency and Recipient Collaboration or Joint Participation.
- d. Agency authority to immediately halt a construction activity, if any.

4. Authorized Geographic Code

The geographic code for this program is **937** which means that the Recipient will be allowed to make purchases for items from the United States, the cooperating/recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

For accurate identification of prohibited sources, please refer to 22 CFR 228 entitled “Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID” and Automated Directive System (ADS) 310.

5. Nature of the Relationship between USAID and the Recipient

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 the General Education Activity which is authorized by Federal statute. The successful 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.

END OF SECTION B

SECTION C: ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligibility for this RFA is not restricted.

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

USAID will not accept applications from individuals. All applicants must be legally recognized, non-governmental organizations under applicable law.

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 Recipient must be a responsible entity. The successful applicant will be subject to a responsibility determination assessment (Pre-Award Survey) by the Agreement Officer (AO). The Pre-Award Survey is required to examine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of award.

Only one application is allowed from each eligible applicant.

2. Cost Sharing or Matching

Cost sharing under this activity is suggested (voluntary) but not required. Such funds may be mobilized from 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. For guidance on cost sharing in grants and cooperative agreements see ADS 303.3.10.

Cost sharing or matching means the portion of program costs not paid by Federal (USG) funds. The cost share must be verifiable from the recipient's records.

USAID will accept cost sharing after considering whether it is appropriate for the recipient organization in the particular circumstances, the programmatic and technical context in particular. There is no set formula for cost sharing, nor is there a suggested numeric reference point. Cost sharing should be based on the needs or purpose of the activity. The Agreement Officer will determine whether any proposed cost share will become a condition of the award.

END OF SECTION C

SECTION D: APPLICATION AND SUBMISSION INFORMATION

1. Agency Points of Contact

Ms. Sarah R. Bueter
Agreement Officer
USAID/BiH/OAA
sarajevoaaa@usaid.gov

Ms. Amila Hodzic
Acquisition and Assistance Specialist
USAID/BiH/OAA
ahodzic@usaid.gov

2. Questions and Answers

Questions regarding this RFA must be submitted in writing via email to sarajevoaaa@usaid.gov no later than the date shown on the cover page. Any information given to a prospective Applicant concerning this RFA will be furnished promptly to all other prospective Applicants as an amendment to this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective Applicant.

3. General Content and Form of Application

To be considered for this funding opportunity, all applicants must follow the procedures below. USAID/BiH may exclude applicants from further consideration if any submission is not within these parameters. Applications and all supporting material must be submitted in English.

Each Applicant must furnish the information required by this RFA. Applications must be submitted in two separate parts: the Technical Application, and the Business (Cost) Application. This subsection addresses general content requirements applying to the full application. Please see subsections 5 and 6, below, for information on the content specific to the Technical and Business (Cost) Applications. The Technical Application must address technical aspects only while the Business (Cost) Application must present the costs, and address risk and other related issues.

Both the Technical and Business (Cost) Applications must include a cover page containing the following information:

- Name of the organization(s) submitting the application;
- Identification and signature of the primary contact person (by name, title, organization, mailing address, telephone number and email address) and the identification of the alternate contact person (by name, title, organization, mailing address, telephone number and email address);
- Program name;
- RFA number; and

- Name of any proposed sub-recipients or partnerships (identify if any of the organizations are local organizations, per USAID's definition of 'local entity' under ADS 303).

Any erasures or other changes to the application must be initialed by the person signing the application. Applications signed by an agent on behalf of the Applicant must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants may choose to submit a cover letter in addition to the cover pages, but it will serve only as a transmittal letter to the Agreement Officer. The cover letter will not be reviewed as part of the merit review criteria.

Applications must comply with the following:

- USAID will not review any pages in excess of the page limits noted in the subsequent sections. Please ensure that applications comply with the page limitations.
- Written in English.
- Use standard 8 ½" x 11", single-sided, single-spaced, 12 point Times New Roman font, 1" margins, left justification, and headers and/or footers on each page including consecutive page numbers, date of submission, and Applicant's name.
- 10 point font can be used for graphs and charts. Tables, however, must comply with the 12 point Times New Roman font requirement.
- Submitted via Microsoft Word or PDF formats, except budget files which must be submitted in Microsoft Excel format.
- The estimated start date identified in Section B of this RFA must be used in the Business (Cost) Application.
- The Technical Application must be a searchable and editable Word or PDF format as appropriate.
- The Cost Schedule must include an Excel spreadsheet with all cells unlocked and no hidden formulas or sheets. A PDF version of the Excel spreadsheet may be submitted in addition to the Excel version at the Applicant's discretion, however, the official Budget (Cost) Application submission is the unlocked Excel version.
- The technical application must be no more than 20 pages. Any pages additional beyond 20 (other than those excluded as noted below) will not be read.

Applicants must review, understand, and comply with all aspects of this RFA. Failure to do so may be considered as being non-responsive and may be evaluated accordingly. Applicants should retain a copy of the application and all enclosures for their records.

Applicants should retain for their records one (1) copy of the application and all enclosures which accompany it.

4. Application Submission Procedures

Please submit your Technical Application and Business (Cost) Application electronically to sarajevooaa@usaid.gov by the time and date indicated on the cover letter of this RFA.

Email submissions must include the RFA number and applicant's name in the subject line heading. In addition, for an application sent by multiple emails, the subject line must also indicate whether the email relates to the Technical or Business (Cost) Application, and the desired sequence of the emails and their attachments (*e.g.* "No. 1 of 4"). For example, if your cost application is being sent in two emails, the first email should have a subject line that states: "[RFA number], [organization name], Cost Application, Part 1 of 2."

USAID's preference is that the Technical Application and the Business (Cost) Application each be submitted as consolidated email attachments, *e.g.* that applicants consolidate the various parts of a technical application into a single document before sending it. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear.

After submitting an application electronically, applicants should immediately check their own email to confirm that the attachments were indeed sent. If an applicant discovers an error in transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission. Do not send the same email more than once unless there has been a change, and if so, please note that it is a "corrected" email.

Applicants are reminded that e-mail is NOT instantaneous, and in some cases delays of several hours occur from transmission to receipt. Therefore, applicants are requested to send the application in sufficient time ahead of the deadline. For this RFA, the initial point of entry to the government infrastructure is the USAID mail server.

There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, applicants are discouraged from sending files in this format as USAID/BiH cannot guarantee their acceptance by the internet server. The maximum size for one email inclusive of all attachments is 25MB..

All applications received by the submission deadline will be reviewed for responsiveness to the RFA and the application format. No addition or modifications will be accepted after the submission date.

5. Technical Application Format

The Technical Application should be specific, complete, and presented concisely. The Application must demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program. The Application should take into account the requirements of the program and merit review criteria found in this RFA, and should include the following sections:

- a. Cover Page (not to exceed one page; does not count against the 20 page limitation)
- b. Executive Summary (not to exceed one page; does not count against the 20 page limitation)
- c. Technical Approach

Cover Page (not to exceed one page; does not count against the 20 page limitation)

- Name, address and DUNS number of organization.
- Title of proposed program; total dollar amount of funds requested.
- Point of contact, hereafter referred to as the “agent,” with the authority to negotiate and sign on behalf of the applicant. The agent’s name (both typed and his/her signature), title or position in the organization, email and postal addresses, telephone numbers should be included.

Executive Summary (not to exceed one page; does not count against the 20 page limitation)

- A concise summary of the applicant’s program description, program methodology, and expected results.

Technical Approach - Applicants must submit the following for Components 1 and 2

Applicants are requested not to consult with potential beneficiaries other than Sarajevo and Herzegovia Neretva Cantonal government partners. USAID does not want applicants proposing a third location. This will be decided in consultation with USAID after an award is made.

1. Strategy and Rationale for strengthening and sustaining local capacity with appropriate stakeholders.
2. Specific approach and interventions designed to achieve activity objectives and outcomes as provided by USAID sought by your organization, to include draft logframe with indicators. A logframe template is attached as a supporting document to this RFA; you are at liberty to adjust it in order to align it to your technical approach. The logframe must mirror your proposed development hypothesis and overall technical approach and allow for measuring implementation progress against performance indicators and related targets. Provide also the rationale for your approach/interventions based on experience, surveys, consultations or other analytical efforts
3. Risk mitigation strategy
4. Management plan, including sub applicants, showing structure, roles and responsibilities of all personnel including a Construction Engineering position (if construction activities are included), justifying the geographical coverage of the country.

Note: 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.

5. Gender Considerations

Applicants are required to adequately incorporate gender considerations into the planning and implementation of activities and briefly describe their approach in their applications.

6. Business (Cost) Application Format

The Business (Cost) Application must be submitted separately from the Technical Application. It must be in English, with all monetary amounts in U.S. dollars. While no page limit exists for the full cost application, Applicants are encouraged to be as concise as possible while still providing the necessary details. The Business (Cost) Application must illustrate the entire period of performance, using the budget format shown in the SF-424A.

Prior to award, Applicants may be required to submit additional documentation deemed necessary for the Agreement Officer to assess the Applicant's risk in accordance with 2 CFR 200.205. Applicants should not submit any additional information with their initial application.

The Cost Application must contain the following sections (which are further elaborated below this listing with the letters for each requirement):

- a. Cover Page (not to exceed one page; does not count against the 20 page limitation)
- b. SF 424 Form(s)
- c. Required Certifications and Assurances
- d. Budget and Budget Narrative
- e. Prior Approvals in accordance with 2 CFR 200.407
- f. Approvals of Subawards
- g. Dun and Bradstreet and SAM Requirements
- h. History of Performance
- i. Conscience Clause

Cover Page (See Section D.3 above for requirements)

SF 424 Form(s)

The Applicant must sign and submit the cost application using the SF-424 series. Standard Forms can be accessed electronically at www.grants.gov or using the following links:

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

Failure to accurately complete these forms could result in the rejection of the application.

Required Certifications and Assurances

The applicant must complete the following documents and submit a signed copy with their application:

1. "Certifications, Assurances, Representations, and Other Statements of the Recipient" document found at <http://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>
2. Certification Regarding Lobbying (22 CFR 227)
3. Certification Regarding Terrorist Financing
4. Certification Regarding Trafficking in Persons
5. Assurances for Non-Construction Programs (SF-424B)
6. 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).

Additionally, each applicant has to provide its record of legal registration and its organization's bylaws or charter.

Budget and Budget Narrative

The Budget must be submitted as one unprotected Excel file (MS Office 2000 or later versions) with visible formulas and references and must be broken out by project year, including itemization of the federal and non-federal (cost share) amount. Files must not contain any hidden or otherwise inaccessible cells. Budgets with hidden cells lengthen the cost analysis time required to make award, and may result in a rejection of the cost application. The Budget Narrative must contain sufficient detail to allow USAID to understand the proposed costs. The Applicant must ensure the budgeted costs address any additional requirements identified in Section F, such as Branding and Marking. The Budget Narrative must be thorough, including sources for costs to support USAID's determination that the proposed costs are fair and reasonable.

The Budget must include the following worksheets or tabs, and contents, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the Applicant and any potential sub-applicants for the entire period of the program. See Section H, Annex 1 for Summary Budget Template
- Detailed Budget, including a breakdown by year, sufficient to allow the Agency to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.
- Detailed Budgets for each sub-recipient, for all federal funding and cost share, broken out by budget category and by year, for the entire implementation period of the project.

The Detailed Budget must contain the following budget categories and information, at a minimum:

1. Salaries and Allowances – Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services. The Applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position. Allowances, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the Applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.
2. Fringe Benefits – (if applicable) If the Applicant has a fringe benefit rate approved by an agency of the U.S. Government, the Applicant must use such rate and provide evidence of its approval. If an Applicant does not have a fringe benefit rate approved, the Applicant must propose a rate and explain how the Applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.
3. Travel and Transportation – Provide details to explain the purpose of the trips, the number of trips, the origin and destination, the number of individuals traveling, and the duration of the trips. Per Diem and associated travel costs must be based on the applicant's normal travel policies. When appropriate please provide supporting documentation as an attachment, such as company travel policy, and explain assumptions in the Budget Narrative.
4. Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.
5. Subawards – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the Applicant's budget, including those related to fringe and indirect costs.
6. Construction – If applicable
7. Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and

their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.

8. Indirect Costs – Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order 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 commonly 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 particular 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.

9. Cost Sharing – The Applicant should estimate the amount of cost-sharing resources to be provided over the life of the agreement and specify the sources of such resources, and the basis of calculation in the budget narrative. Applicants should also provide a breakdown of the cost share (financial and in-kind contributions) of all organizations involved in implementing the resulting award.

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 applicant would like the award to reflect approval of any cost elements for which prior written approval is specifically required for allowability, the Applicant must specify and justify that cost. See 2 CFR 200.407 for information regarding which cost elements require prior written approval.

Approval of Subawards

The Applicant must submit information for all subawards that it wishes to have approved at the time of award. For each proposed subaward the Applicant 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 that the subrecipient is not listed in the United Nations Security designation list
- Confirmation that the subrecipient is not suspended or debarred
- Confirmation that the applicant has completed a risk assessment of the subrecipient, in accordance with 2 CFR 200.331(b)
- Any negative findings as a result of the risk assessment and the applicant's plan for mitigation.

Dun and Bradstreet and SAM Requirements

USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (DUNS number) and System for Award Management (SAM) requirements. Each applicant (unless the applicant 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 Applicant 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 applicant has not fully complied with the requirements above by the time USAID is ready to make an award, USAID may determine that the applicant 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.

History of Performance - Applicant is NOT to do this unless/until instructed by the AO:

The Apparently Successful Applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed 5 years, as follows:

- Name of the Awarding Organization;
- Award Number;
- Activity Title;
- A brief description of the activity;
- Period of Performance;
- Award Amount;
- Reports and findings from any audits performed in the last 7 years; and
- Name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual.

If the Applicant encountered problems on any of the referenced Awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance. USAID reserves the right to obtain relevant information concerning an Applicant's history of performance from any sources and may consider such information in its review of the Applicant's risk. The Agency may request additional information and conduct a pre-award survey if it determines that it is necessary to inform the risk assessment.

Branding Strategy & Marking Plan

The apparently successful applicant(s) will be asked to provide a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer and incorporated into any resulting award. The Branding Strategy and Marking Plan should be submitted in accordance with the below pre-award terms.

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 applicant 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 applicant ineligible for an award.
- d. The applicant 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.
 - (i) USAID requires the applicant to use the "USAID Identity," comprised of the USAID logo and landmark, 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 RFA or APS states that the USAID Administrator has approved the use of an additional or substitute logo, seal, or tagline.
 - (ii) 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.
 - (iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

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

(v) 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 applicant must attach a copy of the proposed logos. Section VI of the RFA 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.

(i) Describe the main program message.

(ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.

(iii) 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. Applicant must incorporate the USAID Identity and the message, "USAID is from the American People."

(iv) 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 applicant 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 applicant 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 landmark, 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 RFA 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 applicant 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 applicant ineligible for an award.

d. The applicant 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 applicant plans to produce and which will bear the USAID Identity as part of the award, including:

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

(ii) 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;

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

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

(v) 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:

- (i) The program deliverables that the applicant plans to mark with the USAID Identity;
- (ii) The type of marking and what materials the applicant will use to mark the program deliverables;
- (iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;
- (iv) What program deliverables the applicant does not plan to mark with the USAID Identity, and
- (v) 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 applicant may request an exemption if USAID marking requirements would:

- (i) 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 applicant 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.
- (ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.
- (iii) Undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.
- (iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.
- (v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

(vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) Conflict with international law. The applicant 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 applicant 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.

Funding Restrictions

Profit is not allowable for recipients or subrecipients under this award. See 2 CFR 200.330 for assistance in determining whether a sub-tier entity is a subrecipient 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 RFA and must meet the source and nationality requirements set forth in 22 CFR 228.

The finance of any goods and services for purposes such as assistance to meet military and police requirements of the cooperating country are ineligible for reimbursement.

Sub-awards to government organizations are not eligible for reimbursement without a waiver.

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.

END OF SECTION D

SECTION E: APPLICATION REVIEW INFORMATION

1. Criteria

The merit review criteria prescribed here are tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which the Applicants should address in their applications, and (b) set the standard against which all applications will be evaluated.

Technical and other factors will be evaluated relative to each other, as described here and prescribed by the Technical Application Format. The Technical Application will be scored by a Selection Committee (SC) using the criteria described in this section.

1. Review and Selection Process

The required format and content for the application are described in Section D. The applications will be evaluated using an adjectival rating system, in accordance with the selection criteria set forth below.

The SC will make a recommendation regarding which applicant should receive the award. Prior to negotiating an actual award, the Agreement Officer will review the apparently successful applicant(s) budget to ensure that costs, including cost sharing, are in compliance with OMB's and USAID's policies. The costs proposed must be determined to be reasonable, based on the Cost Application and other information, before award can be made.

Award will be made to the responsible applicant whose application is determined to be the best based on the criteria specified in this RFA. The Agreement Officer must also evaluate risk of the apparently successful applicant(s) and is charged with the final determination of whether to make an award to the apparently successful applicant(s). Among other issues, the apparently successful applicant(s) history of performance will be reviewed using the reference information contained in the Technical Application, along with any other information deemed relevant by the Agreement Officer or Selection Committee.

The Agreement Officer is the only individual who may legally obligate the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either an Agreement signed by the Agreement Officer or a specific, written authorization from the Agreement Officer.

MERIT REVIEW CRITERIA

a) Merit Review

USAID will conduct a merit review of all applications received that comply with the instructions in this RFA. Applications will be reviewed and evaluated in accordance with the following criteria shown in descending order of importance:

1. Degree to which the proposed strategy for strengthening and sustaining local capacity shows creativity and realism, and appears feasible.

2. Degree to which the proposed approach (and logframe) aligns with the objectives of the activity, is results-oriented, and convincingly demonstrates that the proposed activities will achieve USAID-stated objectives, within the time frame and resources available.
3. Degree to which the Risk Mitigation Strategy is comprehensive, realistic, and flexible.
4. Extent to which the Management Plan shows clarity of roles and responsibilities and shows realistic geographical coverage of the country.

b) Business Review

The Agency will evaluate the cost application of the applicant(s) under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Agency will also consider (1) 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; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) 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 200.205). 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 – in order 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 200.207).

END OF SECTION E

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Award of the agreement contemplated by this RFA 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.

2. Administrative & National Policy Requirements

The Agreement Officer (AO) shall serve as the primary agreement contact between USAID and the Recipient. The Agreement Officer's Representative (AOR) will serve as the primary technical contact between USAID and the Recipient.

For US organizations: [ADS 303](#), [2 CFR 700](#), [2 CFR 200](#), and [Standard Provisions for U.S. Non-governmental organizations](#).

For Non US organizations: [Standard Provisions for Non-U.S. Non-governmental Organizations](#).

See Annex 2, for a list of the Standard Provisions that will be applicable to any awards resulting from this RFA.

3. Reporting Requirements

Financial Reporting

The Recipient must submit the Federal Financial Form (SF-425) on a fiscal quarterly basis (October 30th, January 30th, April 30th and July 30th) via electronic format to the USAID/Vietnam Agreement Officer's Representative (AOR), the Agreement Officer, and a copy to the Office of Financial Management (OFM).

Electronic copies of the SF-425 can be found at:

http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf

Line item instructions for completing the SF-425 can be found at:

www.whitehouse.gov/omb/grants_forms

Performance Reporting

The Recipient will be required to adhere to all reporting requirements listed below and in the resulting agreement. The recipient may consult with the AOR on the format and expected content of reports prior to submission. Periodic reporting through USAID/BiH performance monitoring systems is required, which will be included in any resulting award. The reporting requirements of the resulting agreement will include:

- a) Annual Work Plan;
- b) Monitoring, Evaluation and Learning (MEL) Plan;
- c) Quarterly Reports;
- d) Annual Reports; and
- e) Final Report.

a. Annual Work Plan - An initial annual Work Plan for the first year must be submitted within 45 days of award. Subsequent Annual Work Plans shall be submitted annually no later than September 30.

The work plan must include, at a minimum:

- A strategic statement, articulating major program impacts, including gender related impact, over the life of the program;
- All proposed activities, including expected accomplishments and progress towards achieving results and performance measures tied to the indicators agreed upon within the MEL plan;
- A timeline for implementation of the year's proposed activities, including target completion dates;
- Information on how activities will be implemented;
- Personnel requirements and consultancy needs during program implementation, including draft position descriptions and budget to achieve expected outcomes;
- Details of collaboration with other major partners;
- Baselines, targets and anticipated milestone indicators against which the recipient will be evaluated (jointly established with the AOR);
- Communication and outreach activities
- Budget

The Work Plan shall also describe the Recipient's planned activities for the year, including a timeline with relevant milestones indicated, and include expected results tied to the Recipient's MEL Plan.

The Annual Work Plan should be organized in a manner that describes overarching (performance management-based) intermediate results in connection with programmatic inputs (program activities), outputs (process-based results such as model iterations developed), and outcomes (transformative results reflecting changed behaviors, policies and strategies informed). Annual Work Plans will also describe how activities in a given year will lead to further activities and outcomes in subsequent/remaining years, as well as how activities are leading towards long-term sustainability of Program impacts.

b. Monitoring, Evaluation and Learning (MEL) Plan - The Recipient must submit a draft MEL plan for review and approval no later than 45 calendar days after award. The MEL plan can be revised annually as necessary and in such cases shall be submitted not less than 30 days before the start of each anniversary of the award. The MEL plan must contribute to USAID/BiH's Mission Country Development Cooperation Strategy's results framework and shall fold in to USAID/BiH Mission wide Performance Management Plan. The MEL Plan must include the following:

- The results to be achieved by the activity;
- Qualitative and quantitative indicators, including USAID Standard Foreign Assistance indicators to track the program performance and impacts. Gender sensitive indicators and sex-disaggregated data that track the program's contribution to gender equality and female empowerment shall be reflected. These indicators shall serve as the basis for the midterm and final evaluation of the program impact;

- Baselines and targets for each indicator by year;
- The data sources and method of data collection to be used to obtain the indicator data; and
- Potential evaluation questions for possible external evaluations.

The Recipient is requested to consult with the AOR in the development of the project MEL plan to ensure its consistency and contribution to the Mission's Results Framework and Mission PMP

- c. Quarterly Progress Reports - The Recipient must submit to the AOR quarterly progress reports that summarize progress in relation to agree upon targets contained in the Annual Work Plan, and will specify any problems encountered and indicate resolutions or proposed corrective actions; the status of activities and deliverables and the date of their completion/submission to USAID/BiH; changes to personnel; and other relevant issues. The report must list activities proposed for the next three (3) months, noting where they deviate from the approved Annual Work Plan. The Recipient must include a statement noting the status of any environmental compliance requirements or potential activities, which may require amendment to the Initial Environmental Examination (or Categorical Exclusion). The report will consist of both narrative and quantitative sections (indicator tables) and will not exceed 15 pages. The quarterly reports are required to be submitted within 30 calendar days after the end of each quarter, except the fourth quarter report. For the fourth quarter (July-September), the quarterly report shall be combined with the annual performance progress report and must include a succinct presentation of activity achievements, objectives and targets in the previous year, an analysis of impact based on activities completed or in progress, a report on any success stories, and suggestions of resolutions to any outstanding issues. The fourth quarter report must also include a statement noting the status of any environmental compliance requirements. The fourth quarter report must be submitted by September 30 each year.
- d. Final Report - The Recipient is required to submit a draft final report to the AOR 30 days prior to the end of the award. Once comments are provided by the AOR, final report will be submitted within 90 calendar days after the completion date of the Award. The Recipient shall submit one copy of a Final Report to the USAID AOR and one copy to the Agreement Officer (AO). In addition, one copy of the report shall be submitted to:

USAID Development Experience Clearinghouse (DEC)

Online: <http://dec.usaid.gov>

For document submission questions: docsubmit@usaid.gov

This report must contain an executive summary of the accomplishments and results achieved; discussion of all activities conducted under the award, the results achieved, complete data from the performance monitoring, evaluation and learning (MEL) plan; an overall description of the activities and accomplishments; a summary of problems/obstacles encountered during implementation; an assessment of the performance in accomplishing the project's objectives; significance of these activities; findings; comments and recommendations; other pertinent information; and the impact of the activity. The Recipient must submit the monitoring of and reporting on significant milestone events that would help demonstrate progress towards the

description of activity success, including the final targets, data sources, collection methods, and baseline information or a timeline for collecting it. This should include narrative descriptions of success at the activity end. This report must not exceed 60 pages, although annexes may be appended.

This report should eliminate politically sensitive or proprietary information. Reports should incorporate as many graphics (maps, photos, charts, etc.) as possible and should include all project and evaluation tools and materials, in annex.

4. Program Income

Program income is not expected to be generated by the Recipient implementing the Award. However, any program income that is generated under the resulting award shall be in accordance with ADS 303, 2 CFR 200, 2 CFR 700, USAID Standard Provisions for U.S. Non-Governmental Organizations, and USAID Standards Provisions for Non-U.S. Non-governmental Organizations.

5. Environmental Protection and 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 and 204 (<http://www.usaid.gov/policy/ads/200/>), 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. Applicants' environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA.

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 the resulting 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 Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

d) As part of its initial Work Plan, and all Annual Work Plans thereafter, the Recipient, in collaboration with the AOR and Mission Environmental Officer, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

e) 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.

f) 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.

END OF SECTION F

SECTION G: FEDERAL AWARDING AGENCY CONTACT(S)

See Section D for Points of Contact (POC) for questions while this RFA is open.

For technical assistance related to grants.gov, applicants may contact the Helpdesk at 1-800-518-4726 or via email at support@grants.gov.

END OF SECTION G

SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted. The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Agency programming.

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:

“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}

Additionally, the Applicant must mark each sheet of data it wished to restrict with the following:

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

Below is a list of links and documents for applicants’ reference to develop a response to this RFA:

1. Applicable USAID policies:

- ADS 200 Series - Programming
 - ADS Series 300 Acquisition and Assistance
- <http://www.usaid.gov/pubs/ads/>

2. Mandatory Standard Provisions for Non-U.S. Non-governmental Organizations:

<https://www.usaid.gov/ads/policy/300/303mab>

3. Mandatory Standard Provisions for U.S. Non-governmental Organizations:

<https://www.usaid.gov/ads/policy/300/303maa>

4. 2 CFR 200

https://www.ecfr.gov/cgi-bin/text-id.x?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

5. USAID/BIH CDCS:

<https://www.usaid.gov/bosnia/cdcs>

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>.”

END OF SECTION H

ANNEX 1 - SUMMARY BUDGET TEMPLATE

Applicants are required to use the template below for the summary budget.

	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Personnel						
Fringe Benefits						
Travel						
Equipment						
Supplies						
Contractual (list sub-awards and other contractual costs)						
Grants						
Other Direct Costs						
Indirect Costs						
TOTAL						

ANNEX 2 - STANDARD PROVISIONS

(Note: the full text of these provisions may be found at: <https://www.usaid.gov/ads/policy/300/303maa> and <https://www.usaid.gov/ads/policy/300/303mab>). The actual Standard Provisions included in the award will be dependent on the organization that is selected. The award will include the latest Mandatory Provisions for either U.S. or non-U.S. Non-governmental organizations. The award will also contain the following “required as applicable” Standard Provisions:

**REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S.
NONGOVERNMENTAL ORGANIZATIONS**

Required	Not Required	Standard Provision
TBD		RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (DECEMBER 2014)
		RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (DECEMBER 2014)
		RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014)
✓		RAA4. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
	✓	RAA5. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
✓		RAA6. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998)
	✓	RAA7. CARE OF LABORATORY ANIMALS (MARCH 2004)
TBD		RAA8. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)
TBD		RAA9. COST SHARING (MATCHING) (FEBRUARY 2012)
	✓	RAA10. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
	✓	RAA11. INVESTMENT PROMOTION (NOVEMBER 2003)
✓		RAA12. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)
✓		RAA13. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	✓	RAA14. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	✓	RAA15. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	✓	RAA16. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
✓		RAA17. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
	✓	RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
	✓	RAA19. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	✓	RAA20. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	✓	RAA21. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
✓		RAA22. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (JULY 2015)
✓		RAA23. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)
TBD		RAA24. PATENT REPORTING PROCEDURES (DECEMBER 2014)
TBD		RAA25. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)
✓		RAA26. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
✓		RAA27. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (APRIL 2016)
	✓	RAA28. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2017)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

Required	Not Required	Standard Provision
TBD		RAA1. ADVANCE PAYMENT AND REFUNDS (DECEMBER 2014)
		RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (DECEMBER 2014)
TBD		RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (DECEMBER 2014)
		RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
✓		RAA5. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (JULY 2015)
✓		RAA6. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)
TBD		RAA7. SUBAWARDS (DECEMBER 2014)
✓		RAA8. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)
✓		RAA9. OCEAN SHIPMENT OF GOODS (JUNE 2012)
✓		RAA10. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
TBD		RAA11. PATENT RIGHTS (JUNE 2012)
✓		RAA12. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
TBD		RAA13. INVESTMENT PROMOTION (NOVEMBER 2003)
TBD		RAA 14. COST SHARE (JUNE 2012)
	✓	RAA15. PROGRAM INCOME (DECEMBER 2014)
✓		RAA16. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)
	✓	RAA17. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
TBD		RAA18. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)
	✓	RAA19. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
	✓	RAA20. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
	✓	RAA21. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
	✓	RAA22. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)
	✓	RAA23. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)
	✓	RAA24. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)
	✓	RAA25. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)
	✓	RAA26. LIMITATION ON SUBAWARDS TO NON-LOCAL ENTITIES (JULY 2014)
✓		RAA27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)
✓		RAA28. CONTRACT AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (APRIL 2016)
	✓	RAA29. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2017)