



U.S. Embassy - Mexico

Notice of Funding Opportunity

U. S. Embassy Mexico City

Title: Model United Nations Summit on Refugees

Announcement Type:	Request for Implementing Partner
Funding Opportunity Title:	Model UN Summit on Refugees
Funding Opportunity Number:	DOS-MEX-PD-DF-2016-05
Catalog of Federal Domestic Assistance Number:	19.040
Funding Amount:	\$64,132.00
Expected Period of Performance:	November – June 2017
Key Dates:	August 2016

Executive Summary:

The U.S. Embassy in Mexico City announces the Notice of Funding Opportunity (NOFO) for an Implementing Partner with the capacity to organize a Model UN Summit simulation in Mexico. This Model UN simulation will focus on refugee issues around the world. Around 100 high school and university students will be invited to participate in a two-day conference that would be led by U.S. specialists, providing participants a better understanding of global refugee themes, the value and role of international organizations, how to live in a multi-cultural environment, and how to promote human rights.

Eligibility for this NOFO is limited to: Educational and research institutions; foreign public entities; U.S. not-for-profit/non-governmental organizations (NGOs) subject to section 501 (c) (3) of the U.S. tax code, and foreign not-for-profits/NGOs/social enterprises.

One Cooperative Agreement grant in FY 2016 will be awarded under this NOFO pending final availability of funds.

Contact Person: Carlos Ramos, Cultural Affairs Specialist

Please read the entire NOFO package before submitting an application, and follow the steps noted in order to submit before the deadline. Applications that do not meet the eligibility criteria and do not contain all of the required information will not be considered.

Program Description

A. Funding Opportunity Description

i. Background

- a. Mexican high school and university students already familiar with organizing Model UN simulations are addressing varied topics; this cooperative agreement is to engage students already familiar with Model UN simulations on the current refugee crisis. Through this conference/summit we seek to expand Mexican youths' knowledge and awareness of this situation, as well as the current USG position.
- b. High school institutions have expressed a need for technical resources and training to better organize Model UN simulations. This summit will provide basic tools and materials that students can adapt to address a wide array of future topics in their academic institutions.

ii. Program Goals

- a. Increase knowledge and awareness of refugee issues, and the USG position towards the current refugee crisis.
- b. Provide technical training to students to increase Model UN simulations in Mexico.
- c. Provide informational and practical tools for better understanding refugee issues and human rights.
- d. Promote Model UN simulations among Mexican students, as well as the role of international organizations.
- e. Share a multi-cultural and international vision with Mexican students to increase their understanding of global issues so that they might identify possible solutions.
- f. Support the development of leadership, research, public speaking, debate and English language skills among participants.

iii. Main Activities

- a. Hold a two-day conference in Mexico City, including one session of training and another conducting a Model UN simulation, focused on refugee and asylum issues.
- b. A U.S. specialist on Model UN simulations and another on refugees and asylum issues would design the conference and lead the sessions in coordination with the recipient. The conference will provide technical training on how to organize successful Model UN simulations and practical information on refugee issues.
- c. The summit will be divided in two portions, the first will provide informational and practical resources to participants and the second will enable them to hold a Model UN simulation with different committees focused on refugee issues (put into practice what they learned during the first session).

- d. Participation will be open to public and private high school and university students via an open call. Students within a four-hour drive from Mexico City, who have exhibited outstanding academic achievement, prior Model UN experience and commitment to an action plan to hold a future refugee-focused simulation, will be selected to participate by the Embassy and recipient.
- e. Applicants should demonstrate their capacity for organizing conferences, managing large groups and be responsible for arranging the logistics of approximately 100 Mexican students from different states and the two U.S. experts to participate in the conference, including the following:
 - i. Travel to and from Mexico City (by land for participants, air for U.S. experts)
 - ii. Lodging and meals
 - iii. Organizing the conference- arranging sessions and managing schedules
 - iv. Providing materials- general content and information needed by the speakers
 - v. Evaluating the conference's success and ability to meet the stated goals

iv. Expected Results and Performance Indicators

- a. Participants will have experience participating in Model UN simulations; the recipient should be able to assess changes in participants' understanding and ability to conduct Model UN simulations, and measure changes and attitudinal shifts in their understanding of refugee issues and support towards the USG position.
- b. Recipient should monitor how many students replicate a refugee-themed simulation at their institution by May 2017.

B. Federal Award Information

i. Available Funding and Legislative Authority

Funds will be issued by the Public Affairs Section of the U.S. Embassy in Mexico City.

ii. Summary of Award Information

Type of Award:	Cooperative Agreement
Appropriated Fiscal Year of Funds:	FY 2016
Approximate Total Funding:	\$64,132.00
Approximate Number of Awards:	1
Anticipated Award Date:	August 2016
Anticipated Project Completion Date:	June 2017

iii. Deadline

Deadline for Applications:	August 29, 2016
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C. Eligibility Information

Applications which do not meet the eligibility requirements by the deadline will not be reviewed.

1. Eligible Applicants: Educational and research institutions; foreign public entities; U.S. not-for-profit/non-governmental organizations (NGOs) subject to section 501 (c) (3) of the U.S. tax code, and foreign not-for-profits/NGOs/social enterprises.
2. Cost-Sharing or Matching – encouraged, but will not be a primary factor or consideration by panel review. Applicants should show any cost share in the budget proposal.

D. Application and Submission Information

1. Address to Request Application Package

U.S. Embassy Mexico City
Public Affairs Section
Reforma 305
Colonia Cuauhtémoc
Mexico City, C.P. 06500

2. Content and Form of Application Submission

Please read the entire NOFO and follow the guidelines for proposal preparation below. Applicants must include the following in the proposal submission. **All submissions must be in English.**

1. Table of Contents that lists application contents and attachments (if any);
2. Completed and signed SF-424, SF-424A and SF424B, as directed on www.grants.gov. The Certifications and Assurances that your organization is agreeing to in signing the 424 are available at <https://statebuy.state.gov/fa/>;
3. If your organization engages in lobbying activities, a Disclosure of Lobbying Activities (SF-LLL) form is required;
4. Proposal Narrative (not to exceed 10 pages, single-spaced, 12 point Times New Roman font in Microsoft Word, at least one-inch margins), following the structure described below. The proposal narrative should identify inputs, outputs, and outcomes of the proposal activities, timelines, and any qualitative or quantitative targets, and impact.
5. Summary and detailed Budget in USD, in Excel, using the format shown in the budget template;
6. Detailed Budget Narrative (not to exceed 6 pages) that includes an explanation for each line item in the spreadsheet, as well as the source and description of any cost share offered;
7. Monitoring and Evaluation Plan detailing how the project's impact and effectiveness

- will be monitored and evaluated throughout the project, using the attached template;
8. Samples or references of similar projects that show your organization's ability to effectively deliver the requested program.
 9. Attachments may be included, (letters of commitment from the applicant institution and sub-award partners, CVs of key personnel, project experience, etc.) but should not be unreasonably lengthy; see NOFO for details on required attachments, if any;
 10. If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a pdf file;
 11. A PDF file copy of your organization's most recent financial audit;
 12. Number all pages, including budget and addenda;

3. Unique Entity Identifier and SAMS

The System for Award Management is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at:

<http://statebuy.state.gov/fa/Pages/SAMInfo.aspx>. Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov.

Each applicant is required to: (i) Be registered in SAM.gov before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) 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 Department of State may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department of State is ready to make a Federal award, DOS may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, applicants must renew it at least once each year. If an organization's account expires, the organization cannot submit a grant application until it is renewed.

4. Submission Method and Dates

Completed applications should be submitted electronically through e-mail to ramoscm@state.gov. **Please follow all NOFO instructions carefully and start early to ensure you have time to collect all of the required information.** All applications must be submitted by **August 29, 2016**. Applications received after the deadline will not be considered, unless a late filing has been approved in advance by the Department of State.

5. Funding Restrictions: The following activities and costs are not covered under this announcement:

- Construction is not an allowable activity under this award.

- Activities that appear partisan or that support individual or party electoral campaigns;
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.
- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.
- Payments for any partner government, military or civilian government employee salary or pension.
- Vehicle purchases to include motorcycles.
- Duplication of services immediately available through municipal, provincial, or national government.
- Funds for market research, advertising (unless public service related to grant program) or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

E. Application Review Information

1. Evaluators will judge each application individually against the following criteria, listed below in order of importance, and not against competing applications.

Quality of Project Idea

- a. Applications should be responsive to the NOFO, appropriate in the country/regional context, and should exhibit originality, substance, precision, and relevance to the Embassy's stated objectives. The Embassy prioritizes innovative and creative approaches rather than projects that simply duplicate or add to efforts by other entities. This does not exclude projects that clearly build off existing successful projects in a new and innovative way from consideration. In countries where similar activities are already taking place, an explanation should be provided as to how new activities will not duplicate or merely add to existing activities and how these efforts will be coordinated.

Project Planning/Ability to Achieve Objectives

- b. A strong application will clearly articulate how the proposed project activities meet the overall project objectives, and each activity will be clearly developed and detailed. A work plan should demonstrate substantive undertakings and the logistical capacity of the organization. Objectives should be ambitious, yet measurable results-focused and achievable in a reasonable time frame. If applicable, applications should identify target areas for activities, target participant groups or selection

criteria for participants, and the specific roles of sub-recipients, among other pertinent details.

Partnerships and Engaging Stakeholders

- c. Applications should address how the project will engage relevant stakeholders and should identify local partners as appropriate. If local partners have been identified, the Embassy strongly encourages applicants to submit letters of support from proposed in-country partners. Applicants should describe mechanisms to build partnerships and engagements with academic institutions and youth already active in Model UN simulations. Additionally, applicants should describe the division of labor among the direct applicant and any local partners.

Institution's Record and Capacity

- d. The Embassy will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record, including responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.

Cost Effectiveness

- e. The Embassy strongly encourages applicants to clearly demonstrate project cost-effectiveness in their application, including examples of leveraging institutional and other resources. However, cost-sharing or other examples of leveraging other resources is not required and does not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. Budgets however, should have low and/or reasonable overhead and administrative costs and applicants should provide clear explanations and justifications for these costs in relation to the work involved. All budget items should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project objectives.

Multiplier Effect/Sustainability

- f. Applications should clearly delineate how elements of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect will have an impact beyond the direct beneficiaries of the grant (e.g. participants trained under a grant go on to train other people or project outcomes can be championed by others aside from direct implementers). A strong sustainability plan may include demonstrating impact beyond the life of a project or garnering other donor support after the Embassy funding ceases.

Project Monitoring and Evaluation

- g. Complete applications will include a detailed plan (both a narrative and table) of how the project's progress and impact will be monitored and

evaluated throughout the project. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and results (intended and unintended) of a project. Applications should demonstrate the capacity to provide objectives with measurable outputs and outcomes and engage in robust monitoring and assessment of project activities.

2. Review and Selection Process

- a. A panel will review each proposal and provide a score based on how well the proposal addresses the priorities of the request. The proposal with the highest cumulative score will be selected.
- b. Pending the availability of funds, the winning proposal will be notified, as will inform non-selected submissions.

3. Designated Performance and Integrity System (currently FAPIIS)

The Department of State, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

The Department of State will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F: Federal Award Administration Information

1. Award Notices

The grant shall be written, signed, and awarded by the Grants Officer and administered by both the Grants Officer and the Grants Officer Representative. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document, and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Issuance of this NOFO does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Furthermore, the Government reserves the right to reject any or all proposals received.

2. Administrative and National Policy

Prior to submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award to ensure they will be able to comply. The terms and conditions are available on the State Department's procurement website at: <http://fa.statebuy.state.gov/>

Applicants should also be familiar with the OMB circular that will apply to this cooperative agreement: OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.)

3. Reporting Requirements

The Recipient, at a minimum, shall provide financial, progress, and final reports. Please note that all substantiating documentation supporting reporting and data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Department of State upon request. All reports must be written in English.

i. Financial Reports

The Recipient is required to submit quarterly financial reports throughout the project period, using Form FFR SF-425, the Federal Financial Report form, as well as forms suggested by the Grants Officer Representative. Form FFR (SF-425) can be found on OMB's website here: http://www.whitehouse.gov/omb/grants_forms/. Financial reports are due 30 days after the end of each fiscal year quarter.

ii. Progress Reporting

While the grantee will be in frequent contact with the U.S. Embassy in Mexico City concerning the project details, the grantee is required to submit quarterly program progress reports using page 1 of Form SF-PPR Performance Progress Report, which can be found at OMB's website http://www.whitehouse.gov/omb/grants_forms as well as forms suggested by the Grants Officer Representative (GOR). The U.S. Embassy in Mexico City may provide a more detailed reporting template. Progress reports are due 30 days after the end of the quarterly reporting period.

iii. Final Report

The final report will be due no later than thirty days after completion or termination of all project activities. The Final Report shall include the following elements: executive summary, successes, outcomes, how the project has met the goals of the project, and a final financial report.

G: Agency Contact

Any prospective applicant who has questions concerning the contents of this NOFO should email them to ramoscm@state.gov. Note that once the NOFO deadline has passed Department of State staff in Washington, D.C. and overseas at U.S. Embassies/Missions

may not discuss this competition with applicants until the review process has been completed.