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Issuance Date: February 27, 2015
Questions Due Date and Time: March 12, 2015, 14:00 Cambodia local time
Closing Date and Time: April 03, 2015, 14:00 Cambodia local time

Subject: Request for Applications (RFA) No. RFA-442-15-000002 for Cambodia
Countering Trafficking-In-Persons Program

The United States Agency for International Development (USAID) is seeking applications to implement a four (4) year activity entitled Cambodia Countering Trafficking-In-Persons (CTIP) Program.

The Cambodia CTIP program is designed to build on USAID's long-standing support to counter human trafficking since 2002 in the context of broader efforts to promote human development, security, and protection for Cambodian citizens.

Subject to availability of funds, USAID intends to provide approximately \$8,500,000 USD for implementation of this activity. USAID reserves the right to fund any or none of the applications submitted and expects one award as a result of this RFA.

This RFA and any future amendments can be downloaded from www.grants.gov.

Applications must be received by the date and time indicated above and by the method detailed in the instructions in this RFA. Applications received after the deadline will not be considered unless the reason for delayed submission is deemed justified or it is in the best interests of USAID to consider the application.

Questions must be submitted via email to Acquisition and Assistance Specialist Mealea S. Prak at sparak@usaid.gov with a copy to phnompenhoa@usaid.gov by the deadline above.

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

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 an application. In addition, final award of any resultant grant cannot be made until funds have been fully 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 award. Applications are submitted at the risk of the applicant. Should circumstances prevent the making of an award, all preparation and submission costs are at the applicant's expense.

Sincerely,

Brian K. Woody
Agreement Officer

SECTION I—PROGRAM DESCRIPTION

1. PROGRAM DESCRIPTION

A. TITLE

Cambodia Countering Trafficking-in-Persons (CTIP) Program

B. INTRODUCTION

The United States Agency for International Development (USAID) Cambodia is issuing a Request for Applications (RFA) for a four-year, \$8.5 million, Cooperative Agreement titled “Cambodia Countering Trafficking-in-Persons (CTIP)” program. The Cambodia CTIP program will build upon successes of past USAID supported activities and advance three inter-related objectives that work to reduce the risk of human trafficking and unsafe migration and build resilience to trafficking-in-persons (TIP) at individual, community and national levels. Key components of this three-pronged approach of the Cambodia CTIP program will focus on expanding economic, vocational, educational, and other livelihood opportunities for at-risk populations; improving the identification and protection of human trafficking victims; and increasing the likelihood of successful prosecution of perpetrators through legal aid and security sector training. Through the Cambodia CTIP program, USAID will coordinate closely with key stakeholders, including other U.S. government (USG) agencies and donors, while placing a particular emphasis on prevention, protection, and prosecution activities as well as building and strengthening partnerships to ensure effective implementation of the program and broader CTIP efforts.

The Cambodia CTIP program is designed to build on USAID’s long-standing support to counter human trafficking since 2002 in the context of broader efforts to promote human development, security, and protection for Cambodian citizens. USAID/Cambodia’s first CTIP I program sought to close the gaps in strategy and coordination mechanisms between civil society and the Royal Government of Cambodia (RGC), leading to the creation of the National Committee for the Suppression of Human Trafficking, Smuggling, Labor Exploitation and Sexual Exploitation, which has now been restructured and renamed the National Committee for Counter Trafficking (hereinafter referred to as the “National Committee”). The National Committee is a national interministerial institution under the Ministry of Interior, which is responsible for coordinating and gathering information about the CTIP efforts of various ministries, institutions, national and international NGOs, private sector, and other stakeholders. The National Committee is structured from national to sub-national levels, and has six technical working groups.

Building upon these efforts, in 2011 USAID launched a four-year \$5.4 million CTIP II program that centered on both male and female victims of sex trafficking and labor exploitation, which will conclude on October 15, 2015. Through the CTIP II program, USAID has helped build consensus among CTIP stakeholders in raising public awareness about safe migration, improved the skills of RGC and NGO social workers to better care and services for TIP survivors, as well as employed an effective model of community-based rehabilitation services for TIP survivors. These developments, in addition to the establishment and functions of the National Committee and its corresponding Provincial Committees, represent critical steps by which the Cambodia CTIP program can build upon toward improving coordination, monitoring, and local ownership of TIP interventions in Cambodia. The Cambodia CTIP program falls within the Governing Justly and Democratically and Peace and Security Objectives of the USG Foreign Assistance Framework, and supports USAID’s five-year Country Development Cooperation Strategy (CDCS) for 2014-2019.

Applicants are invited to present innovative and feasible strategies for achieving the goal and objectives

of this program, and identify and detail their approaches for leveraging the expertise of existing local and regional private and public organizations and initiatives that build local ownership and solutions. Strategies should include detailed action plans to achieve concrete and measureable results and leverage other USAID and international donor programs (both national and regional) and partnerships with civil society, government, the private sector, and other key interlocutors. Strategies should also further the development of long term systems and institutions that reduce risk to vulnerable populations through more secure income options. Applicants are also encouraged to propose innovative, CTIP-focused civic education, policy advocacy, youth engagement, and social mobilization activities that harness information from local communities and utilize information communication technology (ICT) and media, such as SMS, social media, television, radio, and interactive voice response (IVR).

C. BACKGROUND

Resulting from complex factors, including poverty and the lack of employment opportunities, corruption, poor public education, and weak rule of law, TIP continues to flourish as a cross-sector development challenge throughout the country. Despite some notable efforts to combat modern slavery over the past decade, various institutions within the RGC still struggle to effectively coordinate to address TIP, particularly in terms of prosecutions. As a result, Cambodia was placed on the Tier Two Watch List for the second year in a row in the 2014 Trafficking in Persons Report issued by the Department of State.

Cambodia remains a source, transit, and destination country for persons subjected to forced labor and sex trafficking. Men, women, and children are all susceptible to trafficking—especially when they are members of impoverished or vulnerable groups who seek economic opportunity in urban centers or other countries, responding to consistent demands for forced labor and prostitution in the region. Risk factors are similar for both males and females. “Push factors” include debt, limited or no access to education or economic opportunities, breakdown of family relationships, discrimination, social stigma, and child sexual abuse. “Pull factors” include labor demand, recruitment advertising, and peer encouragement. “Facilitating factors” include a weak rule of law with a lack of effective oversight mechanisms, social networks, tourism, and improved transportation within and across porous borders.

According to a 2013 Annual Report by the United Nations Development Programme, over 70 percent of the total population of Cambodia migrates within the country’s borders for employment, or other reasons. For victims of trafficking, the movement typically occurs from rural areas to the urban centers of Phnom Penh, Siem Reap, Poipet, Koh Kong, and Sihanoukville. Women and girls continue to be trafficked into domestic servitude and prostitution, and both law enforcement officials and NGOs cite increasingly clandestine and evasive strategies used by traffickers following Cambodia’s adoption of the law on the Suppression of Human Trafficking and Commercial Sexual Exploitation in February 2008. Despite improved law enforcement and public awareness, both boys and girls face risks of sexual exploitation by pedophiles, tourists, and consumers of the underground prostitution and virginity trades. In particular, girls 16-17 years old are targeted because they meet the legal age requirement for consensual sex. Child labor rates in Cambodia remain high, and incentives persist for children to fall victim to labor trafficking. These child labor rates are exacerbated by the estimate that less than 28 percent of Cambodian children attend secondary school, a trend which is more pronounced among lower income families.

Within the region, Cambodians migrate most frequently to Thailand and Malaysia for employment; incentives include comparatively higher wages in Thailand and lax Malaysian government policies toward undocumented workers. Other destination countries include Vietnam, South Korea, Taiwan, China, Indonesia, Japan, Singapore, Kuwait, Senegal, Fiji, Mauritius Island, and South Africa. Cambodians who pursue opportunities abroad through either formal or informal channels can be subjected to sex trafficking, domestic servitude, debt bondage, or forced labor, and undergo abuse, deportation, and even death. For example, there has been an uptick in the reported number of alleged marriage fraud cases and exploitation of Cambodian women by Chinese brokers in recent years.

Prevalence of injustices suffered by male victims of labor trafficking has continued to increase and receive more attention among donors and the international community. According to United Nations Action for Cooperation Against TIP 2014 report, men are about twice as likely to be cheated or trafficked as women. Yet, men are less likely to acknowledge being a victim due to social norms and customs. As a result, Cambodia has a lack of services for men, particularly adequate community-based reintegration services and many lower level law enforcement agents are not socialized about the high risk of men being trafficked. While Cambodian police officers have received much needed training in countering TIP related crimes as a result of longstanding USG and other international donor assistance, pervasive corruption throughout the justice sector stymies these efforts to prosecute human traffickers and their respective accomplices.

The establishment of the National Committee and its corresponding Provincial Committees have the potential to play a crucial role in coordinating the activities of the RGC, civil society organizations, development partners, and other public sectors, to fight against human trafficking and labor and sexual exploitation in Cambodia. The National Committee has six Working Groups, which are inter-ministerial and each is chaired by one technical ministry. Civil society groups are represented in all six Working Groups acting as Vice Chairs. The six Working Groups are as follows:

1. Prevention, chaired by Ministry of Education (MoE)
2. Protection, Recovery, Reintegration, and Repatriation, chaired by the Ministry of Social Affairs, Veterans, and Youth Rehabilitation (MoSVY)
3. Law Enforcement, chaired by the Ministry of Interior (MoI)
4. Justice, chaired by the Ministry of Justice (MoJ)
5. International Cooperation, chaired by MoWA
6. Migration work, chaired by the Ministry of Labor (MoL)

Recently, the National Committee was restructured, and its roles and responsibilities were expanded. In addition, the National Committee also launched its new National Plan of Action for 2014-2018, which has the overarching goal: “To coordinate efforts of all involved sectors to address and eliminate all forms of human trafficking and labour and sexual exploitation of Cambodian people in Cambodia and elsewhere.” To achieve this goal, the National Committee has developed four strategies:

1. Strengthening law and policy enforcement and enhancing cooperation
2. Enhancing prevention
3. Enhancing the criminal justice response to human trafficking
4. Protecting victims with gender and age appropriate and qualitative support

While the National Committee offers potential for improved coordination, implementation, and enforcement of policies, regulations, and activities relating to countering TIP, it requires ongoing technical assistance to continue to develop and deepen its coordination role. For example, MoSAVY in close coordination with the National Committee has issued Minimum Standards for the Protection of the Rights of Victims of Trafficking and coordinated training on the Standards. However, effectively implementing and disseminating these policy standards remains a significant challenge. While USAID envisions some strategic support to and engagement with the National Committee Secretariat at the national level, the Cambodia CTIP program will focus more of its efforts working at the sub-national level through the Provincial Committees and commune councils.

Some notable achievements have been made at the sub-national level. Most notably, for the first time since the RGC established the National Committee in 2009, two of the five provinces requesting money for counter-trafficking efforts in their budget requests as a result of USAID assistance received allotments from the Ministry of Economics and Finance (MoEF). These modest budget requests support activities

including hosting coordination meetings, monitoring and evaluation of provincial action plans, and implementation and dissemination of CTIP messaging and laws. This success is evidence of provincial authorities' increased ownership of anti-TIP efforts.

D. PROGRAM GOAL AND OBJECTIVES

USAID's overarching goal for the Cambodia CTIP program is to "to advance human rights by improving systems to counter TIP." To achieve this goal, the program encompasses a multi-pronged approach to counter human trafficking by reducing risk factors, protecting and assisting victims who have been trafficked, increasing the likelihood of prosecution, and strengthening local governance structures in place to address these crimes. This goal directly supports USAID/Cambodia's CDCS, USAID's Democracy, Human Rights and Governance (DRG) Strategy, and USAID's CTIP 2012 policy. In response, USAID through the Cambodia CTIP program will continue to work with reform-minded individuals within the RGC, civil society, private sector, and other key interlocutors to support the strategic TIP framework – prevention, protection, prosecution, and partnership – to improve the implementation of policies and laws, the provision of protective services, and the coordination of CTIP activities by civil society, the private sector, and the RGC.

The Cambodia CTIP program will include interventions focused on the prevention of trafficking, protection of victims, and support to prosecution of perpetrators. Through this program, USAID will also coordinate closely within interagency TIP working groups and other donors on prosecution activities to improve the effectiveness of law enforcement and the judicial system to identify and prosecute perpetrators of human trafficking and ensure justice for victims. The three specific objectives of the Cambodia CTIP program include:

- **Objective I - Prevention: Implement effective national and local prevention strategies to reduce all forms of TIP by focusing on root causes relating to education, employment opportunities, and livelihoods.**
- **Objective II - Protection: Strengthen survivor protection and services for all forms of TIP through enhanced victim identification strategies, and demand-driven delivery of services and reintegration options for men, women, and children.**
- **Objective III - Prosecution: Support meaningful prosecutions of human traffickers to achieve justice for TIP survivors and reduce impunity for offenders.**

Goal: To advance human rights by improving systems to counter TIP.

The UN Universal Declaration on Human Rights is embedded within the Cambodian Constitution. The RGC, however, still faces challenges in the promotion and protection of human rights in a number of areas under the Universal Declaration, including, but not limited to, the right to work, property, assembly, and expression, and the right to a decent standard of living, which includes access to service delivery. The goal of the Cambodia CTIP program will be achieved through a multi-pronged approach, which addresses the problem simultaneously from differing angles. By increasing public awareness on safe migration and providing livelihood alternatives, Cambodians may make safer and more informed choices that could reduce their risk of human trafficking. Protection activities will enable victims of trafficking to receive more effective and demand driven services that will enable them to successfully reintegrate and reduce the likelihood of being re-trafficked. Through efforts to increase legal aid and awareness of legal rights among victims, as well as training of police, an increased number of prosecutions may be achieved, which would improve access to justice for victims and reduce impunity by creating a disincentive to engage in TIP. With a substantial emphasis on partnerships, the Cambodia CTIP program will work with the RGC at national and sub-national levels to become better equipped in implementing comprehensive and

coordinated responses to human trafficking at all levels of society.

In addition, this program will seek partnerships with the private sector, civil society, and others to enhance prevention efforts through outreach and greater livelihood alternatives to reduce the vulnerability of target populations to trafficking. The Cambodia CTIP program will also seek to establish partnerships with the private sector to eliminate human trafficking from businesses' supply chains. With a focus on sustainability, the program will focus on developing and providing standardized protection services to victims of various forms of human trafficking, especially expanding services to male trafficking victims, including rehabilitation and reintegration interventions. Accordingly, this program will also seek to develop a more effective referral mechanism at both local and international level for repatriation and reintegration of survivors.

The Cambodia CTIP program will work at the national level by providing targeted support to the National Committee, as well as implementing sub-national level prevention campaigns. In addition to Phnom Penh, USAID suggests target provinces to include: Banteay Meanchey, Koh Kong, Kampong Cham, Kampong Thom, Prey Veng, Oddar Meanchey, Siem Reap, and Svay Rieng. However, if applicants have conducted analysis indicating that different provinces should be targeted, applicants may propose different provinces. In this case, applicants should provide a justification for their choice of target province. When proposing target provinces, applicants should consider the geographic location of linkages with USAID or other donor programs, as discussed in section G, Coordination. Applicants are also encouraged to detail how their proposed technical approach will lead to sustainable outcomes that can be replicated after the Cambodia CTIP program has concluded.

Objective I - Prevention: Implement effective national and local prevention strategies to reduce all forms of TIP by focusing on root causes relating to education, employment opportunities, and livelihoods.

Safer migration:

Activities under this objective will focus on enabling the RGC, civil society, and the Cambodia CTIP program to more effectively provide information and services to voluntary labor migrants to facilitate safe and smart migration. Such activities are encouraged to utilize technology, such as mobile technology and other ICT tools, for rapidly sharing information on migration issues or support to expand IVR to provide public awareness on trafficking and migrations issues. As part of this approach, applicants are encouraged to identify and incorporate clear linkages with national migration policies that could further institutionalize RGC's efforts to respond TIP as well as other key policies such as workforce development and education, particularly as the county moves toward Association of South East Asian Nations (ASEAN) integration in 2015. Illustrative interventions may also include developing prevention actions based upon information derived from existing data on trafficking networks and patterns. Other interventions could involve the development of behavior change communication and the use of art, drama, music, and multimedia campaigns geared towards youth to equip them with information on how to migrate safely and recognize the dangers of human trafficking, as well as strategic messaging linked to economic opportunities locally. Given the limited impact of "awareness" messaging on changing behavior to date, this program will also seek to couple any form of safe migration messaging with awareness-raising about activities and avenues of support being conducted by partners in the countries of primary destination. Applicants are also encouraged to detail how their approach for supporting civil society organizations that monitor and report on the TIP sector.

Root causes of trafficking:

Applicants are strongly encouraged to propose interventions that address roots causes of trafficking by expanding economic, vocational, educational, and other livelihood opportunities for populations that are

recognized as at-risk for human trafficking in source provinces. The premise for this objective is that as voluntary labor migrants and other at-risk populations are able to obtain more education and vocational skills and have access to greater economic opportunities in their home communities, they are less likely to engage in more risky migration behaviors that could lead them to fall victim to trafficking. Applicants may put forth justifications and rationales for livelihood-based prevention activities, whether pilot testing or scale-up ideas, in target areas to best address the populations most vulnerable to TIP, many of whom tend to be those who migrate as unskilled laborers. In addition applicants are strongly encouraged to put forth prevention strategies that link activities to systemic efforts that address national rural development and migration policies. Such policies could be coordinated through the National Committee as well as other government institutions and ministries. Proposed interventions may also include skills training and vocational education programs tailored to the most economically viable sectors. In the spirit of partnerships, proposed activities should be developed in collaboration with local businesses and other private sector entities to ensure that participants who receive training will have expanded opportunities for legal and sustainable employment. The successes of activities will need to be adequately designed to reflect specific local circumstances in the different target locations. Moreover, proposed livelihood and educational intervention should presumably be seeking to partner and collaborate with the National Committee, in particular the Prevention working group chaired by the Ministry of Education.

Applicants should clearly detail how their proposed economic, vocational, educational, and other livelihood interventions will be viable in the long-term, taking into account the seasonal nature of agriculture production, flooding and droughts associated with climate change that could lead to risky migration patterns, etc. Given these and other factors, long-term income generation prospects may change over time, requiring adaptability and flexibility in programming. Applicants should describe how their proposed interventions would emphasize sustainability in providing new livelihood alternatives, and how they would adapt to the drivers of migration, i.e. seasonality, climate change, etc.

Applicants are also encouraged to propose activities that will facilitate partnerships with a range of key stakeholders including civil society, government representatives, the private sector, trade unions, schools, and universities, and other development partners on activities to mitigate the risks of human trafficking, as well as promote safe and smart migration. The formation of these partnerships should include, where feasible, innovative models and tools utilizing technology, including mobile technology and social media. As emphasized throughout this RFA, a range of activities are being sought to leverage private sector engagement. As such, applicants are strongly encouraged to identify businesses with whom the implementer can engage in partnerships to reduce supply chains risks that could cause human trafficking. In addition, applicants may propose how they intend to integrate CTIP activities with other USAID-supported and donor programs in sectors such as food security, health, education, and economic growth as a way to identify and reduce risk factors associated with TIP, when these programs are simultaneously taking place in target provinces.

RGC national and sub-national strategies to prevent TIP:

The applicant is encouraged to provide support to the RGC at the national and sub-national levels to design, lead, and coordinate activities to prevent all forms of TIP. With the restructuring of the National Committee and its corresponding Provincial Committees, illustrative interventions may include technical assistance to strengthen the coordination, monitoring, and local ownership of CTIP interventions. Partnerships with the National Committee should enhance sharing of information and resources among respective ministries and government offices. Such interventions may include providing target technical assistance in strengthening the role of the National Committee as a coordinating body to foster greater information sharing and partnerships as well as influence on key policies such as migration Capitalizing on the Minister of Education's chairmanship of the prevention working-group under the National Committee, applicants are also encouraged to propose approaches to integrate anti-TIP messaging into the formal education system. Additional activities under prevention may focus on ensuring safe transfer of

remittances and the formation of savings groups as income generating activities that may ultimately provide additional livelihood alternatives to those who are vulnerable to trafficking.

In addition to some activities targeting the national level, sub-national interventions should be prioritized. These may include technical assistance to the RGC at provincial levels to develop, fund, and implement key anti-TIP activities, such as public outreach and coordination activities with commune leaders, local police, civil society, and community members. Applicants may consider facilitating commune level engagements and partnerships, perhaps through sub-grants to local civil society groups that work directly with local government leaders, community members, local police, schools, and other interlocutors to develop more sustainable and functioning community safety networks for prevention. All of these interventions should seek to strengthen local governance, cooperation, and citizen engagement in deepening more sustainable efforts in combating TIP.

Anticipated Results:

- Potential victims and their families, educators, and community leaders are more informed through public awareness activities on the risks associated with human trafficking and have knowledge to decrease that risk.
- Expanded economic and vocational educational opportunities for populations at risk of being trafficked are created.
- The percentage of youth at risk of being trafficked who are living within appropriate, permanent, and protective family care is increased. (Children in Adversity Goal 2, Outcome 2.2)
- Increased partnerships with multiple stakeholders including the private sector (e.g. local business), trade unions, school, universities, and government institutions to increase economic and education opportunities for vulnerable populations.
- Improved capacity of National Committee to coordinate and report on anti-trafficking efforts nationwide.
- Increased budget allocations to Provincial Committees to monitor and implement the action plan and other TIP related activities as related to prevention.
- Increase in the number of communes implementing TIP prevention campaigns.

Objective II - Protection: Strengthen survivor protection and services for all forms of TIP through enhanced victim identification, and demand driven delivery of services and reintegration options.

Best practices in victim support developed and modeled:

While MoSAVVY's passage of minimum standards for victim service agencies and minimum standard for residential care for victims of human trafficking and sexual exploitation represent a tangible step towards protecting victims' rights and improving the quality of care, more work needs to be done to implement these standards. Illustrative interventions under this objective may include technical assistance to MoSAVVY to strengthen its capacity to monitor the implementation of the minimum standards of care for victims and facilitate dialogue between MoSAVVY and shelter service providers on the priorities for monitoring and improving the minimum standards.

Accordingly, applicants are encouraged to utilize appropriate tools to determine the assistance needed by victims, including proactive healthcare protocols such as referrals for HIV/AIDS and Tuberculosis screening and treatment, psycho-social support, and basic needs that incorporate the best practices gleaned from prior and current CTIP programs on community-based care to inform the development of a specialized approach to victim care. Other activities should focus on engaging academia on developing curricula and training for students and professors of social work, such as those from the Royal University of Phnom Penh, on the emerging field of mental health care for trafficked persons.

Applicants are encouraged to replace shelter-based care with more rapid reintegration through community-based models where possible, while targeting unmet needs and identifying ways to support underserved populations, including male survivors of trafficking. Such support may include food, shelter, legal aid, psycho-social counseling, and community-based rehabilitation. Applicants are also encouraged to coordinate with partners, civil society and community institutions to improve the referral mechanism for repatriation and reintegration of survivors. In addition, applicants are encouraged to engage the private sector to build vocational skills training for victims of trafficking as part of successful community reintegration efforts. Applicants may also seek cooperation from the private sector to assess labor market demand to ensure that victims who receive rehabilitative training will have expanded opportunities for legal and sustainable employment.

Applicants should clearly detail how their proposed economic, vocational, educational, and other livelihood interventions will be viable in the long-term, taking into account the seasonal nature of agriculture production, flooding and droughts associated with climate change that could lead to risky migration patterns, etc. Given these and other factors, long-term income generation prospects may change over time, requiring adaptability and flexibility in programming. Applicants should describe how their proposed interventions would emphasize sustainability in providing new livelihood alternatives, and how they would adapt to the drivers of migration, i.e. seasonality, climate change, etc.

National and sub-national safety networks for protection:

The Cambodia CTIP program will provide support to the RGC, particularly at the sub-national levels, to lead and coordinate activities to support victims of TIP. In addition to select opportunities to assist the National Committee, this program may include technical assistance to the RGC at provincial levels to develop, fund, and implement key TIP victim protection activities. Applicants may consider facilitating commune level engagements and partnerships, perhaps through sub-grants to local civil society groups that work directly with local government leaders, community members, local police, schools and other interlocutors to develop more sustainable and functioning community safety networks for protection. All of these interventions should seek to strengthen local governance, cooperation and citizen engagement in deepening more sustainable efforts in combating TIP.

Increase cross-border and regional coordination in response to TIP:

In other partnership activities, the Cambodia CTIP program may also focus on supporting cross-border and regional networks (e.g. international/domestic monitoring systems, cross-border repatriation and resettlement), as well as supporting the RGC to implement its bilateral and multilateral agreements and commitments, particularly its Memorandums of Understanding with destination countries, made in relation to CTIP. These efforts could include realizing goals relating to Cambodia's accession to multilateral bodies, including the International Labor Organization (ILO) and ASEAN, as well as the Coordinated Mekong Ministerial Initiative against Trafficking (COMMIT) TIP process.

Anticipated Results:

- Number of people receiving post-traumatic TIP services is increased.
- Improved quality and availability of victim services for survivors of trafficking including counseling, shelter, security, food, legal services, and where appropriate vocational or job training.
- Increased availability of community based care and protection for survivors within their communities.
- Improved partnerships among local institutions, the private sector and civil society organizations to support trafficking victims and provide community based care and

- reintegration services.
- Increase in the number of communes implementing community-based safety networks for victims of trafficking.
- Cross-border and regional cooperation strengthened to protect vulnerable populations.

Objective III - Prosecution: Support meaningful prosecutions of human traffickers to achieve justice for TIP survivors and reduce impunity for offenders.

Increase access to legal services:

Under this objective, the Cambodia CTIP program will help improve access to justice for trafficking survivors through victim support services, which provide legal aid and education on victims' legal rights. In response, applicants may propose activities that continue to build upon growing network of local legal services many of which can be supported through sub-grants. Legal Aid of Cambodia, Community Legal Education Center, ADHOC, and LICADHO are examples of the growing local capacity of organizations that are able to provide legal services that cater to trafficking survivors.

Institutionalize CTIP police training into national curriculum:

The Cambodian National Police (CNP) and its specialized response unit for trafficking, the Anti-Human Trafficking and Juvenile Protection Department (AHTJPD), play a key role in combating trafficking in persons. Some progress has been made in this area as the CNP now has developed its own cadre of trainers on CTIP. However, the CNP has yet to build such CTIP focused trainings into the curriculum at the National Police Academy. While the this program may continue support training front-line police officers local and community policing in combating TIP, applicants are also encouraged to focus efforts on entrenching standardized CTIP training into the national police curriculum and to encourage greater ownership by the CNP. Through training support and consolidation of best practices, law enforcement personnel will be better equipped to identify, engage, and assist victims of human trafficking and engage in other counter-trafficking efforts involving civic engagement at commune and provincial levels as well as investigating and prosecution. If opportunities arise, the applicant may expand this objective further to include operationalization of and training for Undercover Investigative Authority (UIA). Activities related to Undercover Investigative Authority are contingent on the passage of legislation or a prakas authorizing police to utilize it.

Technical assistance to law enforcement under the Cambodia CTIP program is provided under the notwithstanding authority of Section 7034(a) of the Department of State, Foreign Operations and Related Programs Appropriations Act, 2014 (P.L. 113-76, div. K). Similar provisions are typically included in each annual appropriation bill. Any assistance to law enforcement or security forces of a foreign country must also comply with Leahy Vetting requirements under Section 620M of Foreign Assistance Act of the 1961, as amended. Proposed interventions may include strengthening training-of-trainers (TOT) programs, assistance to the National Committee, CNP Training Department and Police Training Academy on standardization of police training materials related to counter trafficking in alignment with the anti-TIP training strategy. Any proposed work with police or law enforcement will be subject to specific review and approval of the AOR in annual work plans in consultation with the USAID Resident Legal Officer.

Anticipated results:

- Number of TIP survivors receiving legal services increased.
- Increase in the number of prosecutions of TIP related crimes.
- Increase in the number of convictions of TIP related crimes.
- Capacity of law enforcement to assist trafficked persons in accessing social services is strengthened.
- Capacity of law enforcement to identify the victims, investigate and prosecute instances of TIP

increased.

- CTIP training fully incorporated into national police curriculum.
- Cross-border and regional cooperation strengthened increase prosecution of traffickers.

E. SUB-AWARDS

Given the broad range of challenges associated with TIP in Cambodia, applicants are invited to propose creative strategies to addresses the objectives outlined in Cambodia CTIP program through a small grant mechanism. The applicant should submit a plan for sub-awards that can build a holistic response to TIP in line with the goal and objectives of this program, including needed research activities. Proposed funding amounts may be included as line items in the budget and illustrative activities, which may include but are not limited to capacity building assistance in coordination with other USAID efforts and programming such as the Cambodian Civil Society Strengthening (CCSS) Project and Capacity Building of Cambodia's Local Organizations (CBCLO) implemented by Volunteers for Economic Growth Alliance (VEGA)/International Executive Service Corps (IESC). The applicant should describe how to coordinate activities under the small grants component with other activities provided through other donor-supported efforts.

The recipient will be expected to develop a grant approval process, with final grant approval by USAID. Part of the Cambodia CTIP program funding is reserved for small grants to local organizations. The average sub-award size can vary by area and need, based on the technical quality of the application, past performance and past experience of the applicant on similar types of programs, and reasonable costs and financial management of the applicant. The sub-awards portion of this program must total at least 20 percent of the total estimated amount of the four-year cooperative agreement. Any sub-award must include a budget, must be awarded based on clear criteria, and must be approved by USAID as per guidelines included in substantial involvement provision of the resultant cooperative agreement. The applicant will be expected to provide a capacity building plan, including what kind of capacity building measure will be put in place in conjunction with the sub-award component of the program, which may include coordination with CCSS project, CBCLO and/or other donor funded or locally run capacity building programs.

F. TRANSITION AWARDS

As mentioned in section E, this program is expected to provide sub-awards to local organizations. Some of the sub-award recipients from this program may become eligible for a Transition Award, in which they receive direct funding from USAID, as a result of this program. A Transition Award is an award made to a local organization, restricting eligibility, when that same organization has been a sub-awardee under a USAID prime award, and meets certain conditions. The sub-award recipients would become eligible for the Transition Awards during or at the end of the Cambodia CTIP program. In order to qualify, the sub-awardee must demonstrate sufficient capacity, particularly in terms of financial and administrative management, in order to receive direct funding from USAID. Moreover, USAID will put a special emphasis on considering organizations that demonstrate innovative approaches and solutions in line with the objectives of this program.

USAID may restrict eligibility when awarding to a local entity that has been a sub-recipient under a prime award and if certain criteria are met. Throughout the course of the award, the Cambodia CTIP program recipient shall identify potential local sub-recipients that could be eligible for a transition award that meet the following criteria:

- The sub-recipient is a local organization.
- In order to receive the funding, the local organization must have received capacity building technical assistance from at least one of the following USAID/Cambodia's programs:

Cambodia CTIP program, CCSS Project, CBCLO and/or other USAID, donor-funded, or local projects.

- The sub-recipient demonstrates sufficient financial management and organizational capabilities as determined by USAID. Metrics defining the standards that the sub-recipient will have to have attained will be defined at the agreement phase of the award process.
- The sub-recipient submits an application for a project that supports increasing constructive civic engagement and improving systems for CTIP.

Funding levels of direct Transition Awards to the Cambodia CTIP program sub-recipients will correspond to the scope and scale of the proposed interventions and the total value for each year of the sub-grant. The total value for each year of the sub-grant will not exceed \$500,000 and not exceed three-years.

USAID may fund up to five applications as Transition Awards. The following are procedures that the partner organization must follow to recommend a local organization for a Transition Award:

- The partner organization will inform USAID of the potential suitability of the Transition Award applicants. USAID and the partner organization will agree as to whether or not to pursue a full application package at that time with an agreed upon timeline.
- The partner organization in collaboration with the Transition Award candidate (must be a local organization), will submit an Application for Transition Award that :
 - ✓ Contains clear goals for the Transition Award that are identified and measurable.
 - ✓ Supports increasing civic engagement to advance human rights by improving systems to CTIP.
 - ✓ Contains substantial evidence to demonstrate the candidate organization's financial and administrative management capabilities.
- The Agreement Officer's Representative (AOR) will review the application and provide a technical recommendation to the Agreement Officer, including any additional reviews, approvals, assessments, analyses, notifications, etc. that may be required.
- The Agreement Officer will inform the partner organization and the Transition Award applicant of the determination regarding the award. The Agreement Officer reserves the right to further define the program objectives or to require additional information in order to make a determination for a Transition Award. Awards under this exception are at the discretion of the Agreement Officer and will follow USAID rules and regulations for assistance pursuant with Automated Direction Systems (ADS).

USAID will consider Transition Awards throughout the four-year implementation of the Cambodia CTIP program. The recipient is encouraged to consider additional criteria or conditions to the process detailed above in their application, and should be indicated in their formal discussion with USAID as stated above.

G. COORDINATION

The applicant is encouraged to include a comprehensive plan to coordinate with other donors, development agencies, and USG programs as well as build partnerships with the RGC, national, local, and regional networks and representatives of civil society, the private sector, labor unions, media, and other interlocutors in order to achieve the objectives of this program. Wherever possible, applicants are strongly encouraged to align these activities to with the goals and objectives of other USG-funded programs. Applicants may present ways to better collaborate with existing programs already underway.

In particular, the implementing partner will be expected to coordinate and identify programmatic synergies with key USAID/Cambodia programs such as the Development Innovations, Helping Address Rural Vulnerabilities and Ecosystem Stability (HARVEST) (and its successor), Social Health Protection project, and other USAID-funded food security, environment, health, and democracy and governance projects. The implementing partner may also look for opportunities to link with the Connecting the Mekong through Education and Training (COMET) project. The application must include a description of how this program will work with other USG-funded programs and partners as well as other international donors including Sweden, Australia, the United Nations Office on Drugs and Crime, and the United Nations Action for Cooperation against Trafficking in Persons, as well as other relevant stakeholders. Overall, the recipient should place great emphasis on sustainability through lasting capacity development and progressive transfer of skills to Cambodian-owned initiatives and activities that can be ultimately replicated by Cambodian partners.

H. MONITORING AND EVALUATION PLAN

Monitoring of results is a key element of USAID programs. USAID seeks data and information to improve performance and effectiveness as well as to inform planning and management decisions. Accurate and timely monitoring will enable the project to adapt to changing conditions and make mid-course corrections as necessary. Data also must be available to demonstrate any impact attributable to USAID programs.

A Monitoring and Evaluation Plan (MEP) is required as part of applications under this RFA, and should be aligned with, but not wholly based upon the Foreign Assistance Framework standard indicators. Performance metrics should capture progress towards the overall expected results and therefore USAID/Cambodia anticipates relevant customized metrics to serve as a management tool in support of this program. Metrics should reflect, at a minimum, both output and outcome levels. Where possible, impact metrics are desired. Foreign Assistance Framework standard indicators are available at <http://www.state.gov/f/indicators/index.htm>. Additionally, the recipient of this award will be expected to further update and refine its MEP to include specific indicators and targets for the achievement of the Cambodia CTIP program results as part of USAID/Cambodia's overall Performance Management Plan (PMP). The MEP submitted by the implementing partner will be subject to approval by the AOR.

Indicators and targets for each result should illustrate how this program will meet the goal and objectives of the RFA. They should also demonstrate how the project would leverage results through USAID/Cambodia programs, especially those specifically mentioned in this RFA. The recipient should cite similar interventions by other donors with particular emphasis on aid effectiveness. Applications must include a results framework clearly showing how indicators track progress under each result and reflect overall impact. Applications must also include and budget for plans to establish baselines.

I. USAID MANAGEMENT

The Office of Democracy and Governance for USAID/Cambodia will manage the Cooperative Agreement for the Cambodia CTIP program. USAID/Cambodia will assign an AOR who will handle day-to-day oversight of the Agreement and manage the overall activity. S/he will regularly meet with Project senior leadership and staff to track program and activity design, implementation, progress, and evaluation; and conduct periodic management reviews and budgetary analysis.

J. MANAGEMENT REVIEWS AND EVALUATIONS

The Annual Work Plan will form the basis for a joint management review by USAID/Cambodia and program staff to review program directions, achievement of the prior year work plan objectives, and major management and implementation issues, and to make recommendations for any changes as

appropriate. Semi-annual management reviews will also be held to review progress. The recipient will address USAID feedback on performance and adjust the strategies accordingly.

During program implementation, USAID/Cambodia anticipates conducting mid-term and final external programmatic evaluations to review overall progress and performance, assess the continuing appropriateness of the project design, and identify any factors impeding effective implementation. USAID will utilize the results of the evaluations to recommend any mid-course changes in strategy if needed and to help determine appropriate future directions. The external evaluations will be funded directly by USAID and will not be included in the funding of this Agreement. Site visits may occur any time after the onset of the project. USAID/Cambodia maintains the right to initiate additional evaluations as needed.

K. KEY PERSONNEL

Key personnel include full-time and long-term professional personnel proposed by the applicants, whose participation in the proposed activities is considered to be essential. Applicants may propose up to five key personnel positions for managing the Cambodia CTIP program. The proposed Project Team Leader, Chief of Party or Program Director must have technical leadership skills and a minimum of ten years of experience in CTIP efforts. A minimum of five years of his or her development experience must be in leadership positions with field programs that focus on CTIP. He or she should preferably have relevant field experience in Cambodia or in Asia. He or she must also have experience managing large programs, a track record building collaborative relationships in complex development environments, and excellent communication skills. All other key personnel must have the requisite technical, management and representational skills for making significant programmatic and operational contributions in the course of program implementation. Applicants are also invited to include in their staffing plans full time positions for a monitoring and evaluation advisor and a gender specialist.

2. AUTHORIZING LEGISLATION AND APPLICABLE REGULATIONS AND POLICIES

The authority for the RFA and any resulting award is from the Foreign Assistance Act of 1961, as amended.

For U.S. organizations, 2 CFR 700, 2 CFR 200, AND applicable policies of ADS 303 and ADS 303maa, Standard Provisions for U.S. Non-governmental Organizations are applicable.

For non-U.S. organizations, applicable policies of ADS 303 and ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations will apply.

[END OF SECTION I]

SECTION II—FEDERAL AWARD INFORMATION

1. ESTIMATED FUNDING AND NUMBER OF AWARDS

Subject to the availability of funds, USAID intends to provide approximately \$8,500,000 in total USAID funding for the life of the activity. USAID intends to award one (1) Cooperative Agreement as a result of this RFA.

2. PERIOD OF PERFORMANCE

The estimated period of performance for the resultant Cooperative Agreement is four years with an anticipated start date o/a October 2015.

3. TYPE OF AWARD AND SUBSTANTIAL INVOLVEMENT

USAID plans to negotiate and award an assistance instrument known as a Cooperative Agreement with the successful applicant for this activity. A Cooperative Agreement implies a level of “substantial involvement” by USAID through the Agreement Officer (AO) and the Agreement Officer’s Representative (AOR).

The intended purpose of the AO and AOR involvement during the award is to assist the Recipient in achieving the objectives identified in the agreement. USAID will be substantially involved during the implementation of this Cooperative Agreement in the following areas:

1. Review and approval of the Recipient’s implementation plans, which describe the specific activities to be carried out under the Agreement;
2. Approval of key personnel and any changes in key personnel;
3. Approval of monitoring and evaluation plans;
4. Approval of transition awards;
5. Concurrence on the substantive provisions of sub-awards. 2 CFR 200.308 already requires the recipient to obtain the AO’s prior approval for the sub-award, transfer, or contracting out of any work by a third party under the agreement; and
6. Monitor to authorize specified kinds of direction and redirection because of interrelationships with other projects. All such activities must be included in the program description, negotiated in the budget, and made part of the award.

4. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this agreement is Code 937. Code 937 is defined as the United States, the cooperating/recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources.

[END OF SECTION II]

SECTION III—ELIGIBILITY INFORMATION

1. TYPES OF ELIGIBLE APPLICANTS

USAID encourages applications from potential new partners; all potential applicants are eligible.

An organization that meets the definition of Private Voluntary Organization (PVO) must register with USAID to compete for grants and other types of funding, as required by 22 CFR 203. The PVO registration process enables USAID to identify capable partners and ensures that registrants meet the Agency's basis partnership requirements.

Certain types of NGOs do not need to register as a PVO, including Universities/Colleges, local indigenous NGOs, sub-awardees/grantees, private foundations, hospitals, exclusively religious institutions, and organizations applying for awards from the Office of U.S. Foreign Disaster Assistance. More information is provided in <http://www.usaid.gov/pvo>

USAID will not accept applications from individuals. All applications must be legally recognized organizational entities under applicable law and authorized to operate in Cambodia.

Potential for-profit applicants must note that USAID policy prohibits the payment of fee/profit to the prime Recipient under assistance instruments. Forgone profit does not qualify as cost-share.

2. COST SHARE

Cost share refers to the resources a recipient contributes to the total cost of an agreement. Cost share becomes a condition of an award when it is part of the approved award budget. The cost share must be verifiable from the recipient's records; for U.S. organizations it is subject to the requirements of 2 CFR 200.306, and for non-U.S. organizations it is subject to the Standard Provision, "Cost Share"; and can be audited. If a recipient does not meet its cost share requirement, the AO may apply the difference in actual cost share amount from the agreed upon amount to reduce the amount of USAID funding for the following funding period, require the recipient to refund the difference to USAID when this award expires or is terminated, or reduce the amount of cost share required under the award.

The provision of cost share under this activity is voluntary but not required. At their discretion, applicants may propose a cost share in cash, in-kind, or a combination of both. All cash and in-kind contributions committed by partners must be documented. Applicants may also propose leverage strategies and targets as appropriate.

Please refer to Section V for information on the evaluation of cost share.

3. NUMBER OF APPLICATIONS

An Applicant may submit only one application per organization; no individual investigator/program director applications will be accepted.

[END OF SECTION III]

SECTION IV—APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

The point of contact for information about this RFA is:

Mealea S. Prak
A&A Specialist
U.S. Agency for International Development
#1 Street 96, Sangkat Wat Phnom, Khan Daun Penh
Phnom Penh, Cambodia
Email: sprak@usaid.gov

The above contact information is only for informational purposes. The RFA itself and any subsequent amendments can be found at www.grants.gov. All applications must be submitted according to the directions regarding application submission in this RFA and not necessarily to the point of contact.

2. CONTENT AND FORMAT OF APPLICATION SUBMISSION

Submit applications strictly according to the instructions below.

Applications and modifications thereof must be submitted in two separate volumes electronically via email: (a) technical and (b) cost applications. Email submissions must include the following in the subject line:

“Technical application under RFA-442-15-000002, submitted by: [name of Applicant organization].”

“Cost application under RFA-442-15-000002, submitted by: [name of Applicant organization].”

Send emails to Acquisition and Assistance Specialist, Mealea S. Prak at sprak@usaid.gov with a copy to phnompenhoaa@usaid.gov.

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and compliance with the application format. Late or incomplete applications will not be considered. 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 must provide the information required by this RFA. Applicants must sign the application and print or type their 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 must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants who 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, will:

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, an award is made 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 award. 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 sheets."

and

Mark each sheet of restricted data 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."

The application must be prepared according to the structural format set forth below.

A. TECHNICAL APPLICATION FORMAT

Technical applications must not exceed 25 single-spaced typed pages, utilizing Times New Roman 12pt font, single spaced, typed on standard 8½" x11" sized paper with one-inch margins (both right and left) and each page numbered consecutively.

Annexes are excluded from the page limitation.

Applicants are advised that any pages exceeding the limit will not be considered for evaluation.

The technical application must clearly demonstrate an in depth understanding of the development challenges in context, outline specific activities and explain how the proposed activities would help achieve the activity objectives stated in Section I. Applicants are encouraged to propose innovative yet realistic approaches that are most appropriate in the context of the presented issues as well as methods by which new approaches will be analyzed and adapted as needed throughout implementation.

The technical approach must clearly address the factors outlined in the evaluation criteria found in Section V.

Unless otherwise specified, all application documents must be in English.

Application Contents: The Technical Application, at a minimum, must contain the following all of which count towards the page limit:

i. **Cover Page (not to exceed one page)**

A single page with the project title and RFA number, the name of the organization applying as the lead or primary applicant clearly identified. Any proposed sub-awardees will be listed separately. In addition, the Cover Page must provide a contact person for the prime applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, telephone and fax numbers, and email address. State whether the contact person is the person with authority to contract for the applicant, and if not, that person will also be listed with contact information. If applicable, the TIN and DUNS numbers of the applicant must also be listed on the cover page.

ii. Table of Contents (not to exceed one page)

Listing all parts of the technical application, with page numbers and attachments.

iii. Executive Summary (not to exceed two pages)

Briefly describe: a) the proposed vision and goals for the program and b) the managerial approach and resources that the applicant will bring to bear on the overall management of the program.

iv. Technical Approach

The Technical Application must include a clear description of the approach which will be taken for each of the Project Objectives detailed in this RFA. Particular attention shall be given to the Guiding Principles detailed in the RFA Program Description and to the anticipated results listed under each Project Objective. To be considered responsive, the Applicant must address all of the Project Objectives and anticipated results listed in the RFA, although the narrative may combine and present the components and results in any manner the Applicant deems logical.

v. Personnel, Staffing Structure and Management Plan

The management plan must specify the composition and organizational context of the entire implementation team (including home office support) and specify clear lines of supervision, accountability, decision-making and responsibility among all staff. Applicants shall also outline a clear scheme on how applicants will partner and collaborate with a diverse range of actors and stakeholders including (but not limited to) USG and RGC agencies, other bilateral and multilateral donors, local public/private sector partners, local governmental structures and communities.

The applicant shall indicate the names of each proposed Key Personnel candidate along with a position description and brief statement of why the proposed individual is particularly suited to the position in the Technical Application, and include CVs for each Key Personnel in the Annex. It is not necessary to identify specific candidates for other than Key Personnel positions, but Applicants shall indicate the number of positions, their functions, whether they will be local or expatriate hires, and the skills and experience they are expected to demonstrate.

vi. Institutional Capacity and Past Performance

The Applicant must include demonstrated recent and relevant technical and field experience and quality of performance in programs or projects of similar technical content and scope in developing countries.

The applicant must provide information on past performance in accordance with the table below. USAID may use performance information obtained from other than the sources identified by the applicant. USAID will utilize existing databases of contractor performance information and solicit additional information from the references provided herein and contact the individual(s) indicated as well as others.

Program Description Summary	Primary location of work	Term of performance	Dollar Value	Award type & Number	Organization/Contracting Entity/Technical Officer	e-mail address and telephone
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NOTE: USAID relies on the prime organization's review of partner/subcontractor institutions. However, if deemed necessary to ensure prudent use of USG funds, USAID may conduct its own past performance review of proposed partners/subcontractor institutions.

- In cases where the applicant lacks relevant performance history and information on performance is not available then the applicant will not be evaluated favorably or unfavorably on performance.

The following Annexes must be attached to the Technical Application and do not count towards the page limit.

Annex 1: Draft Activity Monitoring and Evaluation Plan (not to exceed 5 pages).

A draft Activity Monitoring and Evaluation Plan shall be submitted with the application and shall include: The Monitoring and Evaluation Plan should be aligned with, but not wholly based upon the Foreign Assistance Framework standard indicators. Performance metrics should capture progress towards the overall expected results and therefore USAID/Cambodia anticipates relevant customized metrics to serve as a management tool in support of this program. Metrics should reflect, at a minimum, both output and outcome levels. Where possible, impact metrics are desired. Foreign Assistance Framework standard indicators are available at <http://www.state.gov/f/indicators/index.htm>.

Additionally, the recipient of this award will be expected to further update and refine its MEP to include specific indicators and targets for the achievement of the Cambodia CTIP program results as part of USAID/Cambodia's overall Performance Management Plan (PMP). The MEP submitted by the implementing partner will be subject to approval by the AOR. Indicators and targets for each result should illustrate how this program will meet the goal and objectives of the RFA. They should also demonstrate how the project would leverage results through other USAID/Cambodia programs, especially those specifically mentioned in this RFA. The recipient should cite similar interventions by other donors with particular emphasis on aid effectiveness. Applications must include a results framework clearly showing how indicators track progress under each result and reflect overall impact. Applications must also include and budget for plans to establish baselines.

Annex 2: Key Personnel - Resumes (each resume must not exceed 3 pages).

This section shall include resume for all key personnel candidates and any other personnel proposed for significant positions. Resumes shall not exceed three pages in length and shall be in chronological order starting with the most recent experience. Resumes for all key personnel shall include three performance references for each proposed key position, up-to-date telephone numbers and e-mail contact information.

Annex 3: Key Personnel - Letters of Commitment (not to exceed 1 page per candidate).

A signed commitment letter from each candidate indicating his or her: (a) availability to serve in the stated position, in terms of days after the award; (b) intention to serve for the stated term of service; and (c) agreement to the compensation levels which correspond to the levels set forth in the cost application. Note that documentation that reflects an "exclusive" relationship between an individual and an Applicant is not requested and must not be submitted.

Annex 4: Organizational Chart (not to exceed 1 page).

The chart shall show the staff reporting lines and relationships between the different positions.

Annex 5: Matrix of past performance information (not to exceed 1 page per award).

The Applicant must provide a Matrix of all its contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The reference information for these awards must include:

- The performance location;
- Award number (if available);
- A brief description of the work performed;
- A point of contact list with current telephone numbers, e-mail address, name and title of someone, outside of the Applicant's organization, who supervised/oversaw the activity.

B. COST APPLICATION FORMAT

The Cost Application must be submitted under separate cover 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, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources. NOTE: The award will not provide for the reimbursement of pre-award application costs.

The cost application must include all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts as detailed below. These amounts are subject to revision depending on availability of funds.

The proposed budget must provide cost estimates for the management of the program (including program monitoring). Applicants will minimize their administrative and support costs for managing the project to maximize the funds available for project activities. Accordingly, those applications with minimal administrative costs may be deemed to offer a "greater value" than those with higher costs for program administration.

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

- i. SF-424 forms (found on www.grants.gov) as follows:
 - SF-424, Application for Federal Assistance
 - SF-424A, Budget Information – Non-construction Programs
 - SF-424B, Assurances – Non-construction Programs
- ii. An excel spreadsheet with all cells and formulas visible that includes a summary budget (in US dollars) and a detailed/itemized budget (in US dollars). The detailed budget must include:
 - Costs for environmental compliance implementation and monitoring;
 - The breakdown of all costs associated with the activity according to costs of, if

- applicable, headquarters, regional and/or country offices;
 - Breakdown of cost share if any; and
 - The breakdown of all costs according to each partner organization involved in the activity, in the same detail and format as the budget template.
- iii. One page certification for each key personnel, listing:
- Name of proposed key personnel;
 - Proposed title;
 - Proposed annual salary; and
 - For the prior 3 years - a list of previous employment including: annual salary or daily consulting salary (inclusive of relevant fringe such as insurance, but exclusive of travel and other allowances), number of days worked (for consultancies) or start and end date of full time employment, job title, name and address of employer, and a certification from the applicant's authorized point of contact that the candidate's salary and education information have been verified.
- iv. Costs notes/budget narrative explaining all costs to be incurred

Identified below are some of the common cost elements in a budget and the required information in the budget and budget narrative.

Salaries

Please provide a separate line item for each proposed individual and identify each by name, title and the level of effort and salary rate. Also include position descriptions for all employees and consultants whose compensation will be charged as a direct cost to the agreement. This information will also be required for sub-recipients. Also, specify key personnel and all essential personnel under the program and include CVs for all those individuals and salary history. Direct salaries and wages must be proposed in accordance with the applicant's personnel policies.

Fringe Benefits

Please provide a breakdown of proposed fringe benefits. This breakdown must include the rate at which the benefit is charged and the base against which it is applied. If the applicant has a fringe benefit rate that has been approved by an agency of the Government, such rate will be used and evidence of its approval must be provided. If a fringe benefit rate has not been so approved, the applicant will propose a rate and explain how the rate was determined. If the latter is used, the narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

Travel/Per Diem

Please provide the destination and duration of each trip, the individuals traveling, and a breakdown between the per diem and airfare and the basis for each. The application will indicate the number of trips, domestic and international, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem must be based on the applicant's normal travel policies (applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).

Other Direct Costs

Please provide a breakdown and explanation for all other direct costs (ODCs). This includes communications, report preparation costs, passports and visas fees, medical exams and

inoculations, insurance (other than insurance included in the applicant's fringe benefits), equipment (procurement plan for commodities), office rent abroad, etc. The narrative will provide a breakdown and support for all and each other direct costs.

Branding and Marking.

The cost application must incorporate the estimated cost for Branding and Marking. Additional guidance is available in ADS 320 found at

<http://www.usaid.gov/sites/default/files/documents/1868/320.pdf>.

Indirect Costs for Institutions without a Negotiated Indirect Cost Rate Agreement

Institutions, especially local institutions usually do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government. Institutions without NICRAs may either treat all indirect costs as direct costs or may choose to charge a de minimus rate of 10% of modified total direct costs (see 2 CFR 200.414(f)).

Monitoring and Evaluation Costs

Pursuant to ADS 203.3.5 Monitoring Activities/Implementing Mechanisms, recipients are required to provide in the budget a separate line item for Monitoring and Evaluation (M&E). The line item must include costs for data collection, analysis, and reporting. This line item will be tracked during implementation of the activity. The applicant will propose to USAID the most cost-efficient and effective way to address this requirement.

Seminars and Conferences

The applicant will indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

Funding Foreign Government Delegations to International Conferences

Funds in this agreement 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, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences" (found at <http://www.usaid.gov/sites/default/files/documents/1868/350maa.pdf>) or as approved by the Agreement Officer.

Cost Share

Please provide details on cost-share contributions, including the donors, a narrative explanation of the contributions and other information allowing us to evaluate cost- efficiency of the proposed contributions, if any.

3. DUN AND BRADSTREET UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

All applicants (unless the applicant is excepted from those requirements under 2 CFR 25.110(b) or (c) or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during

which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

USAID may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time USAID is ready to make an award, the USAID may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

4. SUBMISSION DATES AND TIMES

All applications in response to this RFA are due no later than the date and time indicated on the cover page of this RFA.

As USAID is only accepting electronic submissions and there can be delays between when an application is received by the USAID servers and when that application is received in the submission email inboxes, an application is considered timely based on the time the application is received in the USAID servers. Late or incomplete submission will be governed by the policies found at ADS 303.3.6.6 but the Agreement Officer reserves the right to reject any late or incomplete submissions.

5. FUNDING RESTRICTIONS

The award will not allow the reimbursement of pre-award costs.

6. PRE-AWARD CERTIFICATIONS, ASSURANCES AND OTHER STATEMENTS OF THE RECIPIENT

In addition to the certifications that are included in the SF 424, applicants must provide the following certifications, assurances and other statements. Complete copies of these Certifications, Assurances, and Other Statements are in ADS 303.3.8 found at <http://www.usaid.gov/sites/default/files/documents/1868/303.pdf>.

- A. A signed copy of ADS 303mav, Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions, which includes:
 - i. 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.);
 - ii. Certification Regarding Lobbying (22 CFR 227);
 - iii. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
 - iv. Certification Regarding Terrorist Financing; and
 - v. Certification of Recipient.
- B. Other certifications and statements found in ADS 303mav, Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions:
 - i. A signed copy of Key Individual Certification Narcotics Offenses and Drug Trafficking, (ADS 206.3.10) when applicable;
 - ii. A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking

- (ADS 206.3.10) when applicable;
iii. Other Statements of Recipients.

7. REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTIONS (AUGUST 2014)

- (a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –
- (1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or
 - (2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

For the purposes of section 7073, it is USAID’s policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Applicant Representation:

- (1) The Applicant represents that it is ☐ is not ☐ an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.
- (2) The Applicant represents that it is ☐ is not ☐ an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

8. OTHER SUBMISSION REQUIREMENTS

A. PRE-AWARD SURVEY

For organizations that are new to working with USAID or for organizations with outstanding audit findings, USAID may perform a pre-award survey to assess the applicant’s management and financial capabilities. If notified by USAID that a pre-award survey is necessary, applicants must prepare, in advance, the required information and documents. Please note that a pre-award survey does not commit USAID to make any award.

B. MARKING AND BRANDING

All USAID-funded foreign assistance (including programs, projects, activities, public communications, or commodities) must be communicated, promoted, and marked as coming from the American people through USAID. Specific communications and promotion measures

must be described in the “Branding Strategy” and “Branding Implementation Plan,” and specific marking will be described in the “Marking Plan” for the this award. Branding and marking under this award must comply with the USAID Automated Directive System Chapter 320 Branding and Marking (ADS 320).

ADS 320 requires that, after the evaluation of the applications, the USAID Agreement Officer will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. USAID will not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website:
<http://www.usaid.gov/sites/default/files/documents/1868/320.pdf>

Additional guidance is available at <http://www.usaid.gov/branding>. The cost application must incorporate the estimated cost of the proposed Branding Implementation and Marking Plans.

C. TECHNICAL DIFFICULTIES

In the event of technical difficulties during electronic submission of an application, applicants must contact the point of contact listed in SECTION IV—APPLICATION AND SUBMISSION INFORMATION, 1. POINT OF CONTACT.

[END OF SECTION IV]

SECTION V—APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

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

Recognizing that various approaches may have merit, this RFA seeks an implementing partner that, on the basis of its experience, can propose cost-effective ways of implementing this program.

Technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Applicants must organize the narrative sections of their technical applications in the same order as the selection criteria. Technical evaluation of applications will be based on the extent and appropriateness of proposed approaches and feasibility of achieving the identified objectives, in accordance with the following criteria.

If an award is not made based on the initial applications received, USAID may request clarification and/or supplemental materials from applicants whose applications have a reasonable chance of being selected for award. The entry into discussion is to be viewed as part of the evaluation process and will 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.

A. TECHNICAL EVALUATION CRITERIA

The following selection process for Cambodia CTIP program will entail a “best value” approach in which the evaluation factors other than cost or price, when combined, are significantly more important than cost or price. The Recipient will be selected on the basis of its written application, its past experience working in this field of expertise, and a demonstrated capacity to manage human and financial resources. Applications will be reviewed by a committee of USAID/Cambodia and USG representatives and rated based on the criteria listed below (with possible total score of 100).

Individual Application Selection Criteria	
Technical Approach (45 points)	• Thorough understanding of the goal, objectives, and components of the RFA. • Feasibility, sustainability and creativeness of the proposed interventions particularly with a focus on leveraging other USAID and international donor programs and partnerships with civil society and other key interlocutors and utilizing ICT and media outlets, such as television, radio, social media, SMS and IVR. • Selection criteria for the local NGOs, CSOs, civil society networks, media and/or other partners as appropriate and a clear approach for imparting lasting capabilities and sustainability of interventions. • The extent to which gender and youth are integrated into the technical approach. • Draft Monitoring and Evaluation Plan with results framework, clear measurable benchmarks, and appropriate impact measures.
Personnel, Staffing Structure, and Management Plan	• Experience and expertise of key personnel. • A well-articulated staffing pattern that maximizes efficient use of resources and links to results.

(30 points)	• Roles and responsibilities of staff and sub-partners clearly spelled out. • Maximizes participation of host country organizations and individuals.
Institutional Capacity (10 points)	• Demonstrated capability and capacity to perform the work of similar scope and size based on managerial resources, expertise and experience in program management, and sub-grantor capacity. • Quality of proposed administrative and home office support management structure and financial controls. • Solid experience on CTIP, which are appropriate in the Cambodia context.
Past Performance (15 points)	• Extent to which the Applicant demonstrates previous success in implementing programs of similar size and scope including: quality of product or service, consistency in meeting goals and targets, schedule (timeliness of performance), cost control, business relations, and management of key personnel and nondiscrimination in the delivery of services.

B. COST APPLICATION

Costs included in the proposed budget will be reviewed to ensure they are allowable, allocable, and reasonable. Proposed budgets will also be subject to cost realism analysis. The cost realism analysis will verify the Applicant's understanding of the requirements, assess cost effectiveness and the degree to which the cost proposal reflects the approaches in the technical solution, and assess the degree to which the costs included in the proposal accurately represent the programmatic requirements set forth in the proposal.

Applications that do not present realistic costs risk not being considered for award.

2. COST SHARE EVALUATION

As per Section III, cost share is voluntary but not required. Pursuant to 2 CFR 200.306, any proposed cost share will be considered in the cost effectiveness evaluation during the cost realism analysis, as described above, but will not be evaluated as a separate, distinct review factor. As cost share will be evaluated as a component of cost effectiveness, it may have an impact in the evaluation of the cost application.

In addition, the Applicant's cost share contribution will be reviewed for realism and to verify that the applicants meet the standards set in 2 CFR 200.306 for U.S. organizations or the Standard Provision entitled "Cost Sharing" for Non-U.S. organizations (see 2 CFR 200.306 and Standard Provisions for Non-U.S. Non-Governmental Recipients).

3. REVIEW AND SELECTION PROCESS

Award will be made to the responsible applicant(s) whose application offers the greatest value, cost and other factors considered. The final award decision is made, while considering the recommendations of the technical evaluation committee, by the Agreement Officer. The Agreement Officer's decision about the funding of an award is final and not subject to review. Any information that may impact the Agreement Officer's decision must be directed to the Agreement Officer.

The Agreement Officer is the only individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed Agreement may be incurred before

receipt of either an Agreement signed by the Agreement Officer or a specific, written authorization from the Agreement Officer.

[END OF SECTION V]

SECTION VI—FEDERAL AWARD AND ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICE

Notice of Award signed by the Agreement Officer is the authorizing document, which will be transmitted to the Recipient for countersignature to the authorized agent of the successful organization electronically, to be followed by original copies for execution.

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. Applicants are advised that costs incurred prior to receipt of either a fully executed Agreement (in electronic or print form) or a specific, written authorization from the Agreement Officer are not allowable and therefore are ineligible for reimbursement under the Agreement.

USAID may choose to change the Applicant's proposed award type, Grant or Cooperative Agreement, prior to award.

Issuance of this RFA does not constitute an award or commitment on the part of the U.S. Government to make any awards, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. Please be advised that only limited funding is currently available.

Request for additional information from unsuccessful applicants will not be considered.

2. APPLICABLE PROVISIONS

For U.S. organizations, 2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. Non- governmental Organizations are applicable.

For non-U.S. organizations, ADS 303mab, Standard Provisions for Non-U.S. Non-governmental Organizations will apply.

These policies and federal regulations are available at the following web sites:

- ADS 303: <http://www.usaid.gov/sites/default/files/documents/1868/303.pdf>
- 2 CFR 200 and 2 CRR 700: <http://www.ecfr.gov/>

3. REPORTING REQUIREMENTS

The recipient will adhere to all reporting requirements listed below. All reports as required under Substantial Involvement shall be submitted by the due date. Additional reports requiring review and clearances, when necessary, are listed under each requirement.

A. Financial Reporting:

Financial reporting requirements will be in accordance with 2 CFR 200.327 and required on a quarterly basis.

B. Program Reporting:

The Recipient will provide the following reports to the Agreement Officer's Representative and Agreement Officer as described below.

1. Quarterly Report (2 copies):

The Recipient shall prepare and submit to the AOR quarterly reports that summarize progress in relation to agreed upon targets contained in the annual Work Plan, and will specify any problems encountered and indicate resolutions or proposed corrective actions; the status of activities and deliverables and the date of their completion/submission to USAID/Cambodia; changes to personnel; and other relevant issues. For each action, the Recipient shall designate responsible parties and establish a timeframe for completion. The Report shall list activities proposed for the next quarter, noting where they deviate from the approved annual Work Plan.

2. Annual Work Plan (2 copies):

The Recipient shall submit a draft annual work plan for the award to the AOR for approval within 45 days of the effective date of this award. The work plan year will be consistent with the U.S. Government's fiscal year (October-September). The first work plan to be submitted will not necessarily be for a full year or may be for more than a full year, depending on the start date of the agreement. The recipient will prepare the work plan in consultation with the relevant stakeholders.

3. Performance Monitoring Report (2 copies):

The recipient shall submit a Performance Monitoring Report on progress toward agreed performance targets every three (3) months, based on the MEP to be further developed by the recipient in collaboration with USAID. This will include information on program activities undertaken in the reporting period and those planned for the following three (3) months. Reports must also include the following: 1) explanation of quantifiable output of the programs or projects, if appropriate and applicable; 2) reasons why established goals were not met, if appropriate; 3) analysis and explanation of cost overruns or growing pipelines (recipients must immediately notify USAID of developments that have a significant impact on award-supported activities); and 4) lessons learned. Further, notification must be given immediately in the case of problems, delays or adverse conditions, which materially impair the ability to meet the objectives of the award. These notifications must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.

The Recipient may also be requested to provide additional performance monitoring reports as required by USAID/Cambodia to facilitate management and oversight. Within 90 days after the completion date of this Cooperative Agreement the Recipient shall submit a final report which includes an executive summary of the Recipient's accomplishments in achieving results and recommendations about areas in need of future assistance; an overall description of the recipient's activities and attainment of results, as appropriate during the life of the Cooperative Agreement; an assessment of the progress made toward accomplishing the objective and expected results and significance of these activities; important research findings, comments and recommendations, and a fiscal report that describes how the recipient's funds were used. See 22 CFR 226.51.

4. Final Report:

The Recipient must submit the original copy to the Agreement Officer's Representative, one copy to the Agreement Officer, and one copy to USAID to the public-facing and searchable DEC Web site, through e-mail (docsubmit@usaid.gov), or through the U.S. Postal Service delivery to the following address:

USAID Development Experience Clearinghouse
M/CIO/ITSD/KM

Ronald Reagan Building M. 01
U.S. Agency for International Development
Washington, DC 20523

For more information on the DEC, please refer to ADS 540.

The final report must be submitted within 90 calendar days of the expiration of the award. The final report must also consolidate activities and analyses of all partners into one document and their activities and progress towards results. The final performance report must contain the below information, as relevant.

- An executive summary of the accomplishments and results achieved;
- An in-depth analysis of progress and results that synthesizes achievements that contributed towards program objectives. This section will clearly describe activities, major accomplishments and results achieved, including results for all of the activities under the cooperative agreement;
- Final data, compared to baseline data, for all indicators included in the monitoring and evaluation plan. This section will include disaggregated data by gender, historically disenfranchised groups and other relevant groups identified.
- A summary of problems/obstacles encountered during the implementation, and how those obstacles were addressed and overcome if appropriate;
- Lessons learned best practices, and other findings, along with recommendations for future programming in this sector.
- A comparison of actual expenditures with budget estimates, including analysis and explanation of cost overruns or high unit costs, and any other pertinent information, as relevant.

4. PROGRAM INCOME

If the successful applicant(s) is/are a non-profit organization, any program income generated under the award(s) will be added to USAID funding (and any cost-sharing that may be provided, if applicable), and used for program purposes. However, pursuant to 2 CFR 200.307 Program Income, if the successful applicant is a for-profit or commercial organization, any program income generated under the award will be deducted from the U.S. Government share of this award to determine the amount of USAID funding.

Program income will be subject to 2 CFR 200.307 for U.S. NGOs or the standard provision entitled Program Income for non-U.S. NGOs. If the successful applicant(s) is/are a PIO, any program income generated under the award(s) will be added to USAID funding (and any non-USAID funding that may be provided) and used for program purposes.

5. ALTERNATE BRANDING AND MARKING STANDARDS

There are no alternate branding and marking standards for this award.

6. LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2013)

a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below.

b) Construction means —construction, alteration, or repair (including dredging and excavation) of

buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

c) Agreement Officers will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa.

d) Description – TBD

e) The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

7. USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014)

(a) Definitions

“USAID Implementing Partner Notices (IPN) Portal for Assistance (“IPN Portal)” means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at

<https://sites.google.com/site/usaidipnforassistance/>.

“IPN Portal Administrator” means the USAID official designated by the Director, M/OAA, who has overall responsibility for managing the USAID Implementing Partner Notices Portal for Assistance.

“Universal bilateral amendment” means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

(b) By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to:

(1) Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and

(2) Receive universal bilateral amendments to this award and general notices via the IPN Portal.

(c) Procedure to register for notifications.

Go to <https://sites.google.com/site/usaidipnforassistance/> and click the “Register” button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.

(d) Processing of IPN Portal Amendments

The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system will also notify the Recipient by email when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient’s review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment.

Within 15 calendar days from receipt of the notification email from the IPN Portal, the Recipient must do one of the following:

(1) (a) verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment; (b) download the amendment and incorporate the following information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award; (c) sign the hardcopy version; and (d) send the signed amendment (by email or hardcopy) to the AO for signature. The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;

(2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or

(3) Notify the AO that the Recipient declines to sign the amendment.

Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

8. USAID DISABILITY POLICY (JUNE 2012)

The recipient must not discriminate against people with disabilities in the implementation of USAID funded programs and should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities. The text of the USAID Disability Policy can be found at the following Web site: http://pdf.usaid.gov/pdf_docs/PDABQ631.pdf.

9. ENVIRONMENTAL COMPLIANCE

Section 117 of the Foreign Assistance Act of 1961, as amended, 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 ADS 204, which require that any potential environmental impacts of USAID-financed activities be identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. In case of a conflict between host country and USAID regulations, the latter will govern. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs.

In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID.

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).

As part of its Initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Cognizant Technical Officer 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.

If the recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare and 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.

[END OF SECTION VI]

SECTION VII—FEDERAL AWARDING AGENCY CONTACTS

Questions must be submitted via email to Acquisition and Assistance Specialist Mealea S. Prak at sprak@usaid.gov with a copy to phnompenhoaa@usaid.gov by the deadline on the cover page of this RFA.

[END OF SECTION VII]

SECTION VIII—OTHER INFORMATION

1. FUNDING

USAID reserves the right to fund any or none of the applications submitted.

2. CTIP II EVALUATION REPORT

The Mid-Term Evaluation of Counter-Trafficking in Persons II in Cambodia was evaluated and can be found on the following link:

<https://dec.usaid.gov/dec/content/Detail.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDBmY2Uy&rID=MzU3MTM5&inr=VHJ1ZQ==&dc=YWRk&bckToL=>

[END OF SECTION VIII]

[END OF RFA]