



Embassy of the United States of America

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United States Department of State Public Notice

Bureau of International Narcotics and Law Enforcement (INL)

Announcement Type: Request for Applications

Funding/Project Title: Program to Train Ghanaian Police-Prosecutors

Funding Opportunity Number: INL-15CA0028-AMEGhana-05052015

CFDA Number: 19.703

Amount of Award: Not to exceed \$1,000,000.00 for the program listed below, *PENDING FUNDING AVAILABILITY*. The award may be extended up to 2 years based on INL's program priorities, good performance on the award, and pending funding availability.

Number of Awards: One

Type of Award: Cooperative Agreement

Anticipated Award Date: Within four (4) weeks of the closing of this announcement. Successful applicants will receive notification.

Deadline for Applications: Complete proposals packages must be received by 11:59 pm EST on 06/30/2015 via www.grants.gov. E-mailed or faxed proposal packages will be considered **ineligible**.

ALL NEW APPLICANTS applying for grant funding for the first time, PLEASE READ THIS SECTION CAREFULLY AND COMPLETELY!

BEFORE YOU APPLY for the above listed opportunity, please register in the following systems in the order in which they are listed.

DUNS Number

All organizations (foreign and domestic) must obtain a DUNS number. US-based organizations may request a DUNS number by calling 1-866-705-5711; the DUNS number is usually provided immediately.

Foreign organizations that do not have a DUNS number will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number. **The webform requests generally takes 1-2 business days.*

CAGE/NCAGE Registration

For US-based organizations, a CAGE code will automatically be assigned to your entity once you submit your entity's registration in SAM.gov and the TIN validation has been returned.

NCAGE Codes are required for all foreign entities prior to starting a SAM registration. **PLEASE NOTE: The organization's name, address, and email information used to request your NCAGE Code must match what you used to request your DUNS Number.** Otherwise, you will receive error messages when applying for the NCAGE code. You can submit your request for an NCAGE Code using the NCAGE Request Tool at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. Detailed instructions are posted at that site. For additional information, please call 1-269-961-4623 or send an email message to NCAGE@dlis.dla.mil.

SAM.gov Registration

SAM.gov registration is required of all INL applicants prior to registering with Grants.gov. If your organization was previously registered in the Central Contractor Registry (CCR), you must still create a new Individual User Account in SAM prior to receiving a future federal grant. Applicant organizations can obtain assistance for SAM.gov registration by using the following link: <https://www.fsd.gov> or by calling 1-866-606-8220 (U.S. calls)/or 1-324-206-7828 (international calls). **PLEASE NOTE: The organization's name, address, and email information used to request your organization's DUNS number and the NCAGE Code must match what is used to request the SAM.gov validation.** Otherwise, you will receive error messages when registering in SAM.gov.

US-based organizations that already have a TIN (taxpayer identification number), your SAM registration will take 3-5 business days to process. US-based organizations applying for an EIN (employer identification number), please allow up to 2 weeks.

Foreign organizations **must** have a DUNS number and an NCAGE code prior to completing the SAM.gov registration process.

Please note: If your organization is registered with SAM.gov and your status is NOT listed as ACTIVE, you will need to update your registration prior to submitting an application through grants.gov. SAM.gov requires ALL organizations (foreign and domestic) to register on an ANNUAL basis.

Grants.gov Registration

In order to apply for a grant, your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed in a timely manner. Please log into

<http://www.grants.gov/web/grants/applicants/organization-registration.html> to obtain complete instructions on the registration process.

Foreign Registrants: Anyone residing and doing business outside of the United States is still required to complete the five steps of the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the United States government. Please ensure that you have obtained a DUNS number, an NCAGE code, and an “ACTIVE” status in SAM.gov prior to registering in Grants.gov.

APPLICANT ELIGIBILITY

- Be a local, in-country, non-profit organization, educational institution, or private institution that can demonstrate current country registration in Ghana, competent programmatic ability, and ability to meet INL reporting requirements;

AND

- Must have demonstrated experience implementing similar education or capacity building programs in Ghana. INL reserves the right to request additional background information on organizations that do not have previous experience administering similar programs and/or federal grant awards.
- Applicants must have the ability to produce course materials, deliver training, and conduct evaluations in English. The applicant’s staff should be proficient in English in order to fulfill reporting requirements.
- Applicants must have existing, or the capacity to develop, active partnerships with stakeholders in order to successfully carry out the proposed program.
- Organizations may form a consortium and submit a combined proposal. However, one organization should be designated as the lead applicant.
- Applicants are required to submit the documents listed in the *Proposal Summary Instructions (see attached)*.

PLEASE NOTE: Public International Organizations (PIOs) and Commercial firms are excluded from applying to this grant announcement.

SUMMARY

The mission of the State Department’s Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports peace and security by stabilizing and strengthening security institutions and by

combating narco-trafficking and other transnational crimes such as money laundering and criminal gangs. It promotes just and democratic governments by strengthening justice sector institutions, good governance and respect for human rights.

INL combines forces with other USG and international agencies and takes a regional approach to widespread problems. INL also encourages more developed governments to take responsibility as equal partners in global efforts to combat transnational crime, include drug trafficking. The Bureau's priority programs support three inter-related objectives:

- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights;
- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counter-narcotics and institution-building assistance and coordination with foreign nations and international organizations, and;
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

Background

Transnational criminal organizations threaten West African stability and mutual security interests. In order to address transnational organized crime (TOC) in West Africa, the U.S. government created the West Africa Cooperative Security Initiative (WACSI). Launched in 2011 and guided by a five-year strategy, WACSI is a multilateral effort to increase global security through close operational and capacity-building coordination in West Africa.

The goals of the WACSI initiative are to:

1. Build Accountable Institutions
2. Establish Legal and Policy Frameworks to Counter TOC
3. Strengthen Security Operations
4. Reinforce Justice Operations; and
5. Address TOC's Socio-Economic Causes and Consequences

As the WACSI initiative has been operationalized in Ghana, INL has identified a key gap in the Ghanaian criminal justice system. State Attorney's in the Attorney General's office prosecute all cases of murder, rape, treason, piracy, or other offenses that could result in a sentence of death or life imprisonment. However, acting under delegated authority from the Attorney General, the Ghana Police Service is responsible for prosecuting approximately 70 percent of criminal cases throughout the country. Police-prosecutors operate in lower courts (circuit, magistrate, and district courts) where cases range from petty crimes to more serious, prisonable offenses including drug trafficking. Police-prosecutors serve a critical function in Ghana's criminal

justice system, yet they lack sufficient education and training in their roles and responsibilities to fairly and effectively prosecute criminal cases. Therefore, INL is seeking a qualified partner who can provide tailored training to police-prosecutors in Ghana.

Ultimately, this project is intended to increase the number and quality of prosecutions handled by police-prosecutors throughout Ghana, and it is intended to improve the relationship of the Ghana Police Service with Ghanaian citizens and with key stakeholders in the criminal justice system including the Office of the Attorney General and the Judicial Service of Ghana.

Target Themes and Activities

INL is seeking proposals for an implementing partner to provide a quality, tailored training program for police-prosecutors to be held four times during a one year period. For each training session, we envision 40 police-prosecutors (approximately 4 police-prosecutors from each region) participating in each training session for a total of 160 total trainees. Each of the four training sessions would last between 8-12 weeks in length and be held in Accra. The implementing partner would be required to coordinate with the Office of the Attorney General, the Legal Department of the Ghana Police Service, the Ghana Bar Association, the Judicial Service of Ghana, and the U.S. Embassy in Accra.

INL is seeking to build on previous efforts to train police-prosecutors, and we envision a tailored curriculum that encompasses the following illustrative material:

- Prosecution Functions
 - Standards of Professional Responsibility to include:
 - Essential duties
 - Professional ethics
 - Conflicts of interests including how to deal with the possible perception of a police-prosecutor's loyalty/bias towards the police
 - Role as a police-prosecutor and what that means in terms of representing the State vis-à-vis the victims of the crime
 - Role in criminal proceedings including the different procedures for a summary trial and a trial on indictment
 - Involvement in pre-trial hearings and other procedures before trial
 - Writing legal materials such as indictments and interrogatories
 - Interactions with other members of the justice system, i.e. defense counsel, police, and judges
 - Understanding case law and judicial precedent and the use of customary law
 - How to prove elements of a crime using fact-based (in contrast to confession/witness based) evidence
 - What type of evidence and when it can and should be used to prove a case and/or shared with the defense

- How to deal with special victims/witnesses, including juveniles and victims of gender and sexual-based violence
- Procedural rights of accused (content specific to Ghanaian constitution and criminal procedure code) to include:
 - Basic rights of an accused under Ghanaian law including, among others, when an accused's lawyer must or may be present; when the accused's lawyer can have access to documents and/or evidence that will be presented at trial; the presumption of innocent until proven guilty; the availability of a translator; competency of the accused
 - Special rights of an accused deemed to be a "criminal lunatic" by Ghanaian law
 - Special rights of juvenile suspects, both male and female
 - Evaluating whether charges should be dismissed or reduced (including instruction on the exclusion of illegally obtained evidence, e.g. confessions through force or other coercion by police investigators.)
 - Responsibilities of a police-prosecutor to take the necessary actions under law if an accused's rights have or may have been violated
- The range of resources available to police-prosecutors
- Trial Advocacy Core Competencies
 - Communication/public speaking
 - Presenting case in court
 - Preparation/briefing of witnesses, with particular attention given to dealing with juvenile victims/witness and victim/witnesses of sexual and gender based violence
 - Direct and cross examination of witnesses
 - Entering and refuting objections
 - Evidence presentation and use of exhibits, including focus on how to prove elements of a crime using fact-based evidence
 - Opening and closing statements
 - Interacting with and presenting to jury members during the trial
 - Appropriate relationship with the judge and other court personnel during a trial

The training sessions should incorporate engaging adult learning techniques, allow for collaborative discussions, include relevant case studies to illustrate concepts, use advanced methods of training evaluation that do not offend participants, and be conducted in a way that creates a professional esprit-de-corps among police-prosecutors. All examples and/or case studies used should be specific to the Ghanaian legal system. Each course should include visits to actual criminal trials and a mock trial to allow police-prosecutors to put theory into practice. The implementing partner must provide tangible tools that will help police-prosecutors carry out their responsibilities after the training.

The implementing partner must develop the curriculum, coordinate with stakeholders, provide all instructors, and provide all logistics (including for both instructors and trainees) for each training course, to include training facilities, training materials, lodging, transportation, and meals.

Proposals must demonstrate at least a 10% cost share, which could include the use of facilities, transportation assets, etc.

The period of performance for this project will be 12 months with the possibility of extending for another 12 months to expand the project.

Substantial Involvement:

INL shall be substantially involved during the implementation of this Cooperative Agreement in the following ways:

- Approval of the Recipient's work plan (to be submitted within 60 days of grant award) for the entire period of performance including a monthly timeline showing planned project activities and project-related travel plans;
- Approval of key personnel prior to contracting with personnel that contemplates use of project funds; "key personnel" shall include the Project Manager;
- Approval of sub-award Recipients (if any), and concurrence on the substantive provisions of the sub-awards;
- Approval of annual Monitoring and Evaluation Plan (to be submitted within 60 days of grant award) as well as substantial revisions of the plan;
- Any other programmatic approvals deemed necessary by the Grants Officer Representative.

INL Reporting Requirements:

INL's implementing partner will be required to:

- Communicate with the U.S. Embassy in Accra on a regular basis by phone and in person;
- Participate in a bi-monthly project team conference call;
- Submit quarterly written reports that provide details on the progress of the project.

Proposal Requirements:

Technical proposals **must** include the following:

- Overview of the planning/coordination that will be necessary for project success.
- Overview of the proposed curriculum to train police-prosecutors.
- Overview of all the logistics necessary to support this training.
- Monthly timeline showing major project activities.
- Chart of the management structure for this project, and accompanying explanation of the major responsibilities for each individual.

- Methodology for monitoring and evaluation, including an explanation for how project success will be measured.
- Demonstration that the reporting requirements are understood.
- Explanation for how at least a 10% cost share will be achieved.

SUBMISSION INSTRUCTIONS

Please refer to the *Proposal Submission Instructions (PSI)* for more information on how to apply to this Request for Applications (RFA). This announcement is designed to accompany INL's PSI, which contain additional administrative information on proposal content and formatting. Please use both the PSI and this announcement to ensure that your proposal submission is in full compliance with INL requirements and that the proposed activities are in line with INL's priorities. Proposal submissions that do not meet all of the requirements outlined in the RFA and the PSI will not be considered.

IMPORTANT INFORMATION

Applicants must abide by all relevant administrative and national policy requirements regarding civil rights; labor standards; intergovernmental review; disbarment and suspension; drug-free workplace; lobbying restrictions; conservation in procurement; crimes and prohibited activities; protection of human subjects; care and use of laboratory animals; recombinant DNA molecules; bio-safety in laboratories; conflicts of interest; patents and copyrights; impact on the physical environment and animal community; historic preservation; impact on the human community; and contract employment conditions, as applicable to the project's activities.

INL will NOT consider proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, including elected members of government.

FOR FURTHER INFORMATION

For questions/clarification regarding this RFA, please contact *INL Grants Officer Cheryl Price* at PriceCH@state.gov.