

Questions and Answers for:
Assessment and Improvement of Prison Personnel Interaction with Inmates and Human Rights Compliance in Salvadoran Prisons

NOFO Opportunity: INL21CA0028-ElSalvador-Prisons

Date: May 21, 2021

Question 1:

Considering statements from DOS about the decision of the Legislative Assembly of El Salvador (ES) to remove judges from the Constitutional Court, some analysts anticipate a deterioration of the US-ES bilateral relationships. As of now, does INL envision moving forward with this project?

INL Response:

Yes.

Question 2:

Over the last few days, there have been several statements that indicate that the move from the Legislative Assembly of El Salvador indicates authoritarian signals from the Executive branch. Throughout the world, access to official information about correctional management and conditions within prisons in countries with declining Rule of Law conditions becomes difficult. Consequently, does INL anticipate a high degree of collaboration from prison authorities to share official information to conduct this assessment or proposals could rely upon alternative mechanisms of data gathering?

INL Response:

This is difficult to determine given the ever-changing conditions in El Salvador. In the past, INL partners have received a high degree of collaboration from prison authorities.

Question 3:

Is it possible for two proposals to be submitted from the same entity (with the same DUNS/EIN)? We have two teams interested in pursuing this, but may in the end put forth one proposal.

INL Response:

No. As stated in the NOFO, applicant organizations may only submit one application.

Question 4:

Regarding Objective 1, Activity 2:

Does the DGCP currently have a written inmate grievance procedure?

INL Response:

There are no written or standard procedures.

Question 5:

Does DGCP current have a person or persons at each prison assigned by the Director to investigate complaints filed by inmates? If not, will there be resources available to hire or task a current staff member with this responsibility?

INL Response:

No, there is no person assigned and complaints are referred through a Correctional Officer. The DGCP would have to task a current employee with this responsibility.

Question 6:

Does the DGCP current have a grievance appeals review council? If not, will there be resources available to hire or task current DGCP personnel with this responsibility?

INL Response:

There is no review council in the prisons. Depending on the complaint, an investigation committee is formed and the DGCP would have to task a current employee(s) with this responsibility.

Question 7:

How are current grievances recorded (e.g., electronically or paper)? If grievances are recorded, will DGCP provide the data for analysis?

INL Response:

They are recorded on paper. Yes, the DGCP would provide any data requested.

Question 8:

Regarding Objective 1, Activity 3:

The NOFO request an evaluation 12 months after training on a 24-month project. If the training occurs as late as month 11, a 12-month follow-up evaluation would be difficult to complete within the 24-month time period. Would INL allow for an 8-month follow-up instead?

INL Response:

Yes, a follow up evaluation 8 to 12 months after training completion is acceptable.

Question 9:

Regarding Objective 3, Activity 1:

Will DGCP provide transportation for its employees to attend training, or will funds need to be budgeted for this?

INL Response:

According to what is stated in the NOFO, the first option is to hold trainings at a prison facility or prison school. If this is not possible, transportation expenses can be approved.

Question 10:

Will DGCP provide space and lunch for its employees during training, or will funds need to be budgeted for this?

INL Response:

The planning process includes coordination and logistics for training events including catering services and training materials. DGCP will not provide space and lunch for its employees.

Question 11:

The training schedule is to be developed in conjunction with the Corrections Academy. Does the Corrections Academy have a set schedule? Is there a specific timeline for providing the training?

INL Response:

There is no specific timeline and the schedule should be developed in conjunction with the Corrections Academy and DGCP to assure full attendance of prison personnel without affecting their operation. It is preferable to complete trainings early during the period of performance to be able to perform follow up evaluations.

Question 12:

If necessary, will DGCP provide funding for overnight accommodations for staff attending training?

INL Response:

DGCP won't have the funding for overnight accommodations; therefore, prisons and school locations should be used for this purpose. Applicants may propose catering services that includes meals for participants.

Question 13:

Section A 6. Project Expansion. Do we need to include the amount of funding requested, place and timeline for expanding to additional efforts or countries?

INL Response:

Project expansion will be subject to successful results and funding availability. Applicants may provide a brief explanation outlining how additional funds could potentially be used to expand work into additional activities or countries in future years. A specific amount and timeline is not required at this point as INL will make the determination as to the necessity of an expansion of this project.

Question 14:

Activity 3, under objective one states that “ This process must include a series of evaluations including one after completion of the training, 6 months and 12 months later.” In order to evaluate those trained once twelve months have passed may imply that all training must be concluded by month 12. Or do you mean those who have been trained initially?

INL Response:

A follow up evaluation 8 to 12 months after training completion is acceptable. It is preferable to complete trainings early during the period of performance to be able to perform follow up evaluations.

Question 15:

On Objective 3, activity 2, do you expect an outline of training curricula for each target audience or the general outline for all three?

INL Response:

An outline of the training curricula should be prepared by the applicants. The focus of the training will depend on the target audience. It is the applicant’s responsibility to create a general curriculum or three separate curriculums according to the audience.

Question 16:

Theory of Change. Do you expect one theory of change for the entire project or one for each objective?

INL Response:

The applicant must propose a brief outline of the proposal's theory of change as it is required. The proposed goal, objectives, and activities should be written in a way that denotes the expected change.

Question 17:

Can you confirm that all standard application forms (SF424's) should be included as an annex to the technical narrative?

INL Response:

All SF-424 forms must be completed through the application package via www.grants.gov.

Question 18:

Is the risk analysis to be included as an annex or as part of the technical narrative within the 20 page limit?

INL Response:

As stated in the NOFO:

□ Proposal Narrative – Maximum 20 pages

Applicants may use their own proposal template, but it must include all the sections below. Refer to Appendix A for additional guidance on drafting a proposal narrative.

- **Cover Page:** include organization name, project title, requested number of months, target country(ies), point(s) of contact, and requested funding amount.
- **Table of Contents:** list all documents and attachments with page numbers.
- **Executive Summary:** include a synopsis of the project, including a breakdown of the goals, objectives, and activities. Include a brief statement on why the project is likely to achieve the goal and how it will be sustainable.
- **Timeline:** outline key milestones in the project, project start-up, and closeout, programmatic activities, and monitoring and evaluation activities (e.g., monitoring trips or semi-annual reviews).
- **Activity Map:** outline the goal, objectives, sub-objectives (if applicable), activities, and indicators. Refer to the table in Appendix A for additional guidance.
- **Future Funding Plan/Sustainability:** briefly discuss the plan for ensuring the sustainability of the project (i.e., that the project continues to have impact beyond the grant period). Applicants may also include a brief section outlining how additional funds could potentially be used to expand work into additional activities or countries beyond the initial project period.

The required documents for the maximum 20 page Proposal Narrative is included here. Any other documents will be submitted as annexes.

Question 19:

Is the activity plan to be included as part of the 20 pages allotted for in the technical narrative or as an annex?

INL Response:

Please see the response in Question #18.

Question 20:

Is the Monitoring plan to be included as an annex or part of the 20 pages of technical narrative?

INL Response:

Please see the response in Question #18.

Question 21:

Please confirm that the organization Audit, INL Pre Award Survey and History of awards should be included as an annex to the technical narrative.

INL Response:

Please see the response in Question #18.

Question 22:

Please confirm that the page limits for the Biographical information for the applicant, List of Key personnel and Partner information are in addition to the 20 pages for the technical narrative.

INL Response:

Yes.

Question 23:

The activity plan refers to "sub-objectives" and the Monitoring format refers to "Intermediate results." Are these terms interchangeable? Do you have a preference?

INL Response:

INL does not have a preference. Please utilize the templates provided to address the requested information as it relates to the proposed project.