U.S. DEPARTMENT OF STATE
EMBASSY KIGALI
Notice of Funding Opportunity

Funding Opportunity Title: Enhancing democracy through impartial participation of political parties in Rwanda.
Funding Opportunity Number: DOS-RWANDA-PE-2023-03
Assistance Listing Number: 19.225
Deadline for Applications: September 16, 2023
Total Amount Available: Up to $400,000

A. Program Description:

U.S. Embassy Kigali and the U.S. Department of State announce an open competition for organizations to submit applications to enhance democracy and empower voters with accessible and impartial information on all registered political parties including their policies, values, and priorities, to foster inclusive and accessible elections in Rwanda. **Please follow all instructions below.**

Program Objectives:
In Rwanda, some political parties face challenges to inform voters about their values, priorities, and policy prescriptions. This is particularly true in isolated, rural areas. To address this systemic deficiency in the runup to 2024 elections, the proposed activity should build a platform for all registered political parties to articulate their policies, values, and priorities. The implementor should promote this platform to increase its reach and relevance. The implementor should also organize a series of radio programs, town halls, and candidates' forums for voters to engage with leaders and candidates on key issues within a set and realistic timeframe in the leadup to the 2024 elections.

The program must operate in no less than five and no more than 10 of Rwanda's 30 districts. Applicants should indicate which districts they would select and why.

The program will have the following objectives:

Objective 1 – Create an impartial platform for registered political parties to publicly articulate and share their policies, values, and priorities to the Rwandan population in an impartial manner.
Objective 2 – Increase the capacity of district-level candidates to articulate their policy ideas, values, and priorities, and also communicate with voters.
Objective 3 – Promote accountability of local candidates through encouraging dialogue including by hosting candidate discussions, forums, radio programs, and town halls for voters in targeted districts in Rwanda.

Participants and Audiences:
This grant opportunity is open to non-governmental organizations. Participants and audiences will include the public, civil society organizations, and political candidates.

B. FEDERAL AWARD INFORMATION

Length of performance period	**12 months**
Number of awards anticipated	**1 Award**
Award amounts	**Up to $400,000**
Anticipated program start date	**October 30, 2023**
Type of funding	**FY 2022 Economic Support Fund (ESF)**

This notice is subject to availability of funding.
Funding Instrument Type: Grant
Program Performance Period: Proposed programs should be completed in 12 months or less.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants
The following organizations are eligible to apply:
Nongovernmental organizations that are registered with the Rwanda Governance Board (RGB).

2. Cost Sharing or Matching
Cost sharing or matching is not required and will not be evaluated during the merit review.

3. Other Eligibility Requirements
In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see below for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package
Application forms required below are available at:

- Grants.gov
- U.S. Embassy Kigali website at https://rw.usembassy.gov/embassy/kigali/grants/

2. Content and Form of Application Submission
Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement may be found ineligible.

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

The following documents **are required:**

1. Mandatory application forms:
• SF-424 (Application for Federal Assistance – organizations) at Grants.gov
• SF-424A (Budget Information for Non-Construction programs) Grants.gov
• SF-424B (Assurances for Non-Construction programs) at grants.gov (note: the SF-424B is only required for organizations not registered in www.SAM.gov

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

- **Proposal Summary**: A short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the NGO Applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** A clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.
- **Program Goals and Objectives**: The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities**: A description of the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles, and experience/qualifications of key personnel involved in the program, as well as the proportion of their time that will be devoted to supporting this program.
- **Program Partners:** The names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** An explanation of how the activities will be monitored to ensure they are happening in a timely manner and how the program will be evaluated to make sure it is meeting the goals of the grant.
- **Future Funding or Sustainability:** The applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

3. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section H.

Other Information: See guidelines for Budget Submissions below for further information.

4. Attachments:

- Proof of registration with the Rwanda Cooperative Agency or Rwanda Governance Board.
- 1-page CV or resume for each key staff member who will oversee implementation of the proposed program.
- Letters of support from program partners (if applicable) describing the roles and responsibilities of each partner.
- Official permission letters, if required for program activities.

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

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

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

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

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

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.

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

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:
Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:
Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:
https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx
NCAGE Code Request Tool (NCRT):
https://eportal.nspa.nato.int/Codification/CageTool/home

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

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.

- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

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

4. Submission Dates and Times
Applications are due no later September 16, 2023

5. Funding Restrictions
Award funds cannot be used for any of the following purposes:
• To pay Rwandan taxes
• To construct a building
• For religious organizations to conduct religious activities
• For military activities
• For activities relating to police, prisons, or other law enforcement
• For toxic or otherwise unsafe products such as pesticides, fungicides, herbicides, or hazardous chemicals
• For revolving loans
• For seed money for new enterprises
• For alcohol

6. Other Submission Requirements
Applications may be submitted by email to KigaliASGP@state.gov

E. APPLICATION REVIEW INFORMATION

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

Quality and Feasibility of the Program Idea – 30 points:
The program idea is well developed, with details about how program activities will be carried out. The proposal includes a reasonable implementation timeline.
Program Planning/Ability to Achieve Objectives – 20 points:
Goals and objectives are clearly stated, and the program approach is likely to provide maximum impact in achieving the proposed results.
Monitoring and Evaluation Plan – 15 points:
Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward the goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.
Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
Organizational Capacity and Record on Previous Grants – 15 points:
The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.
Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process
A review committee will evaluate all eligible applications against the criteria listed above.

3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)
i. The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);
ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

iii. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

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

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

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

Payment Method:

Request for payment will be submitted through a SF-270.
Payments shall be disbursed via electronic fund transfer (EFT) upon receipt of a signed SF-270 form and required reporting.

2. Administrative and National Policy Requirements

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

These include:

• 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-2)
• 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION(https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-170)
• 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS(https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-175)
• 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE (https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-182)
• 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY (https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-183)
• 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS (https://www.ecfr.gov/current/title-2/subtitle-B/chapter-VI)
• U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS (https://www.state.gov/about-us-office-of-the-procurement-executive/)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following:
• Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, : https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200 particularly on:
- Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
- Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
- Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),*

- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements:

Recipients will be required to submit financial reports and program reports. These will be due quarterly. The financial reports will use form SF-425, which is available on grants.gov, and the programmatic reports will provide a brief narrative on the project's successes, challenges, and next steps and will specify the number of beneficiaries. The award document will specify how often these reports must be submitted.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: KigaliASGP@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on

the program and list the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs that are directly associated with the program but do not fit in the other categories. For example, list shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

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

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