

NOTICE OF FUNDING OPPORTUNITY

Opportunity Title: PROFESSIONAL ENGLISH LANGUAGE TRAINING FOR JOURNALISTS
Opportunity Number: PAS-CHISINAU-FY19-11-MEDIA
CFDA Number: 19.900
CFDA Title: AEECA PD Programs
Program: Media Program (AEECA)
Announcement Type: Open Competition
Announcement Date: Thursday, February 21, 2019
Submission Deadline: Wednesday, March 27, 2019
Anticipated Award Date: Friday, May 10, 2019
Agency Contact: Tatiana Sanina, SaninaTS@state.gov

A. PROGRAM DESCRIPTION

The Embassy of the United States of America is seeking applications from qualified educational institutions or non-profit organizations to implement the program entitled "Professional English Language Training for Journalists" aimed to enhance the knowledge of Moldovan journalists and to apply English language skills to advance their careers and strengthen local media content through a diversity of sources. The participation of journalists working in the regions of Moldova is strongly encouraged.

The United States of America seeks to increase the level of English language proficiency of Moldova journalists seeking to improve their skills and increase their access to foreign media, experts and other sources not accessible in Moldova's local languages. Journalists will have the opportunity to develop their language skills and be able to access foreign media and a wide spectrum of information and sources. The program will also help journalists improve their communication skills, which will facilitate interaction with their foreign sources and colleagues, and offer opportunities to grow professionally. The program needs to be designed in a manner that would accommodate the needs of the media professionals, ensuring a smooth and productive learning process.

Applications from organizations outside of Chisinau are encouraged.

Project objectives and expected outcomes:

The successful applicant will efficiently manage and implement six to 12 months of English language courses for journalists to help them improve their English language skills necessary for professional needs. The successful applicant will be responsible for ensuring the quality of the courses, including recruiting and training qualified instructors; providing relevant and diverse learning materials; assessing students before, during, and after the program; and gathering feedback.

The grant recipient will be responsible for the following activities:

- Develop and implement a management plan for the courses that will ensure quality instruction;
- Recruit, select, and hire locally-based language instructors;
- Announce a call for participants;
- Conduct tests to determine the level of spoken and written English proficiency of the journalists;
- Provide the U.S. Embassy with the results of the tests and a spreadsheet summarizing key applicant information, which will allow the Embassy to confirm which participants are selected for participation;
- Provide all relevant materials and instructions for language instructors;
- Monitor implementation of the courses by instructors;
- Organize a national seminar for language instructors on the journalism component of the language trainings, which should be incorporated into the second part of the courses to familiarize course participants with required in media environment vocabulary;
- Conduct midterm and final examinations of the students to measure progress and share the results with the Embassy;
- Provide midterm and final program reports to U.S. Embassy according to the timeline below.

Desired results and illustrative indicators

The Embassy expects that participants of the program will obtain English language skills applicable in their daily work. We expect participants should demonstrate measurable increases in their English proficiency. The English language courses should help selected participants gain practical skills to improve the quality of their work, improve English in reading, listening to, and discussing news and current events.

The participants should also show progress in the use of English to access information and report news stories. They should be encouraged to submit links to materials produced with sources or skills they developed through the course and should share anecdotal feedback on how they are able to use the knowledge and skills gained during the course in their work.

This funding opportunity is authorized by the Foreign Assistance Act of 1961.

B. FEDERAL AWARD INFORMATION

The U.S. Embassy will consider awarding grants up to \$100,000.

Assistance Instruments: *Grants or Fixed Amount Awards*

Maximum period of performance: up to 12 months

The Embassy reserves the right to fund any or none of the applications submitted and will determine the resulting level of funding for the award.

C. ELIGIBILITY INFORMATION

This funding opportunity is limited to not-for-profit, civil society/non-governmental organizations, and educational institutions officially registered in the Republic of Moldova with at least three years of programming experience. This experience should be documented in the organization's proposal.

Organizations submitting proposals must meet the following criteria:

- Grants are made on a one-time basis. No repeat grants will be issued.
- Organizations should have existing, or demonstrate the capacity to develop, active partnerships with in-country entities and relevant stakeholders including the public sector, private sector, and civil society, as relevant to the proposed program objectives.
- Organizations may form consortia and submit a combined proposal. However, one organization should be designated as the lead applicant.
- Organizations may submit only one proposal.
- Public Affairs Section reserves the right to request additional background information on applicants that do not have previous experience administering federal grant awards, and these applicants may be subject to limited funding on a pilot basis.
- Please note: the Department of State prohibits profit under its assistance awards to for-profit or commercial organizations. No funds will be paid as profit to any recipient. Profit is defined as any amount in excess of allowable direct and indirect costs. The permissibility of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31, Cost Accounting Standards, and Part 31 Contract Cost Principles and Procedures. Program income earned by the recipient must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.
- Please note: no entity listed on the Excluded Parties List System in the System for Award Management (SAM) is eligible for any assistance or can participate in any activities under an award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." All applicants are strongly encouraged to review the Excluded Parties List System in SAM (www.sam.gov) to ensure that no ineligible entity is included.

The Media Development Grants Program **cannot** fund:

- Organizations with affiliation to elected officials, political parties, or religious groups;
- Humanitarian or charitable activities, including direct social services to populations;
- Fundraising campaigns;
- Career development;
- Political or partisan activities;
- Scientific research;
- Individual trips abroad;
- Trade activities; or
- Health projects.

Cost Sharing or Matching

Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and greater cost effectiveness.

Cost sharing may be a certain percentage or amount, or may be in the form of contributions of specified items or activities (e.g., provision of equipment).

D. APPLICATION AND SUBMISSION INFORMATION

A complete application must contain the following mandatory elements:

1. **Application Format** in MS Word format (Please download from Related Documents)
2. **Detailed Budget** in MS Excel format (Please download from Related Documents)
3. **Budget Narrative** (free form)

Unsolicited attachments will not be read and should not be submitted for this award.

Do not archive/compress documents. The documents should be attached as individual files and sent in one email before the deadline. Do not send the application package more than once.

Please send the application electronically to moldovagrants@state.gov including the Funding opportunity Number and Name of the Organization in the subject of your email.

Example: *PAS-CHISINAU-FY19-11-MEDIA Asociatia Moldova*

It is the responsibility of all applicants to ensure that proposals have been submitted on time the emails specified. The U.S. Embassy bears no responsibility for data errors during the transmission or conversion processes.

We encourage the applicants to use the downloadable application form and project format. If Internet access is limited, please contact us to arrange an alternative way of receiving the application package.

Please use only Microsoft Word to fill out the project form. If you do not have Microsoft Office software, feel free to use the computers at the America House (find address on the Embassy's website) or any other public access center (e.g., Novateca's nationwide library network, Internet cafés, etc.).

Please contact us at rusus@state.gov if you experience technical problems or are unable to submit an electronic version of the application.

Successful applicants may be required to register in SAM.GOV (System for Award Management) before an award can be made.

E. APPLICATION REVIEW INFORMATION

Proposals will be judged on the following criteria:

1) Quality of Program Idea

Proposals should be responsive to the solicitation and exhibit originality, substance, precision, and relevance to the Embassy's mission.

2) Program Planning/Ability to Achieve Long- and Short-Term Goals

A relevant work plan should demonstrate substantive undertakings and logistical capacity of the organization.

3) Multiplier Effect/Sustainability

Proposed programs should address long-term institution building with an emphasis on moving towards sustainability, garnering other donor support, or demonstrating capacity-building results.

4) Program Evaluation Plan

Programs should demonstrate the capacity for engaging in impact assessments and providing long- and short-term goals with measurable outputs and outcomes. Applicants also should identify long- and short-term project goals. Projects that propose an independent evaluation with a clear plan will be deemed more competitive in this category.

5) Institution's Record and Capacity

The Embassy will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful program administration, including responsible fiscal management

and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's goals. Roles and responsibilities of primary staff should be provided.

6) Cost Effectiveness

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

Review and Selection Process

The Grants Program Review Committee is made up of heads of sections or their delegates of the U.S. Embassy in Moldova. The panel members have at least 10 working days to read the projects and then convene to review and discuss the project proposals and recommend selected projects for funding.

The selected awards of the committee is confirmed by the Front Office of the U.S. Embassy and sent to the U.S. Department of State in Washington, DC for final approval.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Applicants will be notified electronically about selection results. An email message will be sent to the email account included in the application form. Grants Program Staff might also contact the applicants to request additional information or to clarify certain aspects of the application documents; therefore it is important to provide accurate contact information.

Successful program applicants must sign a Notice of Award (grant agreement) before receiving the funds. No costs should be incurred by the applicant prior to signing a Notice of Award. The Notice of Federal Award signed by the grants officer is the authorizing document for the grant.

Unsuccessful program applicants will receive an email notification. Grants Program Staff can provide a signed rejection letter upon request; however, the Grants Program will not provide specific reasons for rejection. The Democracy Grants program is highly competitive and may not be able to fund every good application.

G. FEDERAL AWARDED AGENCY CONTACT(S)

Tatiana Sanina
Media and Grant Assistant
SaninaTS@state.gov
+373 22 851-709

H. OTHER INFORMATION

Organizations that submit applications in response to this announcement acknowledge and accept all of the requirements contained herein. This announcement serves as notice to select interested parties to have equal opportunity to submit project proposals

for funding consideration. All submissions in response to this announcement are voluntary and do not obligate the Department of State to fund any proposal or proposal preparation costs.

Issuance of this Request for Proposals 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 proposals. Further, the Government reserves the right to reject any or all proposals received. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.