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Date Issued: January 18, 2013
Request for Application Clarification Questions Due: January 25, 2013
Closing Date: February 19, 2013
Closing Time: 2:00 p.m. Manila, Philippines Time

Subject: Request for Application (RFA) **RFA-492-13-000001**
RFA Title: Youth Engagement and Skills for Mindanao (YES! Mindanao)

Dear Prospective Applicant:

The United States Government, represented by the United States Agency for International Development (USAID)/Philippines is seeking applications from U.S. and local nongovernmental organizations (NGOs). USAID/Philippines proposes to enter into a Cooperative Agreement with one organization to support USAID/Philippines' Office of Education's program entitled **"Youth Engagement and Skills for Mindanao (YES! Mindanao)"** specifically, described in Section I of this RFA. The authorities for this RFA are found in the Foreign Assistance Act of 1961, as amended, and the Grants and Cooperative Agreement Act of 1977. This RFA is also being issued in accordance with the established format outlined in ADS 303.3.5.2 and the Office of Federal Financial Management Policy Directive on Financial Assistance Program Announcements.

USAID is seeking applications from eligible institutions as described in Section III of the RFA. This is a full and open competition, under which any type of organization, large or small, commercial (for- and non-profit), faith-based, partnerships. In accordance with the Federal Grants and Cooperative Agreement Act USAID encourages competition in order to identify and fund the best possible responsible applicant to ensure achievement of the program objectives.

While for-profit organizations may participate in this action pursuant to 22 CFR 226.81 it is the policy of USAID not to award profit under assistance instruments. However, all reasonable, allocable and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities) may be paid under the agreement.

Subject to the availability of funds, and if the application is determined suitable for funding, USAID anticipates the award of a cooperative agreement with an estimated amount between the range of $10.5million-$11million over a five-year period. USAID reserves the right to fund any or none of the application submitted. Applicants under consideration for an award that have never received funding from USAID can be subject to a pre-award survey to determine fiscal responsibility, ensure adequacy of financial controls and establish an indirect cost rate. More specifically a pre-award survey team will examine the applicant's systems to determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills — or the ability to obtain them — in order to achieve the objectives of the program.

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This RFA is being issued and consists of this cover letter and the following:

Section I	Program Description
Section II	Award Information
Section III	Eligibility Information
Section IV	Application and Submission Information
Section V	Application Review Information
Section VI	Award and Administration Information
Section VII	Agency Contacts
Section VIII	Other Information

For the purpose of this RFA the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

This RFA and any future amendments can be downloaded from http://www.grants.gov. Please select "Find Grant Opportunities", click "Browse by Agency", select "Agency for International Development", and then search for the Request for Application number. If there is difficulty accessing this RFA please telephone the Grants.gov Helpdesk for technical assistance at 1-800-518-4726 or send an email via support@grants.gov. If after contacting the Grants.gov helpdesk an organization is still unable to retrieve this document please request an electronic copy of the by contacting USAID/Philippines/ROAA via email at manilayesmindanao@usaid.gov.

Any questions concerning this RFA should be submitted in writing to Mr. Franco Calixto via email at manilayesmindanao@usaid.gov. Questions sent to any other email address will not be answered. The email transmitting the questions must reference this RFA number and title "Youth Engagement and Skills for Mindanao (YES! Mindanao)". In the event of an inconsistency between the documents comprising this RFA it shall be resolved at the discretion of the Agreement Officer. The request for application clarification questions, as well, full applications must be received by the closing date and time indicated at the top of this cover letter at the place designated below for receipt of applications. No late applications will be accepted. Applications must be directly responsive to the terms and conditions of this RFA. Telegraphic or faxed applications (entire document) are not authorized for this RFA and will not be accepted.

The application shall be submitted in two separate parts and delivered within two separate envelopes (a) technical and (b) cost or business application. The technical application shall consist of one original, three copies and an electronic (email) copy. The cost or business application shall also consist of one original, three copies and an electronic (email) copy. Applications shall be submitted with the name and address of the applicant and RFA # (referenced above) inscribed thereon, to:

Mail/Courier
U.S. Agency for International Development
Attn: Ms. Dion Glisan
Contracting Officer
8/F, PNB Financial Center
Pres. Diosdado Macapagal Boulevard
1308 Pasay City, Philippines

E-mail
Mr. Franco Calixto at the following email addresses: manilayesmindanao@usaid.gov and orpmailbox@usaid.gov

Instructions for submitting applications can be found under Section IV, Application and Submission Instructions. Applications should be submitted in sealed envelopes with the name and address of the applicant and the number of the RFA on the envelope. Applicants should retain a copy of their application and accompanying enclosures for their records.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of applications. In addition, award of the agreement contemplated by this RFA cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. Applications are submitted at the risk of the applicant, and should circumstances prevent award of this cooperative agreement, all preparation and submission costs are at the applicant's expense.

Any questions concerning this RFA should be submitted in writing to the abovementioned email addresses.

Answers to questions and any additional information regarding this RFA will be provided through an amendment to this RFA and posted on http://www/grants.gov.

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

Thank you for your consideration of this USAID initiative. We look forward to your organization's participation.

Sincerely,

//sd//
Ms. Sallie McElrath
Supervisory Agreement Officer
USAID Philippines

List of Acronyms

AAPD	Acquisition and Assistance Policy Directive
ADS	Automated Directives System
ALS	Alternative Learning System
AOR	Agreement Officer's Representative
ARMM	Autonomous Region in Muslim Mindanao
BTC	Better Than Cash
CCR	Central Contractor Registration
CDCS	Country Development Coordination Strategy
CFR	Code of Federal Regulation
COP	Chief of Party
CV	Curriculum Vitae
DCOP	Deputy Chief of Party
DepED	Department of Education
DUNS	Data Universal Numbering System
EdGE	Education Governance Effectiveness
EGRA	Early Grade Reading Assessment
EQuALLS	Education Quality and Access for Learning and Livelihood Skills
FAR	Federal Acquisition Regulation
GPH	Government of the Philippines
IRs	Intermediate Results
JSOTF-P	Joint Special Operations Task Force - Philippines
LGU	Local Government Unit
LIPAD	Literacy for Peace and Development
LOC	Letter of Credit
M&E	Monitoring and Evaluation
MDGs	Millennium Development Goals
MWG	Mindanao Working Group
NAT	National Achievement Test
NGO	Non-governmental Organization
NICRA	Negotiated Indirect Cost Agreement
OEd	Office of Education
OMB	Office of Management and Budget
OSY	Out of School Youth
PDP	Philippine Development Plan
PMP	Performance Monitoring Plan
PWDs	People With Disabilities
RA	Republic Act
RFA	Request for Application
ROAA	Regional Office of Acquisition and Assistance
SEF	Special Education Fund
STTA	Short Term Technical Assistant
TEC	Technical Evaluation Committee
TESDA	Technical Education and Skills Development Agency
TIN	Taxpayer Identification Number
TVET	Technical Vocational Education Training
USAID	United States Agency for International Development
USG	United States Government
WB	World Bank

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SECTION I – PROGRAM DESCRIPTION

1. Introduction

USAID/Philippines plans to award a five year (2013-2018), between $10.5million-$11million Cooperative Agreement to an implementing partner to assist in achieving the objectives of its education strategy. The agreement awarded through this solicitation shall implement a program of Youth Engagement and Skills for Mindanao (YES! Mindanao), which will be the primary vehicle for accomplishing the education elements of USAID's Development Objective (DO), of "Peace and stability in conflict-affected areas in Mindanao improved" under the new Country Development Coordination Strategy (CDCS).

A. Project Overview

The USAID/Philippines YES! Mindanao activity will directly address the key constraints to peace and stability in conflict-affected areas as well as address alleviation for disaster-affected areas in Mindanao by strengthening the capacity of local government units, communities, and stakeholders to improve education service delivery; increase access for out-of-school youth to education through alternative learning systems; and increase out-of-school youth employability by providing relevant education and skills training. The activity shall directly support USAID's new policy on youth development and will include Mindanao youth in all phases of the development process to empower them to create their own innovative solutions to the challenges facing them.

The proposed assistance shall be implemented in close coordination with the Philippine Technical Education and Skills Development Agency (TESDA) in the area of workforce development; the Department of Education (DepED) in the area of alternative learning systems; Local Government Units (LGUs) in the area of education governance, and with other key education stakeholders in selected divisions in critical areas of Mindanao. The project will be implemented within the framework of the Philippine Development Plan (2011 -2016), USAID's Global Education Strategy (2011 – 2015), and USAID/Philippines' CDCS (2011-2016), and as mentioned in the paragraph above, the USAID policy on youth development.

B. Strategic Framework

Philippine Government Priorities: The Philippine government is committed to improving the quality of education in the country, as evidenced by recent increases in funding allocations for basic education. At the core of the new Philippine Development Plan (PDP) —the country's medium-term development plan which will run from 2010 to 2016—is fully implementing the government's "Social Contract" with the Filipino people through the pursuit of inclusive growth. Improving the quality of education as a key strategy for achieving inclusive and broad-based growth is a top priority.

The PDP also emphasizes the transformative role of education. Priorities include not only increased access to education but also improving education quality. Specifically, the government has enumerated ten priority areas in education which include technical vocational education as an alternative stream in senior high school, reintroducing technical-vocational education to better link schooling to local industry needs, and providing an educational alternative to better prepare the students for the world of work.

Country Development Cooperation Strategy (CDCS): Overall, the CDCS aims to achieve a more stable, prosperous and well-governed nation through accelerating and sustaining broad-based and inclusive growth, improving peace and stability in Mindanao, and reducing risks of disasters. Specifically, activities under the assistance agreement awarded through this solicitation shall support the accomplishment of the two Intermediate Results (IRs) under the development objective of Peace and Stability in Conflict Affected Areas Improved. These include: IR 2.1 *Local Governance*

Strengthened and IR 2.2 *Civic Engagement for Peace and Development Enhanced.* Under IR 2.1 Local Governance Strengthened, this project shall support Sub-IR 2.1.2 *Service Delivery by Local Governments Improved*. Under IR 2.2 *Civic Engagement for Peace and Development Enhanced* the project shall support three *Sub*-IRs: Sub 2.2.1 *Civil Society Strengthened*, Sub-IR 2.2.3 *Youth Leadership and Engagement Increased*, and Sub-IR 2.2.4 *Community Driven Socio Economic Development Strengthened*. Within the context of the CDCS this project will increase economic opportunities of out-of-school youth by expanding access to education and relevant workforce and life skills training, improving education governance, optimizing youth leadership and engagement, and increasing community driven enterprise development.

USAID's Global Education Strategy: USAID's Global Education Strategy was launched in 2011 and focuses on three key pillars: early grade reading; higher education and workforce skills to support a country's development goals; and equitable access to education in crisis and conflict. This activity will contribute directly to this third goal "Increased equitable access to education in environments affected by crisis and conflict" and will emphasize strengthening the institutional capacity of school systems, specifically by:

- Fostering institutional and policy changes that can support crisis prevention, such as reforms in language policy, hiring policies, the location of education services, and patterns of resources allocations that often contribute to instability and grievances
- Supporting community engagement, reconciliation, social engagement, peace education, and violence mitigation programming through the curriculum and other learning activities
- Providing life skills training to youth.
- Supporting policy reforms to ensure equity and transparency of management of education and training services.
- Strengthen capacity of education system to meet the education needs of youth and vulnerable populations through alternative learning in areas affected by crisis conflict.

For additional information, please refer to the following link: http://www.usaid.gov/our_work/education_and_universities/documents/USAID_ED_Strategy_feb2011.pdf)

USAID's Policy on Youth Development: USAID's Policy on Youth Development was launched in 2012 and is based on emerging best practices from many countries that have shown that engaging youth in programming to address sector specific goals has a positive outcome. USAID is keen to employ a positive youth development methodology in the design of this new activity. Specifically USAID's Youth Policy states that significant efforts must be made to:

1) Shape the values and belief systems of individuals, families and communities towards a more positive view of youth and the assets they bring;
2) Create an environment where systems and sectors work together seamlessly to consolidate fragmented or duplicative services to provide more effective and efficient support for youth;
3) Create more opportunities and safe spaces for youth to be a part of development process and to create their own solutions to development issues.

According to the new policy, partnerships across sectors and among stakeholders will create stronger, more integrated infrastructures, programs, and policies that promote efficiencies and create new opportunities for success. These opportunities can help to equip youth with the skills needed to shape their own futures and make well-informed decisions for themselves, their communities and their nations.

USAID's Youth Policy lists seven guiding principles that reflect best practices in the field as well as broader Agency missions and objectives:

- Recognize youth participation as vital
- Invest in youth assets that build resiliencies
- Involve and support mentors, family, and community
- Account for youth differences and commonalities
- Create second chance opportunities
- Pursue gender equality
- Embrace Innovation By and For Youth
- Harness Technology

Many of these principles are mutually reinforcing and complementary. USAID will strive to apply these principles universally to its youth programming.

C. On-going USAID Assistance to the Philippine Education Sector in Mindanao

USAID/Philippines has invested more than $60 million over the past six years with the Education Quality and Access to Learning and Livelihood Skills (phases 1 and 2) or the EQuALLS basic education project (see http://www.equalls2.com/). EQuALLS was implemented in selected regions of Mindanao from 2005-2011[1]. The project targeted municipalities and communities with limited access to quality and relevant education and livelihood skills training to in and out of school children and youth. EQuALLS focused on i) strengthening education governance by strengthening the capacity of local government units and mobilizing community and private sector for education, ii) training of teachers in English, Math and Science, and iii) providing relevant education and workforce skills to our of school youth and children.

USAID/Philippines implemented EQuALLS 2 under the strategic objective of expanding access to quality education and livelihood skills in conflict and poverty affected areas. EQuALLS 2 strengthened the ability of local communities, local school boards and other education stakeholders to improve education governance in municipalities supported by the project. The EQuALLS 2 project demonstrated the strategic importance of public enterprise and local institutions to effectively deliver quality education for all. The important role of parents and communities in education development is affirmed in the 41 local government units where the project was implemented. Local school boards and schools were made accountable to the education outcomes through the community based education report card.

EQuALLS2 had a very strong focus on education decentralization under its first IR: *Increased Learning Opportunities through Community Support for Education*. It provided support to planning and project management, financial management, networking and advocacy, and tracking and communicating educational improvement.

EQuALLS 2 made advances in ensuring that both in-school and out-of-school students received quality education. In ARMM, about half of the school age population is outside of the school system (Millennium Development Goals Report , 2011). EQuALLS 2 provided relevant education and training opportunities to 105,000 OSY out of an estimated total of 1 million OSY in ARMM alone. To address these challenges, the EQuALLS 2 implemented the following strategies:

- Capacity-building of local partners/institutions as inherent part of project roll-out (training local instructional managers; developing modules, etc.);
- Building or strengthening OSY advocacy among local governments and NGOs (such as local business and industry guilds) to build a constituency and stakeholder base;

[1] EQuALLS 2 was granted a no cost extension through December 2012

- Focusing attention on appropriate M&E indicators and OSY tracking tools such as government certification standards (TESDA certification) for literacy and workforce development;
- Developing new indicators and tracking tools (Developmental Asset Profile, 2010) that measure psychosocial changes in target OSY.

The EQuALLS 2 project demonstrated that increasing access to relevant quality education in poverty and conflict affected communities is possible if local government and community institutions are made accountable. This approach can effectively address the education needs of areas that lack the capacity to address the education needs of the community and the most marginalized. This project covered 41 municipalities and cities in three regions in Mindanao. Included were Region IX or Western Mindanao, Region XII or Central Mindanao, and the Autonomous Region in Muslim Mindanao, or ARMM.

The YES Mindanao Project will deepen and expand the coverage and sustain the gains of EQuALLS 2 in education governance in areas affected by poverty and conflict in Mindanao as well as provide relevant education and skills training opportunities to OSY. To address the immediate need for basic education service delivery, the YES Mindanao Project will also implement appropriate activities in areas in Mindanao affected by typhoons or other natural disasters.

Other current USAID/Philippines education projects include:

- Literacy for Peace and Development (LIPAD) Project. The LIPAD Project is a three year adult literacy activity currently being implemented in the five provinces of ARMM. Now on its second year of implementation, LIPAD will provide literacy classes to 62,500 adults using the phono-syllabic method. Learners are provided with learning materials related to peace and development and are encouraged to become active members of their communities. The LIPAD Project aims to contribute to the building of peace and development in ARMM. This project is managed by a local non-governmental organization that implements this project in the five provinces of the Autonomous Region in Muslim Mindanao.

- *Tudlo* (Teach) Mindanao: a participating agency partnership agreement with U.S. Peace Corps that administers the English Language Camps for teachers and administrators from both elementary and secondary schools. *Tudlo* Mindanao is a venue for cultural exchange, and participants come from the same geographic coverage as the EQuALLS project.

- The Strengthening Information for Education Policy, Planning and Management in the Philippines, or the PhilEd Data Project: a project that provides technical assistance to the Department of Education at the national and regional levels to improve and enhance its production and use of assessment data, implement a national baseline on reading utilizing the Early Grade Reading Assessment (EGRA), and develop new assessments in line with host government priority programs.

2. Purpose and Scope

The purpose of this activity is to improve employability and life skills for vulnerable out-of-school youth in selected conflict and disaster-affected areas of the Autonomous Region of Muslim Mindanao, Region IX, and XII. This will be accomplished through a set of three (3) interrelated components, which:

A. Strengthen the capacity of local government units, communities, and stakeholders to deliver education and training service delivery for out-of-school youth;
B. Increase youth access to education through the Department of Education’s Alternative Learning System (ALS); and
C. Increasing out of school youth employability by provide equitable access to relevant education and skills training.

YES! Mindanao will be implemented over five (5) years in eight (8) local government units in the following six (6) priority areas of Mindanao plus two (2) priority areas in Mindanao affected by typhoons or other natural disasters: Cotabato City (implemented in 1 LGU), Zamboanga City (implemented in 1 LGU), Isabela City (implemented in 1 LGU), Basilan (implemented in 1 LGU), Sulu (implemented in 1 LGU), Marawi City (implemented in 1 LGU), Compostela Valley (implemented in 1 LGU), and Davao Oriental (implemented in 1 LGU).

3. Background and Context

A. Education Service Delivery in Mindanao

Mindanao is located at the southern end of the Philippine archipelago and represents one-third of the Philippines' territory. It is comprised of five of the country's seventeen administrative regions, along with Autonomous Region of Muslim Mindanao (ARMM), which was created as part of a long negotiated, though short lived peace treaty, under President Corazon Aquino in 1989. Mindanao has been the traditional homeland of Muslim Filipinos dating back to the coming of Islam through trade with Arab merchants early in the 10th century (World Bank 2010). This area of the country has lagged behind the other major regions of Luzon and Visayas economically even though it is considered the breadbasket of the country. According to the World Bank (World Bank 2012) Mindanao accounts for more than 60 percent of the nation's agricultural exports. However, it constitutes only 15 percent of the industry and service sectors, about a fifth of the real Philippine gross domestic product, and a fourth of total employment.

According the World Bank's 2010 report: Behind the Veil of Conflict, Mindanao is trapped in a vicious circle of conflict, inherited from colonial times, as well as underdevelopment. Conflicts arise in various forms including *rido* (or feuding between families or clans), clashes between GPH security forces and insurgents or separatist groups, kidnap for ransom, other criminal activities, and extremist violence. This condition poses a clear threat to peace, stability, and development.

This cycle of unresolved conflict in Mindanao is complex and economically damaging. Most recent development efforts have taken conflict resolution as a prerequisite to development; however an end to conflict is not enough. Most experts agree that economic integration is needed—both internal and external—in order for Mindanao to reach its development potential.

In terms of education, Mindanao has lagged behind the rest of the country as well. For many years Muslim areas of the Philippines (the Autonomous Region of Muslim Mindanao- ARMM- and Regions IX and XII in Mindanao) have suffered from disparities in education access and quality. While the education sector has the biggest allocation in the Philippine national budget, critical gaps remain in inputs and, subsequently, outcomes. A result of these structural under investments has been that the education system—with high enrollment rates and progress toward universal access to primary and secondary education—is suffering from systemic poor quality of teaching and learning which has in large part contributed to massive dropout rates—particularly in the conflict affected areas of Mindanao and ARMM.

In many areas in ARMM, teacher to student ratios commonly reach 1:50 (and are often higher) and multiple shifts in one class are not uncommon. Immense shortages of classrooms and adequately trained teachers persist due largely to the continued increase in enrolment, poor targeting of resources, disparities in funding among schools in different areas, and damage due to natural calamities. One key result of this persistent lack of access to quality education is an increasing dropout rate.

Only 24 percent of Grade 1 students finish Grade 6 and the annual drop-out rates in the high school years is nearly 15 percent. Nationally, of 100 students who enter the basic education system, less than 15 will complete high school. In many areas of Mindanao the dropout rates are more extreme resulting in the in-school population being out-numbered by the out of school youth population. This large surge of OSY has translated over the years into an increase in the number of illiterate adults. In the latest Functional Literacy and Mass Media Survey (2008), 6.9percent of the population aged 10-64 could neither read nor write, with some regions in ARMM registering as high as 22percent. This translates to 4.6 million illiterates out of a population group of close to 67 million.

Additionally, youth in Mindanao constitute 30 percent of the ARMM population and 22 percent of the labor force of ARMM. ARMM has very limited formal employment, with a 42 percent unemployment rate. Of the unemployed in ARMM, 157,000 are estimated to be youth. Those youth who do manage to find jobs are most often underemployed and not fully productive in the formal sector. Many of the youth work in the informal sector, helping out with family or community businesses in areas such as agriculture, forestry, and fishing. However, these jobs are often very low or non-salaried and provide limited to no benefits.

The formal education system by-and-large provides an education focused on the mastery of academic competencies. Current formal and non-formal education prepares students for obtaining an elementary or secondary school degree, with the option of continuing on to higher education. Few opportunities are available for livelihood and employability skills training, and with linkages to the job market.

USAID has been implementing major assistance efforts in Mindanao for the past two decades. Past and current assistance efforts have included projects and activities in a wide range of technical areas, including: infrastructure development, agricultural development, education improvement, democracy promotion, governance improvement, health services, environmental management improvement, expansion of microfinance services, and reintegration of former combatants.

Education and Development: USAID's Global Education Strategy and the Philippine Development Plan (PDP) recognize that education is not only a human right but is also a key driver of economic development *and* a significant factor in mitigating the effects of fragility and conflict. Critical to this are the provision of basic services for society's most vulnerable: children and youth. More than half of OSY live in conflict-affected areas and research has shown that inequitable, poor quality education can directly contribute to factors that cause conflict in countries. In contrast, studies have also shown that increased levels of *quality* primary and secondary education can reduce conflict (USAID Education Strategy, 2011).

In addition, it is well established that education attainment is a key determinant of individual earnings and, at macroeconomic level, contributes directly to economic growth. Recent research points to quality (defined many ways, but converging on the idea of acquisition of cognitive skills) as having a strong correlation with economic growth (Hanushek and Woessmann 2007, WB 2004). Similar research has demonstrated that a "10 percent increase in the share of students reaching basic literacy translates into a 0.3 percentage point higher annual growth rate of that country" (Gove and Cvelich: 2011). This perspective underscores the role of education as an engine of economic growth. Alarmingly, ARMM's performance in a key measure of educational attainment, the National Achievement Test (NAT), indicates a growing concern for the quality of the education in the region. The 2010 elementary school and secondary school achievement tests showed mean percentage scores of a dismal 56 percent and 37 percent, respectively—significantly below the national target score of 75 percent.

Another important perspective highlight's educations role in building social capital by inculcating proper behaviors and community values as well as providing common language and other socio-cultural norms that are known to inhibit criminal and antisocial behavior and improve efficiency of communication and economic transactions, respectively. Education thus provides youth with the tools to become informed and responsible members of the community. However, education does not exist in a vacuum. In order for the individual and society to benefit from quality education, the right mix of inputs and an equally strong delivery mechanism are all necessary. For instance, the World Bank (2007) noted the growing recognition among policy-makers that focusing on inputs and outputs alone is not enough to understand how service delivery works in practice. Rather, the traditions and institutions under which authority is exercised for the common good—or 'governance'—also play a crucial role. Better governance is an essential ingredient of reforms targeted at improving service delivery and education outcomes.

Youth and Unemployment: The 2007 World Development Report documented the growing population of youth worldwide. The Philippine demographic profile is representative of the higher end of global 'youth bulge' trend with estimates of nearly 30 percent of population within the 15-30 age group. This critical trajectory makes it even more important for the Philippines to invest in youth, or run the risk of creating discontent and making them more vulnerable to counter-productive activities. The 2011 Philippine Labor Statistics report noted that 55 percent of the labor force is in the Youth cohort—representing about 12 million persons.

Accordingly, high dropout rates are a major concern. The incidence of OSY in ARMM is more than twice (24 percent) the national average. Two Mindanao regions (Zamboanga Peninsula and Davao) have percentages of OSY as high as 16.5 percent and 15 percent, respectively (PIDS, 2011). Those who leave schools have limited work and life skills for employment. ARMM DepED estimates an unemployed population of 3.2 million persons which represents almost 4 percent of the Philippines total population (NSCB). Extrapolating this to the national percentage of youth population, there are about 640,000 unemployed individuals in the 15-24 years old age group in ARMM alone.

To address youth education and employment issue, the Mission implemented EQuALLS2 project that provided youth access to relevant education and livelihood training. A total of 105,000 out-of-school youth completed basic education and workforce development training. The EQuALLS2 mid-project assessment reported that unemployment rates are highest among young people ages 15-24 years old and that the Philippines has the highest rates of youth unemployment in the region; with 25 percent of out of school males and 34 percent of females between 15-24 unemployed. The assessment also reports that total number of unemployed OSY is about 40 percent of the total youth population, 22 percent of the total unemployed cohort in ARMM. Accordingly, calculations estimate the number of OSY in ARMM alone to be nearly 160,000[2].

With the dismal state of education in the region, many youth are excluded from formal schooling and those who are enrolled are more likely to leave the school due to high cost of education[3], poor quality of teachers and learning environments, and the lack of awareness on the part of families of the value of education[4]. The socio-economic effects of this systemic inadequacy of education service delivery in much of Mindanao is exacerbated by the absence of appropriate mechanisms for youth who do leave school to transition to employment through the acquisition of relevant skills.

In this context, future opportunities for youth are limited, and in many cases, non-existent. Too often OSY begin work at young ages in low-value added jobs and are exploited by unregulated labor practices. These same youth transition into adulthood as functionally illiterate and have difficulty breaking into medium and high value-added labor markets. The high percentage of youth in Mindanao who follows this pattern also restricts private sector investment (outside of low-value added industries) due to the severe lack of human capital. At the household level, families whose children are out of school are deprived of opportunities to increase future household income and are thus trapped in the cycle of poverty.

Despite these alarming trends, available resources for OSY through the alternative learning system (ALS) and/or workforce development programs remain a serious concern. Only 1 percent of the national education budget is allocated for ALS. Resources available for education at the local level (most notably the local school boards' special education funds) are not effectively allocated or efficiently used. In the

[2] It is worth noting that female OSY who are employed earn less than male workers even with higher levels of education. Many of these woman and girls are unskilled and are confined to do household chores

[3] The cost of basic education, while free in principle, includes many 'hidden' costs including the 'opportunity cost' for households whose children must contribute to the family income.

[4] A recent World Bank study reinforced these observations with the findings that in the Philippines, poverty and high opportunity costs of education in conflict affected areas are the leading reasons for youth drop out.

worst cases, local government units (LGUs) lack the capacity to collect and transparently manage special education funds. Outside of the formal education system (including ALS), OSY are likewise deprived of learning and employment generation opportunities due to scarcity of institutions that provide technical education and skills training. The absence of education and skills training unnecessarily exposes OSY to undue influence of groups involved in counterproductive and terrorist activities.

A recent USAID report[5] summarizes the consequences of underinvestment in OSY which include:

- Underdeveloped and underutilized human and social capital
- Loss of economic productivity
- Increased unemployment and underemployment
- Increased violence, crime and risky behavior
- Exploitation and marginalization of youth, especially girls and women
- Reduced cohesion and increased disruption in civil society
- Increases in spending in remedial social welfare services and crime prevention

Recognizing the importance of vocational skills training for the youth, the Philippine Government is currently strengthening the provision of technical and vocational skills under the K+12 reform efforts. The technical and vocational skill curriculum is being viewed as an additional area of focus in the extended years of schooling of the K+12 reform. While there is some attention on this issue at the national and regional levels, at the center of all of these challenges are weak institutions and failing service delivery mechanisms at the local and regional levels which have deprived much of the school age population of access to quality education and necessary skills training. With the systemic lack of basic education, literacy and life skills and the dearth of institutions providing workforce skills training many youth have been trapped in either low value-added jobs, perpetual under-employment, or unemployment without hope for any real participation in community and private sector enterprises. If available resources are to be more effectively used to achieve desired outcomes, education and skills development institutions must be strengthened and local stakeholders must be capacitated in meaningful ways.

Education Governance: The Philippine education system is “trifocalized”; with management of the three main subsectors devolved to three different agencies. Local government units (LGUs) provide assistance to local education needs by administering the earmarked special education fund (SEF). The Technical Education and Skills Development Authority (TESDA), is the government agency tasked with managing and supervising technical vocational education training (TVET) in the Philippines. TESDA is mandated to provide relevant, accessible, high quality and efficient technical education and skills development in support of the development of high quality mid-level manpower responsive to, and in accordance with, the Philippine development goals and priorities.

In 2001, the Philippine Government signed into law the Governance of Basic Education Act[6] which strengthened Department of Education (DepEd) field offices and laid the foundation for decentralization of education. Following this national policy on education decentralization, the Autonomous Regions in Muslim Mindanao (ARMM) enacted the Muslim Mindanao Autonomy Act[7] and the ARMM Basic Education Act[8] which also support the decentralization of education. The laws that decentralize education complemented the intent of the Local Government Code[9] to empower local government and be accountable to social services outcomes. Yet despite an enabling policy environment for decentralization of education, municipalities in ARMM have largely failed to establish strong education delivery mechanisms, effectively generate and manage local resources for education, and be accountable to education outcomes. This

5 EQUIP3, Educational Planning and Out-Of-School Youth, 2011
[6] Republic Act 9155
[7] Act No.279 of 2010
[8] Enacted in 2010
[9] RA9160

inefficiency of education governance mechanism has contributed greatly to declining quality of student achievement and has contributed to increased dropout rates.

The effects of weak education governance extend beyond limited access to quality education and youth drop-outs. Ineffective education resource allocation has increased the number of adults who lack basic literacy and numeracy skills. The Philippines 2011 Millennium Development Goals Report noted that the number of illiterate adults in the Philippines is increasing (Millennium Development Goals Report , 2011). Increases in illiteracy among youth and adults due to poor governance deprive them of access to information and makes them vulnerable to misinformation and recruitment into counter-productive criminal activities. Therefore there is a need to capacitate the local school board to work closely with local education stakeholders including parents and community leaders, to establish effective education governance and rationalize education spending and programming at the local level to give real meaning to decentralized education governance.[10]

4. Program of Work

Goals and Objectives

To help in achieving USAID's goal of increased equitable access to education in crisis and conflict affected environments and in disaster affected areas for 15 million learners by 2015, the CDCS goal of a more stable, prosperous, well governed nation and the GPH's efforts to provide alternative technical-vocational education, USAID/Philippines is seeking interested parties to implement a project that will directly contribute to the development objective of **Peace and Stability in Conflict Affected Areas in Mindanao Improved** by enhancing the employability and life skills of vulnerable out-of-school youth in selected conflict affected areas of the Autonomous Region of Muslim Mindanao, Region IX, and XII.

YES! Mindanao will:

a) strengthen the capacity of local government units, communities, and stakeholders to improve education service delivery;
b) increase access for out-of-school youth to education through alternative learning systems; and
c) increase out-of-school youth employability by providing relevant education and skills training.

Specifically, YES! Mindanao activities will capacitate local school boards, community stakeholders, and private sector partners to expand alternative education services for a wider population of youth. The project will increase employability of at least 12,000 OSY with certified skills of at least national certification standard of Level III (trainer level). YES! Mindanao will dramatically raise the employability skills of OSY through the provision of quality workforce development and job readiness that integrates problem solving, critical thinking, leadership, peace education, tolerance training, entrepreneurship, among other 21 century skills. The program will assist the GPH in inoculating vulnerable OSY against stereotyping, extremism and other types of radicalization. YES! Mindanao will create placement opportunities for the students at the end of the program, which will involve networking with potential employers and by providing post-training support. Moreover, the program will create opportunities for youth in Mindanao to become part of the development process and create their own innovative solutions to the challenges facing them.

This project provides an opportunity to support community employment, strengthen community based enterprises, strengthen the social contract between the school and the local government, and to promote the value of education in the community.

[10] Under EQuALLS2, communities were able to provide directly or in-kind, 85 cents for every dollar provided by USAID under its Community Incentive Grants component. EQuALLS2 end of project report showed that, with the right mix of interventions, local government units and communities were able to generate and properly allocate resources for education

A. Results Framework for the YES! Mindanao Project

Under the Development Objective **of Peace and Stability in Conflict Affected Areas in Mindanao Improved**, the YES! Mindanao Project will achieve its goals through two intermediate and four sub-Intermediate results:

IR 2.1 Local Governance Strengthened
- Sub-IR 2.1.2 Service Delivery by Local Governments Improved

IR 2.2 Civic Engagement for Peace and Development Increased
- Sub-IR 2.2.1 Civil Society Strengthened
- Sub IR 2.2.3 Youth Leadership and Engagement Optimized
- Sub-IR 2.2.3 Community-driven Socio-Economic Development Strengthened

The Applicant is advised to take the following considerations into the design and implementation of the YES Mindanao Project.

B. Expected Results and Work Requirements

To contribute to achieving the higher-level goal of increased peace and stability, the implementer will design and implement activities and actions under each of the above intermediate and sub-intermediate results in order to lead to the results and performance targets outlined below. It is understood that these results and targets are provisional and subject to further review.

Result	**Proposed Performance Target**
Improved capacity of Local School Boards to generate their own sources of revenues to support alternative learning systems.	Target LGUs increase by at least 25% their respective per capita expenditure on education from the baseline by project end.
Improved service delivery of the Technical Education and Skills Development Authority at the local level.	Customer satisfaction of TESDA services targeted for improvement increased by 50% above baseline of the project.
Improved service delivery of the Department of Education's Alternative Learning system at the local level.	Student performance improved by 10 % above baseline of the project as measured by the Functional Literacy Test.
Improved teacher skills in educating out-of-school youth.	Teacher performance improved by 50% above baseline of the project as measured by teacher classroom assessment tool.
Strengthened social contract between out-of-school-youth and their community and government.	Youth perceptions of community and government increased by 30% above the baseline by project end.
Improved work readiness and workforce development skills in out-of-school youth.	12,000 out-of-school youth certified by TESDA.
Increased involvement of youth in civil society and community development activities	Perception of targeted youth seeing value in spending their time and/or money to improve their communities increased by 50% above the baseline by project end.
Increased local engagement to support out-of school youth to improve livelihood and workforce development skills.	Number of private public partnerships in targeted areas increased.
Improved economic activities for out-of-school youth.	Placement of out-of-school youth in jobs increased by 70% above the baseline by projects end.

USAID/Philippines is seeking the most innovative, cost-effective approaches to accomplish the results outlined in the table above.

C. Outcome Measures and Indicators

The education outcomes will reflect higher youth employment and greater LGU, community, and other local stakeholders supporting education, literacy, life skills, and workforce development for out-of- school youth. The following programmatic indicators will be used to measure program performance and will be monitored under this activity.

The indicators, outputs and deliverables suggested in this RFA **should be seen as illustrative**. Building on these illustrative targets and indicators, the Applicant will provide its own set of indicators, proposing alternative measures to gather key information that may be more feasible or cost-effective if necessary, including baseline data whenever possible. A final list of indicators will be confirmed in collaboration with USAID after award.

Indicators and targets for each result should illustrate how the project will contribute to improved performance for each element. Measurement of achievements under this agreement should directly relate to the technical assistance and other support provided under this project, including the identification of best practices. Indicators will include a combination of standard indicators, as defined by USAID, and custom indicators which should have widely-shared definitions and allow aggregation of results.

IR 2.1 Local Governance Strengthened

- Number of education service delivery systems strengthened
- Number of local government executives trained in education development planning
- Number of private sector entities participating in education service delivery
- Number of public-private partnerships to support out-of-school youth training
- Percentage increase in local education resources dedicated for out-of-school youth
- Number of operational local school boards

IR 2.2 Civic Engagement for Peace and Development Increased

- Number of out of school youth completing workforce development skills
- Number of youth attending leadership training
- Number of out of school youth with accredited certification by TESDA
- Percentage change in the working-age group who gained employment or gained more remunerative employment as a result of participation in USG activities
- Number of public-NGO- private partnerships for workforce development established

D. Period and Place of Performance

The YES! Mindanao Project is a 5 year activity (2013-2018). The YES! Mindanao Project will be implemented in the Philippines in at least eight (8) local government units in the following priority areas: Cotabato City (implemented in 1 LGU), Zamboanga City (implemented in 1 LGU), Isabela City (implemented in 1 LGU), Basilan (implemented in 1 LGU), Sulu (implemented in 1 LGU), Marawi City (implemented in 1 LGU), Compostela Valley (implemented in 1 LGU), and Davao Oriental (implemented in 1 LGU)..

E. Other Considerations

The successful applicant will be responsible for achieving the objectives and results of the project. The applicant should also describe the assumptions and define the constraints, risk assumptions, critical issues and important considerations that may affect the achievement of the Project objectives.

Success in the project areas identified may be hampered by a lack of security, remote location, access, and peace and order, among others. The technical and management design of project activities should take into consideration specific security requirements for the region. As such, the technical approach of the project should identify mitigating measures or alternative plans to address the risk posed by security issues in the areas.

The project activities should work within the framework of local governance instruments (RA7160) and education governance (RA9155) and other relevant governance and workforce development training legislations. The Project is expected to work closely with the Department of Education, the Department of Education ARMM, the Technical Skills and Development Authority, and should adhere to the standards of program activities of these agencies. In particular, the education and training for out of school youth should comply with accreditation and standard requirements of relevant technical skills training authority and/or industry. Capacity building should comply with the requirements of relevant decentralization policy of the host government to include, among others, the Local Government Code, RA9155 and the ARMM Organic Act on Basic Education Governance.

If there are constraints in the project implementation, the applicants should be able to define and measure the impact of such constraint and provide approaches to mitigate and/or alleviate its effect on project activities and outcome objectives.

5. Cross Cutting Issues

A. Gender

Gender dynamics will be addressed in all aspects of project activities. The project is expected to benefit youth: males and females equally. In this regard, the applicant will identify disparities in opportunities and constraints that proposed activities present to young men and women. Gender equality and female empowerment are essential for achieving USAID's development goals. The new USAID Gender Policy advances equality between females and males, and empowers women and girls to participate fully in and benefit from the development, through the integration of gender in the entire project cycle—from project design and implementation to monitoring and evaluation. This integrated approach focuses on achieving three overarching outcomes: 1) reduced gender disparities in access to, control over and benefit from resources, wealth, opportunities, and services—economic, social, political, and cultural; 2) elimination of gender-based violence and mitigate its harmful effects on individuals and communities, so that all people can live healthy and productive lives; and 3) increased capability of women and girls to realize their rights, determine their life outcomes, and influence decision making in households, communities, and societies. To operationalize these overarching outcomes, the recipient is expected to adopt any one of the seven output and outcome indicators, as appropriate, on gender equality, female empowerment, and gender-based violence in the USAID's Gender Policy. The Project shall also develop a strategy for ensuring the integration of gender considerations into the work plan and the M&E plan, and for reporting on how the project benefited men and women. Progress of all related activities will be measured and verified using gender-sensitive performance indicators that will be part of the PMP. All people-level indicators must be disaggregated by sex, and included in project reports.

Project activities will be implemented in a manner that promotes fair, equitable, and meaningful inclusion of both males and females in all project activities. Workforce development activities will be introduced without gender bias and to the extent possible, salary equity will be encouraged and should be advocated for program graduates. As part of the application process, the applicant should include men and women equally on their staff and among target groups in a representative manner as possible, and ensure increased participation of women (from the participating institutions) in project implementation. To provide greater focus on gender equality and male and female empowerment in this project, after award, the implementer will prepare a Gender Action Plan that will include the following considerations:

- Conduct of training for the project staff, partners and cooperators on gender awareness, gender analysis and gender-responsive planning.
- Collection of sex-disaggregated data for baselines and monitoring of all people-level indicators and use of gender analysis tools to identify potential gender gaps and constraints,
- Conduct gender-responsive consultations to encourage the active participation of women and ensure that the voices of women are heard and reflected in project plans and activities.

The preparation of the Gender Plan of Action should be guided by the USAID Gender Policy (in http://www.usaid.gov/our_work/policy_planning_and_learning/documents/GenderEqualityPolicy.pdf) and be compliant with GPH's Harmonized Gender and Development Guidelines in http://neda.gov.ph/hgdg/homepage.html

B. Partnership in Delivering Disaster Response

The Philippines is vulnerable to natural hazards. Due to its geographic location, the country is one of the world's most disaster prone countries, particularly vulnerable to tropical cyclones and floods, earthquakes, landslides and volcanic eruptions. These disasters can easily wipe-out development gains in the country.

On a case-to-case basis, USAID/Philippines mobilizes its various implementing partners to assist in delivering humanitarian assistance. Hence, project implementation frameworks of partners are encouraged to have the agility to dispatch resources, re-align budgets and support the rapid delivery of humanitarian assistance. USAID/Philippines in responding to large-scale disasters may request implementing partners to re-align the distribution of project resources to disaster-affected areas and vulnerable populations, and contribute in alleviating human suffering and expedite social and economic recovery. The scope and deliverables expected from the re-alignment of project resources will be mutually agreed by USAID/Philippines and the implementing partner.

C. Sustainability

USAID/Philippines is committed to ensuring that the activities under this project are sustainable. Sustainability has been important for USAID's work over the 50 years of its existence and it is now a core part of U.S. global development policy and USAID's reform agenda. The Presidential Policy Directive on Global Development, the Quadrennial Diplomacy and Development Review, and the USAID Policy Framework FY 2011-2015 all recognize the critical importance of emphasizing sustainability in development cooperation.

For the purposes of integrating sustainability into USAID's project design process, sustainability is achieved when host country partners and beneficiaries are empowered to take ownership of development processes, including financing, and maintain project results and impacts beyond the life of the USAID project. Sustainability is fundamental across USAID's Program Cycle and involves a multi-faceted set of issues including economic, financial, social soundness, cultural, institutional capacity, political economy, technical/sectorial, and environmental.

D. Partnering, Linkages and Coordination

Ensuring collaborative linkages and partnerships among USAID-funded implementing partners, other donors, and within the wider education sector community, especially with the Department of Education of the Government of the Philippines will be an important principle throughout the implementation period. Support and commitment from the host government is essential to the success of this program and the recipient shall develop and maintain collaborative relationships to ensure ownership and support throughout all phases of program planning, implementation and monitoring and evaluation.

USAID programming in the basic education sector shall employ a holistic approach, with the different projects simply different facets of one overarching goal: improving learning outcomes for Filipino children and youth. All implementing partners will coordinate efforts to maximize efficiencies by avoiding duplication of efforts, reducing the burden on host country counterparts, streamlining and harmonizing reporting requirements and leveraging limited resources. USAID/Philippines will be implementing several new activities that collectively aim to support the improvement of quality education. In addition to USAID, other donors are also actively involved in the sector. In order to ensure maximum impact from this collaborative effort, it is imperative that the recipient establish collaborative relationships among various project activities. Most critical will the relationship with the "Basa Pilipinas" early grade literacy and "EdGE" projects in that together these activities form the USAID Basic Education Portfolio. USAID will convene regular coordination meetings to achieve this aim.

Additionally, the Applicant has to be cognizant of other donor or civil society efforts in the same geographic or substantive areas in which it operates, and exert as much effort as possible to coordinate with these other projects.

E. Inclusive Development

USAID is committed to the inclusion of people who have physical and cognitive disabilities and to provide support to organizations that advocate and offer services for people with disabilities (PWDs). USAID focuses on improving access of PWDs to development programs and on removing barriers that cause exclusion. All USAID grants, cooperative agreements and contracts, have provisions on the inclusion of people with disabilities. In line with the USAID Disability Policy, the Activity will promote the participation and equalization of opportunities of individuals with disabilities, increase awareness of issues of people with disabilities both within USAID programs and in host countries; foster a climate of nondiscrimination against people with disabilities; and support international advocacy for people with disabilities.

F. Outreach

The recipient must implement a plan for outreach, dissemination and collaborative learning about the results (outputs and outcomes) of the project/activity, performance improvements, and lessons learned.

G. Standard Property Rights Clauses

It is necessary that USAID archive activity-related data to ensure that at the conclusion of the project, the Agency will have access to the data generated by this project. Data that is collected and produced under the project must be stored in a database management system or other structured data file format. This data will be provided in whole to USAID.

6. Implementation Arrangements

A. Counterparts. The Technical Education and Skills Development Authority (TESDA), Department of Education (DepEd) and Department of Education, Autonomous Region of Muslim Mindanao (DepEd ARMM) will likely be the principal GPH counterpart organizations. There will also be substantial interaction with the ARMM Government, and Local Government Unit (LGU) officials at provincial, municipal, and barangay levels as well as with other Philippine government agencies (such as DSWD) and NGOs that may be involved in recovery coordination and reconstruction activities, youth development and education programming in areas in Mindanao affected by typhoons and other natural disasters. Applicants should investigate existing youth groups and organizations in the six priority areas plus two (2) priority typhoon affected areas in Mindanao as possible counterparts to this activity. Arrangements for GPH oversight of the Program will be made at a later date.

B. USAID Management. The principal responsibility for management of the Program will lie with an Agreement Officer Representative (AOR) within the Office of Education (OEd). For information purposes, members of U.S. Embassy Mindanao Working Group (MWG) will be kept abreast of key developments in the implementation of the Program and key issues affecting the Program.

C. Offices. It is envisioned that at least two regional offices will need to be established in order to cover the broad geographical area covered in this project. The applicant should propose office sites. Recognizing, however, that security concerns are present and frequently changing in many project implementation areas, USAID, based on recommendations from the U.S. Embassy's Regional Security Officer, reserves the right to suggest different locations for the offices including areas that may more directly support activities that support areas in Mindanao affected by typhoons or other natural disasters.

D. Other Donor Interaction. It is anticipated that there will be extensive cooperation and coordination with other donors during project implementation. Project staff may be requested by USAID to coordinate and/or collaborate with donors in various ways including, but not limited to: (a) participating in donor working groups to assuring that donors obtain maximum "development payoff" from their programs and activities; (b) provide financial and/or staff support to facilitate operations of donor working groups; (c) assist other donors in the identification of possible program activities, including areas in Mindanao affected by typhoons or other natural disasters; and (d) assist in the implementation of those activities.

E. U.S. Military Coordination. There has been a good deal of cooperation and coordination between USAID and the U.S. Military during the implementation of development assistance programs in Mindanao. The Implementer will support USAID requests to cooperate and coordinate with the U.S. Military as needed. Specifically, the project will coordinate closely with the Joint Special Operations Task Force – Philippines (JSOTF-P) and the Civil Operations Teams based in Mindanao (http://www.globalsecurity.org/military/agency/dod/jsotf-p.htm)

F. Logistics and Security. The Project will be responsible for the logistics and security of its personnel for all project-related activities. USAID will independently procure a separate contract to manage the logistical movements and necessary security associated with all visitors from USAID and the U.S. Embassy.

G. Life of Project Funding. Subject to the availability of funding, USAID anticipates life of project funding for this cooperative agreement not to exceed $11 Million for five years.

H. Geographic Information System. The implementing partner should map and track interventions and fund use using a geographic information system tool. As possible and appropriate, this could be done by barangay, municipality, province, and region. Specific information regarding ARMM should be reported separately.

I. Environmental Compliance. The implementing partner should adhere to and comply with the conditions stated in the initial environmental examination prepared by USAID for the project, the terms of which shall be included in the award.

7. Award Administration

The resultant award and sub-awards will be administered in accordance with the U.S. Federal regulations and USAID policy. For non-U.S. organizations, the USAID Standard Provisions for Non-U.S. Non-governmental Recipients will apply. For any sub-award(s) to U.S. organizations, the 22 CFR 226, Office of Management and Budget (OMB) circulars, and USAID Standard Provisions for U.S. Non-governmental Recipients will apply.

While for-profit firms may participate, pursuant to 22 CFR 226.81, it is USAID's policy not to award profit under assistance instruments, such as cooperative agreement instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for profit organizations) may be paid under assistance agreements.

- Standard Provisions for Non-U.S. Non-governmental Recipient (http://www.usaid.gov/ploicy/ads/300/303mab.pdf)

- 22 CFR 226 – Administration of Assistance Awards to U.S. Non-governmental organizations (http://www.gpo.gov/fdsys/pkg/CSR-2011-title22-vol1/xml/CFR-2011-title22-vol1-part226.xml)

- OMB Circulars (http://www.whitehouse.gov/omb/circulars/)

- Standard Provisions for U.S. Non-governmental Recipients (http://www.usaid.gov/policy/ads/300/303maa.pdf)

- Federal Acquisition Regulation (FAR) Part 31 (https://www.acquisition.gov/far/html/FARTOCP31.html)

[END SECTION I]

SECTION II - AWARD INFORMATION

1. Anticipated Award Schedule

USAID expects to award one (1) cooperative agreement to a responsible applicant that is responsive to the objectives under this RFA. The anticipated total federal funding amount shall not exceed $11million with a period of performance of five (5) years, and an anticipated start date of April 1, 2013.

The Government may make award on the basis of initial applications received, without discussions or negotiations. Therefore, the initial application should contain the applicant's best terms from a cost and technical standpoint. The Government reserves the right to enter into discussions in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting agreement(s).

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed award may be incurred before receipt of either a fully executed cooperative agreement or a specific, written authorization from the Agreement Officer.
The Agreement Officer's Representative (AOR) will serve as the primary contact between USAID and the recipient; the Agreement Officer's Representative (AOR) will also serve as the alternate contact between USAID and the Recipient. The AOR will be based in USAID/Philippines and will assist the project in linking with other projects, Mission bilaterals, and other donors/foundations.

2. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Cooperative Agreement is 937.

3. Type of Award

The award will be a Cooperative Agreement as USAID's will be substantially involved in the implementation of the selected program as consistent with USAID policy contained in ADS Chapter 303 concerning non-governmental assistance activities: http://www.usaid.gov/policy/ads/300/303.pdf

4. Substantial Involvement

USAID/Philippines anticipates a close working partnership with the recipient's programs and as such, in accordance with the ADS Chapter 303.3.11 USAID/Philippines shall be substantially involved during the implementation of this Cooperative Agreement in the following ways:

A. Approval of the recipient's annual work/implementation plans, including: planned activities for the following year, travel plans, planned expenditures, knowledge management plans, event planning/management, research studies/protocols; reports; monitoring and evaluation plans; and all modifications that describe the specific activities to be to be carried out under the Cooperative Agreement;

B. Approval of and any changes to specified key personnel as designated below:

1) Chief of Party
2) Deputy Chief of Party

3) Director of Administration and Financial Management

C. Agency and recipient joint participation including selection of advisory committee members, sub-award recipients and concurrence on the substantive provisions of the sub-awards;

D. Approval of joint and co-funded activities with other Cooperating Agencies and other development partners;

E. Approval of a Monitoring and Evaluation Plan; and

F. Approval of sub-award recipients, and concurrence on the substantive provisions of the sub-awards; and coordination with other cooperating agencies.

In accordance with ADS 303.3.11 the Agreement Officer has delegated the Agreement Officer's Representative (AOR) to approve the implementation/work plans and monitoring and evaluation plans. The AOR will also give concurrence with the remaining elements within the underlying elements within the substantial involvement section.

[END SECTION II]

SECTION III – ELIGIBILITY INFORMATION

1. Eligibility Requirements

Nongovernmental organizations (NGOs), private voluntary organizations, and other qualified organizations are eligible to submit their application(s) against the RFA.

Applicants must have established financial management, monitoring and evaluation, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. All potential awardees/recipients will be subject to a responsibility determination (which may include a pre-award survey) issued by a warranted Agreements Officer in USAID.

Any recipient must be a responsible entity. Details on USAID's pre-award responsibility determination policy and procedure can be found on our agency website, in its automated directive system (ADS) chapter 303, section 303.3.9: http://www.usaid.gov/policy/ads/300/303.pdf

2. Cost-Sharing and Leveraging Resources

In addition to the conditions above, a cost share of at least 5% of total USAID funding is required under this RFA. Cost share is defined by USAID as contributions, both cash or in-kind and can include contributions from the applicant, local counterpart organizations, and other donors (but not other U.S. government funding sources). The Philippine Government thru the Department of Education have established a leveraging arrangements during the implementation of collaborative program implementation across all USAID funded projects with the client (to include YES! Mindanao). Although such leverage provided is very useful in providing for flexibility to enable the recipient to meet needs that might not be covered by USAID project funds, the recipient cannot claim as Cost Share the leveraged amounts acquired during project implementation. Cost share must be used for the accomplishment of program objectives and must consist of allowable costs under the applicable US Government cost principles. Cost sharing will be subject to USAID Standard Provision entitled "Cost-Sharing (Matching)" for non-U.S. non-governmental recipients and applicable OMB cost principles.

An application that does not meet the minimum cost sharing requirement is not eligible for award consideration.

3. Electronic Payment

Across the world today, USAID implementing partners spend millions of dollars of payments in cash every year. These payments may include disbursements of salaries, payments to vendors, payments to participants of programs, such as cash-for-work programs, emergency relief payments, and others. Implementing partners also often support businesses in a specific sector or along a value chain. They advise on how to build sound financial management systems, and marketing techniques, among other technical assistance. Often these businesses rely on cash in their financial management systems.

Advances in communication technology and network capacities have enabled innovative new ways to make payments through mobile devices, smart cards and other electronic methods. The transition from cash to electronic payments has potentially significant benefits for all groups involved:

- **Cost Savings.** Decreasing the costs associated with physical cash operations
- **Transparency**. Increased accountability and tracking of financial flows
- **Security**. Safer delivery of payments, especially for women
- **Financial Inclusion.** Reaching those not yet in the financial services sector

- **New Market Access.** Opening doors for fee-for-service business models to previously unserved areas due to high transaction costs.

Electronic payment systems include, but are not limited to, electronic funds transfers using bank accounts, pre-paid cards (bank issued magnetic or smart cards) using Point of Sale devices, mobile banking, and money transfer and payment systems available through mobile network operators and/or banks.

Of all the electronic payment systems, mobile money appears to be the least understood, yet the technology and infrastructure behind it might have the longest reach and greatest potential audience. Mobile money enables individuals to store money, seamlessly transfer it to friends and family in need, and withdraw it without ever travelling to a bank. Depending on the country, users may also be able to pay for goods and services and access a whole range of financial services through their mobile phone. This can be life-changing for the 2.5 billion people without access to basic financial services. Mobile money can also directly support USAID's broader goals because it increases financial inclusion, improves transparency, and roots out corruption by preventing leakages and also increases broad based economic growth.

Though the potential benefits are clear, there is still more work to be done and USAID has a unique opportunity to leverage financial and political influence to drive greater usage of electronic payment systems. To that end, prospective partners should note the following:

USAID encourages host country governments, bilateral and multilateral development partners, contractors, subcontractors, grantees, sub-grantees, and private sector alliance partners to help strengthen the financial services sector in the countries we work. Where programs propose cash distributions, partners should consider incorporating electronic payment systems into program design and implementation where feasible, thereby reducing reliance on physical cash.

If you are considering the use of electronic payments in your operations and programs, please include in your application a brief explanation of the selected method of electronic payment, and where feasible, how you propose to reduce the reliance on physical cash. Examples of operational costs that can use e-payments are: temporary staff salaries; vendor payments; travel per-diem for staff. Examples of program costs that can use e-payments are: cash for work payments; payment to trainers or trainers of trainers; direct grants to beneficiaries. This discussion of the type of payment is for informational purposes and for our understanding of how you propose to pay recipients/beneficiaries. This information will be used by USAID to understand and measure the impact of USAID's promotion of the use of electronic payments by implementing partners. The information provided in your proposal/application will not be an evaluation factor unless specifically stated as such in the evaluation criteria in this solicitation document.

[END SECTION III]

SECTION IV - APPLICATION AND SUBMISSION INSTRUCTION

1. Submission of Applications

A. Application for Federal Assistance

The applicant must fill out the SF-424, Application for Federal Assistance, as indicated by the form. A sample form is attached with the corresponding email, the family of SF-424 standard forms for SF-424 (**Annex A-1**), Application for Federal Assistance; SF-424 A (**Annex A-2**), Budget Information – Non-construction Programs; and SF-424 B (**Annex A-3**), Assurances – Non-construction Programs can be found at: http://apply07.grants.gov/apply/FormLinks?family=15.

B. Content and Form of Application Submission

Applications shall be submitted in two separate parts:

1) Technical Application

2) Cost or Business Application

Technical and Cost/business applications must be submitted separately. One original and four hard copies of each shall be submitted. Applications shall be submitted electronically via email followed by hard copy, as detailed below.

The applicant shall sign the application and certifications and print or type its name on the cover page of the technical and cost applications. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office. Applicants should retain for their records at least one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application.

1) Hard copy submission

Hard copies of applications shall be submitted in sealed envelopes or packages addressed to the office specified in the cover letter of this RFA, with the RFA number, the name and address of the applicant, and whether the contents contain technical and/or cost applications noted on the outside of the envelopes/packages.

Applicants are to submit one (1) original and four (4) hard copies each of their technical and cost applications. Applicants are instructed to submit technical and cost applications in response to the RFA as separate documents following the guidance provided herein.

Telegraphic or fax applications are NOT authorized for this RFA and will not be accepted. Hard copies are due at the time and date so indicated on the cover letter. **Applications only received in electronic form will not be considered**.

The address for hand-carried and courier-delivered applications is:

Mr. Franco Calixto, Acquisition Specialist
US Agency for International Development
8/F, PNB Financial Center
Pres. Diosdado Macapagal Boulevard
1308 Pasay City, Philippines
Ref: RFA-492-13-000001

Technical/Cost Application

2) Electronic copy:

On top of the hard copy submission please submit applications by email, (up to 5 MB limit per email) to the email addresses mentioned hereafter.

Applications shall be submitted electronically to the following email addresses: manilayesmindanao@usaid.gov and orpmailbox@usaid.gov

- Software for email attachments must be: Microsoft Word (for narrative text) and Excel (for budgets). All formulas in the Excel spreadsheets must be visible (no locked cells). Documents requiring a signature may be sent as a PDF.

- The attachment should be formatted with a 5MB limit per email. Because of USAID's system restriction, do not send zipped files. If this requires the delivery of multiple emails, please indicate in the subject line whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "no. 1 of 4", etc.). For example, if the organization's name is ABXY Consulting, and the cost application is divided and being sent in as two emails, the first email should have a subject line which says: "USAID/Philippines, RFA-492-13-000001: ABXY, Cost Application, Part 1 of 2".

- After the application has been sent by email, please immediately check for confirmation that the attachments were indeed sent. If a transmission error is discovered, please send the material again and note in the subject line of the email that it is a "corrected" submission. Please do not wait for USAID to state that certain documents intended to be sent were not sent, or that certain documents contained errors in formatting, missing sections, etc... Also, please do not send the same email to more than one time unless there has been a change, and if so, please note that it is a corrected email. If multiple copies are sent of the same email, USAID will not know if there has been any change from one email to the next.

- To avoid confusion, duplication, and overcrowding problems with USAID's email system, only one authorized person from the organization should send in the email submissions.

Applicants are encouraged to obtain confirmation of receipt of their applications.

C. Submission Dates and Times

Applications must be received on or before the closing date and time indicated in the cover letter to this RFA. Late proposals will not be accepted. **Acceptance is upon receipt of the hard copy NOT the electronic copy**.

(Applications which are submitted late or are incomplete run the risk of not being considered in the review process. "Late applications will not be considered for award" or "Late applications will be considered for award if the Agreement Officer determines it is in the Government's interest.").

2. Technical Application Format

The technical application will be the most important item of consideration in selection for award of the proposed activity. It should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Technical applications should take into account requirements of the program and evaluation criteria found in Section V. Therefore it should be specific, complete and presented concisely. A lengthy application may not in and of itself constitute a well thought out application.

Technical applications shall **not exceed twenty (20) pages using 11 point Calibri font, single-spaced using 8 ½ x 11 paper with 1-inch margins**. Pages should be numbered at the bottom. Unnecessarily elaborate brochures, art-work and other presentation aids beyond those sufficient to present a complete and effective application in response to this RFA are not desired, and may be construed as an indication of the prospective recipient's lack of cost consciousness. **Any pages in excess of the above mentioned limit will not be reviewed.** Tables, charts, graphs and graphics contained in the technical application, not otherwise excluded below, are included within the above page limitation.

Applicants may use annexes for such required supplemental information. A listing of the required annexes are provided in item G below.

To facilitate the competitive review of the applications, applications must conform to the format prescribed below:

A. Cover page [**not included in page limit**], to contain the following information:
   - RFA number and title for which this application is being submitted
   - Applicant Name, address, TIN, DUNS/CCR, and point of contact information for technical and cost applications; Applicants are encouraged to obtain their DUNS number and register with CCR. Applicants may submit applications without these. However, a DUNS number and CCR registration are required of any entity prior to receipt of an award.
   - Names of sub-awardees/sub-recipients, if any

B. Table of Contents listing all page numbers and attachments [**not included in page limit**]
C. List of acronyms [**optional and not included in page limit**]
D. Executive summary **[included in page limit but not to exceed a one (1) page]**
E. Body of the application describing the program's strategic fit and technical approach and the organization's qualifications and past experience, proposed outcomes and indicators **[included in page limit but not to exceed fifteen (15) pages]**
F. Management Plan and Key Personnel describing the program's project planning, implementation, coordination, and monitoring and evaluation mechanisms, including a brief description of who are being proposed for key personnel positions, and why they are deemed the most suitable candidates [**included in page limit but not to exceed four (4) pages**]
G. Annexes [**not included in page limit**] should be lettered (e.g. Annex A, Annex B, etc…)
   - Required annexes:
     - Rapid mobilization plan for the first three months of the project
     - Draft life-of-project workplan, with gender action plan
     - Logical Framework (LogFrame)
     - Draft Performance Monitoring Plan (PMP)
     - Organizational chart
     - Curriculum Vitae of key personnel (page limit 3 per CV)
     - Past Performance References (3 references per project performance)
   - Optional Annexes are permitted and may include curriculum vitae of additional named personnel and letters of commitment from partners

3. Technical Application Instructions

The project management, institutional capacity, and staffing components of the application should include the information specified in the paragraphs below.

A. Program Understanding and Technical Approach

YES! Mindanao shall be fully aligned with USAID's Global Education Strategy, the Mission's emerging CDCS, and Philippine Government priorities. YES! Mindanao shall coordinate very closely with the

Philippine Technical Education and Skills Development Agency (TESDA), Philippine Department of Education, with local government units, with other donors, and with other projects. Applicants should ensure that they respond to the guidance offered in the program description of this RFA.

Applicants should demonstrate an understanding of the technical approach, issue focus, and specific government counterparts involved in each of the components and tasks. The applicant should demonstrate awareness of past and current education-related programs and other donors on how to position this Project vis-à-vis other donor activities. The applicant should also demonstrate understanding of the cultural sensitivity of the region.

The Technical Approach should present the Applicant's innovative ideas, approaches and strategies to implement the project components and achieve the results of the program. It should take into account the technical evaluation criteria specified in Section V. The technical application must set forth the conceptual approach and techniques for accomplishing the stated objectives.

For the purposes of evaluating applications, applicants are required to include in their technical application illustrative activities for each of the three components. Each application must include a complete activity description, specify deliverables, and identify the time, level of effort, commodities, and other resources required for each of the performance requirements listed. Each application must describe the kind of intended results/impacts and identify indicators, baselines and targets for the deliverables under each component. Applicants must present in a Logical Framework how the above elements are being captured.

The application should present the following:

- Approach – Describe detailed approaches, options and important considerations to guide implementation, sustainability, and exit strategy in reference to the project's overall goals and objectives in attaining the intermediate results. Include discussions of challenges, and how to surmount these through a thorough description of activities in reference to the project components.
- Arrangements – What arrangements are necessary to ensure that project inputs get translated to project outputs, and in turn project outputs into the project objectives and results?
- Partners – roles and capacity to implement the project, if any.

B. Personnel and Management Plan

1) Personnel

Applicants should:

- Provide brief position descriptions for the key personnel and other full-time personnel;
- Discuss the field core staff role, composition, and organization;
- Discuss the organizational structure and its rationale; and
- Explain the applicant's ability to find qualified consultants and sub-awardees/sub-recipients.

The application must include a table or chart showing the composition and organizational structure of the entire implementation team. The COP, DCOP, and the Director for Administration and Financial Management will be considered key personnel. Proposed personnel not yet identified may be shown as "TBD" (to be determined).

Furthermore:

- A Curriculum Vitae (CV) should be provided for each key personnel and any other named full-time personnel (this information can be provided under an Annex of the Technical Application);

- A statement signed by each person proposed as key personnel confirming his/her present intention to service in the stated position and his/her present availability to serve for the term of the proposed agreement, including rapid mobilization; and
- Three references for each key personnel, including telephone and email addresses for each reference (this information can be provided under an Annex of the Technical Application)
- CV of all other named personnel (not to exceed 3 pages per CV); and
- Three references for each of the other named non-key personnel candidates, including telephone, physical address, and email addresses for each reference (this information can be provided under an Annex of the Technical Application)

Key personnel are considered to be essential to the work being performed and are comprised of the following positions:

- **Chief of Party**
- **Deputy Chief of Party**
- **Director of Administration and Financial Management**

The desired qualifications of key personnel are as follows:

- Chief of Party: The Chief of Party shall be responsible for the overall management and implementation of the program and report directly to the designated USAID Agreement Officer Representative (AOR). S/he shall supervise project implementation, serve as the principal interlocutor with USAID and the Government of the Philippines (GPH) counterparts and ensure the program meets stated goals and reporting requirements. The Chief of Party shall have an advanced degree (at least a master's degree or equivalent) in a relevant field from an accredited university. The Chief of Party shall have at least 10 years of experience in managing and implementing education programs in developing countries and specifically in the areas under specific tasks outlined above. Previous international and regional experience is desirable. S/he shall have demonstrated exemplary diplomatic and interpersonal skills to ensure internal coherence among diverse team members, as well as relations with the GPH, donors, and the international community.

- Deputy Chief of Party: The Deputy Chief of Party shall have at least seven years of demonstrated expertise in a relevant field to successfully achieve meaningful and sustainable results in the areas of improving education outcomes through improved governance, community mobilization, alternative learning systems, and workforce development. The Deputy Chief of Party shall have an advanced degree (master's degree or equivalent) in a relevant field from an accredited university. The candidate should be able to demonstrate that s/he has the requisite experience to a) effectively backstop and reinforce the other long and short term specialists; b) ensure that synergies among project elements are capitalized upon; c) ensure that project focus remains on achieving results; and d) manage an effective monitoring and reporting system. The candidate must possess superior project management skills and is expected to manage the day-to-day operations of the project and report to USAID. In the absence of the Chief of Party the Deputy Chief of Party will assume full responsibility for the project. Previous experience in the region is encouraged.

- Director of Administration and Financial Management: The Director of Administration and Financial Management shall be responsible for overseeing the administrative and financial management and accountability requirements of the program. S/he shall have a degree in accounting or a graduate degree in business administration from an accredited university and at least seven years' international experience in financial management and/or project administration.

The applicant is urged to identify additional personnel who are deemed essential for the success of the Project.

2) Management Plan

Applicants are required to submit a management plan which outlines their overall management approach toward project planning, implementation, coordination, and monitoring and evaluation. They should clearly specify the roles of the staff and the relationships between all partners and stakeholders. The management plan should describe the general approach to management and oversight that will be followed including:

- a proposed organizational structure
- the rationale for the structure
- brief descriptions for the key positions in the structure
- coordination mechanisms with host government entities and other projects
- indicative timeframe of the project to include a rapid mobilization plan and strategy for developing the detailed project implementation plan

Note that USAID believes that the Chief of Party, as senior strategist and project manager, will be vital in determining the prospects for success of the YES! Mindanao Project.

The plan should also outline how the Chief of Party (COP) will liaise with the Agreement Officer's Representative and the Office of Education, and reporting and management across sub-grantees and other partners, if any. Special attention should be given to how the collaborative relationships with the key stakeholders who are essential to the success of the project, will be managed.

Furthermore, the Applicant should describe:

- how project activities will be managed;
- how the project will be cost efficient;
- management structure and relationship to any field or regional office, if applicable;
- planned financial management and controls;
- plans for engaging with USAID, GPH and other donors and partners (both public and private);
- the gender consideration in the conduct of project activities
- contingency planning in case of any management issues that arise; and
- clear plan for communications and reporting with sub-awards, if any

The management plan must include a rapid implementation plan and a draft life of project work plan for achieving the expected program results clearly outlining links between the proposed results, conceptual approach, and performance indicators, and propose a realistic timeline for achieving the program results in the Annex.

The life of project workplan must include a complete activity description (inclouding illustrative activities for each of the components and tasks), specify deliverables, and identify time, level of effort, commodities, and other resources required for each 0of the performance requirements.

If you are considering the use of electronic payments in your operations and programs, please include in your application a brief explanation of the selected method of electronic payment, and where feasible, how you propose to reduce the reliance on physical cash. This description can be integrated into the implementation plan of the applicant. Payments covered under this may include disbursements of salaries, payments to vendors, payments to participants of programs, such as cash-for-work programs, emergency relief payments, and others. As part of USAID's Hortatory Language for Introduction of Mobile Money – Better Than Cash (BTC), applicants are requested to provide details on the mechanism should it propose to use electronic payment system in place of cash payments. Electronic payment systems include, but are not limited to, electronic funds transfers using bank accounts, pre-paid cards (bank issued magnetic or smart cards) using Point of Sale devices, mobile banking, and money transfer and payment systems available through mobile network operations and/or banks. The requested details would entail a brief explanation of the selected method of electronic payment, where feasible, how the applicant propose to reduce the reliance on physical cash.

The information, however, on the electronic payment system description will not be used as part of the evaluation criteria.

3) Institutional Experience

Applicants must offer evidence of their technical resources and organizational expertise in addressing relevant problems and issues. Care should be taken to establish the relevance of past experience to this program and the basis for reliance upon that experience as an indicator of success on this program. Information in this section should include (but is not limited to) the following:

- Brief description of organizational history/expertise;
    - Pertinent work experience and representative accomplishments in developing and implementing programs of the type required under the proposed RFA;
    - Activities in education and skills development, especially at the local level, as well as policy advocacy experience
    - Collaboration with donors and host country governments
- Evidence of a successful record of implementing projects in the Philippines. Applicants should describe U.S. Governmental and/or privately funded contracts, grants, cooperative agreements, and others involving similar or related programs received by your organization during the five years before the application, providing further details in Past Performance References in an Annex;
- Relevant experience with proposed approaches;
- Institutional strength as represented by the breadth and depth of experienced sub-recipient capabilities and expertise.

4) Required Annex Descriptions

i. Rapid Mobilization Plan:

The Applicant must submit a Rapid Mobilization Plan covering the first 90 calendar days of the project. The Plan should describe in detail the activities that the Applicant will promptly undertake, the hiring and placement of staff and other logistical and administrative activities. The plan should demonstrate the Applicant's ability to complete all the necessary requirements, especially in setting up field offices following the award of the agreement. The expectation is that the project will be operational within 45 days of the award.

ii. Draft Life of Project Work Plan:

The Applicant must develop annual work plans, aligned with each USG fiscal year of the agreement. A draft work plan must be submitted with the application, with Year One to be finalized with the AOR within 45 calendar days of signature of the Agreement. The Year Two work plan should be prepared and submitted to the AOR not later than 45 days before the close of Year One.

The work plan should include, at a minimum:

- Proposed accomplishments and expected progress towards achieving program results and performance measures tied to the Performance Management Plan (PMP);
- Timeline for implementation of the year's proposed activities, including target completion dates;
- Information on how activities will be implemented;
- Gender action plan that will define how gender will be integrated in the project cycle.
- Personnel requirements to achieve expected outcomes;
- Details of collaboration with other major partners;
- Outreach Plan; and,
- Inclusive Development.

iii. Draft Performance Monitoring Plan (PMP):

The plan should identify appropriate milestones, gender sensitive indicators and targets, as well as plans to gather and utilize existing baseline data. The PMP is expected to reflect concern for results and include proper impact and output indicators. Applicants are encouraged to use the indicators suggested in the Program Description and additional USAID standard indicators as applicable. Indicators should be disaggregated by gender and age, as appropriate and feasible. The schedule for data collection and detailed plans for data analysis, review, and reporting should be described.

iv. Organizational chart:

Applicants must submit a detailed organizational chart for USAID's review. The organizational chart should be both structural and functional. At a minimum, it should clearly define the communication and reporting structure for Key Personnel and all project staff. The supervisory responsibility, authority, and accountability for all staff should be included in the chart. Relationship with the home office may be included, as can STTA staff, where appropriate. Functionally, the chart should include bullets to briefly describe job functions and roles of staff. The chart should not exceed two pages in length.

v. Past Performance and Experience References:

- Past Performance. The Applicant should present up to three contracts, grants, or cooperative agreements, not necessarily with USAID, in which the primary Applicant has implemented similar or related programs during the past three years. This information is to include projects of similar complexity and magnitude involving technical assistance to the education sector. If the Applicant is a consortium, provide information on past experience for all identified partners. Reference information is to include the contract information for an official point of contact, award or contract numbers, and a brief description of the work performed by the Applicant's partners and/or sub-awardees/sub-recipients. Copies of certificates of Project Completions or any evidentiary documentation should be forwarded as an Annex.
- Past Experience. Applicants may supply a table showing previous experience by award, not to exceed one page. In the table list, show the following:
  - Name of awarding organization or agency;
  - Address of awarding organization or agency;
  - Place of performance of services or program;
  - Award number;
  - Amount of award;
  - Term of award (begin and end dates of services/program);

- Name, current telephone number, current fax number, and email address (if one is available) of a responsible technical representative of that organization or agency; and
- Brief description of the program

vi. Sustainability plan:

Applicants must provide a preliminary sustainability plan of how project strategies and methodologies will be embedded within and/or transitioned to Government of Philippines institutions throughout the project performance period. This preliminary plan will include a set of annual benchmarks and indicators that quantify the increasing sustainability of these approaches. This should describe how the applicant plans to conduct this exercise and plans to influence the target local government units and help them establish a system to sustain and/or replicate the models. The Sustainability plan will not exceed two pages in length.

vii. Branding Strategy and Marking Plan

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award or sub-award, must be marked appropriately overseas with the USAID Identity. Under the regulation, USAID requires the submission of a Branding Strategy and a Marking Plan, but only by the "apparent successful applicant," as defined in the regulation. The Agreement Officer will review for adequacy the proposed Marking Plan and will negotiate, approve and include the Marking Plan in the award. *Failure to submit or negotiate a Marking Plan within the time specified by the Agreement Officer will make the apparent successful applicant ineligible for award.*

22 C.F.R. 226.91(f) requires that Applicants submit a Branding & Marking Plan that describes:

- How the program, project, or activity is named and positioned;
- How it is promoted and communicated to beneficiaries and cooperating country citizens;
- Identifies all donors and explains how they will be acknowledged;
- Contains the required information on naming and positioning the USAID-funded program, project, or activity;
- Promotes and communicates to cooperating country beneficiaries and citizens that the USAID-funded program, project, or activity is "from the American People"; and
- Is consistent with the stated objectives of the award.

Further information on Branding & Marking can be found in ADS Chapter 320: http://www.usaid.gov/policy/ads/300/320.pdf, or in the Branding website at http://www.usaid.gov/branding/assistance.html.

4. Cost/Business Application Format

The Cost or Business Application shall be submitted separately from the technical application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. However, USAID will not to burden applicants with undue requirements if that information is readily available through other sources.

The following sections describe the documentation that applicants for an Assistance award must submit to USAID. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

A. Cost Submission

A budget narrative (in Microsoft Word) which provides in detail the total costs for implementation of the program. The budget narrative must provide detailed budget notes and supporting justification of all proposed budget line items. It must clearly identify the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, and if applicable, program activity cost contributions for in-kind services, USAID share amounts, cash contributions (all cash must be converted to US currency), or resource leveraging for the period of performance; a summary of the budget must be submitted using Standard Form 424 (Application for Federal Assistance), 424A (Budget Information – Non-construction Programs) and 424B (Assuranced-Non-construction Programs) which can be downloaded from http://apply07.grants.gov/apply/FormLinks?family=15. The above mentioned forms are found in **Annex A-1**, **Annex A-2** and **Annex A-3**, respectively. Budget should be expressed in US Dollars using the exchange rate of **P40 = $1**.

A five-year budget of which an electronic copy of a budget (in Microsoft Excel) with calculations shown in the spreadsheet – calculations and formula shall be accessible and not hidden or protected by password should be submitted.

USAID will evaluate the cost/business application separately for cost effectiveness and realism. USAID will require the following detailed information from the applicant organization:

1) The cost/business application must be completely separate from the Applicant's technical application, and submitted by using SF-424 (**Annex A-1**) and SF-424A (**Annex A-2**) "Application for Federal Assistance." These forms can be downloaded online at http://apply07.grants.gov/apply/FormLinks?family=15

2) The Applicant must provide an electronic copy of a budget (in Microsoft Excel), with calculations shown in the spreadsheet, and an electronic version of the narrative that discusses the costs for each budget line item (preferably in Microsoft Word) on a sent via email and saved in CD-ROM. Calculations and formula shall be accessible and not hidden or protected by password.

3) The cost/business application must be for the period of the proposed program (five years) and use the budget format show in the SF-424A (**Annex A-2**). The form is downloadable online at http://apply07.grants.gov/apply/FormLinks?family=15. If the applicant proposes to charge any training costs to the USG as part of any proposed cooperative agreement, it must clearly identify them.

4) If the Applicant is a consortium, the cost/business application must include documents that reflect the legal relationship among the parties. The document(s) should include a full discussion of the relationship among the applicants, including the identity of the applicant that the USG will treat for purposes of administration of any cooperative agreement, identity of the applicant that will have accounting responsibility, how the applicant proposes to allocate effort under any cooperative agreement, and the express agreement of the principals of the Applicant organization to be held jointly and severally liable for the acts of omissions of the other.

5) Applicants must complete the required Representations and Certifications under **Annex B** with the cost/business application.

6) The Applicant's proposed budget should provide estimates of the program based upon the total estimated costs for the Agreement. Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities.

7) The cost/business application should describe headquarters and field procedures for financial reporting and the management information procedure(s) to ensure accountability for the use of U.S. Government funds. Applicants must describe fully program budgeting, financial and related program reporting procedures.

8) Applicants must provide detailed budget notes or narrative for all costs, and explain how they derived costs, consistent with the following guidance on required information:

- The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, and/or regional offices;
- The breakdown of all costs according to each partner organization involved in the program;
- The costs, if any, associated with external, expatriate technical assistance and those associated with local in-country technical assistance;
- The breakdown of any financial and in-kind contributions of all organizations involved in implementing the cooperative agreement;
- Potential contributions of non-USG or private commercial donors to the grant, contract or cooperative agreement;
- The costs proposed for "training" and "sub-awards" must be itemized within the budget narrative, so that they may be subsequently negotiated and included in the appropriate category of the Cooperative Agreement Budget;
- Procurement plan for commodities if needed (although not encouraged); and
- Closeout costs: applicants must include in the required projected organizational budget any costs associated with terminating programmatic activities at the conclusion of the cooperative agreement.

9) Applicants must provide cost element details:

Applicants shall provide this information through the use of detailed spreadsheets, budget narratives and footnotes. The following standard cost elements shall be included in the submission when applicable and include costs for each year. Individual subcontractors should include the same cost element breakdowns in their budgets as applicable.

Cost Elements	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Total**
1. Salaries and Wages						
2. Fringe Benefits						
3. Consultants						
4. Travel and Transportation						
5. Equipment and Supplies						
6. Sub-Awards						
7. Other Direct Costs						
8. Indirect Cost						
9. Estimated Cost (sum of 1 to 8)						
10. Cost Share						
11. Total Award Budget						

Note: Individual sub-awards proposed as part of application should include the same cost element break-downs in their budget as applicable

Illustrative description of the cost elements are provided below:

a) Salary and Wages – Applicants must propose direct salaries and wages in accordance with their personnel policies;
b) Fringe Benefits – If the Applicant has a fringe benefit rate approved by an agency of the U.S. Government, the applicant should use such rate and provide evidence of its approval. If an Applicant does not have a fringe benefit rate approved, the application should propose a rate

and explain how the Applicant determined the rate; in this case, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers compensation, health and life insurance, retirement, FICA, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries;

c) Consultants – If applicant proposes for short-term expert services rendered by persons who are members of a particular profession or possess a special skill and who are not officers or employees of the awardee/recipient. Costs of consultants should be broken down by person months or days;

d) Travel and Transportation – The Applicant should indicate the number of trips, domestic and international, estimated as necessary to carry out the proposed scope of work, and their estimated costs. Applicants must specify the origin and destination for each proposed trip, the duration of travel, and number of individuals who would be traveling. If applicable, applicants should base per-diem calculations on current, published U.S. Government per diem rates for the localities concerned.

e) Sub-award/Sub-grantee – Any goods and services being procured through a contract mechanism;

f) Equipment and Supplies – Estimated equipment (i.e. model number, cost per unit, quantity) and office supplies and other related supply items;

g) Other Direct Costs – Applicants should detail any other direct costs, including the costs of communications, report preparation, passport issuance, visas, medical exams and inoculations, insurance (other than insurance included in the applicant's fringe benefits), equipment, office rent, etc.;

h) Indirect Costs – These remaining costs (indirect) that are to be allocated to intermediate or two or more final cost objectives. Indirect costs and bases as provided for in an applicant's indirect cost rate agreement with the Government, or if approved rates have not been previously established with the Government, a breakdown of bases, pools, method of determining the rates and description of costs. The Applicant should support the proposed indirect cost rate with a letter from a cognizant, U.S. Government audit agency, a Negotiated Indirect Cost Agreement (NICRA), or with sufficient information to determine the reasonableness of the rates. (For example, a breakdown of labor bases and overhead pools, the method of determining the rate, etc.). If applicant does not have a NICRA, the following shall be included, as applicable:
    - Copies of the audited (by a certified public accountant or other auditor satisfactory to USAID) financial statements for the past three years;
    - Projected budget, cash flow and organizational chart; and
    - Organization chart, by-laws, constitution, and articles of incorporation, if applicable;
    - Copies of applicable policies and procedures, including those related to accounting, purchasing, property management, and personnel; and
    - Copies of the Applicant's personnel (especially regarding salary and wage scales, merit increases, promotions, leave, differentials, etc.), travel, and procurement policies, and indicate whether personnel and travel policies and procedures have been reviewed and approved by any agency of the Federal Government. Provide the name, address, and phone number of the cognizant reviewing official or with sufficient information to determine the reasonableness of the rates.

i) Cost Share – a minimum amount (not lower than 5% of proposed federal funding amount) the applicant shall provide as share to the project budget

Applicants should submit additional evidence of responsibility they deem necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

- Have adequate financial resources or the ability to obtain such resources as required during the performance of the award.

- Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
- Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
- Has a satisfactory record of integrity and business ethics.
- Is otherwise qualified and eligible to receive a cooperative agreement under applicable laws and regulations (e.g., EEO).
- Proposed ceiling rate on all applicable indirect rates.

10) Cost Assumptions:

While the project sites are to be determined upon inception, the applicant must consider into its cost application budget provisions for offices at least one each in Mindanao and in Manila.

B. Business Submission

1) Required Certifications, Assurances

- A signed copy of Certifications and Assurances, which includes:
  - o Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. organizations, if any part of the program will be undertaken in the U.S.);
  - o Restrictions on Lobbying (22 CFR 227);
    Prohibition on Assistance to Drug Traffickers (ADS 206); and
  - o Certification Regarding Terrorist Funding (AAPD 04-14).

The Applicant must complete Standard Form 424 (Application for Federal Assistance), 424A (Budget Information – Non-construction Programs) and the SF-424B, Assuranced-Non-construction Programs, as indicated on the form. These forms are available at: http://apply07.grants.gov/apply/FormLinks?family=15.

- Other certifications and statements found in Certifications, Assurances, and Other Statements of the Recipient:
  - o The Survey on Ensuring Equal Opportunity for Applicants;
  - o A Data Universal Numbering System (DUNS) number (See Use of a Universal Identifier by Grant Applicants for background information);
  - o A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable; and
  - o A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking (ADS 206.3.10) when applicable

Applicants that have never received a cooperative agreement, grant or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy.

C. Intergovernmental Review

The application will be reviewed by both the Agreement official and a Technical Evaluation Committee.

D. Funding Restrictions

Funding restrictions such as limitations on allowable activities for a particular program, or limitations on direct costs, such as the purchase of equipment.

E. Other Submission Requirements

- Unnecessarily Elaborate Applications – Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

- Proprietary Information – Applicants which include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:

  - Mark data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, to mark the title page with the following legend:

    "This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a cooperative agreement is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages [insert numbers or other identification of sheets]; and"

  - Mark each sheet of data it wishes to restrict with the following legend:

    "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

F. Explanation to Prospective Applicants

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing. Questions shall be received no later than the date listed on the cover page. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

G. Telegraphic or Faxed Applications

Telegraphic or faxed applications will not be considered; however, applications may be modified by written or telegraphic notice, if that notice is received by the time specified for receipt of applications.

5. Additional Considerations

Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk. Each applicant shall furnish the information required by this RFA. On the hard copies of applications, the applicant shall sign the application and the certifications, and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants who have questions concerning the contents of this RFA should submit them in writing to USAID/Philippines/ROAA via email at manilayesmindanao@usaid.gov and orpmailbox@usaid.gov by no later than **January 25, 2013 4:00 p.m**. Manila, Philippines time. Any information given to one applicant concerning this RFA will also be furnished to all other applicants as an amendment to this RFA.

[END SECTION IV]

SECTION V - APPLICATION REVIEW INFORMATION

1. Overview

The criteria that all applications will be reviewed against are listed below so that Applicants will know which areas require emphasis in applications. Applicants should note that these criteria serve as the standard against which all technical information will be evaluated and serve to identify the significant matters which Applicants should address.

These technical evaluation criteria have been tailored to the requirements of this RFA to allow USAID to choose the highest quality application(s). These criteria: a) identify the significant areas that Applicants should address in their applications; and b) serve as the standard against which the Technical Evaluation Committee (TEC) shall evaluate all applications. USAID will award to the Applicant(s) whose application(s) best meet(s) the program description. The Government may evaluate applications and award a cooperative agreement without discussions with Applicants. However, the Government reserves the right to conduct discussions if later determined by the Agreement Officer as necessary. Therefore, each initial offer should contain the Applicant's best terms from a cost or price and technical standpoint.

The entry into discussion is to be viewed as part of the evaluation process and shall not be deemed by USAID or the applicants as indicative of a decision or commitment upon the part of USAID to make an Award to the applicants with whom discussions are being held.

2. Technical Evaluation Criteria

The evaluation criteria prescribed herein have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which the Applicants should address in their applications and (b) set the standard against which all applications will be evaluated.

- Technical, cost and other factors will be evaluated relative to each other, as described herein and prescribed by the Technical Application Format.

- The technical application will be scored by a Technical Evaluation Committee (TEC) using the criteria that includes: a) Technical Approach; b) Management Plan and Implementation Schedule; and c) Institutional Experience and Past Performance.

- The selection criteria below are presented by major category, with relative order of importance, so that applications will know which areas require emphasis in the preparation of applications.

- Prospective Applicants are forewarned that an application with the lowest estimated cost may not be selected if award to a higher priced application affords the Government a greater overall benefit. All evaluation factors other than cost or price, when combined, are significantly more important than cost. However, estimated cost is an important factor and the estimated cost to the Government increases in importance as competing applications approach equivalence and may become the deciding factor when technical applications are approximately equivalent in merit.

- Technical applications will be evaluated according to the criteria prescribed below. The relative importance of each criterion is indicated by approximate weight by points. A total of 100 points is possible for the complete application.

To facilitate the review of applications, narrative portions of applications should be organized in the same order as the broad evaluation criteria; USAID/Philippines will examine the overall merit and feasibility of the applications, as well as specific criteria relevant to each component as elaborated below.

- Program Understanding and Proposed Approach
- Personnel and Management Plan
- Institutional Experience and Past Performance

A summary of technical evaluation criteria follows:

Evaluation Criteria	
1. Program Understanding and Technical Approach	30 points
2. Personnel and Management Plan	50 points
a. Personnel (40 points) b. Management Plan (10 points)	
3. Institutional Experience and Past Performance	20 points
TOTAL	100 points

Descriptions for each Criteria are as follows:

A. Program Understanding and Technical Approach (Criterion #1): 30 points

The application will be evaluated on how well the applicant presents a firm understanding of: (i) the challenges and opportunities present in the eight target areas in Mindanao; (ii) utilizes governance interventions to increase local government transparency and accountability in education service delivery; (iii) increases access for out-of-school youth to education opportunities through the alternative learning system; (iv) increase out-of-school youth employability by providing equitable access to relevant education and training; (v) promote gender equality; and (vi) inclusive programming to assure the greatest number of participants.

Evaluation will also assess the degree to which the proposed approach: (i) contains strategic, innovative, creative thinking; (ii) is technically and managerially sound; (iii) is likely to produce sustainable results; (iv) meets the objectives of the project as described in this solicitation; and (v) addresses gender equality. Adequate and applicable processes for mitigating negative gender-related consequences.

Evaluation will similarly assess whether the rapid mobilization plan accurately illustrates activity choice and selection for the opening phase of the program.

B. Personnel and Management Plan (Criterion #2): 50 points

1) Personnel – 40 points
2) Management Plan – 10 points

<u>Personnel (40 points)</u>.

The Technical Evaluation Committee will examine how well the applicant has matched long- and short-term candidates with the skills needed to implement the project. USAID believes that proven ability to get results in the performance deliverables described above, especially within the context of the education sector, will be essential. Consequently, the applicant should explain how and why the proposed personnel are particularly well-suited for their assignments. To reiterate, USAID believes that the COP, as senior strategist and project manager, will be vital in determining the prospects for success of the YES! Mindanao Project.

Applicant will be assessed on the soundness of the team composition and structure, and on whether or not the key personnel's experience and expertise is relevant and appropriate to achieve the objectives of the program.

The technical evaluation will gauge the extent to which long- and short-term candidates are matched with the desired qualifications to implement the program.

Applications will also be evaluated on how it conveys:

1) demonstrated ability of the Chief of Party to: (i) lead the project and obtain results; (ii) implement local government support or governance reforms; and (iii) collaborate with counterparts at various levels of government and the private sector in managing international development assistance projects. The COP also will be evaluated on international experience working in conflict areas in education; [20 points]

2) demonstrated ability of the Deputy Chief-of-Party to: (i) contribute to obtaining results; (ii) manage day-to-day operations; (iii) serve as a technical resource; and (iv) assume necessary duties in the absence of the Chief of Party. [10 points]

3) demonstrated qualification of the other key personnel and long-term specialists including demonstrated education and experience in local governance, civic engagement activities, monitoring, evaluation, and reporting, and communications outreach. [10 points]

Management Plan (10 points). Applicants will be evaluated on the completeness and feasibility of the plan for overall management planning, implementation, monitoring and evaluation with particular focus on:

- Organizational structure and the relationship/coordination mechanisms between all partners, affiliated projects, and other stakeholders
- Mobilization, planning, implementation, and coordination mechanisms;
- Implementation timelines;
- Potential for public-private partnerships in support of project objectives;
- Host government (TESDA, DepED, local government units) involvement in the project;
- Draft Performance Monitoring Plan, key evaluation questions, and how baselines will be collected;
- Gender consideration. the extent to which the Applicant includes both men and women in all aspects of this program including participation and leadership in meetings, trainings, and other activities; extent to which performance management systems and evaluations must include gender-sensitive indicators and sex-disaggregated data when the technical analyses supporting the Agreement demonstrates that:
  (i) the different roles and status of women and men affect the activities to be undertaken; and;
  (ii) the anticipated results of the work would affect women and men differently.

The implementation schedule will be rated based on the degree to which it describes the major tasks and activities, resource requirements, and expected results for the first year; and identifies a methodology for conducting assessments, selecting beneficiaries, executing programs, conducting monitoring and evaluation, and reaching out to government and non-government partners.

C. Institutional Experience and Past Performance (Criterion #3): 20 points

Applicants are to be evaluated based on the description on the relevance of the firm's previous experience to the program areas covered by YES! Mindanao, with special attention to working in the Philippines at local and national levels as well as experience working in various international settings in program areas covered by YES! Mindanao.

Pas Experience will be evaluated based on:

1) Demonstrated successful management and implementation of similar projects in a conflict or post-conflict zones including the organization's proven capability and capacity of managing and implementing development programs in more than one country with a conflict and/or post-conflict or disaster-affected setting;

2) Demonstrated relationship between the methods and techniques the applicant proposed to undertake in this program and its previous performance and experience with similar or related activities;

3) Demonstrated pas experience of the staff in integrating gender considerations into prior programming;

4) Demonstrated past experience of the proposed team in designing and managing sub-awards, grants, joint0-venture relationships or any other method proposed for involving the work of other firms or organizations to carry out the sub-award. In this regard, past performance in the conflict-affected and disaster-affected regions of the Philippines or other countries with similar demographics will be considered.

Past performance will be evaluated based on:

1) Performance information to determine both responsibility and best value. USAID may use performance information and solicit additional information from the references provided by the applicant and from other sources if and when the Agreement Officer finds the existing databases to be insufficient for evaluation an applicant's performance;

2) If the performance information contains negative information on which the applicant has not previously been given an opportunity to comment, USAID will provide the applicant an opportunity to comment on it prior to its consideration in the evaluation, and any applicant comment will be considered with the negative performance information;

3) USAID will initially determine the relevance of similar performance information as a predictor of probable performance under the subject requirement. USAID may give more weight to performance information that is considered more relevant and/or more current;

4) The applicant's performance information determined to be relevant will be evaluated in accordance with the following elements, with specific interest being paid to those performances occurring in conflict-affected and disaster-affected environments:

   (i) Quality of product or service, including consistency in meeting goals and targets;
   (ii) Cost control, including forecasting costs as well as accuracy in financial reporting;
   (iii) Timelines of performance, including adherence to program schedules and other time-sensitive program conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient completion of tasks;
   (iv) Business relations, addressing the history of professional behavior and overall business-like concern for the interest of the customer, including coordination among sub-awardees and developing country partners, cooperative attitude in remedying problems, and timely completion of all administrative requirements;

(v) Customer satisfaction with performance, including end user or beneficiary wherever possible;
(vi) Effectiveness of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients where identified;
(vii) Prime recipients who are not small business concerns will be evaluated on their performance in using small business concerns as sub-recipients, joint-ventures, and in other teaming arrangements.

In cases where an applicant lacks relevant USAID past performance history, or in which information on past USAID performance is not available, the recipient will not be evaluated favorably or unfavorably on past performance. The "neutral" rating provided to any recipient lacking relevant USAID past performance history is at the agreement officer's discretion based on the past performance ratings for all other recipients. Prior to assigning a "neutral" past performance rating, the contracting officer may take into account a broad range of information related to a recipient's past performance.

3. Cost and Business Evaluation

Cost applications will be evaluated separately and overall costs are considered less important than the strengths of the technical application. However, where technical applications are considered essentially equal, cost may be the determining factor in selecting a Recipient of the award. The applicant’s proposed Cost and Business application will be evaluated for realism, completeness, allowability, allocability, cost-efficiency, and reasonableness. Proposed costs may be adjusted, for purposes of evaluation, based on results of the cost analysis and its assessment of reasonableness, completeness, and credibility.

USAID/Philippines is not obliged to award a negotiated agreement on the basis of lowest proposed cost or to the Applicant with the highest technical evaluation score.

Supporting information should be provided in sufficient detail to allow a complete analysis of each line item cost. The applicant shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) as for each year of the contract.

A. Cost

The overall standard for judging cost applications will be whether:

- The cost presents the best value to the government for the technical approach proposed;
- It is realistic and consistent with the technical application; and
- Individual costs are considered reasonable based on an analysis to identify salaries and other cost categories considered to be excessive.

B. Acceptability of Proposed Non-Cost Terms and Conditions

An application is acceptable when it manifests the Applicant's assent, without exception, to the terms and conditions of the RFA, including attachments, and provides a complete and responsive application without taking exception to the terms and conditions of the RFA. If an Applicant takes exception to any of the terms and conditions of the RFA, then USAID will consider its application to be unacceptable. Applicants wishing to take exception to the terms and conditions stated within this RFA are strongly encouraged to contact the Agreement Officer before doing so.

USAID reserves the right to change the terms and conditions of the RFA by amendment at any time prior to the application closing date. USAID also reserves the right to cancel the RFA at any time (including after application closing date).

4. Selection Process

The overall evaluation methodology set forth above will be used by the Agreement Officer as a guide in determining the best value to the U.S. Government. This award will be made by the Agreement Officer to the responsible recipient whose application represents the best value to the U.S. Government after evaluation in accordance with the above technical and cost criterion under this RFA.

The cost application must be realistic, reasonable, allowable, allocable, and cost-effective. Applicants should minimize administrative and support costs for managing the project in order to maximize the funds available for project activities.

Once an apparent successful applicant is identified, additional information and discussion may occur between the applicant and USAID Agreement Officer before the Agreement Officer makes the final award decision. Award may be made without discussions.

[END OF SECTION V]

SECTION VI - AWARD AND ADMINISTRATION INFORMATION

1. Notification of Award

The selected Applicant will be notified by email following the selection. The award document will be sent for review and signature.

2. Authority to Obligate the Government

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before receipt of either a fully executed Agreement or a specific, written authorization from the Agreement Officer.

Any reference to "agreement" or "award" refers to the cooperative agreement awarded under this RFA, in response to an application determined by USAID to be suitable for funding.

3. Reporting

The Recipient shall submit an original to the Washington AOTR, one copy to the Agreement Officer, and one electronic copy of the final report to the Development Experience Clearinghouse (DEC). Documents submitted to the DEC should be sent in original format via email to:

Online (preferred)

http://www.dec.org/submit.cfm

Mailing address:

Document Acquisitions
USAID Development Experience Clearinghouse
M/CIO/KM
RRB M.01
U.S. Agency for International Development
Washington DC 20523
E-mail: docsubmit@usaid.gov
Fax: (202) 216-3515
Phone: (202) 712-0579

Electronic documents must consist of only one electronic file that comprises the complete and final equivalent of a hard copy. They may be submitted online (preferred); on 3.5 inch diskettes, CD-R, or by mail. Electronic documents should be in PDF (Portable Document Format). Submission in other formats is acceptable but discouraged.

Each document submitted should contain essential bibliographic elements, such as, 1) descriptive title; 2) author(s) name; 3) award number; 4) sponsoring USAID office; 5) strategic objective; and 6) date of publication;

When preparing reports, the contractor shall refrain from using elaborate art work, multicolor printing and expensive paper/binding, unless it is specifically authorized in the Contract Schedule. Wherever possible, pages should be printed on both sides using single spaced type.

4. General Reports and Other Reporting Requirements

Under USAID's new Evaluation Policy, the primary responsibility for final evaluations that assess the overall performance and results from a project rests with USAID. While the implementing partner often provides supporting data and analysis, such evaluations will be designed, implemented and independently contracted by the Mission to assure objectivity and rigor. The implementing partner may be requested by the mission to collect baseline data for this independent evaluation, if necessary.

Implementing partners remain responsible for ongoing monitoring and evaluation (typically formative and mid-term evaluations) that inform management decisions by assessing whether projects are being implemented as planned, reaching targeted groups, and achieving expected outputs and outcomes. The implementing partner will finalize Performance Monitoring Plan (PMP) Plan within the first three months following cooperative agreement award and before major implementation actions are underway.

The PMP will describe the agreed upon framework of goals, outcomes, and outputs for the project, along with indicators, baselines and targets defined for each, gender disaggregated where appropriate. The PMP will also include a monitoring and evaluation plan that describes the evaluative work that the implementing partner will conduct for its own management decision-making, institutional learning, and accountability purposes. (See USAID Evaluation Policy and ADS 203, as revised, for more detailed guidance).

A. Work Plans

Life of Project Work Plan: On or about 60 days from the signing of the agreement, the recipient shall open review discussions on the illustrative Life of Project Work Plan (submitted during Application) with the AOR. These discussions will be based on consultations and inputs from USAID, partners and stakeholders. The final life-of-project Work Plan will be submitted for the determination of acceptance to the AOR within 90 days of the signing of the cooperative agreement.

Annual Work Plans: Within 45 working days of signing of the cooperative agreement, the recipient shall submit a draft work plan that covers from the date of signing through the end of the fiscal year. The draft will be based on the life-of-project Work Plan but will be revised with comments made during negotiations and with consultations with the AOR after signing of the cooperative agreement, if any.

The scope and format of the annual work plan will be agreed to between the Recipient and the AOR during the first two weeks of award of the Agreement. Subsequent annual work plans shall be submitted no later than four weeks before of the following year of implementation. The AOR will respond to the recipient on the implementation plan within five (5) calendar days from receipt.

The annual work plan will detail the work to be accomplished during the upcoming year and should include the Performance Monitoring Plan (PMP) (see below) as well as the estimated monthly funding requirements for the implementation of the program necessary to meet all program objectives within the award. Any budgets attached to an annual work plan are informational only. They do not supersede the approved budgets included in the Agreement. Any changes to the budget require prior approval of the Agreement Officer in accordance with 22CFR226.25 (or relevant standard provision in the case of award to non-US organization).

With the written concurrence of the AOR, annual work plans may be revised on an occasional basis as needed, to reflect changes on the ground. Appropriate revisions must also be made to the PMP.

As part of its initial work plan, and all annual work plans thereafter, the Recipient in collaboration with the USAID AOR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation. If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

B. Performance Monitoring Plan (PMP)

Within 150 working days of signing of the cooperative agreement, the recipient shall submit a Performance Monitoring Plan (PMP) with clearly outlined targets, benchmarks, and performance measurement indicators and demonstrate how the proposed indicators are linked to the USAID/Philippines Education Program indicators. The PMP shall finalize the draft PMP (submitted as part of the Application) in conjunction with the agreed upon Work Plan upon inception. The plan shall identify specific indicators for measuring the following aspects of the recipient's performance:

- progress toward meeting project objectives and sub-objectives;
- time frame for achieving these objectives and sub-objectives; and
- Client satisfaction and overall project impact.

Both quantitative and qualitative indicators need to be developed and special attention paid to data sources, collection methods, and data quality assessment.

As part of the initial work under the agreement, the recipient will work closely with the USAID AOR to specify a method for determining target and control units and to develop mutually agreed upon cooperative agreement indicators. The recipient will finalize the PMP within the first 150 days of the cooperative agreement by commissioning surveys and conducting evaluations and assessments that will establish the base-lines for the activities and sub-activities and their expected targets for subsequent years. Project performance monitoring comprises an essential component of this cooperative agreement for the following reasons:

- inform USAID of progress;
- enable detailed and on-going design of activities and sub-activities;
- build counterparts' capacity to collect and analyze the data for sound decision-making; and
- provide public awareness/outreach campaigns to demonstrate that results are being achieved.

The PMP process will involve the collection of baseline and outcome data in an appropriate number of control units. The PMP will discuss the method used to select measurable units, i.e. schools, districts, including both the treatment and control groups according to criteria that make a rigorous comparison possible; it will include a plan for gathering baseline data in both groups as well as for gathering outcome data periodically and in the final year of project implementation.

The recipient in its monitoring and reporting on YES! Mindanao will disaggregate by gender and geographical location the impact on the beneficiaries and provide analysis of gender data. For all the activities in the implementation of this project, if a single gender is disproportionately involved or benefited, the recipient must explain the reason and whether or not it is appropriate. If deemed inappropriate and the result of a structural cause, the recipient will inform USAID and suggest remedial interventions to improve the equity of implementation.

At a minimum, the PMP shall include the following:

- Description of the Recipient's established system of Monitoring and Evaluation. The draft PMP must validate the targets provided against the standard/custom indicators included in the Program Description. The established system refers to:
  - Organization-wide policies and procedures for monitoring and their relation to the award's M&E Plan.
  - Organizational staffing/expertise, roles, and responsibilities and how the staffing and expertise is to be used in the award's M&E Plan, including the roles of contractors and subgrantees.
  - Automated and other methods used to gather, store, manipulate, summarize, analyze, and/or report performance data.
  - Procedures for regular communication with USAID regarding the status of monitoring activities, including a means for early notification of problems.
  - Means of addressing a discovered lack of progress or success. Procedures will focus on learning from mistakes, analyzing them, and ascertaining the reason for missteps.

- Information about all activities to be monitored under the PMP. The list of activities must be provided in a logical framework which:

  - Links activities to Agreement results—both those dictated by USAID in the program description and lower level or complementary results contained in the Recipient's approach.
  - Describes assumptions being made about the relationship of the activity to the Agreement result.
  - Identifies the indicators against which progress is to be measured. The PMP must include all required standard/custom indicators provided in the program description.
  - Includes methods to be used for monitoring. Methods for monitoring vary according to what it is being monitored. Some activities can be observed easily and costs and outputs can be measured against the original targets and timetable. Other activities are less easy to monitor in terms of quantitative achievements, especially such intangible effects as awareness and empowerment and their direct link to program interventions. Indirect or proxy indicators may have to be identified, even if these cannot be verified. By considering these factors at the planning stage, expected results can be kept realistic and cost-effective and the Recipient can recognize that not all available and useful indicators are 'objectively verifiable.'
  - Provides an illustrative schedule for discrete monitoring activities tied to the overall program implementation plan.

- Gender Consideration:

  To the greatest extent possible, the Recipient will seek to include both men and women in all aspects of this program including participation and leadership in e.g., meetings, training, etc. The Recipient shall collect, analyze and submit to USAID sex-disaggregated data and proposed actions that will address any identified gender-related issues.

  In order to ensure that USAID assistance makes the maximum optimal contribution to gender equality, performance management systems and evaluations must include gender-sensitive indicators and sex-disaggregated data when the technical analyses supporting the Agreement demonstrates that:

  - The different roles and status of women and men affect the activities to be undertaken; and
  - The anticipated results of the work would affect women and men differently.

C. Closeout Plan

Within one hundred eighty (180) days of the project's estimated completion date, the Recipient will submit to the AOR for review, a draft closeout plan which incorporates (a) the property disposition plan; (b) the in-country operations phase out plan; (c) the delivery schedule for all reports or other deliverables required under the award, and; (d) a time line for completing all required closeout actions, including the submission date of the final property disposition plan, and; (e) includes draft turnover documents.

D. Quarterly Reports

Except when otherwise required, the recipient will submit quarterly progress reports to USAID/Philippines within 30 days of the beginning of the month following the quarter to which the report refers. Recipient in consultation with the AOR will develop a format of the quarterly reports, and upon approval of the AOR will submit reports on regular basis. These reports will describe the progress made in the quarter most recently ended with specific reference to the goals, outcomes and results, and specific activities included in the work plan and as specified in this program description. The last quarterly report of the reporting period shall be replaced by an annual report summarizing the entire previous year's accomplishments.

Both periodic and annual progress reports shall be submitted in English electronically and in hard copy to the AOR.

The quarterly report must briefly present the following information:

- (i) A comparison of actual accomplishments with the goals and objectives established for the period in the PMP. Whenever appropriate and the output of the project can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.
- (ii) Reasons why activities were delayed or established goals were not met, if applicable.
- (iii) Information on management issues, including administrative problems or problems with collaborators or implementing partners.
- (iv) Cumulative quantitative Monitoring and Evaluation data, including information on progress toward targets, and explanations of any issues related to the individual targets.
- (v) Anticipated future problems, delays, or conditions or constraints that may adversely impact implementation of the program.
- (vi) Information on security issues, especially as these affect project integrity and safety of cooperating and implementing partners.
- (vii) The status of finances and expenditures and, when appropriate, analysis and explanation of cost overruns or high unit costs.
- (viii) Information on new opportunities for program expansion.
- (ix) Other pertinent information.

In order to conform to USAID's fiscal year and this award's own reporting requirements, the quarterly reports, regardless of the date when this Cooperative Agreement is awarded, will cover the periods October-December, January-March, April-June, and July-September. Each quarterly report shall be provided with an annex of all project outputs.

The required performance information must be supplied in the following standardized format:

- (i) Executive Summary – This section is a narrative summary of overall achievements against planned achievements and a brief description of any realized or potential performance challenges[11.] Achievements should be quantified against both principal and collateral agreement targets/indicators wherever possible, leaving detailed analysis for later sections.

[11] Where performance challenges are caused by or related to management issues, the grantee shall include an additional reporting section on the matter, including the remedy taken or the proposed remedy to be taken.

(ii) Summary Table - The Executive Summary should be followed by a table which identifies all results and their corresponding targets/indicators. Overall agreement goals for each target and indicator shall be identified as well as planned and actual goals for the reporting period. In addition, costs incurred by result or group of results should be identified as well as planned and actual expenditures for the reporting period. This table is intended to serve as an at-a-glance data summary.

(iii) Correlation to PMP - In this section, the recipient should describe how the performance being reported was monitored. This description should reference the PMP methods used during the reporting period. If the PMP was not strictly followed, the Recipient should provide a rationale for not using it. All requited standard/custom indicators provided in the program description MUST be included in PMP and discussed in this section.

(iv) Result by Result Analysis – This section will provide detailed analysis of the results summarized above as well as additional narrative regarding the achievements and challenges.

(v) Financial Summary - This section is not a financial report: rather, it summarizes financial expenditure data in reference to achievements and program element funding. The most tangible statement in this section will be one regarding whether spending towards each result is "less than anticipated, on target with estimates, or more than anticipated." Reports which indicate that expenditures are less or more than anticipated will be supported with rationale detailing the probable cause(s). Reports which indicate that expenditures are more than anticipated must also include a plan for ensuring that the performance of the result will be met within the estimated Agreement budget for that result.

(vi) Success Stories - At least four one-page success stories on project activities shall be submitted to USAID/Philippines in the periodic performance report. Review USAID guidance on "success stories' available at http://www.usaid.gov/stories/.

E. Annual Reports

The Recipient shall prepare annual reports to summarize project progress relative to expected results and outcomes as outlined in work plans and against cooperative agreement deliverables. Annual reports will have two components: (a) A concise report rolling up quarterly reports with a short summary for public audiences (such as government & local communities); and (b) accounting of progress against metrics for inputs, process, outputs and results per the PMP, and other information in standard formats required for USAID Annual Performance reporting. Part (b) will consist of: (i) a list of deliverables, reports and publications submitted during the year (by date/status), (ii) lessons learned; (iii) suggested steps to improve activity performance and impact; and, (iv) concise narratives or a table to reflect any additional cooperative agreement. The annual report will serve as a basis for project evaluation, audit and management decision-making for budgetary considerations. It is essential that the annual report is complete, accurate and timely. Annual reports are to be submitted to the AOR by October 30 each year. Depending on the award date, the first Annual Report may not cover twelve months of activity.

F. Final report

The Recipient shall submit, within ninety days following the termination of this cooperative agreement, a detailed final report, which includes a financial report detailing how funds were expended, by line item; a summary of the accomplishments and shortcomings of its performance under the cooperative agreement, referenced to the results required under this program description; a status report on all institutions with which Recipient worked to a significant degree; a complete list of all host country and international donor and financial institution contacts; a description of all institutions created and their expected future activities; methods of work used; budget and disbursement activity; and, recommendations regarding unfinished work and/or program continuation. The final/completion report shall also contain an index of all reports and information products produced under this agreement.

The report shall:

- Contain an overall description of the activities under the Program during the period of this Cooperative Agreement, and the significance of these activities;
- Describe the methods of assistance used and the pros and cons of these methods;
- Present life-of-project results towards achieving the project objectives and the performance indicators, as well as an analysis of how the indicators illustrate the project's impact on the accomplishment of the program's overall objectives;
- Summarize the program's accomplishments, as well as any unmet targets and the reasons for them including leveraging; and
- Discuss the issues and problems that emerged during program implementation and the lessons learned in dealing with them.

One copy of the Final Report will be submitted to the Bureau for Program Policy Coordination/Center for Development Information and Evaluation (PPC/CDIE) at the following address:

Development Experience Clearinghouse (DEC)
8403 Colesville Road, Suite 210
Silver Spring, MD 20910
E-mail: docsubmit@dec.cdie.org
Fax : (301) 558-7787
URL : http://www.dec.org/index.cfm?fuseaction=docsubmit.home

Standard Information for Reports: The title page of all reports to be submitted to USAID must include a descriptive title, the author's name, award number, the project title, the Recipient's name, the name of the USAID office, and the publication or issuance date of the report.

G. Outreach Reports

Community outreach is an important component of this project. Community and parental engagement in education is a vital force in removing the barriers to quality education for out-of-school youth. Increasing accountability of National, ARMM Government, and Local Government Units requires information sharing, policy advocacy, and transparency. The media can play a powerful role in increasing public awareness of the government's role in providing quality education activities to increase youth employability in Mindanao. Throughout project implementation, the recipient will provide to USAID:

1) Updated monthly list of public events to be organized by the project during the coming two months, including approximate date, location, and audience. The recipient will coordinate with USAID about inclusion of USAID promotional materials for the participants, participation of USAID/USG representatives.
2) At least three success stories a year with an accompanying photographs (see item c for specifications).
3) A CD with a collection of minimum 60 photographs a year that are illustrative of
4) project's achievements in jpeg format. The photographs will comply with a guidance provided in the USAID Graphic Standards Manual, and be at least 500kb in size each. Each photograph will have a brief explanation about its subject, and identify: the author and his/her organization, person(s) featured in the photograph, and the location where the photograph was taken.
5) Clippings of press articles that mention the project. e) At least 2 copies of all public communications materials produced by the project. f) Once a year, the project will present to USAID an overview of the implemented publicity events and received media coverage.

H. Financial Report

The recipient shall account for expenditures for activities carried out under this project to ensure funds are used for their intended purposes. Financial reports shall be in accordance with 22 CFR 226.52. The Recipient shall submit to the USAID AOR, a quarterly financial report using the SF-425 line item budgets, expenditures and accruals and a budget pipeline (balance remaining). A table with expenditures and accruals shall be submitted to the AOR no less than 15 days before the end of each (USAID) fiscal year quarter throughout the life of the project.

1) For Organizations with a Letter of Credit (LOC):

   (a) Quarterly Report: The recipient must submit an SF 425, the Federal Financial Report, via electronic format to the U.S. Department of Health and Human Services (http://www.dpm.psc.gov) within 45 calendar days following the end of each quarter. A copy of this form shall be simultaneously submitted to the Agreement Officer's Representative (AOR) and the USAID/Philippines Controller(aidmnlrfsc@usaid.gov).

   (b) Final Report: The recipient must submit within 90 calendar days following the estimated completion date of this award and, in accordance with 22 CFR 226.70 – 72, the original and three (3) copies of the final Federal Financial Reports (SF-425) to: (a) USAID/Washington, M/CFO/CMP-LOC Unit ; (b) the Agreement Officer (aidmnlorp@usaid.gov); (c) the Agreement Officer's Representative (AOR), and (d) the USAID/Philippines Controller(aidmnlrfsc@usaid.gov). The electronic version of the final SF 425 must be submitted to the U.S. Department of Health and Human Services (http://www.dpm.psc.gov) in accordance with paragraph A.5.1.a(1) above.

2) For Organizations without a Letter of Credit (LOC):

   (a) Quarterly Report: The Recipient must submit an SF 425, the Federal Financial Report, via electronic submission, within 45 days following the end of each quarter to the Agreement Officer's Representative (AOR) and the USAID/Philippines Controller (aidmnlrfsc@usaid.gov). The Recipient shall include, as an attachment to the SF-425, expenditures by budget line item per quarterly performance reporting requirements.

   (b) Final Report: The Recipient must submit within 90 calendar days following the estimated completion date of this award and, in accordance with 22 CFR 226.70, the original and two copies of all final Federal Financial Reports (SF-425) to: (a) the Agreement Officer (aidmnlorp@usaid.gov); (b) the Agreement Officer's Representative (AOR), and (c) the USAID/Philippines Controller(aidmnlrfsc@usaid.gov).

Electronic copies of the SF-425 can be found at http://www.whitehouse.gov/omb/grants/standardforms/ffreport.pdf and http://www.forms.gov/bgfPortal/docDetails.do?dId=15149.

Line item instructions for completing the SF-425 can be found at:
http://www.whitehouse.gov/omb/grants/standardforms/ffrinstructions.pdf

I. Foreign Tax Reports

Standard report will be issued for each Fiscal Year and delivered prior to November 17 each year.

J. Branding Strategy and marking Plan

1) Branding Strategy

Within forty-five (45) calendar days after the effective date of this award, the Recipient will submit to the Agreement Officer, through the AOR, its Branding Strategy for final approval. The Branding Strategy shall describe how the program is to be named and positioned, how it will be promoted and communicated to beneficiaries and cooperating country citizens, and shall identify all donors, if any, and how they will be acknowledged. (See http://www.usaid.gov/policy/ads/300/320.pdf)

2) Marking Plan

Within forty-five (45) calendar days after the effective date of this award, the Recipient will submit to the Agreement Officer, through the AOR, it's Marking Plan for final approval. The plan will describe how the USAID Identity will be used in the project. Failure to submit or negotiate a Marking Plan within the time specified by the Agreement Officer is sufficient reason to terminate the award.

K. Other Reports

Partner institutions (local community, local government) may require documentation based on procedures and guidelines they establish for activities in the region. Such reports will be described in annual work plans. Other requirements may arise from special initiatives or changing environment. In these cases, guidance will be provided as it becomes available. In addition, USAID/Philippines occasionally receives requests for information from other USAID offices or other USG Agencies. The implementing partner is expected to be responsive to these requests to the greatest extent possible.

L. Special Reports and Memorandums

The Recipient shall prepare special reports in the event of extraordinary, time-sensitive events that need to be brought to the AOR's attention sooner than every quarter. Special reports may be requested from the Recipient by the AOR or may be produced by the Recipient exercising his/her own discretion and judgment. The Recipient shall prepare memorandums analyzing draft legislation and regulations and speeches and scene-setter briefing papers for USAID. The Recipient shall also report success stories on an on-going basis as they happen.

5. A description of any deviations from standard provisions

There are currently no deviations from the standard provisions.

6. Administrative and National Policy Requirements

Any cooperative agreement resulting from this RFA will be administered in accordance with 22 CFR 226—Administration of Assistance Awards to U.S. Non-Governmental Organizations, applicable OMB circulars, and the Standard Provisions for U.S. Nongovernmental Recipients. For non-U.S. organizations, the Standard Provisions for Non-U.S., Nongovernmental Recipients will apply. The applicant may obtain copies of the referenced material at the following websites:

22 CFR 226:
http://www.access.gpo.gov/nara/cfr/waisidx_06/22cfr226_06.html

OMB circulars:
http://www.whitehouse.gov/omb/circulars/

Mandatory Standard Provisions for U.S. Nongovernmental Recipients:
http://www.usaid.gov/policy/ads/300/303maa.pdf

Mandatory Standard Provisions for Non-U.S., Nongovernmental Recipients:
http://www.usaid.gov/policy/ads/300/303mab.pdf

The Applicable Standard Provisions are also found in the aforementioned websites; some applicable Standard Provisions are provided in full text below as well as other pertinent provisions:

A. Implementation of E.O. 13224 -- Executive Order on Terrorist Financing (March 2002)

The Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all contracts/subawards issued under this agreement.

B. USAID Disability Policy - Assistance (December 2004)

The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: http://pdf.dec.org/pdf_docs/PDABQ631.pdf

USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

C. Reporting Sub-awards and Executive Compensation (October 2010)

1) Reporting of first-tier sub-awards.

a. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e of this award term).

b. Where and when to report.

(i) You must report each obligating action described in paragraph 1)a. of this award term to www.fsrs.gov.

(ii) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

c. What to report. You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

2) Reporting Total Compensation of Recipient Executives.

a. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –

(i) the total Federal funding authorized to date under this award is $25,000 or more;

(ii) in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

b. Where and when to report. You must report executive total compensation described in paragraph 2)a. of this award term:

(i) As part of your registration profile at www.ccr.gov.
(ii) By the end of the month following the month in which this award is made, and annually thereafter.

3) Reporting of Total Compensation of Subrecipient Executives.

a. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient‘s five most highly compensated executives for the subrecipient‘s preceding completed fiscal year, if –

(i) in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)

b. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.(1) of this award term:

(i) To the recipient.

(ii) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

4) Exemptions

If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:

a. subawards, and
b. the total compensation of the five most highly compensated executives of any subrecipient.

5) Definitions. For purposes of this award term:

a. Entity means all of the following, as defined in 2 CFR part 25:

(i) A Governmental organization, which is a State, local government, or Indian tribe;
(ii) A foreign public entity;
(iii) A domestic or foreign nonprofit organization;
(iv) A domestic or foreign for-profit organization;
(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

b. Executive means officers, managing partners, or any other employees in management positions.

c. Subaward:

(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A- 133, ―Audits of States, Local Governments, and Non- Profit Organizations‖).
(iii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

d. Subrecipient means an entity that:

(i) Receives a subaward from you (the recipient) under this award; and
(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

e. Total compensation means the cash and noncash dollar value earned by the executive during the recipient‘s or subrecipient‘s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(i) Salary and bonus.
(ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
(iii) Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
(iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
(v) Above-market earnings on deferred compensation which is not tax-qualified.
(vi) Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

[End of Provision]

D. Central Contractor Registration and Universal Identifier (OCTOBER 2010)

1) **Requirement for Central Contractor Registration (CCR).** Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2) **Requirement for Data Universal Numbering System (DUNS) numbers.** If you are authorized to make subawards under this award, you:

a. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

b. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

3) **Definitions.** For purposes of this award term:

a. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at https://www.sam.gov).

b. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. It can be obtained from D&B at www.dnb.com. Note that applicants may submit applications under this RFA without DUNS. However, the selected applicant is required to provide the DUNS number prior to receipt of an award.

c. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

(i) A Governmental organization, which is a State, local government, or Indian tribe;
(ii) A foreign public entity;

(iii) A domestic or foreign nonprofit organization;
(iv) A domestic or foreign for-profit organization; and
(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

d. Subaward:

(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, ―Audits of States, Local Governments, and Non-Profit Organizations‖).

(iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

e. Subrecipient means an entity that:

(i) Receives a subaward from you under this award; and
(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

[End of Provision]

E. Conscience Clause Implementation (Assistance) – Solicitation Provision (February 2012)

1) An organization, including a faith-based organization, that is otherwise eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care—

a. Shall not be required, as a condition of receiving such assistance—
(i) to endorse or utilize a multisectoral or comprehensive approach to combating HIV/AIDS; or
(ii) to endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and

b. Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described in paragraph (a)(1) above.

2) An applicant who believes that this solicitation contains provisions or requirements that would require it to endorse or use an approach or participate in an activity to which it has a religious or moral objection must so notify the cognizant Agreement Officer in accordance with the Mandatory Standard Provision titled ―Notices‖ as soon as possible, and in any event not later than 15 calendar days before the deadline for submission of applications under this solicitation. The applicant must advise which activity(ies) it could not implement and the nature of the religious or moral objection.

3) In responding to the solicitation, an applicant with a religious or moral objection may compete for any funding opportunity as a prime partner, or as a leader or member of a consortium that comes together to compete for an award. Alternatively, such applicant may limit its application to those activities it can undertake and must indicate in its submission the activity(ies) it has excluded based

on religious or moral objection. The offeror's application will be evaluated based on the activities for which an application is submitted, and will not be evaluated favorably or unfavorably due to the absence of an application addressing the activity(ies) to which it objected and which it thus omitted. In addition to the notification in paragraph (b) above, the applicant must meet the submission date provided for in the solicitation.

(End of Provision)

F. Conscience Clause Implementation (Assistance) (February 2012)

An organization, including a faith-based organization that is otherwise eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care—

1) Shall not be required, as a condition of receiving such assistance

   a. To endorse or utilize a multisectoral or comprehensive approach to combating HIV/AIDS; or
   b. To endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and

2) Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described in paragraph (a) above.

(End of Provision)

G. Condoms (Assistance) (June 2005)

Information provided about the use of condoms as part of projects or activities that are funded under this agreement shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, ―USAID HIV/STI Prevention and Condoms. This fact sheet may be accessed at:
http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html.

(End of Provision)

H. Prohibition on the Promotion or Advocacy of the Legalization or Practice of Prostitution or Sex Trafficking (Assistance) (April 2010)

1) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this agreement may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

2) a. Except as provided in (b)(2) and (b)(3), by accepting this award or any subaward, a non-governmental organization or public international organization awardee/recipient/sub-awardee/sub-recipient agrees that it is opposed to the practices of prostitution and sex trafficking because of the psychological and physical risks they pose for women, men, and children.

b. The following organizations are exempt from (b)(1): the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.

c. Contractors and subcontractors are exempt from (b)(1) if the contract or subcontract is for commercial items and services as defined in FAR 2.101, such as pharmaceuticals, medical supplies, logistics support, data management, and freight forwarding.

d. Notwithstanding section (b)(3), not exempt from (b)(1) are recipients, subrecipients, contractors, and subcontractors that implement HIV/AIDS programs under this assistance award, any subaward, or procurement contract or subcontract by:

(i) providing supplies or services directly to the final populations receiving such supplies or services in host countries;
(ii) providing technical assistance and training directly to host country individuals or entities on the provision of supplies or services to the final populations receiving such supplies and services; or
(iii) providing the types of services listed in FAR 37.203(b)(1)-(6) that involve giving advice about substantive policies of a recipient, giving advice regarding the activities referenced in (i) and (ii), or making decisions or functioning in a recipient's chain of command (e.g., providing managerial or supervisory services approving financial transactions, personnel actions).

3) The following definitions apply for purposes of this provision:

Commercial sex act - means any sex act on account of which anything of value is given to or received by any person.

Prostitution - means procuring or providing any commercial sex act and the practice of prostitution has the same meaning.

Sex trafficking - means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. 22 U.S.C. 7102(9).

4) The recipient shall insert this provision, which is a standard provision, in all subawards, procurement contracts or subcontracts.

5) This provision includes express terms and conditions of the award and any violation of it shall be grounds for unilateral termination of the award by USAID prior to the end of its term.

(End of Provision)

7. Sample Cooperative Agreement Schedule

A. Purpose of Award

The purpose of this Cooperative Agreement is to provide support for the program described in this Cooperative Agreement's "Program Description."

B. Period of Award and Obligation

1) The effective date of this Cooperative Agreement is TBD. The estimated completion date of this Cooperative Agreement is TBD.

2) Funds obligated hereunder are available for program expenditures for the estimated period ending TBD.

C. Amount of Award and Payment

1) The total estimated amount of this Cooperative Agreement for the period shown in A.2.1 above is TBD.

2) USAID hereby obligates the amount of $TBD for program expenditures during the period set forth in A.2.2 above and as shown in the Budget below. The Recipient will be given written notice by the Agreement Officer if additional funds will be added. USAID is not obligated to reimburse the Recipient for the expenditure of amounts in excess of the total obligated amount.

3) Payment will be made to the Recipient by Letter of Credit in accordance with procedures set forth in 22 CFR 226 (NOTE: Letter of Credit is the "preferred payment method". However the Agreement Officer will select the appropriate method of payment in accordance with the applicability requirements set forth in 22CFR 226; i.e., letter of credit, advance payment or reimbursement.)

4) The payment office for this award is:

a. For Letter of Credit:	Agency for International Development M/CFO/CMP/GIB-LOC Unit SA-44 1300 Pennsylvania Avenue, NW Washington, DC 20523-7700 U.S.A.
b. For Other than Letter of Credit:	Regional Financial Services Center USAID/Philippines 8/F PNB Financial Center Pres. Diosdado Macapagal Boulevard Pasay City, 1308, Philippines.

D. Award Budget (to be filled in at time of award)

The following is the Award Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with 22 CFR 226 *(or relevant standard provision if award is to a non-US organization).*

BUDGET LINE ITEMS	Yr. 1	Yr. 2	Yr.3	Yr. 4	Yr. 5	Total
Program Activities*						
Indirect Costs						
Total USAID Amount						
Plus: Cost Share (Non-Federal)						
Total Program Amount						

**Roll up of all four Project Components*

E. Reporting and Evaluation

1) Reporting

The following is the reporting matrix for the award:

Type of Submission	Due Date	Distribution
Annual Workplan	Initial workplan within 45 days after award. Annually thereafter, 30 days prior to start of subsequent year of implementation	AOR
Financial Status Report a) Quarterly Status Report b) Final Report	 Within 30 days after the end of the quarter being reported Within 90 days after end of project	 DHHS (if applicable); AOR; Controller DHHS and M/CFO/CM-LOC Unit (if applicable); AO; AOR; Controller
Performance Report a) Annual Report b) Quarterly Report c) Final/Completion Report	 Within 30 days after the end of the year being reported Within 30 days after the end of the quarter being reported Within 90 days after end of project	 AOR AOR AOR; AO; DEC/CDIE
Performance Monitoring Plan	Final PMP within 150 days after award	AOR
Close-Out Plan	Within 180 days before end of project	AOR; AO
Branding Strategy	Final Branding Strategy within 45 days after award	AOR; AO
Marking Plan	Final Branding Strategy within 45 days after award	AOR; AO

3) Evaluation

The recipient is responsible for ongoing monitoring and evaluation (typically formative and mid-term evaluations) that inform management decisions by assessing whether the project is being implemented as planned, reaching targeted groups, and achieving expected outputs and outcomes. If appropriate, the YES! Mindanao project will be evaluated externally by a third party evaluation contractor to be commissioned by USAID towards the end of the period of performance.

F. Indirect Cost Rate (if applicable)

Pending establishment of revised provisional or final indirect cost rates, allowable indirect costs shall be reimbursed on the basis of the following negotiated provisional or predetermined rates and the appropriate bases:

Description	Rate	Base	Type	Period
TBD	TBD	TBD	TBD	TBD

G. Title to Property

Title to property acquired by the Recipient during life of project using award funds will be determined at the time of award.

H Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this award is 937 – the United States, the recipient country, and developing countries other than advanced developing countries, excluding any country that is a prohibited source.

I. Cost Share

As cost share, the Recipient agrees to expend an amount not less than $__TBD_______ or _TBD_% of the total USAID activity costs.

J. Substantial Involvement

USAID will be substantially involved in the implementation of the project in the following manner:

1) Key Personnel. The Agreement Officer will provide prior written approval of the Key Personnel positions listed below which are essential to the successful implementation of the project:

(*The Applicant will provide the list of Key Personnel positions, their minimum qualifications, and proposed candidates' names.)*

2) Annual Implementation Plan. The AOR will provide written approval of the recipient's Annual Implementation Plan. At the time of award, if the Program Description does not establish a timeline for the planned achievement of first year milestones or outputs in sufficient detail, the AOR may approve the plan at a later date. USAID will not require approval of these plans more often than annually.

3) Joint Collaboration:

   a. The AOR will provide concurrence for any sub-award over $50,000 if the sub-awardee/sub-recipient was not mentioned by name in the recipient's technical application and included in the cost application. The AOR reserves any further approval rights for sub-awards and may provide input for sub-awards to local organizations.
   b. The AOR will provide approval of the recipient's Monitoring and Evaluation Plan.
   c. The AOR will provide protocol guidance to the recipient for communicating with high level GPH officials (e.g. advance notification of all substantive meeting with Secretary-level, Assistant Secretary-level and higher-level officials in order to provide opportunity to participate).
   d. The AOR will provide guidance to the recipient in setting project direction with GPH counterparts for implementation.
   e. The AOR will lead the discussion/resolution of specific implementation issues with the GPH.

K. Special Provisions

1) Environmental Compliance

   a. The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (http://www.usaid.gov/policy/ads/200/), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this Agreement.

b. In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

c. No activity funded under this Agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

d. An Initial Environmental Examination (IEE) [#Asia12-142 dated 9-30-2012] has been approved for the YES! Mindanao Project funding this RFA. The IEE covers activities expected to be implemented under a Cooperative Agreement. The activities are entirely within one of the categories listed in Paragraph (c)(1), "Categorical Exclusions" of Section 216.2, "Applicability of Procedures", of Title 22CFR Part 216, "AID Environmental Procedures", it has been determined that the activity is fully within the class of Categorical Exclusions, specifically, "Education, technical assistance, or training programs: [22CFR 216.2(c)(i)]."

e. As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID AOR and the Mission Environmental Officer (MEO) or BEO, as appropriate, will review all ongoing and planned activities under this Cooperative Agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation. If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

f. When the approved Regulation 216 documentation is (1) an IEE that contains one or more Negative Determinations with conditions and/or (2) an Environmental Assessment (EA), the recipient shall:
   (1) Unless the approved Regulation 216 environmental documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan, the recipient shall prepare an EMMP or M&M Plan describing how the recipient will, in specific terms, implement all IEE and/or EA conditions that apply to the proposed project activity within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.
   (2) Integrate a completed EMMP or M&M Plan into the initial Work Plan.
   (3) Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

2) To be determined.

L. Agreement Officer's Representative (AOR)

The Agreement Officer's Representative (AOR) is authorized to perform all of the routine monitoring and administrative responsibilities associated with this award except those which involve changes in the period, purpose, funding, or terms and conditions of this award. In the event of any question concerning the authority of the AOR to take any specific action, it is the responsibility of the recipient to bring the issue to the attention of the Agreement Officer. The AO will designate the AOR for this award by a separate letter.

M. Additional Provisions

1) Press Relations

The Recipient will coordinate all press inquiries and statements with the AOR. The Recipient shall seek approval from the AOR before agreeing to an interview or allowing staff to be interviewed by the press. The recipient will not speak on behalf of USAID and will refer all requests for USAID information to the AOR.

2) Central Contractor Registration and Universal Identifier (Oct 2010)

a. Requirement for Central Contractor Registration (CCR). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

b. Requirement for Data Universal Numbering System (DUNS) numbers. If you are authorized to make subawards under this award, you:

(1) Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
(2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.

c. Definitions. For purposes of this award term:

(1) Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at https://www.sam.gov).

(2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at http://fedgov.dnb.com/webform).

(3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

(i) A Governmental organization, which is a State, local government, or Indian tribe;
(ii) A foreign public entity;
(iii) A domestic or foreign nonprofit organization;

(iv) A domestic or foreign for-profit organization; and
(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(4) Subaward:

(i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
(ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, ¨Audits of States, Local Governments, and Non-Profit Organizations".
(iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

(5) Subrecipient means an entity that:

(i) Receives a subaward from you under this award; and
(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

3) Reporting on Taxation of U.S. Foreign Assistance

(a) Reporting of Foreign Taxes. The Recipient must annually submit a final report by December 19 of the next fiscal year.

(b) Contents of Report. The reports must contain:

(i) Recipient name.
(ii) Contact name with phone, fax and e-mail.
(iii) Agreement number(s).
(iv) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] on commodity purchase transactions valued at $500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.
(v) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance is to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for Lesotho involves the purchase of commodities in South Africa using foreign assistance funds, any taxes imposed by South Africa would not be reported in the report for Lesotho (or South Africa).
(vi) Any reimbursements received by the Recipient during the period in (iv) regardless of when the foreign tax was assessed plus, for the interim report, any reimbursements on the taxes reported in (iv) received by the Recipient through October 31 and for the final report, any reimbursements on the taxes reported in (iv) received through December 19.
(vii) The final report is an updated cumulative report of the interim report.
(viii) Reports are required even if the Recipient did not pay any taxes during the report period.
(ix) Cumulative reports may be provided if the Recipient is implementing more than one program in a foreign country.

(c) Definitions. For purposes of this clause:

(i) "Agreement" includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.

(ii) "Commodity" means any material, article, supply, goods, or equipment.
(iii) "Foreign government" includes any foreign governmental entity.
(iv) "Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

(d) Where. Submit the reports to: USAID/ Philippine's Regional Financial Service Center.

(e) Subagreements. The Recipient must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.

4) Nondiscrimination (June 2012)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, disability, or sex under any program or activity funded by this award when work under the grant is performed in the U.S. or when employees are recruited from the U.S.

Additionally, USAID is committed to achieving and maintaining a diverse and representative workforce and a workplace free of discrimination. Based on law, Executive order, and Agency policy, USAID prohibits discrimination, including harassment, in its own workplace on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, age, veteran's status, sexual orientation, genetic information, marital status, parental status, political affiliation, and any other conduct that does not adversely affect the performance of the employee.

In addition, the agency strongly encourages its recipients and their subrecipients and vendors (at all tiers), performing both in the U.S. and overseas, to develop and enforce comprehensive nondiscrimination policies for their workplaces that include protection for all their employees on these expanded bases, subject to applicable law.

N. Applicable Regulations and References

Standard Provisions will be provided in full text, as applicable, in the resultant agreement.

- Mandatory Standard Provisions for U.S., Nongovernmental Recipients http://www.usaid.gov/pubs/ads/300/303maa.pdf
- Mandatory Standard Provisions for Non U.S. Nongovernmental Recipients http://www.usaid.gov/policy/ads/300/303mab.pdf
- **22 CFR 226** USAID Assistance Regulations http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html
- **22 CFR 228 "**Procurement of Commodities and Services Financed by USAID Federal Program Funds." http://www.gpo.gov/fdsys/search/pagedetails.action?browsePath=2012%2F01%2F01-10%5C%2F3%2FAgency+for+International+Development&granuleId=2011-33240&packageId=FR-2012-01-10&fromBrowse=true
- **ADS Series 303 Acquisition and Assistance http://www.usaid.gov/policy/ads/300/303.pdf**

-End of Schedule-

[END SECTION VI]

SECTION VII – AGENCY CONTACTS

The applicant may contact the following USAID personnel with all questions regarding the YES! Mindanao RFA in writing:

By Mail
U.S. Agency for International Development
Attn: Mr. Franco Calixto
Acquisition Specialist
8/F, PNB Financial Center
Pres. Diosdado Macapagal Boulevard
1308 Pasay City, Philippines

Email ATTN:
Mr. Franco Calixto at manilayesmindanao@usaid.gov and orpmailbox@usaid.gov

[END SECTION VII]

SECTION VIII – OTHER INFORMATION

1. USAID Rights and Funding

The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications meeting the applicable standards of this RFA, and (e) waive informalities and minor irregularities in the application(s) received.

2. Title to Property

Title to property will vest with the recipient, subject to the conditions in 22 CFR 226.34.

3. Authorized Geographic Code

The authorized geographic code for procurement of goods and services for the anticipated award is 937.

4. Program Income

The Recipient shall account for Program Income in accordance with 22 CFR 226.24 (or the Standard Provision entitled Program Income for non-U.S. organizations). Program Income earned under this award shall be added to the project.

5. Other Provisions and Requirements

A. Environmental Provisions

1) Statutory and Regulatory Requirements

a. The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (*http://www.usaid.gov/policy/ADS/200/*), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Recipient environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this cooperative agreement.

b. In addition, recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

c. No activity funded under this cooperative agreement will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

2) An Initial Environmental Examination (IEE) was approved on December 14, 2010, for the Office of Development Partners' GDA, funding this cooperative agreement. The IEE covers activities expected to be implemented under this cooperative agreement. USAID has determined that a **Negative Determination with conditions** applies to one or more of the proposed activities. This

indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The recipient shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this award, including all sub-awards.

The following conditions apply:

- All implementing partners and participating volunteers will be provided with and will familiarize themselves with any existing Initial Environmental Examinations (IEEs) or Environmental Assessments (EAs) and associated conditions (mitigating measures) covering USAID projects they will be supporting during their volunteer activity.

- The implementing NGO will be required to ensure that the volunteers are briefed on environmental requirements prior to beginning their volunteer activity.

- If during implementation, activities are considered other than those described in this IEE, an amended IEE shall be submitted for approval prior to implementation of any additional activities. If so indicated by the amended IEE, additional environmental review and documentation may be required prior to implementation of the new activities.

3) Program Activities

a. As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Agreement Officer's Technical Representative (AOTR) and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation.

b. If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

c. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

4) Mitigation and Monitoring Plan

a. Unless the approved Regulation 216 documentation contains a complete environmental mitigation and monitoring plan (EMMP) or a project mitigation and monitoring (M&M) plan, the recipient shall prepare an EMMP or M&M Plan describing how the recipient will, in specific terms, implement all IEE and/or EA conditions that apply to proposed project activities within the scope of the award. The EMMP or M&M Plan shall include monitoring the implementation of the conditions and their effectiveness.

b. Integrate a completed EMMP or M&M Plan into the initial work plan.

c. Integrate an EMMP or M&M Plan into subsequent Annual Work Plans, making any necessary adjustments to activity implementation in order to minimize adverse impacts to the environment.

B. Non-Federal Audits

In accordance with 22 C.F.R. Part 226.26 Recipients and sub-recipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501–7507) and revised OMB Circular A–133, "Audits of States, Local Governments, and Non-Profit Organizations." Recipients and sub-recipients must use an independent, non-Federal auditor or audit organization which meets the general standards specified in generally accepted government auditing standards (GAGAS) to fulfill these requirements.

C. Foreign Government Delegations to International Conferences (Apr 2011)

Funds provided under the award may not be used to finance the travel, per diem, hotel expenses, meals, conference fees, or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, unless approved by the Agreement Officer.

D. Applicable Regulations & References

- Mandatory Standard Provisions for U.S., Nongovernmental Recipients
  http://www.usaid.gov/pubs/ads/300/303maa.pdf

- Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients:
  http://www.usaid.gov/policy/ads/300/303mab.pdf

- 22 CFR 226
  http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html

- OMB Circular A-122
  http://www.whitehouse.gov/omb/circulars/a122/a122.html

- OMB Circular A-110
  http://www.whitehouse.gov/omb/circulars/a110/a110.html

- ADS Series 300 Acquisition and Assistance
  http://www.usaid.gov/pubs/ads/
- Governing Regulations, Standard Provisions and Required Certifications to be Submitted
  www.usaid.gov/policy/ads/300/303.pdf

- SF-424 Downloads and SF-425 Downloads
  http://apply07.grants.gov/apply/FormLinks?family=15
  http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf and
  http://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/SF-425_instructions.pdf

[END SECTION VIII]

ANNEXES

Annex A-1	SF-424, Application for Federal Assistance (Form)
Annex A-2	SF-424 A, Budget Information – Non-construction Programs (Form)
Annex A-3	SF-424 B, Assurances – Non-construction Programs (Form)
Annex B	Certifications, Assurances, and Other Statements of the Recipient
Annex C	Results Framework

ANNEX A

SF-424 Standard Forms

Annex A-1: SF-424, Application for Federal Assistance

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

* 1. Type of Submission:
  - Preapplication
  - Application
  - Changed/Corrected Application

* 2. Type of Application:
  - New
  - Continuation
  - Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant [ ] * b. Program/Project [ ]

Attach an additional list of Program/Project Congressional Districts if needed.

[ ] Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: [ ] * b. End Date: [ ]

18. Estimated Funding ($):

* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on [ ].
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [ ] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- [ ] Yes [ ] No

If "Yes", provide explanation and attach

[ ] Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [ ] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: [ ] * First Name: [ ]

Middle Name: [ ]

* Last Name: [ ]

Suffix: [ ]

* Title: [ ]

* Telephone Number: [ ] Fax Number: [ ]

* Email: [ ]

* Signature of Authorized Representative: Completed by Grants.gov upon submission. * Date Signed: Completed by Grants.gov upon submission.

Annex A-2: SF-424 A, Budget Information – Non-construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2014

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

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Prescribed by OMB (Circular A -102) Page 1

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					$
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$	$	$	$	$
7. Program Income	$	$	$	$	$

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$	$	$	$

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Annex A-3: SF-424 B, Assurances – Non-construction Programs

OMB Number: 4040-0007
Expiration Date: 06/30/2014

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	* TITLE
Completed on submission to Grants.gov	
* APPLICANT ORGANIZATION	* DATE SUBMITTED
	Completed on submission to Grants.gov

Standard Form 424B (Rev. 7-97) Back

ANNEX B

Certifications, Assurances, and Other Statements of the Recipient

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement."

Part I – Certifications and Assurances

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

> (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;
>
> (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;
>
> (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;
>
> (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
>
> (5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations. 06/23/2011 Partial Revision

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

“The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.”

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

By signing and submitting this application, the prospective recipient provides the certification set out below:

a. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

b. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

1. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of **Specially Designated Nationals and Blocked Persons**, which is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

2. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: **http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm**.

3. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

4. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

c. For purposes of this Certification-

1. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe-houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

2. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: **http://untreaty.un.org/English/Terrorism.asp**); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

3. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.

4. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

5. The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

5. Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs; (2) the Certification Regarding Lobbying; (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA/APS No. ________________________________

Application No. ______________________________

Date of Application ______________________________

Name of Recipient _______________________________

Typed Name and Title __________________________________

Signature _____________________________________

Date _______________

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

2. I am not and have not been an illicit trafficker in any such drug or controlled substance.

3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: ______________________________

Date: ______________________________

Name: ______________________________

Title/Position: ______________________________

Organization: ______________________________

Address: ______________________________
____

Date of Birth: ______________________________

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

1. I hereby certify that within the last ten years:

    a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

    b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

    c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____________________________________

Name: _____________________________________

Date: _____________________________________

Address: _____________________________________
____

Date of Birth: ___________________________________

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

Part IV – Survey on Ensuring Equal Opportunity for Applicants

Applicability: All RFA's must include the enclosed Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)

Survey on Ensuring Equal Opportunity for Applicants

Survey on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 1/31/2006

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: ______________________________

Applicant's DUNS Number: ______________________________

Grant Name: ______________________________ **CFDA Number:** ____________

1. Does the applicant have 501(c)(3) status?

☐ Yes ☐ No

2. How many full-time equivalent employees does the applicant have? *(Check only one box).*

☐ 3 or Fewer ☐ 15-50
☐ 4-5 ☐ 51-100
☐ 6-14 ☐ over 100

3. What is the size of the applicant's annual budget? *(Check only one box.)*

☐ Less Than $150,000
☐ $150,000 - $299,999
☐ $300,000 - $499,999
☐ $500,000 - $999,999
☐ $1,000,000 - $4,999,999
☐ $5,000,000 or more

4. Is the applicant a faith-based/religious organization?

☐ Yes ☐ No

5. Is the applicant a non-religious community-based organization?

☐ Yes ☐ No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

☐ Yes ☐ No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

☐ Yes ☐ No

8. Is the applicant a local affiliate of a national organization?

☐ Yes ☐ No

Part V – Other Statements of Recipient

1. Authorized Individuals

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:
Name Title Telephone No. Facsimile No.

____
____
____

2. Taxpayer Identification Number (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _______________________________

*3. Data Universal Numbering System (DUNS) Number

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the application.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

(1) Recipient's name.
(2) Recipient's address.
(3) Recipient's telephone number.
(4) Line of business.
(5) Chief executive officer/key manager.
(6) Date the organization was started.
(7) Number of people employed by the recipient.
(8) Company affiliation.

*(c) Recipients located outside the United States may e-mail Dun and Bradstreet at globalinfo@dbisma.com to obtain the location and phone number of the local Dun and Bradstreet Information Services office.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _______________________________________

4. Letter of Credit (LOC) Number

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: ____

5. Procurement Information

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a sub grant or sub agreement) to a sub grantee or sub recipient in support of the sub grantee's or sub recipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

$___________________________

(c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

TYPE/DESCRIPTION (Generic) _____________________________

QUANTITY _____________________________

ESTIMATED UNIT COST _____________________________

(d) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION ______________________________

QUANTITY ______________________________

ESTIMATED GOODS ______________________________

PROBABLE GOODS ______________________________

PROBABLE (Generic) ______________________________

UNIT COST ______________________________

COMPONENTS ______________________________

SOURCE ______________________________

COMPONENTS ______________________________

ORIGIN ______________________________

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION _______________________________

QUANTITY _______________________________

ESTIMATED _______________________________

PROBABLE _______________________________

INTENDED USE (Generic) _______________________________

UNIT COST _______________________________

SOURCE _______________________________

ORIGIN _______________________________

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION ______________________________

QUANTITY ______________________________

ESTIMATED ______________________________

PROBABLE SUPPLIER ______________________________

NATIONALITY ______________________________

RATIONALE (Generic) ______________________________

UNIT COST (Non-US Only) ______________________________

FOR NON-US ______________________________

(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of $5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share $500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION (Generic) _______________________________

QUANTITY _______________________________

ESTIMATED UNIT COST _______________________________

PROPOSED DISPOSITION _______________________________

6. Past Performance References

On a continuation page, please provide past performance information requested in the RFA.

7. Type of Organization

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as [ ] a corporation incorporated under the laws of the State of, [ ] an individual, [ ] a partnership, [ ] a nongovernmental nonprofit organization, [ ] a state or local governmental organization, [ ] a private college or university, [ ] a public college or university, [ ] an international organization, or [ ] a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as [ ] a corporation organized under the laws of ______________________________ (country), [ ] an individual, [ ] a partnership, [ ] a nongovernmental nonprofit organization, [ ] a nongovernmental educational institution, [ ] a governmental organization, [ ] an international organization, or [ ] a joint venture.

8. Estimated Costs of Communications Products

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

ANNEX C

Results Framework