

U.S. DEPARTMENT OF STATE
Embassy of the United States of America in Paraguay
Notice of Funding Opportunity

Funding Opportunity Title: English Learning and Enhancement Activities Program for Paraguayan Public Servants

Funding Opportunity Number: OFOP0001443

Deadline for Applications: June 29, 2024

Assistance Listing Number: 19.040

Total Amount Available: \$8,000

A. PROGRAM DESCRIPTION

The Public Diplomacy (PD) section of the U.S. Department of State at the Embassy of the United States of America in Paraguay announces an open competition for organizations to submit applications to coordinate a comprehensive English program for public servants. This includes serving as the main point of contact for an Embassy provided English Virtual Educator and creating and implementing an 8-month extracurricular enhancement activities program. The project will be tailored to Paraguayan public servants working in Ministries within the greater Asuncion Metropolitan Area, as part of a hybrid American English language learning and professional enhancement program.

Program Objectives:

This program is part of an initiative to support Paraguayan public servants, who will participate during their free time and for whom enhancing their English language skills would have practical application in the workplace.

Proposals must be designed to fulfill two primary functions:

- 1) Serve as the main point of contact and administrative coordinator for an Embassy-provided English Virtual Educator who will develop a curriculum and provide virtual English classes to the participants.
- 2) Create and implement in-person enhancement activities that support language learning and knowledge acquisition about successfully navigating bilateral and multilateral engagements. It is recommended that the program include at least the following activities:
 - a. Briefings at international organizations, including embassies, to provide comprehensive insights into their operations, policies, and protocols. These sessions could delve into the decision-making processes, strategic goals, and day-to-day activities that define these entities. Briefings should offer a nuanced understanding of the diplomatic, administrative, and / or cultural aspects that influence the functioning of international organizations.

- b. Practical exercises to feature high-level national and international speakers who bring real-world expertise and insights. The practical exercises should be designed to offer the opportunity to apply concepts in simulated scenarios, enhancing through hands-on experience. These exercises could be complemented by interactive workshops that include discussion sessions, allowing participants to engage deeply.

The implementing partner will be in communication with the Virtual Educator to monitor the English classes and will provide a minimum of six in-person enhancement activities throughout the 8-months program. These activities will have to include refreshments, materials, transportation, any honoraria for experts, and all logistical arrangements. Activities should complement English learning but may take place primarily in Spanish, depending on the skill level of the class at the time of the activity. To achieve this goal, proposals must include activities for the 20 participants and integrate the activities with the virtual English Language Program provided by the U.S. Department of State. This integrated approach will aim to promote good governance and ethical conduct in the public sector.

Participants and Audiences:

The program aims to reach 20 public servants selected by the Embassy via a competitive application process from key Ministries or Public Entities such as: the Ministry of Foreign Affairs, Ministry of Women, Ministry of Information Technology and Communications, Public Ministry, and the National Police, among others.

B. FEDERAL AWARD INFORMATION

Length of performance period: Up to 10 months.

Number of awards anticipated: A maximum of one award will be granted.

Award amounts: Awards may range from a minimum of \$6,000 to a maximum of \$8,000.

Total available funding: \$8,000

Type of funding: FY-2024 Public Diplomacy funds

Anticipated start date: September 2024

This notice is subject to availability of funding.

Funding Instrument Type: Grant or fixed amount award (FAA)

Program Performance Period: Proposed programs should be completed in eight months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations subject to 26 U.S.C. 501 (c) (3) of the U.S. tax code 26 U.S.C. 501(c)(3) or to similar statutes in the Republic of Paraguay such as Civil society organizations, local representatives of civil society, think tanks, non-governmental organizations, and academic institutions located in Paraguay.
- U.S. not-for-profit organizations with a partner in Paraguay.

2. Cost Sharing or Matching

The non-Federal share of costs, frequently called “cost share” or “matching costs”, refers to that portion of the project or program costs not borne by the Federal Government. This may include cash and third-party in-kind contributions. These costs must reflect the realistic capacity of the applicants and any third-party contributors.

Providing cost sharing, matching, or cost participation is not an eligibility factor or requirement for this NOFO and providing cost share will not result in a more favorable competitive ranking. Per 2 CFR §200.306, items that are proposed for cost share must be allowable per 2 CFR §200, Subpart E—Costs Principles.

Voluntary cost-share: Should the applicant choose to contribute voluntary cost-share but does not meet the minimum amount of the voluntary cost-sharing stipulated in the applicant’s budget, DOS’ contribution may be reduced in proportion to the applicant’s contribution.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information.

Eligibility is limited to those organizations who qualify to receive Grants or Fixed Amount Awards from the U.S. Department of State and have the ability to develop and implement proposed programs in Paraguay. Please follow all instructions below carefully, especially concerning deadlines as applications received after the final deadline will not be reviewed or considered.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at: [U.S. Embassy Grants Corner](#)

Application forms required below are available at: <https://grants.gov/forms>

2. Content and Form of Application Submission

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

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

SF 424 http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

SF424A <https://py.edit.usembassy.gov/wp-content/uploads/sites/274/SF424A.pdf>

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

3. Proposal (Six pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do.

Applicants may use their own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.

- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, and roles of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, what outputs and outcomes will be measured? What data about the activities (in the planning and execution stages) will be monitored to ensure they can occur and be evaluated effectively? and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

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

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Beneficiary protection plan (required) - a brief description (2-pages maximum) of the organization's standards of conduct policy, training protocols, and reporting mechanisms to prevent discrimination, harassment, and abuse of beneficiaries of the program, especially if the beneficiaries include minors or members of other particularly vulnerable groups.
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. Submission Dates and Times

All applications must be submitted via e-mail before 5:30 p.m. Paraguay time on June 29, 2024. Applications submitted after 5:30 p.m. on that date will be ineligible for consideration. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to application deadlines.

5. Funding Restrictions

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

Award funds cannot be used for construction, vehicle purchases, or property rental.

Please review the following types of programs that are not eligible for funding:

Charitable or development activities.

Infrastructure/construction programs.

Programs related to partisan political activity.

Programs that support specific religious activities.

Venture capital

For-profit endeavors

Social travel/visits

Individual scholarships

Personal development

Fund-raising campaigns

Lobbying for specific legislation or programs.

Scientific research

Programs intended primarily for the growth or institutional development of the organization;
or

Programs that duplicate existing programs

6. Other Submission Requirements

All application materials must be submitted by email to educationparaguay@state.gov

Applications are accepted in English only, and final award agreements will be concluded in English as the controlling language. Applicants will receive a confirmation e-mail from the U.S. Embassy in Asuncion's Public Diplomacy section to indicate that we have received the proposal.

E. APPLICATION REVIEW INFORMATION

Consistent with the federal award regulations, the Department of State reserves the right to give priority for its funds to those organizations working on key USG objectives that are and have been supportive, in policy and programs, of USG policies in Paraguay.

Evaluation Criteria: Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The USG will award a Grant or Fixed Amount Award to the applicant(s) whose offer represents the best value to the USG on the basis of technical merit and cost.

Each application will be evaluated by a Grants Selection Panel at the Embassy of the United States of America in Paraguay. The evaluation criteria have been tailored to the requirements of this notice.

1. **Goals and Objectives** – The project addresses one or more of the strategic goals outlined above and is likely to provide maximum impact in achieving the proposed results. Applications should clearly demonstrate how the organization, or the individual will meet the program objectives and plan.
2. **Strengths and Innovation** – The proposal should clearly describe how the applicant will execute the program within the proposed time frame and articulate an innovative strategy or plan. The proposed project should demonstrate originality. Projects that reflect geographic diversity and gender equality will be more favorably evaluated.
3. **Organizational Capacity** – The applicant has expertise in one or more of the areas falling under the funding priorities of this notice and details the ability to perform the proposed activities.
4. **Monitoring and evaluation** – Applications should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs

- and outcomes. The applicant should describe its plan for monitoring and reporting project outcomes over the period of the proposed project.
5. **Sustainability** – Applications should demonstrate a clear plan for sustainable activity or impact of the activity after the grant period of performance.
 6. **Budget** - Costs shall be evaluated for realism, control practices, and efficiency. The Department of State must determine that the costs paid for an award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the Budget to determine if the overall costs are realistic for the work to be performed, and if the costs are consistent with the program narrative.
 7. **Resume** - The Grants Selection Panel will consider the appropriateness of the selected project director; in view of the role and responsibility that person will play in guiding the project through implementation to completion. Position descriptions submitted in lieu of the resume will be reviewed for the appropriateness of the qualifications and skills identified.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

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

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

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

Payment Method: Payments will be made using the SF-270 request for advance or reimbursement form sent to the Grants Officer.

2. **Administrative and National Policy Requirements**

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

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. **Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

G. FEDERAL AWARDING AGENCY CONTACTS

For questions about this solicitation, contact Maria Teresa Cazal, at:

Email: educationparaguay@state.gov (Preferred method of communication)

Phone: 595-21-213-715

H. OTHER INFORMATION

Organizations that have their proposals for funding recommended for funding by Embassy Asuncion's grants review panel will be asked to submit safety protocol and procedures for addressing formal complaints of sexual harassment, gender-based harassment, sexual assault, stalking, misconduct, and retaliation during the life cycle of any Federal Assistance Award made under this notice. This plan must include addressing complaints against both project implementing staff and beneficiaries as well as how the plan will be presented to beneficiaries.