U.S. DEPARTMENT OF LABOR

Bureau of International Labor Affairs

Program Office:
OCFT

Notice of Availability of Funds and Funding Opportunity Announcement for: Supporting Regional, National, and Local Action to Address Child Labor in West African Agriculture

Announcement Type: Initial

Funding Opportunity Number: FOA-ILAB-22-28

Catalog of Federal Domestic Assistance (CFDA) Number: 17.401

Key Dates: The closing date for receipt of applications under this announcement is 10/7/2022. Applications must be received no later than 11:59 p.m. Eastern Time.

All technical questions related to the content of this Funding Opportunity Announcement (FOA) must be submitted no later than 10 business days prior to the close date of the FOA.

Award decisions are expected to be made between 9/30/2022 and 12/31/2022.

The Department will make its best efforts to make award decisions within this timeframe, but please be aware that there are a variety of circumstances that may result in a later or earlier than expected award decision.

To apply: Submit applications via https://www.grants.gov/ in response to this funding opportunity number.

Please refer to Section IV for application submission instructions.

EXECUTIVE SUMMARY

The Bureau of International Labor Affairs (ILAB), U.S. Department of Labor (USDOL, or the Department), announces the availability of approximately $4,000,000 total costs (subject to the availability of Federal funds) for 1 cooperative agreement to fund Phase I of a technical assistance project in West Africa to improve action by the Economic Community of West African States (ECOWAS) Commission and ECOWAS Member States to combat child labor, with a focus in agriculture.

The duration of Phase I of the project will be a maximum of 48 months from the effective date of the award. Following the conclusion of Phase I, USDOL will consider awarding a second phase of the project of approximately $4,000,000 total costs, reflecting a total potential project budget of approximately $8,000,000 over approximately eight years.

Eligible applicants may include any commercial, international, educational, or non-profit organizations, including any faith-based organizations, community-based organizations, or public international organizations (PIOs), capable of successfully fulfilling the objectives

identified in the Funding Opportunity Description. Please see section III of this funding opportunity announcement for complete eligibility requirements.

The two phases of the project will aim to achieve the following outcomes:

- **Outcome 1:** Increased capacity of ECOWAS to implement the ECOWAS Regional Action Plan to eliminate child labor.
- **Outcome 2**: Increased mobilization of ECOWAS Member States to implement National Action Plans to eliminate child labor.
    - **Outcome 2.1**: Improved legislative, policy, and enforcement environment for enabling national action to address child labor.
    - **Outcome 2.2:** Increased action by communities to develop and implement Community Action Plans to reduce child labor in agriculture.
    - **Outcome 2.3:** Increased access to education, livelihoods, or other forms of social protection in agricultural communities.

Under the Funding Opportunity Announcement (FOA), applicants must submit a technical proposal and budget documents requesting no more than $4,000,000 for Phase I of the project, to take actions to increase the capacity of ECOWAS and its Member States to address child labor (with a focus on agriculture) at the regional, national, and community levels as a demonstration case that success can be achieved at each level. At the regional level, the project will strengthen ECOWAS to carry out, coordinate, monitor, and evaluate its Regional Action Plan to eliminate child labor, and at the national level, it will support the Government of Nigeria to improve the enabling environment to implement its National Action Plan to eliminate child labor. At the community level, the project will support cocoa-growing communities in Ondo State, Nigeria to carry out child labor elimination activities through implementation of Community Action Plans determined by the communities themselves, as well as provision of education, livelihoods, or social protection services.

As part of the application, applicants must also submit a streamlined technical proposal and budget documents for a potential Phase II of the project (building on activities from Phase I), based on a potential additional funding level of approximately $4,000,000. For the purposes of this FOA, a streamlined Phase II technical proposal is one that covers, and will be assessed on, the following three parts: (1) a brief statement of need; (2) a brief description of the Phase II project design that describes how the recipient will continue to support ECOWAS in operationalizing accountability of ECOWAS Member States through monitoring and reporting, and how the recipient proposes to expand implementation to two additional ECOWAS Member States at the national level and community level, with a focus in the agricultural sector; and (3) a Phase II streamlined Budget Narrative that demonstrates how the applicant proposes to allocate an additional $4 million, broken down into the following budget categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, and Indirect Charges. Under Phase II, the project must work at the national level to assist two ECOWAS Member State governments to develop and/or revise their National Action Plans on child labor into alignment with the ECOWAS Regional Action Plan. At the community level, the project must support agricultural communities in the two countries selected in order to carry out child labor elimination demonstration activities through implementation of Community Action Plans and provision of education, livelihoods, or social protection services. While applicants must propose two countries for implementation under Phase II, USDOL intends to reassess these selections in

consultation with the project during Phase I implementation, in the event changes are required due to unforeseen circumstances. Final determination of Phase II target countries will be decided in consultation with, and subject to approval by, USDOL following the award of Phase I of this project and prior to the awarding of any additional funding for Phase II. While USDOL anticipates awarding additional funding for a Phase II of this project, applicants should be aware that USDOL reserves the right to reconsider the amount of or the decision to award any additional funding for Phase II. Future funding for a Phase II is contingent upon USDOL's need at the time and the availability of funds, satisfactory progress/performance of Phase I, adequate stewardship of federal funds, and submission of a Phase II application meeting requirements outlined in Phase I grant award documents. USDOL also reserves the right to require changes to the Phase II strategy proposed by the applicant in response to this FOA, prior to awarding any additional funding for Phase II.

Prior to the obligation of any additional funding for a Phase II, the recipient will need to submit an additional request for federal funding (i.e., including submission of an updated SF424 and SF424A) for USDOL consideration. The period of performance for Phase II will begin immediately following the satisfactory completion of Phase I requirements and the approval of the required Phase II application package.

Applicants' technical and financial proposals for Phase I must reflect a $4 million award over the course of approximately 48 months. The achievement of results in Phase I must not be contingent on receipt of additional funding for a Phase II. Applicants must also submit a streamlined separate budget in the format of their choice, based on anticipated supplemental funding of approximately $4,000,000 to be awarded in 2026, to demonstrate estimated costs for Phase II activities occurring in the subsequent 48 months of the project.

Table of Contents

EXECUTIVE SUMMARY 1
I. FUNDING OPPORTUNITY DESCRIPTION 5
A. PROGRAM PURPOSE 5
B. PROGRAM AUTHORITY 7
C. BACKGROUND INFORMATION 7
II. AWARD INFORMATION 8
A. AWARD TYPE AND AMOUNT 8
B. PERIOD OF PERFORMANCE 9
III. ELIGIBILITY INFORMATION 9
A. ELIGIBLE APPLICANTS 9
B. COST SHARING OR MATCHING 10
C. OTHER INFORMATION 10
1. Application Screening Criteria 10
2. Number of Applications to be Submitted 11

IV. APPLICATION AND SUBMISSION INFORMATION 11
A. HOW TO OBTAIN AN APPLICATION PACKAGE 11
B. CONTENT AND FORM OF APPLICATION SUBMISSION 11
1. Technical Proposal 12
2. Cost Proposal 29
3. Submission Date, Times, and Process 37
C. INTERGOVERNMENTAL REVIEW 40
D. FUNDING RESTRICTIONS 40
E. INTELLECTUAL PROPERTY RIGHTS 40
F. OTHER SUBMISSION REQUIREMENTS 41
V. APPLICATION REVIEW INFORMATION 41
A. CRITERIA 41
B. REVIEW AND SELECTION PROCESS 43
1. Merit Review and Selection Process 43
2. Risk Review Process 43
VI. AWARD ADMINISTRATION INFORMATION 44
A. AWARD NOTICES 44
B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS 45
1. General Requirements 45
2. Audits and Attestation Engagements 46
3. Administrative Standards 46
4. Other Legal Requirements 47
5. Other Administrative Standards 50
6. Special Program Requirements 50
C. REPORTING 50
1. Quarterly Federal Financial Report (SF 425, FFR) 50
2. Semi-Annual Technical Progress Reports 50
3. Final Technical Report 51
4. Indirect Cost Rates 51
5. Closeout Reports 51
VII. AGENCY CONTACTS 51
VIII. OTHER INFORMATION 51
A. OMB INFORMATION COLLECTION 51
IX. APPENDICES 52

APPENDIX A: Acronyms 52
APPENDIX B: Definitions 53
APPENDIX C: Relevant Grant and/or Contract Experience 60
APPENDIX D: Requirements for Application Submission 60
APPENDIX E: Past Performance Questionnaire 61
APPENDIX F: List of Standard Indicators 64
APPENDIX G: Sustainability Strategy Template 65
ENDNOTES 66

I. FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM PURPOSE

ILAB leads the U.S. Government's (USG) efforts to improve working conditions and fight labor exploitation around the world. ILAB's mission is to promote a fair global playing field for workers in the United States and around the world by enforcing trade commitments, strengthening labor standards, and combating international child labor, forced labor, and human trafficking. ILAB's Office of Child Labor, Forced Labor and Human Trafficking (OCFT) works to eliminate child labor, forced labor and human trafficking through international research, policy engagement, and technical cooperation. See ILAB's webpage for additional information: https://www.dol.gov/agencies/ilab.

This FOA solicits applications to implement 1 project(s) with the objective of improving action by the Economic Community of West African States (ECOWAS) Commission and ECOWAS Member States to combat child labor, with a focus in agriculture.

The two phases of the project will aim to achieve the following outcomes:

- **Outcome 1:** Increased capacity of ECOWAS to implement the ECOWAS Regional Action Plan to eliminate child labor.
- **Outcome 2**: Increased mobilization of ECOWAS Member States to implement National Action Plans to eliminate child labor.
    - **Outcome 2.1**: Improved legislative, policy, and enforcement environment for enabling national action to address child labor.
    - **Outcome 2.2:** Increased action by communities to develop and implement Community Action Plans to reduce child labor in agriculture.
    - **Outcome 2.3:** Increased access to education, livelihoods, or other forms of social protection in agricultural communities.

Under the Funding Opportunity Announcement (FOA), applicants must submit a technical proposal and budget documents requesting no more than $4,000,000 for Phase I of the project to take actions to increase the capacity of ECOWAS and its Member States to address child labor (with a focus on agriculture) at the regional, national, and community levels as a demonstration case that success can be achieved at each level. At the regional level, the project will strengthen ECOWAS to carry out, coordinate, monitor, and evaluate its Regional Action Plan to eliminate

child labor, and at the national level, it will support the Government of Nigeria to improve the enabling environment to implement its National Action Plan to eliminate child labor. At the community level, the project will support cocoa-growing communities in Ondo State, Nigeria to carry out child labor elimination activities through implementation of Community Action Plans determined by the communities themselves and provision of education, livelihoods, or social protection services.

As part of the application, applicants must also submit a streamlined technical proposal and budget documents for a potential Phase II of the project (building on activities from Phase I), based on a potential additional funding level of approximately $4,000,000. For the purposes of this FOA, a streamlined Phase II technical proposal is one that covers and will be assessed based on the following three parts: (1) a brief statement of need; (2) a brief description of the Phase II project design that describes how the recipient will continue to support ECOWAS in operationalizing accountability of ECOWAS Member States through monitoring and reporting, and how the recipient proposes to expand implementation to two additional ECOWAS Member States at the national level and community level, with a focus in the agricultural sector; and (3) a Phase II streamlined budget that describes how the applicant proposes to allocate an additional $4 million broken down by the budget categories listed in the SF424A. Under Phase II, the project must work at the national level to assist two ECOWAS Member State governments to develop and/or revise their National Action Plans on child labor into alignment with the ECOWAS Regional Action Plan. At the community level, the project must support agricultural communities in the two countries selected in order to carry out child labor elimination demonstration activities through implementation of Community Action Plans and provision of education, livelihoods, or social protection services. While applicants must propose two countries for implementation under Phase II, USDOL intends to reassess these selections in consultation with the project during Phase I implementation. Final determination of Phase II target countries will be decided in consultation with, and subject to approval by, USDOL following the award of Phase I of this project and prior to the awarding of any additional funding for Phase II.

While USDOL anticipates awarding additional funding to a Phase II of this project, applicants should be aware that USDOL reserves the right to reconsider the amount of or the decision to award any additional funding for Phase II. Future funding for a Phase II is contingent upon USDOL's need at the time and the availability of funds, satisfactory progress/performance of Phase I, adequate stewardship of federal funds, and submission of a Phase II application meeting requirements outlined in Phase I grant award documents. USDOL also reserves the right to require changes to the Phase II strategy proposed by the applicant in response to this FOA, prior to awarding any additional funding for Phase II.

Prior to the obligation of any additional funding for a Phase II, the recipient will need to submit an additional request for federal funding (i.e., including submission of an updated SF424 and SF424A) for USDOL consideration. The period of performance for Phase II will begin immediately following the satisfactory completion of Phase I requirements and the approval of the required Phase II application package.

Applicants' technical and financial proposals for Phase I must reflect a $4 million award over the

course of approximately 48 months. The achievement of results in Phase I must not be contingent on receipt of additional funding for a Phase II. Applicants must also submit a streamlined separate budget, based on anticipated supplemental funding of approximately $4,000,000 to be awarded in 2026, to demonstrate estimated costs for Phase II activities occurring in the subsequent 48 months of the project.

Applicants selected for award may be required, within the first six months of award, to carry out additional in-country needs assessments and consultations with partners and relevant stakeholders to assess, refine, and/or validate the proposed theory of change, design, and strategies of the project. All post-award refinements to the project strategy will be subject to approval by USDOL.

This announcement is for the award of 1 new cooperative agreement with the specific project objective and outcomes outlined in this FOA. As such, applicants may not submit applications to renew or supplement an existing project.

B. PROGRAM AUTHORITY

ILAB is authorized to award and administer grants and cooperative agreements by the Department of Labor Appropriations Act, 2022 and Pub. L. 117-103, Division H, Title I.

C. BACKGROUND INFORMATION

According to the International Labor Organization (ILO) and the United Nations Children's Fund (UNICEF), 160 million children were engaged in child labor globally in 2020, the first time there has been an increase in 20 years.[1] Research shows that Sub-Saharan Africa is the only region where rates of child labor continue to increase. It is estimated that 24% of children in Sub-Saharan Africa are in child labor, more than double the global average. In absolute terms, the nearly 87 million children in child labor in Sub-Saharan Africa are more than in the rest of the world combined.[2] In Sub-Saharan Africa, over 80% of children in child labor are located in rural areas and work in agriculture.[3] Among the factors contributing to the prevalence of child labor in the region are extreme poverty, which afflicts roughly 40% of the population of Sub-Saharan Africa; high levels of labor informality, which accounts for over 80% of all employment; and lack of access to social protection initiatives, which cover only 17% of the population.[4]

USDOL's *Findings on the Worst Forms of Child Labor* and the *List of Goods Produced by Child Labor or Forced Labor* (TVPRA List) provide evidence of child labor in the production of agricultural goods across the ECOWAS Member States, including in cocoa, rubber, and oil palm production.[5] These goods are directly connected to supply chains in the U.S. In 2020, the U.S. imported roughly $657 million of cocoa beans from Côte d'Ivoire, Ghana, and Nigeria; $41.3 million of rubber from Liberia; and $814,000 in oil palm from Sierra Leone.[6]

Efforts to address child labor and forced labor in West Africa have been undertaken at both the national and regional level. USDOL is currently funding $6 million in active programming in Côte d'Ivoire, $11 million in Ghana, and $1 million in Nigeria. At the regional level, ECOWAS serves as a platform for the harmonization of policies across its Member States by setting standards and priorities, bringing West African leaders together to address common challenges, and encouraging the expanded replication of promising practices.[7] The *ECOWAS*

Child Policy, 2019-2030 has a thematic focus on child poverty, ecological hazards, regional conflict, and gender inequality, all of which are critical to addressing child labor.[8] Furthermore, the *ECOWAS Regional Action Plan for the Elimination of Child Labour and Forced Labour in West Africa, 2021-2030* seeks to align regional and national policies on child labor and forced labor with international standards.[9] These actions signal a renewed commitment by ECOWAS and its Member States to combat child labor. Yet, while ECOWAS has demonstrated its commitment to address child labor by adopting needed policies, it faces challenges in budgeting, executing, and monitoring implementation of its Regional Action Plan. Given the endemic nature of child labor across the agricultural sector in West Africa, the significant impact of labor migration across the region, and barriers to regional coordination across state boundaries, ECOWAS, as a regional organization and coordinating platform, has an important role to play in supporting efforts to reduce and prevent child labor, including its worst forms.

In order to achieve a significant reduction in child labor in West Africa, countries across the region must focus on addressing child labor in agriculture, where a majority of child labor can be found. In Nigeria, children are engaged in child labor in several sectors, including the cocoa sector, which is centered in Ondo State. Children working in Nigeria's cocoa sector are engaged in hazardous activities, such as the application of pesticides and the use of dangerous tools by young children.[10] Other countries and sectors where significant levels of child labor have been identified include agriculture in The Gambia; cotton in Benin; cocoa, cassava, coffee, and rubber in Liberia; cocoa, cassava, coffee, and palm oil in Sierra Leone; and the agriculture sector, including cotton, in Togo.[11] Of note, work under this cooperative agreement also presents an opportunity to replicate good practices from USDOL's past engagement in the West African cocoa sector of Côte d'Ivoire and Ghana under the MOCA[12] and ECLIC[13] projects.

II. AWARD INFORMATION

A. AWARD TYPE AND AMOUNT

Funding will be provided in the form of a cooperative agreement. Approximately $4,000,000 total costs is expected to be available to fund approximately 1 award(s). Applicants may apply for a ceiling amount of up to $4,000,000 total costs. Awards made under this announcement are subject to the availability of federal funds. In the event that additional funds become available, USDOL reserves the right to use such funds to select additional recipients from applications submitted in response to this announcement.

In addition to its normal consultative role as grantor, ILAB's substantial involvement in program activities will focus on elements that are essential to meet program requirements and assure achievement of program objectives and outcomes. ILAB's involvement may include, but not be limited to:

- Liaising with in-country USG officials and host country governments on matters related to the project.
- Collaborating substantially on the project strategy and implementation, as well as the development of the project document package.
- Collaborating substantially on the development and implementation of the monitoring and evaluation plan and all of its components.

- Providing highly specialized input on the technical definitions and concepts of workers' rights, international labor standards, occupational safety and health (OSH), industrial relations, social dialogue, collective bargaining, freedom of association, acceptable conditions of work, stakeholder compliance, non-discrimination, labor courts, labor administration, labor inspection, labor law and judicial reform, legal and policy frameworks, child labor, forced labor, human trafficking, and effective enforcement, among others.
- Being substantially and actively involved in designing research, service provision, and/or capacity building activities jointly with the recipient.
- Reviewing and providing input on project's planning for sustainability and collaboration to promote sustainability of project efforts, including through replication of good practices.

B. PERIOD OF PERFORMANCE

The period of performance is a maximum of 48 months from the effective date of the award. This performance period includes all necessary implementation and start-up activities. Only allowable costs incurred during the period of performance may be charged to the federal award (2 CFR 200.1 Period of performance).

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

The following organizations are eligible to apply:

- U.S. organizations:
  - Nonprofits, including any faith-based organizations, or community-based organizations
  - Public/State Controlled Institutions of Higher Education
  - Private Institutions of Higher Education
  - For-Profit organizations
- Non-U.S. organizations:
  - Non-U.S. Entities, including PIOs, as described in 2 CFR 200.1.

Applicants selected for award must abide by DOL's requirements in the term and conditions of the award, in alignment with U.S. appropriation laws and applicable U.S. regulations.

Applicants do not need previous experience managing federal awards, but they must speak persuasively about their ability to leverage other previous experience and bring it to scale in support of a large federal investment.

The following types of organizations **are not** eligible to apply nor to participate as sub-recipients/contractors:

- Organizations designated by the U.S. Government to be associated with terrorism.
- Organizations designated by the U.S. Government to have been debarred or suspended.
- Organizations planning to charge a fee (profit) associated with a project funded by a USDOL award.

- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government are not eligible to apply. However, they may be eligible to participate as a sub-recipient in certain instances, subject to USDOL approval. NOTE: If an exception to this sub-recipient eligibility criterion might be appropriate, the application must include a detailed justification for the possible exception. **USDOL funds are not intended to duplicate existing foreign government efforts or substitute for activities for which such governments have already assumed responsibility.** USDOL will make eligibility decisions on a case-by-case basis after receiving the application.

B. COST SHARING OR MATCHING

This program does not require cost sharing or matching funds. Including such funds is not one of the application screening criteria and applications that include any form of cost sharing or match will not receive additional consideration during the review process. Instead, the agency considers any resources contributed to the project beyond the funds provided by the agency as leveraged resources. Section IV.B.2 provides more information on leveraged resources.

C. OTHER INFORMATION

1. Application Screening Criteria

Use the following checklist as a guide when preparing the application package to ensure that the application has met all of the screening criteria. Note that this checklist is only an aid for applicants and should not be included in the application package. It is recommended to use this checklist to ensure that the application contains all required items. If the application does not meet all of the screening criteria, the application will not move forward to the merit review process.

Application Requirement	Instructions	Complete?
The deadline submission requirements are met	Section IV.B.3.a.	
Eligibility	Section III.A	
The components of the application are saved in any of the specified formats and are not corrupt. (USDOL will attempt to open documents, but will not troubleshoot any problems related to opening files)	Section IV.B.3.b.	
Application does not exceed the ceiling amount of $***4,000,000*** total costs	Section II.A	
Applicant has registered with the System for Award Management (SAM) and maintains an active account	Section IV.B.2.a	
Completed and signed SF-424, *Application for Federal Assistance,* including a Unique Entity Identifier Number	Section IV.B.2.c	
SF-424A, *Budget Information Form*	Section IV.B.2.d	
Technical Proposal	Section IV.B.1	

Attachments to Technical Proposal, Phase I only • Abstract • Evidence of Government Support • Work Plan • Sustainability Strategy Template • Relevant Grant and/or Contract Experience • Evidence of Country Presence • Key Personnel Signed Commitment Letters (2) • Resume for Key Personnel (2) • Resume for Other Required Professional Personnel (3) • Project Management Organizational Chart	Section IV.B.1.e	
Outcome-Based Budget	Section IV.B.2.e.	
Budget Narrative	Section IV.B.2.e.	
Phase II Streamlined Problem Analysis	Section IV.B.1	
Phase II Streamlined Project Strategy	Section IV.B.1	
Phase II Streamlined Budget and Accompanying Budget Narrative	Section IV.B.2.e	

2. Number of Applications to be Submitted

Multiple applications from an organization are not allowed. If multiple applications are received, the most recent application submitted by the deadline will be accepted. If the most recent application is disqualified for any reason, USDOL will not replace it with an earlier application. Applicant entities are not precluded from participating as partners on another entity's application.

IV. APPLICATION AND SUBMISSION INFORMATION

A. HOW TO OBTAIN AN APPLICATION PACKAGE

This FOA, found at www.grants.gov, contains all of the information needed to apply for funding. Applicants should note that it includes hyperlinks to external forms and resources. Applicants are required to comply with all parts of the FOA, including those parts found at the hyperlinks.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Applications submitted in response to this FOA must consist of two separate and distinct parts: (1) a Technical Proposal, including attachments; and (2) a Cost Proposal, including the SF-424 Application for Federal Assistance and related forms identified as follows. It is the applicant's responsibility to ensure that the funding amount requested is consistent across all parts of the

application. If the funding amount is not consistent, the amount requested on the SF-424 will be considered for the purpose of the award.

1. Technical Proposal

Applicants should use their technical expertise to propose how to meet the requirements of the FOA and must provide justification for their choices based on evidence, analysis of contextual opportunities and constraints, and available resources within the requirements of the FOA. Applicants must include specific citations to the evidence used to support their proposed project strategy. If there is limited evidence to support the proposed intervention(s), applicants may propose to pilot an innovative approach but must include and describe a plan for monitoring and assessing the effectiveness of the intervention(s).

All pages of the application must be numbered. All required documents (including attachments) must be submitted in English. Any additional documentation submitted that is not required or specifically requested under this announcement will not be considered during the merit review process.

Technical Proposals must be no more than 55 single-sided, double-spaced pages (8.5 x 11 inches with 1-inch margins). If any page limits required by this FOA for any part of the application are exceeded, the content that exceeds the page limit will not be considered during the merit review process. Font style must be Times New Roman and font size must be 12-point. The Cover Page, Acronyms List, Table of Contents, required attachments to the Technical Proposal, and the Cost Proposal do not count toward the page limit and do not have any spacing restrictions. Different fonts and font sizes may be used for tables, text boxes, and graphics. However, it is the applicant's responsibility to ensure that they are legible and meet electronic submission requirements. Documents which cannot be read or accessed by the Department will not be considered during the merit review process. Please see section IV.B.3. for the file format requirements for electronic submissions.

The following instructions provide all the information needed to complete the Technical Proposal. Applicants should carefully read and consider each section and include all required information. The Technical Proposal will be evaluated using the evaluation criteria identified in Section V, Application Review Information. Applicants must use the same section headers identified in this FOA for each section of the Technical Proposal:

a. Abstract (Executive Summary)

Applicants must submit as an attachment an abstract summarizing the proposed project including, but not limited to, the Theory of Change, the project objective, proposed outcomes, sub-outcomes, outputs, and activities. The abstract should describe Phase I of the proposed project in plain language and include the following sections:

1. **Applicant's Name and Title for the Project.** The applicant's name and title for the proposed project.
2. **Purpose.** A brief description of the purpose for the award, including a description of the geographic area to be served (if applicable), population(s) to be served (if applicable), number and description of individuals, groups and institutions to be served (if applicable), and the funding level requested.

3. **Activities to be Performed.** A brief description of award specific activities and other deliverables.
4. **Expected Outcomes.** The project objective, proposed outcomes, sub-outcomes, and outputs.
5. **Intended Beneficiaries.** Intended beneficiary(ies) or recipient(s) of the project activities.
6. **Sub-recipient Activities.** If sub-awards are proposed, then specify the activities to be provided and the name of each proposed sub-awardee, if known.

The abstract is limited to two double-spaced single sided 8.5 x 11-inch pages with 12-point text font, Times New Roman font style, and 1-inch margins. When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

b. Table of Contents

The table of contents must list all required documents and include their corresponding page numbers.

c. Project Narrative

The Project Narrative must describe in detail the applicant's response to the FOA. At minimum, the Project Narrative must contain the following sections:

1. Problem Analysis (up to 5 points for Phase I and an additional 4 points for Phase II)

Applicants will be evaluated based on their degree of understanding the scope and nature of the problem that forms the basis of the project design. Applicants must describe the need for assistance, including the nature and scope of the problems, and the consequences of not addressing the need. Include relevant cultural, economic, social, labor and/or legal factors contributing to the problem. This information must be supported by relevant empirical data, including citations. Applicants must identify significant gaps in laws, policies, programs and coordination efforts that contribute to the identified problem and that need to be addressed by the project.

2. Project Design

a) Project Strategy and Sustainability Strategy (up to 20 points for Phase I and an additional 8 points for Phase II Project Strategy)

The applicant's Project Strategy and Sustainability section will be evaluated based on its responsiveness to the unmet need described in its Problem Analysis.

The project-level objective is to improve action by the ECOWAS Commission and ECOWAS Member States to combat child labor, with a focus in agriculture.

In support of achieving the objective, the project should be designed to achieve the following outcomes:

Outcome 1: Increased capacity of ECOWAS to implement the ECOWAS Regional Action Plan to eliminate child labor.

Outcome 2: **Increased mobilization of ECOWAS Member States to implement National Action Plans to eliminate child labor.**

Outcome 2.1: Improved legislative, policy, and enforcement environment for enabling national action to address child labor.
Outcome 2.2: Increased action by communities to develop and implement Community Action Plans to reduce child labor in agriculture.
Outcome 2.3: Increased access to education, livelihoods, or other forms of social protection in agricultural communities.

Applicants must describe their overall strategy to improve actions by ECOWAS and ECOWAS Member States to combat child labor, including strategies for achieving each of the sub-outcomes.

Outcome 1: Increased capacity of ECOWAS to implement the ECOWAS Regional Action Plan to eliminate child labor.

For Outcome 1, applicants must describe their strategy to work in partnership with ECOWAS' Department of Social Affairs & Gender (DSAG), in particular its Social Affairs Division and Human Security Division, to expand ECOWAS' actions to address child labor. As part of the application, proposals must assess the current capacity of ECOWAS to implement and monitor the various components of its Regional Action Plan. Applicants must describe their strategy to enhance the capacity of the ECOWAS to carry out, coordinate, monitor, and evaluate actions to address child labor at the national and regional levels.

Applicants must propose interventions to enhance the capacity of ECOWAS to implement, monitor, and coordinate implementation of its Regional Action Plan. Applicants' strategies also must promote actions to address child labor by ECOWAS Member States and support regional collaborations and partnerships among ECOWAS institutions, national institutions, and/or other regional organizations. Applicants must describe their strategy to expand implementation and institutionalization of the ECOWAS peer review mechanism for conducting oversight of ECOWAS Member States' National Action Plans (NAP) to eliminate child labor and relevant child labor policies. Applicants must state how they will work with national government entities to support engagement by governments, businesses, worker organizations, and civil society organizations (CSOs) in the NAP development process.

Other proposed activities to implement the Regional Action Plan for Phases I and II may include, but are not limited to:

- Conducting advocacy targeting ECOWAS Member States, other local, regional and continental bodies, to increase budgetary allocations and deployment of funds to relevant national institutions for the implementation of NAPs on child labor;

- Increasing regional dialogue on the promotion of labor rights, particularly for children, as it relates to agricultural sectors across West Africa; and
- Developing a communication plan to promote legislative, enforcement, and policy action to prevent and reduce child labor by the ECOWAS Parliament and by ECOWAS Member States.

Applicants must also propose interventions to enhance the capacity of ECOWAS to monitor the implementation of its Regional Action Plan. In Phase I, applicants must propose a plan to support the DSAG in developing and operationalizing an accountability tool to monitor and report on ECOWAS Member States' actions to adopt and implement actions aligned with the Regional Action Plan. The accountability tool must utilize a set of harmonized indicators established in conjunction with ECOWAS and aligned with Sustainability Development Goal 8.7 (SDG 8.7) and the African Union (AU) 2063 initiative.

Proposed strategies for Phases I and II should emphasize ECOWAS oversight and monitoring actions to address child labor by ECOWAS Member States. These may include, but are not limited to, the following:

- Producing research products and reports on the state of decent work, including the elimination of child labor, in the agricultural sector across ECOWAS Member States, including a mapping of key actors, including government, businesses, workers organizations, and Civil Society Organizations (CSOs), in identified priority agricultural supply chains; and
- Supporting annual regional review meetings for national child labor and child protection focal persons.

Outcome 2: Increased mobilization of ECOWAS Member States to implement National Action Plans to eliminate child labor.

Outcome 2.1: Improved legislative, policy, and enforcement environment for enabling national action to address child labor.
Outcome 2.2: Increased action by communities to develop and implement Community Action Plans to reduce child labor in agriculture.
Outcome 2.3: Increased access to education and livelihoods services, or other forms of social protection in agricultural communities.

For Outcome 2, applicants must describe their strategy for working with ECOWAS Member States to improve national legislative, policy and enforcement environments for addressing child labor. Applicants must also describe their strategy to enhance community engagement in order to reduce child labor in agriculture and to increase access to education and livelihoods services, and/or other forms of social protection in agricultural communities. Phase I must be implemented in Nigeria, and at least two additional ECOWAS Member States must be proposed to be added in Phase II.

For Outcome 2.1, applicants must provide a detailed strategy on how they will support ECOWAS Member States in identifying, assessing, and addressing gaps in

the legal framework on child labor, government policies on child labor, and/or enforcement of child labor laws. For Phase I, applicants must explain how they will work with the Government of Nigeria to adopt policies that addresses all relevant worst forms of child labor, including forced child labor in cocoa production, and ensure that a mechanism exists for enforcing existing protections for children working in the informal sector, including in agriculture.

Applicants also must describe how they would, in a potential Phase II of the project, work with at least two other ECOWAS Member States, chosen from The Gambia, Sierra Leone, Liberia, Benin, Togo, and Guinea-Bissau, to improve the legislative, policy, and/or enforcement environment around child labor in order to enable national action to address child labor. Applicants must propose a plan to develop and/or revise National Action Plans on child labor aligned with the ECOWAS Regional Action Plan. National Action Plans developed with assistance from the project must include provisions aligned with Outcomes 2.2 and 2.3 for increased community action and increased access to education, livelihoods, or other forms of social protection. Applicants must state how they will work with national government entities to support engagement by tripartite partners and CSOs in the NAP development process. Applicants also must describe how the NAP of the ECOWAS Member State will inform initiatives under Outcomes 2.2 and 2.3 to address child labor in the targeted agricultural sector of the country.

For Outcome 2.2, applicants must describe how they will build upon the Community Action Plan (CAP) model, piloted by the USDOL-funded MOCA and ECLIC projects in Ghana and Côte d'Ivoire, respectively, to mobilize communities to address child labor in agriculture. For Phase I, applicants must work with cocoa-growing communities in Ondo State, Nigeria to develop and implement CAPs. For Phase II, applicants must specify their intentions to build upon their Phase I CAP strategy in one or more agricultural sectors in at least two additional ECOWAS Member States. The Member States chosen must be the same as those chosen under Outcome 2.1. In addition, for Phase II, applicants may add additional cocoa-growing communities in Nigeria to the CAP program or may select another agricultural sector in Nigeria.

Applicants must propose strategies to establish CAP committees to develop and implement CAPs to address all forms of child labor in the targeted agricultural area. Applicants must also propose strategies that include the engagement with and provision of ongoing support to the targeted agricultural communities and CAP committees for a minimum of 3 years. At a minimum, the following must be included in the applicant's CAP strategy:

- CAP committees must receive training on (1) the dangers of child labor and good practices for addressing the problem, including by promoting education and training opportunities; (2) hazardous work and occupational safety and health (OSH), with a focus on the targeted agricultural sector; (3) conducting community needs assessments and applying the assessment to the design of their CAP; (4) how to identify and appropriately use resources to implement

CAP activities; and (5) how to advocate effectively for the inclusion of CAPs in district plans;

- A community-based and contextualized strategy for each community;
- CAP Development: the project must provide adequate technical and financial assistance to support the development of the CAP. CAP committees must be included in the budgeting and purchasing process for CAP activities;
- CAP Implementation: at least $200,000 total direct costs must be allocated by the recipient (per country targeted for implementation) to support priority areas of action identified by communities in their CAPs. The applicant must also propose a strategy for securing contributions (e.g., time, building materials for schools, meeting space, equipment) from communities for all CAP activities;
- At least one youth-led activity as part of the CAP in each selected community, such as the development of a community service project; and
- The CAP committee training must be rooted in best pedagogical practices.

Applicants may also consider supporting agricultural communities with the development and implementation of local child labor monitoring systems.

For Outcome 2.3, applicants must propose to implement strategies to increase access to education services, livelihood services, or other forms of social protection, in cocoa communities in Ondo State, Nigeria, in Phase I. Applicants must also describe their strategy to refine and replicate their strategy in at least two additional ECOWAS Member States in agricultural communities identified in Outcome 2.2 in a Phase II of the project. While applicants may propose to increase access to all three services (i.e., education, livelihoods, and social protection), only one of the three is required, and applicants may choose between the three services to determine which best suits their strategy. Where services exist, applicants may describe their strategy to reduce barriers to accessibility, as part of an integrated approach.

If applicants are proposing direct delivery of education and/or training services, applicants must describe how they will promote children's access to education and/or training opportunities as a means of reducing child labor in agriculture in cocoa communities in Ondo State, Nigeria. Applicants must demonstrate knowledge of the ECOWAS Member State's formal, non-formal, and TVET systems and must detail how the proposed strategy will complement or strengthen ongoing government efforts to promote education and/or vocational training for target participants (e.g., non-formal education, birth registration, long-distance learning, school feeding programs, TVET systems, etc.) Applicants who propose direct delivery of education and/or training services must do so using an integrated area-based approach that targets children involved in the production of the determined agricultural good, with a focus on smallholder farms. As part of Outcome 2.2, applicants may propose strategies to promote community involvement in providing children access to education and healthy learning environments as well as improving the quality of education and training programs, including teacher training and incorporating child labor issues in school curricula.

If applicants propose to provide livelihood services, applicants must assess and describe the most significant obstacles that keep households of working children or children at high-risk of entering child labor from achieving sustainable livelihoods without depending on child labor. Applicants must propose strategies that address those obstacles and provide livelihood services to households of target children according to their needs. Where there is sufficient need and demonstrated capacity by the applicant, applicants should consider developing, expanding, and/or supporting Village Savings and Loans Associations (VSLAs). Applicants which propose to work with VSLAs should refer to the promising practices identified in the Performance Evaluations of the MOCA project.[14] Applicants must detail how they will develop and institutionalize programs that provide training on safe, decent, and sustainable work in agriculture, including in cocoa production in Ondo State, Nigeria during Phase I. Strategies should include components of occupational safety and health (OSH), farm management, crop rotation and diversification, and training that will improve the skills and productivity of the ECOWAS Member State's agricultural workforce, including cooperatives and smallholder famers. Strategies targeting agriculture should also include linkages to new markets and access to inputs (i.e., improved seeds, pesticides, crop insurance, etc.) A proposed livelihoods strategy may also include access to village savings and loan associations and adult literacy and numeracy training. Applicants who propose to provide livelihood services may propose strategies to promote community involvement in providing households access to livelihood services.

Applicants may also propose a strategy to increase access to other forms of social protection. If doing so, applicants must outline in their strategy how they plan on identifying gaps and/or barriers preventing vulnerable households from accessing social protection and must propose a strategy to identify existing national or local social protection and assistance services to which members of vulnerable households can be linked. Social protection programs may include, but are not limited to, cash transfer programs, social security, health insurance, unemployment insurance, and employment injury benefits.[15]

Applicants must propose a strategy, to achieve the project-level objective and expected outcomes stated above. Applicants may suggest additional outcomes they deem necessary to achieve the project-level objective and a rationale for how they contribute to the achievement of the project's overall objective.

Applicants must describe all major areas of project intervention. In describing project interventions, applicants are expected to describe specific outputs and activities and how such activities should logically lead to the project's expected objective and outcomes in an interrelated and holistic manner. Applicants must demonstrate how their proposed strategy will address gaps identified in the problem analysis, identify any potential barriers, and describe how the project will work to overcome those barriers. Applicants must provide evidence of the effectiveness of their proposed strategy.

In addition, applicants must clearly describe in their proposed strategy how they will integrate sustainability into their project strategy, beginning in the early stages of project implementation (please see Appendix B for a definition of sustainability). Applicants are not required to develop an integrated sustainability strategy for every outcome and sub-outcome proposed, but rather, only where appropriate and needed to maximize long-term impact. Applicants shall use the Sustainability Strategy Template (please see Appendix G) to show how they plan to build sustainability into their design for applicable outcomes/elements. Successful applicants will have an opportunity to update and elaborate on this template post-award.

As part of their strategy, applicants must undertake an initial assessment of any unique needs of the most at risk and vulnerable groups and describe how any identified needs will be addressed.

In preparing applications and determining project interventions, applicants should consult with key stakeholders in Nigeria and the region. Applicants should also take into consideration relevant, active programming funded by DOL other U.S. government agencies (including forthcoming USDA programming in Ondo State's cocoa sector), as well as activities of other organizations working on issues related to child labor (e.g., education, agriculture, poverty alleviation, women's economic empowerment, occupational safety and health) in Nigeria and other proposed countries. Special attention should be given to the Nigerian Federal Ministry of Labor and Employment and the Ondo State Ministry of Employment, Labor, and Productivity.

Expected Outcomes

USDOL has informed host government officials of the proposed project. Applicants must consult with the Government of Nigeria to ensure that their proposed strategies are relevant to the country's needs and supportive of the Government of Nigeria's efforts to address child labor. Applicants must propose strategies for collaborating with the relevant government agencies in each country, including at a minimum: Nigeria's Federal Ministry of Labor and Employment. For Phase I only, applicants must include as an attachment to their technical proposal letters of support from the host government expressing their commitment to work with the organization towards specific outcomes. At a minimum, letters must be included from Nigeria's Federal Ministry of Labor and Employment and any ministries from which the host government requires approval to implement activities related to this announcement. In addition for Phase I only, letters can be provided from the relevant national, regional and/or local governments based on the level necessary to implement the project strategy.

If the applicant is unable to secure letters of support from the relevant government agencies named above, the applicant must include an attachment explaining their efforts to secure the letters of support, why they were unable to get the letters of support, and explain how the project would still be able to be successful in achieving the objective and outcomes.

Applicants must discuss proposed interventions and activities with host government officials and work with government stakeholders at the national and/or local level, including relevant ministries or government bodies, during the preparation of their applications. The Project Design and Sustainability Strategy must demonstrate evidence of this consultation.

If in-country consultations are not possible during preparation of the proposal due to limitations on in-country scoping and consultations, applicants must note this and outline a post-award strategy for engaging specific, relevant government offices and/or officials.

Efforts must be made to avoid duplication and to build upon relevant previous or ongoing activities in the target country(ies). Applicants must include a mapping of the landscape of current relevant programming in the target country(ies). Applicants must also demonstrate how they intend to coordinate with other relevant projects and initiatives, including those funded by the host government (where applicable), USDOL, other USG, and other donor governments and organizations. Applicants must include a brief description of the consultative process undertaken in preparing their proposal.

b) Project Targets (up to 5 points)

The applicant's Project Targets section will be evaluated based on how well it supports the overall project strategy, as well as for how reasonable project targets are with consideration to the allocation of project resources (e.g., budget, staffing) to support the meeting of those targets.

Applicants will be evaluated only upon Phase I targets. For Phase I, applicants must focus project efforts under Outcomes 2.2 and 2.3 in Ondo State, Nigeria in geographical areas where cocoa production is widespread and where there are significant gaps in current interventions targeting child labor and evidence of a high prevalence of child labor.

Applicants must include participant targets, defined as the number of participants to be provided direct services by the project, and must provide a rationale for this number, taking into account the type and cost of services planned, quality considerations, and budget implications, including costs to meet OCFT's requirements for census-type participant monitoring, outlined below. Applicants must also provide the initial criteria for eligibility and selection of potential project participants, if applicable.

Applicants must provide a justification for their selection of a target geographical area(s), as applicable.

Applicants must describe how geographic areas reflect the problem to be addressed and the overall strategy being proposed by the applicant.

Applicants must put forward a proposed approach to ensure the safety of participants and implementers within the target geographic area(s). Applicants must describe how they will administer services in a safe environment.

3) M&E Agreement and Capacity Statement (up to 5 points)

The applicant's M&E Agreement and Capacity Statement will be evaluated based on how well it addresses OCFT M&E requirements (outlined below). Applicants must confirm in their proposal their commitment to strong project M&E. They must also confirm their agreement to collaborate with USDOL in developing and revising required M&E deliverables, including the project's Comprehensive Monitoring and Evaluation Plan (CMEP).

Applicants will be evaluated only on a Phase I M&E Agreement and Capacity Statement.

M&E requirements include:

- conducting a rigorous process for establishing baseline values for USDOL standard and project-specific indicators, as applicable. Please see Appendix F for a list of OCFT's standard indicators;
- development and implementation of the monitoring and evaluation plan, which includes the collection, entering, processing, reporting, and analysis of data on project-specific and USDOL-standard performance indicators throughout the period of performance;
- development of project-specific definitions (as applicable);
- implementation of a monitoring system to collect data to monitor the provision of services for all participants, in accordance with USDOL's specific standard indicators;
- collaboration with ILAB on required performance evaluations and/or other learning/accountability activities; and
- ensuring adequate M&E staffing capacity to support monitoring activities throughout the project's period of performance.

For more information on M&E expectations, please see the most recent Management Procedures and Guidelines (MPG) for OCFT projects and Monitoring and Evaluation (M&E) Resource Guide for OCFT Projects under "Grantee Resources" at https://www.dol.gov/agencies/ilab/resources/grants.

4) Work Plan (up to 5 points)

The applicant's Work Plan will be evaluated based on how clearly and realistically it outlines major activities and their related deadlines. The work plan must identify major project activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities for the entire life of the project, as well as a sustainability plan. The Work Plan must be included graphically as an attachment and correspond to activities identified in the Project Design, budget and Budget Narrative. Applicants may choose an appropriate format for their work plan, but the format must include a field/column where the applicant, if funded, would report on the status of plan items (*e.g.*, not yet started, on track, delayed, completed). Applicants will be evaluated only on a Phase I Work Plan.

d) Organizational Capacity (up to 26 points)

This section must describe the qualifications of the proposed applicant and/or any proposed sub-recipients to implement the project. Applicants will be evaluated only on their Phase I Organizational Capacity statement.

1) Relevant Grant and/or Contract Experience (up to 5 points)

The applicant's Relevant Grant and/or Contract Experience will be evaluated based on how well it reflects their ability to address the requirements of the FOA (including the ability to meet USDOL monitoring, oversight, and reporting requirements) and implement the applicant's proposed Project Strategy. Applicants must describe any experience they or their proposed sub-recipients have with implementing projects relevant to this FOA and provide references for past performance, as well as ask their references to complete and submit a past performance questionnaire. Each of these requirements is further explained in the corresponding bulleted item below. Projects included must have been active within seven years of the issuance date of the FOA and no more than a combined total of six (6) projects for the primary applicant and proposed sub-recipients should be provided in the description or used for references.

- Project descriptions should be included in this section of the technical proposal.
- References must be included as an attachment in a Relevant Grant and/or Contract Experience table (see Appendix C for a sample format). USDOL reserves the right to contact any references included in the chart and/or any other references that come to our attention.
- Applicants must ask all listed references to provide information about project performance and administration such as that suggested in the sample past performance questionnaire included as Appendix E. For consideration, references must email this information as a Word document or PDF attachment directly to USDOL at OGM_ILAB@dol.gov by the closing date and time of this announcement. Email submissions must include the following subject line: FOA-ILAB-22-28, Reference, Applicant [*insert applicant name*] *or if applicable* Proposed Sub-recipient [*insert sub name*], [*insert reference giver's name and organization*]. USDOL is not responsible for reviewing messages that do not include the proper subject line. Failure by references to submit the requested information by the required date and time will result in its omission from the panel review process and may affect how the application is scored. Applicants are encouraged to follow-up with their references directly because USDOL cannot guarantee to confirm receipt of emailed references.

Applicants and/or sub-recipients with no relevant past grants and/or contracts experience must include a narrative describing their ability to leverage other previous experience to achieve this FOA's required outcomes. In such cases, applicants must include an attachment indicating that the list of references is not applicable. Applicants will be evaluated only on their Phase I relevant grant or contract experience.

2) Country Presence (up to 4 points)

The applicant's Country Presence section will be evaluated based on how well it demonstrates the applicant's ability to effectively meet USDOL requirements for start-up

and implementation of the proposed project. Applicants will be evaluated only on their Phase I country presence. Applicants must describe their organization's (and/or sub-recipients') existing presence in-country and ability to start up project activities in the target area(s) upon receiving an award (see section IV.B.1.d.3 for more information on partners). Any documents that demonstrate country presence (e.g., official registration of the applicant's organization and/or sub-recipient in the host country, a current Memorandum of Understanding between the applicant and/or sub-recipient and the host government) must be included as an attachment to the Technical Proposal.

Applicants must describe their ability and plans to collaborate directly with relevant national, regional and/or local government and non-government agencies, and other organizations as relevant to this project in each country, and their past experience working with these stakeholders, including, at a minimum, Nigeria's Federal Ministry of Labor and Employment and the Ondo State Ministry of Employment, Labor, and Productivity. Please note that this requirement is different from the required evidence of government support described in section IV.B.1.c.2.a.

If the applicant and/or sub-recipient does not have country presence the applicant must include a narrative explanation in this section indicating why this is the case and explain how it may impact project implementation. The applicant also must include an attachment indicating that the Country Presence Attachment is not applicable.

3) Partners (up to 4 points)
The applicant's Partners section will be evaluated based on how well it supports effective implementation of the applicant's project strategy and the needs outlined in their problem analysis section. Applicants must describe their approach for working with organizations in the target country(ies) to implement project activities to advance the objective of the project. Where they exist, applicants must describe any established partnerships and how they will be leveraged (either formally or informally) during project implementation, including with local organizations that have capacity and experience working on issues related to the objective of the project. Applicants without established in-country partnerships must describe how they will build local partnerships and/or describe any other partnerships that will be leveraged to achieve the project objective.

Applicants that propose formal project implementation partners (i.e., as sub-recipients) must include a brief description of such partners, including a description of the partners' role in implementing the proposed project strategy and how this approach will strengthen the overall proposal. Applicants must provide documentation demonstrating these partners' support and commitment to the project.

Applicants will be evaluated only on their Phase I partners.

Applicants must partner with ECOWAS, in particular the ECOWAS Department of Social Affairs & Gender's Division of Social Affairs and Division of Human Security. Applicants must coordinate and seek to collaborate with relevant partner implementing organizations, including at a minimum in Nigeria, the USDOL-funded *Global Accelerator Lab 8.7 – Intensifying Action Against Forced Labor and Child Labor*

Through Innovation project (Global Accelerator); the Netherlands-funded *Accelerating Action for the Elimination of Child Labor in Supply Chains in Africa* project (ACCEL Africa); and the U.S. Department of Agriculture's project on increased productivity in the Nigerian cocoa sector to be awarded in FY 2022; and two World Bank Projects, the National Social Safety Nets Project (2016-2022) and the Better Education Service Delivery for All Project (2017-2022).

Applicants also should take into consideration past efforts of USDOL-funded projects to reduce child labor in West Africa, including in the cocoa sector, in particular the following:

- *Eliminating Child Labor in Cocoa* project (ECLIC) in Côte d'Ivoire;
- *Mobilizing Community Action and Promoting Opportunities for Youth in in Ghana's Cocoa-Growing Communities* project (MOCA) in Ghana;
- *Eliminating the Worst Forms of Child Labor in West Africa by Strengthening Sub-Regional Cooperation through ECOWAS*, Phase I & II projects (ECOWAS I & II) in Benin, Côte d'Ivoire, Ghana and Nigeria; and
- *Towards Child Labor Free Cocoa Growing Communities* project (Cocoa Communities Project or CCP) in Côte d'Ivoire and Ghana.

4) Personnel (up to 8 points for Key Personnel and Other Professional Personnel)

a) Key Personnel

The applicant's Key Personnel section will be evaluated based on how well proposed Key Personnel meet the requirements outlined below and how well their past experience reflects an ability to implement the applicant's proposed project strategy. Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. ILAB retains the authority to approve all key personnel changes throughout the life of the award. Key personnel must be available to staff the project no later than 45 calendar days after the award should the applicant be selected for award.

Applicants must summarize in the text the candidates' past experience and qualifications to perform the duties of the position and execute the project strategies proposed by the applicant. ILAB encourages applicants to hire national/local staff for key personnel positions. If any of the proposed personnel do not meet all the requirements, applicants must explain how the proposed personnel will still benefit the project and be able to perform the required duties.

Recipients assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English.

ILAB has designated the following position(s) as key personnel. Other requirements for each individual position follow:

Project Director:

- Minimum of seven years of experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, budgeting, and overseeing the preparation and submission of required reports), preferably in West Africa in a country where the project is being implemented (Nigeria in Phase I).
- Demonstrated experience establishing and maintaining systems for managing project operations.
- Minimum of five years of experience working on projects that address labor-related issues, including child labor and related issues, such as education and women's economic empowerment, in the agricultural sector.
- Demonstrated experience working with regional institutions in Sub-Saharan Africa, such as ECOWAS or the African Union.
- Experience maintaining working relationships with all project stakeholders and effectively building partnerships between them.
- Bachelor's or Master's degree in public policy, international development, social science, anthropology, education, economics, or related field is preferred; or, ten (10) years or more of related work experience.
- Fluency in English and French required.
- Must be directly hired by the recipient, not a sub-recipient.
- Must devote at least 90 percent level of effort to the project.

Monitoring and Evaluation Officer:

- Minimum of five years of professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in planning and managing various studies; for example, performance evaluations, baseline studies, case studies, and gender/diversity-related studies.
- Experience designing and managing multiple disaggregation variables for participant monitoring and database systems, including gender and age.
- Bachelor's or Master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor's plus an advanced certificate in M&E, statistics, economics, or international development preferred; or, ten (10) years or more of related work experience.
- Experience in strategic planning and performance measurement, including indicator design, target setting, reporting, database management, and developing M&E and/performance monitoring plans.
- Experience in designing and administering data collection tools, conducting data entry, data cleaning, data processing and analysis.

- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Experience managing and providing ongoing training to M&E field officers and/or sub-recipients.
- Experience with data quality assessments and oversight.
- Understanding of gender mainstreaming and analysis frameworks and development of indicators pertaining to adolescent girls' and women's economic empowerment is preferred.
- Fluency in English and French required.
- Must be directly hired by the recipient, not a sub-recipient.
- Must devote at least 90 percent level of effort to the project.

Applicants must include as an attachment a signed letter of commitment from each proposed key personnel (as identified in this FOA) indicating their commitment to serve on the project for a stated term of service and their availability to commence work within 45 days of award.

Applicants must also submit as an attachment a resume (4 pages maximum) for each individual being proposed for each position designated as key personnel in this FOA. Each resume must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five years of employment to the present, including such information as employer name, position title, clearly defined duties, and dates of employment;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- Evidence of English fluency and other relevant language skills, if required (includes speaking, listening, reading, writing). For non-native speakers, evidence of fluency may include a TOEFL test score or transcript showing completion of advanced English language coursework.

b) Other Professional Personnel

The positions listed below are required other professional personnel who must devote the specified level of effort to the project (but are not considered key personnel). Applicants must identify these required other professional personnel and submit resumes (4 pages maximum) to USDOL as an attachment to the application. Resumes must include the same information outlined above for key personnel.

ECOWAS Technical Advisor:

- Minimum of three years of experience working with regional institutions in Sub-Saharan Africa, such as ECOWAS or the African Union.

- Minimum of three years professional experience working on issues related to child labor, including coordination, development, implementation, promotion, and/or monitoring and evaluations of regional and/or national action plans to eliminate child labor.
- Proven track record of overseeing projects and authoring materials related to building the capacity of policy entities.
- Experience in working to improve coordination and partnerships between regional organizations and national governments.
- Fluency in English and French required.
- Must devote a minimum of 90 percent of effort to the project.

National Project Coordinator:

- Must work in the country of implementation.
- Must devote at least 90 percent level of effort to the project.
- Minimum of three years of leadership experience contributing to the implementation of project activities and contributing to project management and administration such as meeting deadlines, achieving targets, budgeting, and preparing required technical and financial reports.
- Minimum of three years of leadership experience in child labor related projects, in the country that the project will be implemented, including providing technical assistance to national constituents for policy implementation, strengthening the legal framework and enforcement mechanisms for combating child labor, developing and implementing Community Action Plans, and/or providing education, livelihood, and social protection services.
- Bachelor's or Master's degree in public policy, international development, social science, anthropology, education, economics, or related field is preferred; or, ten (10) years or more of related work experience.
- Fluency in the national language of the country is required, and proficiency in English is required.

(Note: The National Project Coordinator will be located in Nigeria during Phase I. During Phase II, National Project Coordinators should be located in all ECOWAS countries identified for implementation under Phase II in the proposal and accompanying budget. Applicants do not have to identify personnel to fill the National Project Coordinator positions for Phase II as part of this application package.)

Communications Specialist:

- Minimum three years of professional experience in communications work relevant to the proposal.
- Proven experience developing and implementing communications strategies through a variety of means, such as traditional, digital, and social media, and/or storytelling.

- Experience in developing communications strategies using behavioral and social-change communication, including audience segmentation and social mobilization.
- Experience working on challenges related to child labor in the agricultural sector, including cocoa, preferred.
- Fluency in English required.
- Must devote at least 50 percent level of effort to the project.

Applicants may propose additional professional personnel (other than key personnel and required other professional personnel listed above) in their application. Applicants may submit resumes to USDOL for such additional professional personnel, but it is not required and will not be considered in the technical scoring of the proposal. Resumes are needed only for the key personnel and required other professional personnel listed above. There is no minimum required level of effort for such additional professional personnel. Minimum levels of effort are needed only for the key personnel and required other professional personnel listed above. Wherever possible, applicants should hire national/local staff knowledgeable in the areas of intervention who will be responsible for implementing project activities.

5) Management Plan (up to 5 points)

The applicant's Management Plan section will be evaluated based on how well it demonstrates an ability to support proper oversight, reporting, and implementation of the project strategy. Applicant will be evaluated only on their Phase I Management Plan. Applicants must discuss their project's management plan, including a narrative description of the structure of the project's management team, key personnel roles and responsibilities, and the lines of authority between key personnel and other project staff responsible for providing services related to project intervention. If other professional personnel are proposed, their role must be explained in the management plan. If any of the project's personnel would be employed by a sub-recipient, the applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

Applicants must also include as an attachment a project management organizational chart that provides a visual depiction of the project's management structure and lines of authority among organizations, all key personnel, other professional personnel, and other project staff being proposed. Applicants may choose an appropriate format for their project management organizational chart.

6) Strategy Cohesiveness (up to 5 points)

Each applicant's proposal will be assessed based on how well the technical review panel believes the components of the proposal fit together and support the overall Theory of Change being proposed by the applicant. This assessment will be based on the totality of information required for submission by the applicant in response to this FOA and no other additional information needs to be submitted by the applicant or will be considered by the panel during their assessment of Overall Strategy Cohesiveness. Applicant will be evaluated only on Strategy Cohesiveness for Phase I.

e) Attachments
The following documents must be included with the application package. Those attachments listed here will be excluded from the technical proposal page limit.

- Abstract
- Evidence of Government Support
- Work Plan
- Sustainability Strategy Template
- Relevant Grant and/or Contract Experience
- Evidence of Country Presence
- Signed Commitment Letter for each of 2 Key Personnel
- Resume for each of 2 Key Personnel (4 pages maximum each)
- Resume for each of 3 Required Other Professional Personnel (4 pages maximum each)
- Project Management Organizational Chart

2. Cost Proposal

Applicants must prepare a cost proposal as part of the application. The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the Project Narrative of the applicant's technical proposal.

If an applicant proposes cost sharing, cost sharing information must be included as part of the cost proposal. Cost sharing is not required for this program. Applications that include any form of cost sharing will not receive additional consideration during the review process. Any approved cost sharing will be subject to the same compliance and reporting requirements as any awarded federal funds.

As part of the process of developing a cost proposal, the applicant must have a Unique Entity Identifier (UEI) number and be registered in System for Award Management (SAM). In addition, the cost proposal must contain the following:

- SF-424 Application for Federal Assistance;
- SF-424A Budget Information;
- Detailed Outcome-Based Budget;
- An accompanying Budget Narrative; and
- Indirect cost supporting documentation.

a) Requirement for SAM Registration
Applicants must register with the System for Award Management (SAM) before submitting an application. Find instructions for registering with SAM can be found at

https://www.sam.gov. A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or from the date of subsequent updates to ensure it is current, accurate, and complete. For clarification, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer 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.

b) Requirement for Unique Entity Identifier

As of April 4, 2022, the DUNS Number has been replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. To learn more about UEI requirements, visit the U.S General Service Administration (GSA), Unique Entity Identifier Update webpage:
https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update.
See also Appendix A to 2 CFR Part 25.

c) SF-424 Application for Federal Assistance

Applicants must complete the SF-424, Application for Federal Assistance, available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. The SF-424 instructions are also available on Grants.gov:
https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf.
The SF-424 must clearly identify the applicant and must be signed by an individual with authority to enter into an award agreement. Upon confirmation of an award, the individual signing the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B, available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. The SF-424B is not required to be submitted with the application.
IMPORTANT NOTE for applicants with non-U.S. addresses: On the SF-424, page 1, Section 8d, please enter “DC” into the State field and "20210" into the Zip/Postal Code field. This is extremely important for ensuring your application is received by USDOL.

d) SF-424A Budget Information (Non Construction Programs)

Applicants must complete the SF-424A Budget Information Form, available at https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

e) Outcome-Based Budget and Accompanying Budget Narrative (up to 12 points for Phase I and an additional 5 points for Phase II)

The applicant's Outcome-Based Budget and Accompanying Budget Narrative section will be evaluated based on how well it supports the overall project strategy, as well as for how clear and reasonable the applicant's plans are for allocation of project funds, taking into consideration the nature and scope of proposed project activities, and related costs associated with such activities. The Cost Proposal must include a summary Outcome-Based Budget, along with individual Outcome-Based Budgets for the applicant and each proposed sub-recipient.

Applicants will be evaluated on their Phase I Outcome-Based Budget and Accompanying Budget Narrative (up to 12 points). Applicants must also submit a separate Phase II streamlined Budget and Budget Narrative (up to 5 points). The streamlined budget, based on anticipated supplemental funding of approximately $4,000,000 in Fiscal Year 2026, must demonstrate estimated costs for Phase II occurring in the subsequent four years of the project. This may be in a format of the applicant's choosing but should reflect the SF-424A budget categories and include a Budget Narrative. The Phase II Budget will not be an approved component of the application, should the applicant be selected for award. Rather, it will inform reviewers of the approximate costs of the Phase II strategy, its reasonableness, and cost-benefit projection. The Phase II Budget does not count against the page limit requirements for the Technical Proposal and must be submitted as a separate attachment to the application (labeled *Phase II Budget*). The Phase II Budget will be rated against the following scoring criteria:

- The extent the proposed costs reflect all stated Phase II project requirements.
- The extent to which the Phase II Budget appears reasonable for proposed activities.

The Outcome-Based Budget must correspond to the SF-424 and SF-424A. Where category titles differ between the two, the information included must reflect a consistent proposed use of funds. The Outcome-Based Budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) must comply with federal cost principles. Allowable costs include those specifically defined in 2 CFR Part 200. If selected for funding, the Budget and Budget Narrative will become part of the award, and any costs omitted by the applicant may not be allowed after award. Applicants may not rely on other contracts, grants, or awards to implement the applicant's proposed strategy. The Budget and Budget Narrative submitted with the application must include all necessary funds to implement the proposed project strategy. ILAB will not provide any additional funding to cover unanticipated costs.

In addition to general categories required in all projects, such as personnel, travel, equipment, etc., costs must be presented in a manner that is linked to outcomes, outputs, and activities reflected in the Project Design and Work Plan and demonstrate a cost-effective allocation and best use of project funds. Costs linked to outcomes, outputs, and activities must also be broken down by cost category so that they are determinate as necessary, reasonable, allowable, and allocable to the project, i.e., costs should not be exclusively aggregated under an outcome but must also be readily identifiable by traditional cost type and category. Additionally, the budget must provide a breakdown of total administrative costs into direct and indirect administrative costs and allocate the

largest proportion of project resources to project activities rather than to direct and indirect administrative costs. The Grant Officer reserves the right to negotiate project and administrative cost levels. For a sample Outcome-Based Budget, please see https://www.dol.gov/agencies/ilab/resources/grants. Applicants may format budgets as they see fit within the requirement for the Outcome-Based Budget described in this FOA.

The Cost Proposal must also include a **Budget Narrative** that corresponds to the Outcome-Based Budget. The Budget Narrative must include a detailed justification, broken down by line item, of all of the applicant's costs included in the Outcome-Based Budget. The Budget Narrative must be detailed enough so ILAB can understand how each cost is calculated and how each cost directly relates to the proposed project activity.

As part of the Budget Narrative, applicants must include a description of their organization's financial stability, the quality of their management systems, their ability to meet the management standards described in 2 CFR 200 and their ability to effectively implements statutory, regulatory or other requirements imposed on non-federal entities.

Applicants must use the following guidance in preparing their Outcome-Based Budget:

1. **Personnel**

   List all staff positions by name, title, and/or proposed role on the project. Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the award, and the total personnel cost for the period of performance.

   The total salaries charged to federal awards are subject to the Standards for Documentation of Personnel Expenses as described in 2 CFR 200.430 Compensation—personal services.

2. **Fringe Benefits**

   If applicable, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, retirement, etc.

3. **Travel**

   For grantee staff only, specific the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel. Applicants must allocate sufficient funds to finance appropriate in-country and international travel. (Please note that all travel costs paid for with federal funding must comply with the Fly America Act, see Section VI.B.3.i.). At a minimum, applicants must allocate funds for:

   - Travel by the Project Director and M&E Officer (where applicable) to Washington, D.C. to attend a post-award meeting (New Recipient Orientation). Other key and/or non-key personnel may also be budgeted, and in this case, a justification should be included; and

- Travel by the Project Director based in the field to meet annually with ILAB officials in Washington, D.C. or another site determined by ILAB. M&E Officers (where applicable) must also be budgeted for travel to Washington, D.C. at least once during the life of the project in addition to the New Recipient Orientation. Other personnel may also be budgeted, and in this case, a justification should be included.

4. **Equipment**

Identify each item of equipment that has an estimated acquisition cost of $5,000 or more per unit (or if the applicant's capitalization level is less than $5,000, use the applicant's capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item in the Budget Narrative, including justification. In general, we do not permit the purchase of equipment during the last funded year of the grant.

5. **Supplies**

Identify the cost categories of supplies (e.g., general office supplies, desks/chairs, laptops/printers, other specialty items) in the detailed budget per category. List the item, quantity, and the unit cost per item. Note that general office supplies like pens, paper, paper clips, etc. may be estimated as one category called General Office Supplies, and it need not be itemized. Supplies include all tangible personal property other than "equipment" (see 2 CFR 200.1 for the definition of Supplies). **In general, applicants should not propose to purchase supplies or equipment for use by a host government to cover costs that would normally be the responsibility of the host government. Any such proposed expenditure would be subject to DOL approval post-award.**

6. **Contractual**

Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1, means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

7. **Other**

Provide clear and specific detail, including costs, for each item so that we are able to determine whether the costs are necessary, reasonable and allocable. List items, such as stipends or incentives, not covered elsewhere.

8. **Project M & E** Applicants must allocate funds to cover the costs associated with project M&E activities. Projects must set aside at least 8 percent of the project

budget's total direct costs to cover the costs associated with project M&E activities. These costs are separate from and do not include, any personnel costs related to such activities. This amount must be included as its own line item/category within the Outcome-Based Budget. Allocations associated with M&E must include, at a minimum:

- The development and implementation of a data collection system to systematically collect and report on the data necessary, including baseline values, to measure achievement against the performance indicators and analyze results.
- The development and implementation of a system and process for validating monitoring information.
- Support to project CMEP processes including project staff in-country travel, costs of hosting workshops (meeting rooms, etc.), training for partners, and other logistical/administrative costs.
- Meeting reporting requirements as discussed in the FOA.
- Funds sufficient to provide administrative support for USDOL-funded and managed external interim and final performance evaluations. The project will be responsible for certain support costs for each evaluation, such as translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, in-country transportation and accommodation costs for staff and other stakeholders' participation in the meeting, and other activities as agreed upon with ILAB.
- Translation of M&E deliverables, as needed.
- Ongoing training during the project for data collection and processing staff, as needed.

In addition to the 8 percent set-aside for ongoing M&E activities, projects must budget for performance evaluation support costs; for projects operating in one country, at least $70,000 direct costs to support the external interim and final performance evaluations at $35,000 for each evaluation. Resources permitting, ILAB will directly contract the external evaluators to design and implement the evaluations. However, the project will be responsible for certain support costs for ILAB-contracted evaluations, which may include, but not be limited to, translation of the evaluation report from English into the local language, providing ground transportation for the external evaluation team, independent interpretation for the external evaluation team, hosting a full-day evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholders' participation in the stakeholder meeting. The successful applicant is required to get approval from ILAB for how to budget and re-budget these funds throughout the life of the project.

Note: Costs associated with M&E personnel must be included under the personnel line item and not be included in this budget section. M&E Personnel costs must not be included as part of the required M&E allocation identified above; M&E personnel costs must be treated as an additional cost. Costs associated with any

non-M&E-related travel or research or special studies, as may be required by the FOA or proposed by the project, should not be included in this M&E budget, and must be budgeted for separately. This budget guidance establishes a minimum amount of funds that must be set aside for M&E activities; the applicant may propose additional funds as needed, based on cost estimates for required activities.

9. **Audits and Attestation Engagements (See Section VI. B. 2.)**

a) Single Audits include costs for meeting the single audit requirements (as described in 2 CFR 200 Subpart F Audit Requirements) as direct or indirect costs, whichever is appropriate, in accordance with allowable cost allocation procedures.
b) Project-specific audits may be required by USDOL to provide additional project oversight of the recipients' validation and monitoring processes, including internal and financial controls and reporting processes. If a PIO has existing internal requirements or prohibitions that would not allow USDOL's external attestation engagements and is selected for an attestation agreement, the PIO may request an exception to the normal attestation engagement process. In this case, the applicant PIO must provide a copy of the internal requirement or regulation prohibiting an attestation engagement. If the award is selected for an attestation engagement during the life of the project, successful applicants will be required to undertake a budget re-allocation or a cost increase to conduct a project-specific audit. If an exception with supporting documentation is not requested, then the attestation engagement requirements outlined above will apply.

10. **Contingency Provisions**

Applicants must not budget for unforeseen costs or contingency provisions except in unusual circumstances as described in 2 CFR 200.433, Contingency Provisions. Instead applicants are encouraged to prepare budgets with reasonable estimated cost projections and to request re-budgeting approval during the life of the project as needed.

11. **Value Added Tax (VAT)**

Foreign VAT taxes charged for the purchase of goods or services that a non-federal entity is legally required to pay in country are an allowable expense under federal awards. After notifying USDOL, the recipients and sub-recipients shall make every effort to apply for and receive VAT exemption in the country or countries in which the project operates [2 CFR 200.470(c)].

The recipient will report on the progress of its application for VAT exemption in its Technical Progress Reports. See the MPG for further guidance on VAT exemptions.

12. **Housing**

If included in the budget, provide in the Budget Narrative a justification for any proposed housing costs, housing allowances, and/or personal living expenses. In accordance with federal cost principles, personnel housing and personal living expenses are only allowable as direct costs in the project budget. USDOL funds may only be used to pay for the housing costs, housing allowances, and personal living expenses (e.g., dependents' allowance) of project staff if they (1) are separately accounted for as direct costs of the project necessary for the performance of the project and (2) receive prior approval from USDOL. Applicants must provide a brief explanation as to why such costs are considered necessary for the performance of the project, consistent with the organization's established policies, and reasonable for the country where the staff person will reside.

13. **Funds to Host Country Governments**

Generally, recipients may not provide any funds from a USDOL award to a foreign government or entities that are agencies of, or operated by or for, a foreign state or government, ministries, officials, or political parties, except in cases consistent with the guidance in the MPG. If, in rare cases, funds are proposed to support a host country government, they must be itemized and described in detail in the budget narrative. Such funds must not duplicate existing foreign government activities, substitute for such activities, or be used for the foreign government's purchase of equipment or supplies to support those activities for which the foreign government (whether at the national, local, district, provincial or other level of government) has already assumed responsibility. Prior approval from USDOL is required for any costs budgeted in this category for activities for which such governments have already assumed responsibility.

14. **Indirect Costs**

Applicants may request indirect costs according to federal regulations. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges must be based on allowable (i.e., necessary, reasonable, conforming, consistent and documented) costs based on the applicable cost principles.

15. **Communications**

In addition to funding set aside for project communication related activities, projects must budget for the creation of visual assets (professional photography and videography) that will help communicate the purpose and impact of the project. These visual assets are a critical medium to increase awareness and understanding about child labor, forced labor, and other labor exploitation and illustrate that work to address the issues in the context of this project. For projects operating in one country, at least $50,000 of direct costs should be committed to support the collection and editing of visual assets. For projects operating in multiple countries, projects should set aside a total of $75,000 to support visual assets related costs. The successful applicant is required to get approval from ILAB for how to budget and re-budget these funds throughout the life of the projects.

f. **Indirect Cost Supporting Documentation**

The following supporting documentation is required:

- For organizations with a negotiated indirect cost rate agreement (NICRA) approved by the Federally Cognizant Agency (FCA): Please provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in the cost allocation base. Also, provide a current version of the NICRA.
- For organizations with no budgeted/claimed indirect costs: Please certify that all requested costs are directly allocable to the proposed project and not supported from any other source.
- For organizations that do not have a current negotiated (including provisional) rate, with exceptions noted in 2 CFR 200.414(f), and wish to request a de minimis indirect cost rate of 10 percent of modified total direct costs (MTDC) as defined in 2 CFR 200.1: Please confirm that the organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that the organization does not have a current negotiated (including provisional) rate and is not one described in 2 CFR 200, Appendix VII (D)(1)(b). Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. If approved, the de minimis rate must be used consistently for all federal awards and may be used indefinitely or until the organization negotiates a rate.
- For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimis rate), please certify that an indirect cost proposal will be submitted to the FCA within 90 days of award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established. Applicants may choose to include estimated indirect costs in the proposed Outcome-Based Budget. If the application is selected for award, the Grant Officer will release funds in the amount of 10 percent of salaries and wages to support indirect costs until a provisional rate is available.

3. Submission Date, Times, and Process

We must receive your application by 10/7/2022. You must submit your application electronically on https://www.grants.gov **no later than 11:59 p.m. Eastern Time on the closing date.**

Applicants are encouraged to submit their application before the closing date to minimize the risk of late receipt. We will not review applications received after 11:59 p.m. Eastern Time on the closing date.

a. Hardcopy Submission

No applications submitted in hardcopy by mail or hand delivery (including overnight delivery) will be accepted for this funding opportunity. We will not accept applications sent by e-mail, telegram, or facsimile (FAX).

b. Electronic Submission through Grants.gov

Applicants submitting applications must ensure successful submission **no later than 11:59 p.m. Eastern Time on the closing date.** Grants.gov will subsequently validate the application.

The process can be complicated and time-consuming. You are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review by the agency. Rather, grants.gov verifies only the submission of certain parts of an application.

1. **How to Register to Apply through Grants.gov**

Read through the registration process carefully before registering. These steps may take as long as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

Applicants must follow the online instructions for registration at https://www.grants.gov/web/grants/applicants/organization-registration.html. We recommend that you prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last-minute searches for required information and save time.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz Point of Contact (POC) approval, establishes an Agency Organizational Representative

(AOR). When an application is submitted through Grants.gov, the name of the AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The E-Biz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

2. **How to Submit an Application to DOL via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared online environment where members of a grant team may simultaneously access and edit different webforms within an application. For a complete workspace overview, refer to https://www.grants.gov/web/grants/applicants/workspace-overview.html. For access to complete instructions on how to apply for opportunities, refer to https://www.grants.gov/web/grants/applicants/apply-for-grants.html.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully

received by Grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of timely submission. The applicant will receive two email messages to provide the status of the application's progress through the system:

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.
- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

Grants.gov will **reject applications if the applicant's registration in SAM is expired. Only applications that have been successfully submitted by the deadline and later successfully validated will be considered.** It is your responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (24-48 hours) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. We will attempt to open the document, but will not take any additional measures in the event of problems with opening.

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at https://www.grants.gov/web/grants/applicants/applicant-faqs.html.

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1.

To receive updated information about critical issues, new tips for users, and other time- sensitive updates as information is available, you may subscribe to "Grants.gov Updates" at https://www.grants.gov/web/grants/manage-subscriptions.html.

If you encounter a problem with Grants.gov and do not find an answer in any of the other resources, contact one of the following:

- call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email support@grants.gov.

The Grants.gov Contact Center is open 24 hours a day, 7 days a week but closed on federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.

Late Applications

We will consider only applications successfully submitted through Grants.gov no later than 11:59 p.m. Eastern Time on the closing date and then successfully validated. **You take a significant risk by waiting to the last day to submit through Grants.gov.**

C. INTERGOVERNMENTAL REVIEW

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

D. FUNDING RESTRICTIONS

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles, now found in the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR Part 200 and at 2 CFR Part 2900. Disallowed costs are those charges to an award that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the award. Applicants, whether successful or not, will not be entitled to reimbursement of pre-award costs.

E. INTELLECTUAL PROPERTY RIGHTS

Pursuant to 2 CFR 2900.13, to ensure that the federal investment of USDOL funds has as broad an impact as possible and to encourage innovation in the development of new learning materials, recipients will be required to license to the public all work created with the support of the award under a Creative Commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes both new content created with award funds and modifications made to pre-existing, recipient-owned content using award funds.

This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. Notice of the license shall be affixed to the work. For general information on CC BY, please visit http://creativecommons.org/licenses/by/4.0**.** Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license**.**

Only work that is developed by the recipient in whole or in part with award funds is required to be licensed under the CC BY license. Pre-existing copyrighted materials licensed to, or purchased by the recipient from third parties, including modifications of such materials, remain subject to the intellectual property rights the recipient receives under the terms of the particular license or purchase. In addition, works created by the recipient without award funds do not fall under the CC BY license requirement.

The purpose of the CC BY licensing requirement is to ensure that materials developed with award funds result in work that can be freely reused and improved by others. When purchasing

or licensing consumable or reusable materials, the recipient is expected to respect all applicable federal laws and regulations, including those pertaining to the copyright and accessibility requirements of the Federal Rehabilitation Act.

Separate from the CC BY license to the public, the federal government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the award, including a subaward or contract; and ii) any rights of copyright to which the recipient, sub-recipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. The recipient may not use federal funds to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where USDOL has a license or rights of free use in such work. If revenues are generated through selling products developed with award funds, including intellectual property, USDOL treats such revenues as program income. Such program income is added to the award and must be expended for allowable activities.

If applicable, the following standard ILAB disclaimer needs to be on all products developed in whole or in part with award funds:

> "This product was funded by a grant or cooperative agreement from the U.S. Department of Labor's Bureau of International Labor Affairs. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

F. OTHER SUBMISSION REQUIREMENTS

Withdrawal of applications: Applications may be withdrawn by written notice to the Grant Officer at any time before an award is made.

V. APPLICATION REVIEW INFORMATION

A. CRITERIA

USDOL has instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist applicants in understanding the standards against which an application will be judged. The evaluation criteria are based on the information required in the application as described in Section IV.B.1. (Technical Proposal including Attachments) and Section IV.B.2. (Cost Proposal). Reviewers will award points based on the evaluation criteria described here:

CRITERION	REFERENCE	POINTS
Problem Analysis	IV.B.1.c.(1).	5
Project Design		

Project Strategy (Theory of Change) Sustainability Strategy	IV.B.1.c.(2).(a).	20
Project Targets	IV.B.1.c.(2).(b).	5
M&E Agreement and Capacity Statement	IV.B.1.c.(3).	5
Work Plan	IV.B.1.c.(4).	5
Organizational Capacity		
Relevant Grant and/or Contract Experience	IV.B.1.d.(1).	5
Country Presence	IV.B.1.d.(2).	4
Partners	IV.B.1.d.(3).	4
Personnel	IV.B.1.d.(4).	8
Management Plan	IV.B.1.d.(5).	5
Outcome-Based Budget and Accompanying Budget Narrative	IV.B.2.e.	12
Strategy Cohesiveness (how the components of the application fit together to support the overall Theory of Change)	IV.B.1.d.(6).	5
Phase II Documentation:		
Streamlined Problem Analysis	IV.B.1.c.(1).	4
Streamlined Project Strategy	IV.B.1.c.(2).(a).	8
Streamlined Budget and Accompanying Budget Narrative	IV.B.2.e.	5
Total =		100

Standards for Evaluating the Applicant's Response to each Requirement
Section IV.B, Project Narrative, provides a detailed explanation of the information an application must include (e.g., a comprehensive work plan for the whole period of performance with feasible and realistic dates). Reviewers will rate each "rating factor" based on how fully and convincingly the applicant responds. For each "rating factor" under each "criterion," panelists will determine whether the applicant thoroughly meets, partially meets, or fails to meet the "rating factor," unless otherwise noted in Section IV.B, based on the definitions below:

Standard Rating	**Definition**	**Standard for Calculating Points**
Thoroughly Meets	The application thoroughly responds to the rating factor and fully and convincingly satisfies all of the stated specifications.	Full Points

Partially Meets	The application responds incompletely to the rating factor or the application convincingly satisfies some, but not all, of the stated specifications.	Partial Points
Fails to Meet	The application does not respond to the rating factor or the application does respond to the rating factor but does not convincingly satisfy any of the stated specifications.	Zero Points

In order to receive the maximum points for each rating factor, applicants must provide a response to the requirement that fully describes the proposed program design and demonstrates the quality of approach, rather than simply re-stating a commitment to perform prescribed activities. In other words, applicants must describe why their proposal is the best strategy and how they will implement it, rather than that the strategy contains elements that conform to the requirements of this FOA.

B. REVIEW AND SELECTION PROCESS

1. Merit Review and Selection Process

A technical merit review panel will carefully evaluate applications against the selection criteria to determine the merit of applications. Using the point distribution specified above, applications will be evaluated based on how well their technical and cost proposals demonstrate a clear understanding of the needs, gaps, and overall scope of problems, as well as how the application proposes activities that are appropriate, achievable, and where applicable, innovative, in supporting the objective and intended outcomes in this FOA. As indicated in the scoring criterion table above, applicants' proposals will also be assessed on how well the panel believes the components of the proposal fit together to support an overall Theory of Change. Up to 100 points may be awarded to an applicant, depending on the quality of the responses provided. The final scores (which may include the mathematical normalization of review panels where more than one review panel is used) will serve as the primary basis for selection of applications for funding. The panel results are advisory in nature and not binding on the Grant Officer. The Grant Officer reserves the right to make selections based solely on the final scores or to take into consideration other relevant factors when applicable. Such factors may include the geographic distribution of awards, the results of a risk review process (see Section V.B.2), past performance information, the status of open audit findings, and other relevant factors. The Grant Officer may consider any information that comes to their attention.

The applicant's signature on the SF-424, including electronic signature via E-Authentication on https://www.grants.gov/, constitutes a binding offer by the applicant and constitutes agreement to the terms and conditions. The government may elect to award funds with or without discussions with the applicant.

2. Risk Review Process

Every application will be evaluated to determine the risks posed by the applicant. Prior to making an award, USDOL will review information available through various sources, including its own records and any OMB-designated repository of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS) and "Do Not Pay." Additionally, USDOL will comply with the

requirements of 2 CFR Part 180 codified at 2 CFR Part 2998 (Non-procurement Debarment and Suspension). This risk evaluation may incorporate results of the evaluation of the applicant's eligibility (application screening) or the quality of its application (merit review). If USDOL determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

Criteria to be evaluated include:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in the Uniform Guidance;
- History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such federal awards, including timeliness of compliance with applicable reporting requirements, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Reports and findings from audits performed under Subpart F – Audit Requirements of the Uniform Guidance or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance or questioned costs;
- The applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on recipients.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

Both applicants selected for award and those not selected will be contacted by USDOL. Selection of an organization as a recipient does not constitute approval of the application as submitted. Before an award is made, USDOL may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support award implementation. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiations and decline to fund the application. USDOL reserves the right not to fund any application related to this FOA. USDOL also reserves the right to withdraw the award if activity does not begin upon award and/or as a remedy for non-compliance as described in 2 CFR 200.339-340.

This project is intended to address child labor in West Africa. The FOA states that this work is to be performed in Nigeria; however, if ILAB and the recipient(s) determine that performance in Nigeria has become impossible as a result of withdrawal of host country government or other required stakeholder support for the project, or for other reasons outside of the project's control, ILAB and the recipient(s) may confer to determine whether it is desirable and feasible to implement the project in a different country and/or sector in West Africa, specifically an ECOWAS Member State. This determination will necessitate findings that: 1) based upon available research, the project, as it is described in this document, is warranted to address child labor in the newly identified country(ies) and/or sector(s); 2) ILAB and the recipient(s) can obtain support from the new proposed host country government or required stakeholder to implement the proposed project; and 3) the recipient has the capacity to implement the project in the proposed country and/or sector within the legally permissible timeframe for implementation

of the project. If ILAB and the recipient are unable to make these findings and mutually agree on a modification to the award(s) to implement performance in another country and/or sector in West Africa, either ILAB or the recipient may seek to have the award suspended or terminated pursuant to the applicable termination clauses.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. General Requirements

Recipients and sub-recipients under this FOA shall be subject to the terms outlined in this announcement, the award agreement, the MPG, and any other referenced materials. The MPG provides general management procedures and guidance for recipients of ILAB awards in areas that may not be explicitly detailed in the announcement. See https://www.dol.gov/agencies/ilab/resources/grants.
Recipients are also subject to applicable U.S. federal laws (including appropriations laws) and regulations, Executive Orders, applicable OMB Circulars, and USDOL policies. If, during project implementation, a recipient is found in violation of any of the foregoing, remedies may include modification of the terms of the award; disallowance and recovery of costs; termination of the award; and any other action permitted by law.

For the purposes of this announcement and awards, recipients will be the sole entity with the authority to fulfill the following responsibilities:

- Act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project;
- Access funds through the Department of Health and Human Services-Payment Management System;
- Submit to USDOL all deliverables, including all technical and financial reports related to the project;
- Request a revision or amendment of the terms and conditions of award or the Project Document (see MPG for description of Project Document); and
- Work with USDOL to close out the project. Each recipient must comply with all applicable Federal regulations and is individually subject to audit.

Nondiscrimination Policy
(a) The recipient is prohibited from discriminating on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status in any program or activity funded under this award. The recipient must not discriminate on these bases against any participants receiving services in implementation of this award, such as, but not limited to, by withholding, adversely impacting, or denying equitable access to the benefits provided through this award on the basis of any factor not expressly stated in the award. Nothing in this provision is intended to limit the ability of the recipient to target activities toward the assistance needs of certain populations as defined in the award. The recipient must ensure that the evaluation and treatment of its employees and applicants for employment are free of discrimination on these bases.

(b) The recipient must insert this provision, including this clause, in all subawards under this award.

2. Audits and Attestation Engagements

Recipients must comply with the single audit requirements set forth in Subpart F – Audit Requirements of the Uniform Guidance (2 CFR Part 200) and must comply with the timeframes established in those regulations for the submission of their single audits to the Federal Audit Clearinghouse. Recipients must notify their assigned Grant Officer's Representative of each single audit conducted within the timeframe of the USDOL-funded project at the time it is submitted to the Federal Audit Clearinghouse.

All recipients are subject to project-specific attestation engagements or project-specific audits of the recipients' validation and monitoring processes during the life of the award. Attestation engagements will be conducted in accordance with U.S. Government Auditing Standards and project-specific audits will be conducted in accordance with the International Standards on Auditing, and will include auditors' opinions on (1) compliance with USDOL regulations and the requirements of the award and (2) the accuracy and reliability of the recipient's financial and performance reports.

3. Administrative Standards

The award(s) and subaward(s) made under this FOA will be subject to the following administrative standards:

- Non-Profit Organizations, Educational Institutions, and State, Local and Indian Tribal Governments
    - 2 CFR Part 200 (Administrative Requirements, Cost Principles, and Audit Requirements)
- For-profit organizations
    - 2 CFR Part 200 (Administrative Requirements and Cost Principles)
    - 48 CFR Part 31 (Cost Principles)
    - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as discussed in the MPG
- Non-U.S. organizations, including foreign organizations and public international organizations
    - 2 CFR Part 200 (Administrative Requirements and Cost Principles)
    - 29 CFR 96.32 The Secretary of Labor is responsible for those not covered by 2 CFR 200 Subpart F (Audit Requirements) as discussed in the MPG
- 29 CFR Part 93 Restrictions on Lobbying
- 29 CFR Part 94 Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- 2 CFR Part 180 and 2 CFR Part 2998 Governmentwide Debarment and Suspension
- 29 CFR Part 2, subpart D Equal Treatment in Department of Labor Programs for Religious Organizations, Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries

- 29 CFR Part 31 Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964
- 29 CFR Part 32 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
- 29 CFR Part 35 Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor
- 29 CFR Part 36 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
- 49 U.S.C. 40118 Fly America Act
- The Department of Labor will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for an application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- Standard Terms and Conditions of Award

4. Other Legal Requirements

a) Religious Activities

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 2 CFR 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek DOL support or participate in DOL programs for which they are otherwise eligible. Guidance from DOL is found at: https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance. If a faith-based organization is awarded a grant, the organization will be provided with more information.

b) Lobbying or Fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c) (4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state or local Governments (see 2 CFR 200.450 for more information).

c) Transparency Act Requirements

Recipients must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows.

1. Except for those excepted from the Transparency Act under the following sub-paragraphs 1, 2, and 3, recipients must ensure that they have the necessary processes and systems in

place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
2. Upon award, recipients will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act.

1. Federal awards to individuals who apply for or receive federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
2. Federal awards to entities that had a gross income, from all sources, of less than $300,000 in the entities' previous tax year; and
3. Federal awards, if the required reporting would disclose classified information.

d) Safeguarding Data Including Personally Identifiable Information (PII)

Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, applicants are assuring that all data exchanges conducted through or during the course of performance of this award will be conducted in a manner consistent with applicable federal law.

e) Record Retention

Recipients must be prepared to follow federal guidelines on record retention, which require they maintain all records pertaining to award activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR 200.334-.338 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

f) Use of Contracts and Subawards

Recipients must abide by the following definitions of contract, contractor, subaward, and sub-recipient:

- **Contract:** Contract means a legal instrument by which a recipient or sub-recipient purchases property or services needed to carry out the project or program under a Federal award. For additional information on sub-recipient and contractor determinations, see §200.331. See also the definition of *subaward* in this section. The term as defined in 2 CFR 200.1 does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see the following definition of Subaward).
- **Contractor**: Contractor means an entity that receives a contract as defined previously in Contract.
- **Subaward:** Subaward means an award provided by a recipient to a sub-recipient for the sub-recipient to carry out part of a federal award received by the pass-through entity. It

does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

- **Sub-recipient:** Sub-recipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other federal awards directly from a federal awarding agency.

Recipients must follow the requirements of 2 CFR 200.331-.333 regarding sub-recipient monitoring and management. Also see 2 CFR 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, recipients are required to comply with the governmentwide suspension and debarment requirements found in 2 CFR Part 180 and codified by USDOL at 2 CFR Part 2998, including the exceptions described in 2 CFR 180.215 such as exceptions for direct awards to PIOs.

g) Closeout of Award

Any entity that receives an award under this announcement must close its award with USDOL at the end of the period of performance. Indirect costs support for allocated charges to the award are validated at time of closeout using a federally approved NICRA or other applicable rate agreement.

h) Guidance for Grants and Agreements

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 Federal awarding agency will review and consider applications for funding pursuant to this notice of funding opportunity in accordance with the:

- 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);
    - 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).

5. Other Administrative Standards

Except as specifically provided in this FOA, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any award requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition.

6. Special Program Requirements

a) Evaluation

ILAB may require that the program or project participate in an evaluation of overall performance of ILAB awards and requires the cooperation of the recipient as a condition of award.

b) Performance Goals

Please note that recipients will be held to agreed-upon outcomes and failure to meet those outcomes may result in technical assistance or other intervention by ILAB, and may also have a significant impact on decisions about future awards with ILAB.

C. REPORTING

Recipients must agree to meet USDOL reporting requirements. Recipients must agree to provide the following reports and documents:

1. Quarterly Federal Financial Report (SF 425, FFR)

This report is required until such time as all funds have been expended or the award period has expired. Quarterly reports are due 30 days after the end of each calendar year quarter. On the final FFR, recipients must include any subaward amounts so final indirect costs can be calculated, if applicable. Recipients must use USDOL's eGrants online electronic reporting system; information and instructions will be provided as part of the final award.

2. Semi-Annual Technical Progress Reports

Recipients must submit a semi-annual technical progress report within 30 days after the end of the months of March and September each calendar year. The report must include information on award activities, performance goals, and milestones. ILAB will provide formal guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis. ILAB retains the right to require technical progress reports at quarterly intervals. More information on the reports and timeframes for their completion will be included in the cooperative agreement and in the MPG.

3. Final Technical Report

Recipients must submit a final technical report within 120 days of the period of performance end date. The final technical report is a stand-alone report that provides a complete and comprehensive summary of the achievements during the life of the project.

4. Indirect Cost Rates

For organizations with an expired indirect cost rate or a rate not previously approved by the FCA (except those recipients approved for the de minimis rate): An indirect cost proposal must be submitted to the FCA within 90 days of award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established.

For all organizations with NICRAs: Indirect cost proposals must be submitted on an annual basis to the FCA to obtain federally approved NICRAs for the life of the award, unless the FCA instructs otherwise. These proposals are based on incurred costs and are due six months after the end of each fiscal year.

5. Closeout Reports

Within 120 days of completion of the project the recipient must provide the following project closeout reports:

- Final Technical Progress Report;
- Final Evaluation Report;
- Government Property Closeout Inventory Certification;
- Government Property Inventory List (due 90 days before end of project)
- Final Quarterly Financial Status report (SF-425);
- Final Closeout Financial Status Report;
- Recipient's Release Form; and
- Recipient's Assignment of Refunds, Rebates and Credits

VII. AGENCY CONTACTS

Applicants who have a specific question about this FOA may contact Sue Levenstein Office of Grants Management at levenstein.susan.l@dol.gov. Applicants must specifically reference FOA-ILAB-22-28, and include a contact name, email address and phone number. This announcement is being made available at https://www.grants.gov/.

VIII. OTHER INFORMATION

A. OMB INFORMATION COLLECTION

The agency has determined this FOA is not subject to Office of Management and Budget approval under the Paperwork Reduction Act, as fewer than ten (10) responses are anticipated.

Send comments regarding this determination to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue,

N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov. Note:

PLEASE DO NOT RETURN THE COMPLETED APPLICATION TO THIS ADDRESS. SEND ONLY COMMENTS ABOUT THE BURDEN CAUSED BY THE COLLECTION OF INFORMATION TO THIS ADDRESS. SEND YOUR GRANT APPLICATION TO THE SPONSORING AGENCY AS SPECIFIED EARLIER IN THIS ANNOUNCEMENT.

This information is being collected for the purpose of awarding a grant. DOL will use the information collected through this "Funding Opportunity Announcement" to ensure that grants are awarded to the applicants best suited to perform the functions of the grant. This information is required to be considered for this grant.

IX. APPENDICES

APPENDIX A: Acronyms

AOR	Authorized Organizational Representative
CFR	Code of Federal Regulations
CMEP	Comprehensive Monitoring and Evaluation Plan
DPMS	Direct Participant Monitoring System
DUNS	Dun and Bradstreet Universal Numbering System
ECOWAS	Economic Community of West African States
ETA	Employment and Training Administration
FCA	U.S. Federal Cognizant Agency
FFR	Federal Financial Report
FOA	Funding Opportunity Announcement
FOIA	Freedom of Information Act
GO	Grant Officer
GOR	Grant Officer's Representative
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
NGOs	Non-governmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget

PII	Personally Identifiable Information
PIO	Public International Organization
SAM	System for Award Management
SF	Standard Form
TDA	Trade and Development Act
TPR	Technical Progress Report
TVPRA	Trafficking Victims Protection and Reauthorization Act
USAID	U.S. Agency for International Development
USDOL	U.S. Department of Labor
VAT	Value Added Tax

APPENDIX B: Definitions

1. "**Activities**" are defined as the building blocks that lead to outputs and outcomes that, in turn, comprise projects.
2. **"Agricultural sector"** consists of all organizations and individuals involved in producing, processing, trading and/or distributing an agricultural product or commodity from its point of origin to the company and/or to the final retailer and consumers.
3. A "**child**" or "**children**" are individuals under the age of 18 years.
4. "**Child work status**" definitions include the following categories; projects should begin with these basic definitions, and then defined further for project-level definitions, integrating relevant national legislation:
    a. "**Working Children**" are those engaged in any activity to produce goods or to provide services for use by others or for own use, regardless of whether they are paid or not and whether they work in a formal or informal setting.
    b. Children in "**Child Labor**" are a subset of working children. Child labor includes employment below the minimum age as established in national legislation in countries where the project is being implemented (excluding permissible light work) and the worst forms of child labor, including hazardous unpaid household services. Child labor is thus a narrower concept than "**working children**", as child labor excludes children who do light work for under a permitted number of hours and those who are at or above the minimum age and engage in work not classified as a worst form of child labor.
    c. Children in the "**Worst Forms of Child Labor**" refers to those activities described and as understood in ILO Convention 182: Worst Forms of Child Labor, 1999. Under Article 3 of the Convention, the worst forms of child labor comprise—
        a. All forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom, and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;

b. The use, procuring, or offering of a child for prostitution, for the production of pornography, or for pornographic purposes;
c. The use, procuring, or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;
d. Work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of children.

d. Article 3(d) of ILO Convention 182 defines "**hazardous work**" as "work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children." Countries must determine what type of work is considered hazardous work by law or regulation. ILO Recommendation 190 includes items countries may wish to consider in determining which types of work are hazardous, including

a. work which exposes children to physical, psychological, or sexual abuse;
b. work underground, under water, at dangerous heights or in confined spaces;
c. work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
d. work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
e. work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

ILO Recommendation 190 goes on to state in Paragraph 4 that, "[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers' and employers' organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity."

5. "**Children at high-risk of entering child labor**" refers to children who experience a set of conditions or circumstances (family environment or situation, proximity to economic activities prone to employ children, etc.) under which the child lives or to which the child is exposed that make it more likely that the child will be employed in child labor (e.g., siblings of working children).
6. **"Community Action Plan"** is a detailed plan developed by a community that outlines what steps need to be taken in the community in order to reduce their risk of child labor and increase their livelihoods.
7. "**Cooperative agreement**" refers to an award instrument where substantial involvement is anticipated between a federal awarding agency and a non-federal recipient entity during the performance of project activities. The level of monitoring and accountability under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.

8. "**Costs**"

- "**Direct costs**" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Typical costs charged directly to a federal award, are the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the federal award. For more information, please see https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-413.pdf.
- "**Indirect costs**" means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. For more information, please see https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-appIV.pdf.
- There is no universal rule for classifying certain costs as either direct or indirect (F&A) under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the federal award or other final cost objective.
- Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect (F&A) cost in order to avoid possible double-charging of federal awards. Guidelines for determining direct and indirect (F&A) costs charged to federal awards are provided in 2 CFR 200 Subpart E-Cost Principles.

9. "**Cost sharing" or "matching**" means the portion of project costs not paid by federal funds. See 2 CFR 300.306 Cost sharing or matching for more information.

10. "**Direct educational services**" may involve either of the following:

The provision of goods and/or services (if lack thereof is a barrier to education) that meets direct beneficiaries' specific needs and results in their enrollment in at least one of the four categories of educational activities listed below. Examples of goods and/or services that may meet the specific gaps/educational needs of targeted children include tutoring, school meals, uniforms, school supplies and materials, books, tuition and transportation vouchers, or other types of non-monetary incentives.

The four categories of educational activities that qualify are:

- Non-formal or basic literacy education- This type of educational activity may include transitional, leveling, or literacy classes so that a child may either be mainstreamed into formal education and/or can participate in vocational training activities;
- Vocational, pre-vocational, or skills training- This type of training is designed to develop a particular, marketable skill (i.e., mechanics, sewing);
- Formal education - This is defined as the formal school system within the select country; or
- Mainstreaming - This type of educational activity involves transitioning children from non-formal education into the formal education system. Generally, mainstreaming involves the provision of goods and/or services that may assist in placement testing and

enable a child to attend and stay in school.

OR

The direct provision of at least one of the following two educational activities by the project to its direct beneficiaries:

- Non-formal or basic literacy education; or
- Vocational, pre-vocational, or skills training.

Recipients must be able to match a particular service or educational or training opportunity to an individual child. Therefore, project interventions such as infrastructure improvements to schools and other learning environments, teacher training, construction of latrines, inclusion of child labor modules in teacher curriculum, or the provision of classroom chalkboards are not considered "direct educational services" as defined above (see definition of "other project interventions").

11. "**Direct services**" are interventions that include educational and livelihood services provided by the project that can be directly matched to an individual child or adult household member (for livelihood services). (For more information, please see "direct educational services" and "livelihood services.")

12. "Educational services" refers to formal or non-formal education:

- **Formal education services** refer to education provided and/or recognized by the government. Formal education may include government schools, private schools, religious schools, etc. The support of formal education may involve the provision of goods and/or services including direct costs such as school fees and teaching and learning materials and indirect costs such as school uniforms, transportation costs, etc. These goods and/or services are intended to ensure that the child will attend and stay in school.

- **Non-formal education services** refer to education provided by any organization or body outside of the formal school system. This education may include literacy, mainstreaming education, accelerated learning, community-based education, bridge courses, remedial education, life skills, etc. Non-formal education services may lead to mainstreaming into formal education or equivalent school certificates.

- **Vocational education services** refer to education and/or training related to a specific vocation, trade or occupation. For the purposes of a project(s) funded under this announcement, a child under the age of 18 who receives vocational education services will be counted as having received an educational service. Vocational education services may also be provided to individuals 18 years of age and older in a household, including older siblings of working or at-risk children under the age of 18, if the provision of such services is intended to reduce the likelihood of child labor for a child in that household as a result of improvements to the household's livelihood. In such cases, the recipient will report this vocational service to ILAB as a livelihood service provided by the project.

13. "**Evaluation**" refers to the systematic collection and analysis of information about the characteristics and outcomes of the program including project conducted under the program, as a basis for making judgements and evaluations regarding the program; improving the program effectiveness; and, informing decisions about current and future programming.
14. **"Evidence"** refers to evaluation findings, performance measurement, data analysis, or other research that provides insights on the effectiveness of the proposed interventions.
15. **"Household"** consists of all persons—related family members and all unrelated persons—who occupy a housing unit and have no other usual address. For the purposes of this project a household must include at least one eligible child who is "at high-risk of entering child labor" or "engaged in child labor."
16. **"Integrated Area-Based Approach"** is defined for the purposes of this FOA as an approach that targets all forms of child labor and forced child labor within a defined geographic area and incorporates project activities to reduce child labor and forced child labor in that area into a wider development framework that includes national strategies to address the promotion of education, the advancement of decent work, and poverty reduction. This approach aims to increase the effectiveness and sustainability of activities by creating a setting in which children do not move from one hazardous occupation to another, vulnerable households are empowered to address their livelihood situation, and communities take ownership, all of which is needed to support long-term change.
17. **"Key stakeholders"** can include, but are not limited to: parents, educators, community leaders, national and local policy makers, key opinion leaders, private sector partners, workers and employers organizations, local civil society organizations, religious institutions, think tanks, among others.
18. "**Livelihood**" is defined as a means of living, and the capabilities, assets (including both material and social resources, such as, food, potable water, health facilities, educational opportunities, housing, and time for participation in the community), and activities required for it. A livelihood encompasses income, as well as social institutions, gender relations, and property rights required to support and sustain a certain standard of living. It includes access to and benefits derived from social and public services provided by the state, such as education, health services, and other infrastructure. ILAB child and forced labor elimination projects focus on ensuring that households can cope with and recover from stresses and shocks and maintain or enhance present and future capabilities and assets in a way that helps them overcome the need to rely on the labor of their children to meet basic needs.

19. **"Livelihood services"** may include, but are not limited to, the provision or linkage to education and training, employment services, economic strengthening services, improved access to savings and credit, and social capital services. Definitions of livelihood services include, but are not limited to, the following categories:

- **Livelihood education and training services** aim to provide adult participants with the basic skills and knowledge necessary to benefit from social services, financial services, and higher education. Education and training services may include the provision or linkage to life skills, leadership training, financial education, and literacy and numeracy programs. Only adults (a legal adult is a person who has attained the age of 18) may be counted in this category as receiving education and training services.

- **Improved access to savings and credit** aims to mitigate economic shocks by leveling out the income of participants over time. These services may include village savings and loan programs, micro-insurance, micro-savings, (un)conditional cash transfer programs, health services, food programs, housing, and initiatives that aim to diversify the income sources of participants. Adults and children may receive these services.

- **Social capital services** aim to expand a participant's connection within and between social networks. Social capital services may include the provision or linkage to support groups and labor sharing arrangements. Adults and children may receive social capital services.

- **Employment services** aim to increase employment, job retention, earnings, and occupational skills of participants. Employment services may include the provision or linkage to employment assistance programs, vocational and business training, business start-up packages, occupational safety and health training, micro-franchise programs, job placement, apprenticeships and public works programs. Adults and children of the legal working age may receive employment services.

- **Economic strengthening services** aim to increase the economic well-being of participants. Economic strengthening services may include the provision or linkage to micro-credit, productivity transfers, and cooperatives. Adults and children of the legal working age may receive economic strengthening services.

- **Productivity transfers** are inputs aimed at improving the productivity and/or efficiency of processes and may include, for example, training, seeds, fertilizers, fuel, and labor-saving technologies.

- **Cooperatives** are groups owned and operated by individuals, organizations, or businesses for their mutual benefit. For example, agricultural cooperatives or farmers' cooperatives may provide services, such as training, to individual farming members; pool production resources (land, machinery) so that members can farm together; provide members with inputs for agricultural production, such as seeds, fertilizers, and machinery; and engage in the transformation, distribution, and marketing of farm products.

20. "**Monitoring and evaluation**" consists of two basic components —performance monitoring and evaluation— each of which serves distinct purposes. Performance monitoring is the ongoing and systematic tracking of data relating to project activities, outputs, or outcomes and used to determine whether desired results are occurring and whether implementation is on track. Monitoring often relies on indicators, quantifiable measures of a characteristic or condition of people, institutions, systems or processes that may change over time. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for assessment of program effectiveness, overall performance, and/or to inform decisions about current and future programming.
21. "**Outcome**" is defined as the higher-level results or effects achieved by project activities,

typically in the medium-term or long-term timeframe of the project.
22. "**Output**" is defined as the direct result of a project activity, or the goods or services produced by the implementation of an activity.
23. "**Participants**" are children and households that have been provided with direct educational and livelihood services.
24. "**Programs**" represent a group of projects managed together in order to gain efficiencies on cost, time, technology, etc. ILAB manages foreign assistance projects through two offices: (1) the Office of Child Labor, Forced Labor and Human Trafficking; and (2) the Office of Trade and Labor Affairs. Project-level evaluation results are used to inform other projects within these programs.

25. "**Project**" is defined as a set of complementary activities, over an established timeline and budget, intended to achieve a discrete result. In ILAB, foreign assistance projects are typically carried out through cooperative agreements. ILAB's MPGs state that monitoring and evaluation requirements apply at the project level.
26. "**Project objective**" is defined as the highest-level result that the project intends to achieve.
27. "**Public International Organization (PIO)**" is defined by the International Organizations Immunities Act, 22 U.S.C. § 288, et seq. PIO also is defined by 2 CFR 200.1 as an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organization Immunities Act (22 U.S.C. 288-288f).
28. "**Social Protection Services**" may include, but are not limited to, cash transfer programs, social security, health insurance, unemployment insurance, and employment injury benefits.
29. "**Sub-recipient**" means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other federal awards directly from a federal awarding agency.
30. "**Supply chain**" is the chain that comprises all organizations and individuals involved in producing, processing, trading, transporting and/or distributing a product or commodity from its point of origin to the company and/or to the final retailer.
31. "**Sustainability**" is achieved when outcomes and impacts (and sometimes activities) are maintained or even expanded after a project withdraws its resources through the exit process. A sustainability strategy should represent all the elements of project design that take sustainability into account and should increase the likelihood that project outcomes and impacts and (where relevant) activities continue. For the purpose of this FOA, a sustainability strategy is inclusive of an exit strategy which is an explicit plan guiding the process of withdrawing resources and support from beneficiary communities. Sustainability plans are based on assumptions (which may be implicit or explicit) about mechanisms by which project activities and benefits will be sustained; the validity of these assumptions is a determinant of the success of a sustainability plan.

APPENDIX C: Relevant Grant and/or Contract Experience

Name of Applicant/ Sub-recipient	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in $)	Country of Implementation and Period of Performance	Key Accomplishments and Outcomes	Description of how this reference relates to the objective and outcomes of this FOA

APPENDIX D: Requirements for Application Submission

Requirements	FOA Reference	Applicant	Proposed Sub-recipient (providing services related to project interventions)
Technical Proposal, Phase I only	Section IV.B.1.	?	
Relevant Grant and/or Contract Experience, Phase I only	Section IV.B.1.d.(1). Appendix C	?	?
Documentation of Host Country Presence, Phase I only	Section IV.B.1.d.(2).	?	?
Key Personnel Signed Letters of Commitment and Resumes, Phase I only	Section IV.B.1.d.(4).	?	?
Other Professional Personnel Resumes, if applicable, Phase I only	Section IV.B.1.d.(4).	?	?
SAM Registration	Section IV.B.2.a.	?	
SF-424, Phase I only	Section IV.B.2.c.	?	

SF-424A, Phase I only, not exceeding $4 million	Section IV.B.2.d.	?	
Outcome-Based Budget and Accompanying Budget Narrative, Phase I	Section IV.B.2.d.	?	?
Indirect Cost Supporting Documentation	Section IV.B.2.f.	?	?
Phase II Streamlined Problem Analysis	Section IV.B.1		
Phase II Streamlined Project Strategy	Section IV.B.1		
Phase II Streamlined Budget and Accompanying Budget Narrative	Section IV.B.2.e		

APPENDIX E: Past Performance Questionnaire

Funding Opportunity Announcement number: FOA-ILAB-22-28
Applicant organization name (and proposed sub's name if applicable):
Past performance reviewer's name, title, organization:

Past Performance Review Sheet

Please mark (X) the rating you feel is most appropriate for each factor listed below. Please provide additional explanation as appropriate on the following page. In particular, please provide a brief explanation for any ratings of Unacceptable, Poor, or Exceptional:

	Unacceptable	**Poor**	**Acceptable**	**Strong**	**Exceptional**	**Not Applicable**
1. The applicant's demonstrated ability to meet its project outcomes, in particular related to working with national governments and international organizations to address child labor, particularly in mobilizing						

agricultural communities.						
2. The applicant's demonstrated experience in strengthening the capacity of government and community institutions to address child labor in the agricultural sector.						
3. The quality and timeliness of applicant's submitted grant, cooperative agreement, and/or contract deliverables.						
4. The responsiveness of the applicant and its staff to your organization/agency, including the quality and timeliness of communications about such deliverables.						
5. The performance of the applicant's key personnel on projects, including whether the applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel.						

6. The applicant's demonstrated ability to manage the financial aspects of the project, including budget expenditures and burn rates, as well as financial requirements and controls.						

Definitions of rating levels:

Unacceptable - Performance did not meet minimal expectations (even after repeated comments from your organization), including in terms of quality and/or timeliness.

Poor - Performance was weak (e.g., work required significant revision or repeated comments from your organization), but in the end did meet minimal expectations, including in terms of quality and/or timeliness.

Acceptable - Performance met but did not exceed expectations (e.g., work required a normal level of revision or comments by your organization), including in terms of quality and/or timeliness.

Strong - Performance exceeded expectations (e.g., work required minor revision or comments from your organization), including in terms of quality and/or timeliness.

Exceptional - Performance far exceeded expectations (e.g., work required almost no revision or comments from your organization; work products were particularly innovative; organization was among the best performers based on your experience), including in terms of quality and/or timeliness.

Not Applicable - You have no experience with the organization on this issue and are unable to rate it.

Explanation of rating levels:

Factor 1:

Factor 2:

Factor 3:

Factor 4:

Factor 5:

Factor 6:

Would you have any reservations about soliciting this grantee in the future or having them perform a critical or demanding program?

APPENDIX F: List of Standard Indicators

Indicator	Project Type
C1. Number (#) of countries with increased capacity to address child labor, forced labor, trafficking in persons, or other violations of workers' rights	Most Recipients
E1. Number (#) of children engaged in or at high risk of entering child labor provided an education or training service	Recipients providing education services
E2. Number (#) of children engaged in or at high risk of entering child labor provided formal education services	Recipients providing education services
E3. Number (#) of children engaged in or at high risk of entering child labor provided non-formal educational services	Recipients providing education services
E4. Number (#) of children engaged in or at high risk of entering in child labor provided vocational training services	Recipients providing education services
L1. Number of households receiving livelihood services	Recipients providing livelihood services
L2. Number (#) of adults provided employment services	Recipients providing livelihood services
L3. Number (#) of children provided employment services	Recipients providing livelihood services
L4. Number (#) of adults provided economic strengthening services	Recipients providing livelihood services
L5. Number (#) of adults provided other livelihood services	Recipients providing livelihood services
L6. Number (#) of individuals provided with a livelihood service	Recipients providing livelihood services
OS. Number (#) of individuals engaged in or at high risk of entering child labor or forced labor, or who have experienced other violations of workers' rights, provided with services other than education or livelihood services to address child labor, forced labor, or other labor abuses	Recipients providing services other than livelihood, or education or training services
T1. Number (#) of individuals provided with training or other support to improve enforcement of, or compliance with child labor, forced labor, or other worker rights laws or policies.	Recipients providing trainings in response to capacity-building needs
T2. Number (#) of educators trained	Recipients providing trainings to educators in response to capacity-building needs
POC1. Percentage (%) of direct service participant children engaged in child labor a. POC2. Percentage of direct service participant children engaged in hazardous child labor	Recipients providing services to children (livelihood, education, or other services)

Indicator	Project Type
b. POC3. Percentage of direct service participant children engaged in other worst forms of child labor	
POC4. Percentage (%) of direct service participant children who regularly attend school	Recipients providing direct services to children (livelihood, education, or other services)
CR. Percentage (%) of vocational or other employment-related training participants who complete their program	Recipients providing direct education services
OPTIONAL OCFT INDICATORS	
POH1. Percentage (%) of livelihood service participant households with at least one child engaged in child labor a. POH2. Percentage of livelihood service participant households with at least one child engaged in hazardous child labor b. POH3. Percentage of livelihood service participant households with at least one child engaged in other worst forms of child labor	Recipients providing direct livelihood services
POH4. Percentage (%) of livelihood service participant households with all children of compulsory school age regularly attending school	Recipients providing direct livelihood services

APPENDIX G: Sustainability Strategy Template

Outcome†	Relevant Sustainability Process or Project Element	Stakeholder(s) to Engage	Timeframe(s) ††	Resources Required†††

† Please note that applicants are not expected to propose sustainability processes or elements for every outcome. Include only outcomes for which there is/are applicable sustainability process(es) or project element(s) as presented in the overall project strategy.

†† Please clarify when a process or a project element related to sustainability will start and for how long it will continue.

††† Please clearly indicate what resources (monetary, human resources, and others) are needed to carry out a sustainability process successfully. These should be fully reflected in the proposal budget.

ENDNOTES

[1] ILO and UNICEF. Child Labour: Global Estimates 2020, Trends and the Road Forward. New York : s.n., June 2021. https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---ipec/documents/publication/wcms_797515.pdf.
[2] ILO and UNICEF, Child Labour: Global Estimates 2020, Trends and the Road Forward.
[3] ILO and UNICEF, Child Labour: Global Estimates 2020, Trends and the Road Forward.
[4] ILO and UNICEF, Child Labour: Global Estimates 2020, Trends and the Road Forward.
[5] U. S. Department of Labor, 2020 Findings on the Worst Forms of Child Labor, Washington, D.C., 2020. https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings.
[6] U. S. Department of Labor, Better Trade Tool. https://www.dol.gov/agencies/ilab/better-trade-tool.
[7] ECOWAS Commission, ECOWAS Child Policy 2019. https://ecowas.int/wp-content/uploads/2022/03/ECOWAS-CHILD-POLICY-ENG-CON-Printed.pdf.
[8] ECOWAS Commission, ECOWAS Child Policy 2019.
[9] ECOWAS Commission, ECOWAS Regional Action Plan For the Elimination of Child Labor and Forced Labor in West Africa, 2021-2030.
[10] ILO, Rooting out child labor from cocoa farms, Paper no. 3, Sharing Experiences, 2007.
[11] U.S. Department of Labor, 2020 Findings on the Worst Forms of Child Labor. See also U.S. Department of Labor, 2016 Findings on the Worst Forms of Child Labor, Washington, D.C., https://www.dol.gov/agencies/ilab/resources/reports/child-labor/findings.
[12] U. S. Department of Labor, Mobilizing Community Action and Promoting Opportunities for Youth in Ghana's Cocoa-Growing Communities (MOCA). https://www.dol.gov/agencies/ilab/mate-masie-making-advances-eliminate-child-labor-more-areas-sustainable-integrated.
[13] U.S. Department of Labor, Eliminating Child Labor in Cocoa (ECLIC). https://www.dol.gov/agencies/ilab/eliminating-child-labor-cocoa-eclic-0.
[14] USDOL, 2019. “Final Performance Evaluation: Mobilizing Community Action and Promoting Opportunities for Youth in Ghana’s cocoa-Growing Communities” (MOCA). https://www.dol.gov/sites/dolgov/files/ILAB/reports/Ghana_MOCA_feval.pdf.
[15] International Labor Organization, 2017. "World Social Protection Report 2017-19: Universal social protection to achieve the Sustainable Development Goals" Geneva; available at: https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_604882.pdf.

Signed August, 25, 2022, in Washington, D.C. by:

Evan Hughes
Grant Officer, Employment and Training Administration