

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY PRAIA  
Notice of Funding Opportunity (NOFO)**

|                                   |                                |
|-----------------------------------|--------------------------------|
| <b>Funding Opportunity Title:</b> | Empowering Women in Cabo Verde |
| <b>Deadline for Applications:</b> | August 18, 2021                |
| <b>Assistance Listing Number:</b> | 19.225                         |
| <b>Total Amount Available:</b>    | \$150,000                      |
| <b>Number of Awards:</b>          | 1                              |

**Key Dates:**

1. Questions may be submitted to [PraiaGrants@state.gov](mailto:PraiaGrants@state.gov) until August 17, 2021.
2. Applications must be submitted by August 18, 2021.
3. Notification of project approval and award signing expected by September 2021.

Contact person for questions: [PraiaGrants@state.gov](mailto:PraiaGrants@state.gov)

## **SECTION A. PROGRAM DESCRIPTION**

The U.S. Embassy Praia of the U.S. Department of State announces an open competition Notice of Funding Opportunity (NOFO) for organizations to submit applications to carry out a program to empower women in Cabo Verde. Cabo Verde has passed a gender parity law and joined the international Call to Action on Women's Economic Empowerment Core Group, but statistically women are under-represented in government and private sector leadership, more likely than men to work in the informal economy, and more likely to be vulnerable to gender-based violence due to insufficient economic empowerment. Along with providing a public awareness complement to the steps Cabo Verde has taken, the proposed project aims to identify and address remaining gaps in its approach, bolster civil society advocacy for women's rights, and provide policy recommendations to open more opportunities for women, lift women from poverty, and reduce the incidence of gender-based violence against women. The project should complement and build on earlier and ongoing UN and EU-supported activity supporting creation of the gender parity law, building capacity of elected women, promoting rights of domestic workers, collecting data on violence against women, combating gender-based violence, supporting victims of gender-based violence, engaging women and youth in decision-making processes, encouraging gender-responsive budgeting, promoting women's rights, participation, and inclusion, and mainstreaming gender in agriculture and blue economy plans and projects.

The anticipated period of performance for this grant will be from June 2022 – May 2024.

### **A.1. Project Objectives:**

**Objective 1:** Broaden recognition of the need to address the peril women face from gender-based violence and the limits to economic opportunity that continue to keep many women vulnerable and in poverty.

**Objective 2:** Identify gaps in efforts to date to advance women's rights and expand economic opportunity for women, including in leadership positions.

**Objective 3:** Enhance the capacity of organizations that advocate for women.

## **A.2. Expected Results:**

Expected results of the program should include:

- A measurable increase in awareness – among the public, government and non-governmental organizations, and civil society representatives – of the remaining challenges in the areas of gender-based violence, women's rights, and empowerment.
- Clear identification of gaps in the current approach to promoting women's economic and political participation that limit opportunities for women.
- Policy recommendations and advocacy activities to promote action to improve protection of women's rights and expansion of economic opportunities for women.

## **A.3. Main Activities**

**Activity 1:** General public awareness campaigns, seminars, or workshops on protection of women rights and expansion of economic opportunities for target groups in government and other institutions.

**Activity 2:** Focused training for advocates of women's empowerment.

**Activity 3:** Assessment and analysis of gaps in the current approach to women's economic and political empowerment in Cabo Verde.

**Activity 4:** Consultations with focus groups to develop policy recommendations and conferences to socialize findings and plan appropriate follow-on advocacy activity and engagement of the legislature.

Other activities proposed by applicant.

## **A.4. Performance Indicators:**

The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time bound. Establish, where possible, performance targets for each expected result and include details on sources that will be used to document performance, how the indicators will be measured and frequency of measurement.

Applicants shall use and add indicators to the table below and insert it in the proposed application document. Indicators should be included in the proposal. Subsequent to the award, periodic reporting of indicators will be required.

|          | Outcome Indicator                                                                                                                                                                                            | Targets |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Output 1 | Number of U.S. government-assisted civil society organizations (CSOs) that participate in legislative proceedings and/or engage in advocacy with national legislature and its committees.                    | 1 - 3   |
| Output 2 | Number of campaigns, seminars, and workshops for target groups from government and other institutions.                                                                                                       | 3 – 5   |
| Output 3 | Number of radio and/or television publicity items and social media campaigns produced to generate public awareness.                                                                                          | 5 – 8   |
| Output 4 | Estimated number of people reached by elements of the public awareness campaign.                                                                                                                             | 50,000+ |
| Output 5 | Number of training sessions on women’s empowerment for advocates, including virtual training sessions.                                                                                                       | 3 -5    |
| Output 6 | Number of people trained on how to advocate women’s rights, participation, and empowerment, disaggregated by: <ul style="list-style-type: none"> <li>a. Gender</li> <li>b. Island</li> <li>c. Age</li> </ul> | 30 – 80 |
| Output 7 | Survey to assess gaps in current approach to promotion of women’s economic and political participation in Cabo Verde.                                                                                        | 1       |
| Output 8 | Number of consultations with focus groups to develop policy recommendations, disaggregated by: <ul style="list-style-type: none"> <li>a. Focus group</li> <li>b. Island</li> </ul>                           | 3 -5    |

|           |                                                                                                                                                                                                                               |                                  |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|           | c. Gender                                                                                                                                                                                                                     |                                  |
| Output 9  | Policy recommendations report with proposed actions to improve protection of women's rights and expansion of economic opportunities.<br><br>There should be a draft and final version after conference to socialize findings. | 1                                |
| Output 10 | Conference to socialize and finalize policy recommendations findings.                                                                                                                                                         | 1                                |
| Output 11 | Before and after surveys of focus group(s) or means proposed by implementer to measure change in awareness.                                                                                                                   | 1                                |
| Output 12 | Indicators proposed by applicant.                                                                                                                                                                                             | Target(s) proposed by applicant. |

## SECTION B. FEDERAL AWARD INFORMATION

Length of Performance Period: 24 months

Number of Awards Anticipated: One award

Total Available Funding: \$150,000

Type of Funding: FY 2020 Economic Support Funds (ESF)

Funding Authority: Foreign Assistance Act of 1961, as amended.

Anticipated Project Start Date: June 2022

Funding Instrument Type: Grant

**This notice is subject to availability of funding.**

## SECTION C. ELIGIBILITY INFORMATION

### C.1. Eligible Applicants

Eligibility is limited to the entities listed below, Cabo Verdean or non-Cabo Verdean, with relevant Cabo Verde experience in the area(s) targeted by the project:

- Non-profit organizations including think tanks and civil society/non-governmental organizations

- Public and private educational institutions
- Public international organizations
- Governmental institutions

## **C.2. Cost Sharing or Matching**

Cost-sharing or matching is not an evaluation criterion of this NOFO.

## **C.3. Other Eligibility Requirements**

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see section on Required Registrations below for information on how to obtain these registrations.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

Eligible submissions are those that are submitted electronically to [PraiaGrants@state.gov](mailto:PraiaGrants@state.gov) by the deadline and that are complete as described in Section D of this NOFO.

Applicants' failure to meet an eligibility criterion by the time of the application deadline will result in the Embassy returning the application without review or, even though an application may be reviewed, will preclude the Embassy from making a Federal award.

## **SECTION D. APPLICATION AND SUBMISSION INFORMATION**

### **D.1. Address to Request Application Package**

Application forms required below are available at [grants.gov](http://grants.gov). Applicants can also contact [PraiaGrants@state.gov](mailto:PraiaGrants@state.gov)

### **D.2. Content and Form of Application Submission**

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

#### **Content of the Application**

Please ensure that:

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- Budgets can be presented in Cabo Verdean Escudos, but with U.S. Dollar conversion.
- All pages are numbered.

- All documents are formatted to A4 paper.
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

Complete proposals do not exceed 20 pages.

The following documents are **required**:

### **1. Mandatory application forms**

- **SF-424** (Application for Federal Assistance – Organizations)
- **SF-424A** (Budget Information for Non-Construction programs)
- **SF-424B** (Assurances for Non-Construction programs). The SF-424B is only required for applicants not registered in SAM.gov)

**2. Summary Page:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

**3. Proposal (8 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization Applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives listed in Section A.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees, if applicable.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to

ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**4. Budget Justification Narrative:** After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

**5. Attachments:**

- 1-page CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner.
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities
- Performance Monitoring Plan (PMP) describing the measures proposed by an applicant to capture and demonstrate progress towards achieving the objectives of the proposed project. Please see Section A and use the provided table. The quality and feasibility of the proposed PMP will be among the elements on which applications are evaluated.
- Project timeline and/ or Calendar of Activities
- Risk Assessment and Contingency Plan indicating assumptions of potential risks and contingency plan outlining how to mitigate restrictions/ interruptions to the project implementation (including restrictions caused by COVID-19).

**Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:  
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423  
For NCAGE help from outside the U.S., call 1-269-961-7766  
Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:  
<https://www.sam.gov>. SAM registration must be renewed annually.

### **D.3. Submission Dates and Times**

Applications are due no later than **August 18, 2021**.

### **D.4. Funding Restrictions**

Funds may not be used for any military or paramilitary purposes. In addition, funds may not be used to support police, prisons, or other law enforcement forces or foreign intelligence services. ARDF funds cannot be used for costs associated with election monitoring by direct hire personnel.

### **D.5. Other Submission Requirements**

All application materials must be submitted electronically by email to [PraiaGrants@state.gov](mailto:PraiaGrants@state.gov).

## **SECTION E. APPLICATION REVIEW INFORMATION**

### **E.1. Criteria**

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

**Quality and Feasibility of the Program Idea – 25 points:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants – 20 points:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

**Program Planning/Ability to Achieve Objectives – 15 points:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget – 15 points:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plan – 10 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

**Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program.

**Support of Equity and Underserved Communities – 5 points:** Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

## **E.2. Review and Selection Process**

A review committee will evaluate all eligible applications.

## **E.3. Federal Awardee Performance & Integrity Information System (FAPIIS)**

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, 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);
- ii. That an 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;

iii. That the Federal awarding agency 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 §200.206 Federal awarding agency review of risk posed by applicants.

## **SECTION F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1. Federal Award Notices**

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

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

Unsuccessful applicants will be informed through an email notification from [PraiaGrants@state.gov](mailto:PraiaGrants@state.gov) by October 2021.

### **F.2. Payment Method**

Request for Payment shall be made via the submission of the completed SF-270 form. Payments shall be disbursed via EFT upon receipt of a signed SF-270 and required reporting.

### **F.3. Administrative and National Policy Requirements**

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)

- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

Note the U.S. Flag branding and marking requirements in the Standard Terms and Conditions.

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:

- Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
- Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
- Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

#### **F.4. Reporting**

##### **Reporting Requirements:**

Recipients will, at a minimum, be required to submit quarterly Progress Reports and quarterly Financial Reports. The award document will specify dates when these reports must be submitted. Progress Reports will compare actual to planned performance and indicate the progress made in accomplishing each award task/goal noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative for key indicator. Financial Reports provide a means of monitoring expenditures and comparing costs incurred

with progress. Beyond a brief explanation of expenditures, the grantee should submit the completed Financial Form SF-425. Failure to submit reports on time will result in payment delays.

Recipients must report immediately when a program faces unplanned delays in implementation, fails to meet targets or milestones, or cost changes. Any changes or revisions to the approved budget require prior approval from the Grants Officer.

### **Progress Reporting:**

At minimum, it is expected that progress reports include:

- Significant activities of the period and how activities reflect progress towards achieving goals.
- Evaluation of progress on goals/ objectives with quantitative and qualitative data, as appropriate.
- Any problem/ challenge in implementing the project and a corrective action plan.
- An update on expenditures during the reporting period.
- Supporting documentation or products related to project activities (such as surveys, policy recommendation report, etc.).
- Performance indicator results and supporting documentation.
- As applicable: project spotlight highlighting a significant area of progress, key events, photos of implementation activities such as training, workshops and other.

### **Final Report:**

The final report will be due no later than 120 days after the end date of the award or termination of all project activities.

Additional guidance may be provided prior to the award date.

## **SECTION G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact [PraiaGrants@state.gov](mailto:PraiaGrants@state.gov). Questions may be submitted until August 17, 2021.

## **SECTION H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

- **Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

- **Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.
- **Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.
- **Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.
- **Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.
- **Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

*Indirect Costs:* These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA.

“*Cost Sharing*” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.

### **H.1. Conflict of Interest**

Applicants must disclose in writing any potential conflict of interest to the Federal awarding agency.

### **H.2. Marking Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the State Department’s Marking Policy. More information on this policy can be found here: <https://brand.america.gov/d/WrAFnKrhEEfk/missions#/af/u-s-in-cabo-verde>

### **H.3. Project Monitoring and Site Visits**

Beyond regular reporting, Embassy staff will monitor project implementation via email, meetings (in person and virtual) and site visits. Site visits are conducted to gather additional information and will involve the review of programmatic progress as well as administrative and financial management and controls, if needed.

**Attachments:**

Attachment 1: Budget Template

Attachment 2: Budget Narrative

Attachment 3: Performance Monitoring Plan Template