USAID | INDIA
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REQUEST FOR APPLICATION (RFA)

RFA No.: RFA-386-13-000002
Issuance Date: March 28, 2013
Questions due by: April 11, 2013, 1000 Hrs. New Delhi Time
Closing Date/Time: May 10, 2013, 1000 Hrs. New Delhi Time

SUBJECT: Request for Applications (RFA) Number RFA-386-13-000002 USAID India's Project Innovation Office (Pi)

The United States Agency for International Development in India (USAID/India) is seeking applications for a Cooperative Agreement from qualified US Schools of Education to implement USAID India's "In-STEP" program as described in the Program Description in Section I.1.

The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended and Cooperative Agreement and Grants Act of 1977. Please note that no profit/fee is allowed under assistance. Forgone profit does not qualify as cost-sharing or leveraging.

Subject to the availability of funds, the Government intends to award one cooperative agreement under this RFA. USAID/India however, reserves the right not to enter into any awards. The award will be made in accordance with the Application Review Information provided in Section V. USAID intends to provide $4.3 million over a two and a half year period.

The successful applicant will be responsible for ensuring achievement of the program objectives. Please refer to the Program Description in Section I.1 of this RFA for a complete statement of goals and expected results.

The RFA consists of this cover letter and the following:

1. Section I, Funding Opportunity Description
2. Section II, Award Information
3. Section III, Eligibility Information
4. Section IV, Application and Submission Information;
5. Section V, Application Review Information;
6. Section VI, Award and Administrative Information;
7. Section VII, Agency Contacts,
8. Section VIII, Other Information;
9. Attachment 1, Certifications and Assurances.

To be eligible for an award, the applicant must provide all required information in its application, including the requirements found in all attachments. Applications that are submitted late, incomplete or are non-responsive will not be considered. Award will be made to the responsible applicant whose application best meets the requirements of this RFA and the evaluation criteria contained herein.

The Requests for Application (RFA) will be posted electronically via Grants.gov. This RFA and any future amendments, including questions/answers can be downloaded from http://www.grants.gov. It is the responsibility of the prospective applicant to ensure that it has received the RFA and any future amendments from http://www.grants.gov. All interested parties are encouraged to register at http://www.grants.gov to receive automatic notification of any amendment to this RFA. If you have difficulty accessing the RFA or its amendments at Grants.gov, please contact Mr. Sumit Dutta at indiarco@usaid.gov.

USAID/India requires that applications be submitted electronically (e-mailed to indiarco@usaid.gov). See Application Submission Procedures in Section IV.7. 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 any costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant Cooperative Agreement will not 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. All application preparation and submission costs are at the applicant's own expense.

All questions and requests for clarification related to this RFA must be received by April 11, 2013 no later than 1000 hours (New Delhi time) and should be sent to the indiarco@usaid.gov. Applicants must not submit questions to any other USAID staff. Applicants should retain for their records a copy of their application and all enclosures that accompanies their application.

Sincerely,

sd/-
Sumit Dutta
Regional Office of Acquisition and Assistance
USAID/India

Attachment: a/s

TABLE OF CONTENTS

LIST OF ACRONYMS

AAPD	Acquisition and Assistance Policy Directive
ADS	Automated Directive System
AO	Agreement Officer
AOR	Agreement Officer's Representative
AWP	Annual Work Plan
BRC	Block Resource Center
CA	Cooperative Agreement
CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CRC	Cluster Resource Center
CTE	College of Teacher Education
CV	Curriculum Vitae
DIET	District Institute of Teacher Education
DUNS	Data Universal Numbering System
EEO	Equal Employment opportunity
FICA	Federal Insurance Contributions Act
GAGAS	Generally Accepted Government Auditing Standards
GOI	Government of India
IASE	Institute of Advanced Studies in Education
ICT	Information and Communication Technology
LOC	Letter of Credit
MHRD	Ministry of Human Resource Development
NCERT	National Council of Educational Research and Training
NCF	National Curriculum Framework
NCFTE	National Curriculum Framework for Teacher Education
NCTE	National Council for Teacher Education
NGO	Non-Governmental Organization
NICRA	Negotiated Indirect Cost Rate Agreement
NPE	National Policy on Education
OMB	Office of Management and Budget
Pi	Partnerships for Innovation Office
PMEP	Project Monitoring and Evaluation Plan
RFA	Request for Applications
ROAA	Regional Office of Acquisitions and Assistance
RTE Act	Right to Education Act
SCERT	State Council for Research and Training
SOE	School of Education
SSA	Sarva Shiksha Abhiyan
U.S.	United States
USAID	United States Agency for International Development
USG	United States Government
TEC	Technical Evaluation Committee
TET	Teacher Eligibility Test
TIN	Taxpayer Identification Number

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

1. PROGRAM DESCRIPTION

A. PROGRAM PURPOSE

Through this RFA, USAID/India seeks a U.S. School of Education (SOE) to implement a three to five month customized teacher training program for approximately 100-110 teacher educators from India. The first group of 50 plus teacher educators would arrive in the U.S. on or around September 15, 2013 and the second group on or around September 15, 2014. The purpose of the proposed project, the India – Support for Teacher Education Program (In-STEP), is to build the capacity of Indian teacher educators (and administrators) by exposing them to the talent, methodologies, and expertise offered by U.S. Schools of Education (SOEs). It is expected that these teacher educators will take the practices and methodologies learned in the U.S. and apply them to the Indian context.

U.S. SOEs are active stakeholders in the U.S. school system, engaged in activities ranging from K-12 curriculum development, classroom practices, materials development, assessment, teacher training, and continuing professional development of K-12 teachers. Teacher educators from India can learn from their U.S. counterparts how teacher education can and should lead to concrete improvements in K-12 education, and how school teachers can be effectively mentored. As the teacher educators go on to train school teachers in India, both at the pre-service and in-service levels, their new skills will help improve curriculum and materials development, teaching practices of teachers, and student assessment, and ultimately lead to improved learning among students in schools.

B. BACKGROUND

India's National Policy on Education 1986 (NPE) recommended improvement in the status and professional competence of teachers as the cornerstone of educational reconstruction. It envisaged teacher education as a continuous process with pre-service and in-service training being its inseparable components. It emphasized the significance and need for a decentralized system for the professional preparation of teachers and led to the establishment of the District Institutes of Teacher Education (DIETs) under the national government's Scheme for Restructuring and Re-organization of Teacher Education 1987.

In recent times, positive developments in the area of school education, such as the formulation of the National Curriculum Framework 2005 (NCF)—which emphasizes a constructivist approach to teaching and learning and advocates connecting knowledge to life outside the school—and enforcement of the Right to Education Act 2009 (RtE Act)—which guarantees the right to eight years of free and compulsory quality education to all children through the provision of specified minimum infrastructure, qualified teachers, and a fear-free, encouraging environment—have led the Government of India (GOI) to plan for robust reforms in its school and teacher education systems.

In 2009, the GOI-funded autonomous institution, the National Council for Teacher Education (NCTE), introduced the National Curriculum Framework for Teacher Education (NCFTE), which was developed with inputs and close engagement from universities and institutions such as the National Council of Educational Research and Training (NCERT). This framework has been prepared in the backdrop of the NCF and advocates for: (a) reflective practice to be the central aim of teacher education; (b) provision of opportunities for self-learning and reflection to trainee teachers; (c) assimilation and articulation of new ideas; and (d) provision of opportunities to trainee teachers to observe and engage with children and communicate with and relate to children.

Over the last few years, the GOI engaged with a wide range of development partners and leading NGOs to critically examine various aspects of teacher education, development, and management through a series of conferences, and, in 2012, revised its original Scheme for Restructuring and Re-organization of Teacher Education. The revised scheme emphasizes the need for contextualized solutions for different categories of states that have specific sets of issues in teacher education. It also advocates for forging strong links between teacher education and higher education, such as developing institutional arrangements with university departments of education, and developing professionalism and capacity building of teacher educators through faculty development programs and exposure visits. The new USAID In-STEP activity will complement the efforts of the GOI to reform its teacher education system.

C. PROGRAM SUMMARY

Through the RtE Act, India has committed to providing quality education to all children in the country. The existence of large numbers of untrained teachers in the school system, coupled with the provisions of the RtE Act, such as the prescription of a pupil teacher ratio of 1:30, the prescribed standards for teacher qualification, and the emphasis on child-centered teaching and learning, have created an unprecedented demand for high quality initial teacher education and teacher professional development. Currently, the quality of teacher education both at the pre-service and continuous professional development levels is uneven and tilted towards traditional, theoretical methods and needs re-orientation in line with current frameworks. There is also a clear need to address quantity and quality. A third critical dimension is the need to focus on equity. A teaching approach that recognizes and promotes contextualization, inclusion, multiculturalism, education as a child's right, etc., is currently weak in the Indian school system.

The challenge before India is to recognize the role of teacher educators in transforming school education in India, and help build their capacity to do this effectively so that they can prepare high caliber teachers. However, currently teacher educator preparation programs are largely theoretical and provide little opportunity to engage in reflective practice. The Ministry of Human Resource Development (MHRD) of the GOI has embarked upon an ambitious initiative for a comprehensive re-structuring of the teacher education system. The re-structuring focuses on integrating teacher education with overall education development in the states, and recognizes that capacity-building of teacher educators is essential for the transformation being planned to achieve a measurable enhancement in the performance of teachers and students. In-STEP will support MHRD's endeavor by building the capacity of teacher educators through their participation in a customized, needs-based training course offered by a U.S. university, developed in consultation with Indian experts.

The primary objective of In-STEP is to improve the professional capacity of teacher educators as a means of improving the quality of current and future school teachers. The capacity of the Indian teacher educators is expected to be strengthened through a three to five month long customized capacity building program designed by the U.S. School(s) of Education in consultation with their Indian counterparts. Woven into this course will be an exposure to the U.S. SOEs' own teacher preparation, school engagement, classroom pedagogies, material development, and research. As part of this customized, needs-based training, Indian teacher educators will prepare a long essay which sets forth a clear proposal for reform of a specific area of teacher education in his/her State and will receive mentoring from the U.S. SOE on the development of this essay. In addition, they will undergo a core course in teacher education, observe school and teacher education practices, participate in colloquia, and study teaching-learning materials and other learning resources used by the U.S. SOE.

As the eastern and north-eastern Indian states have the highest numbers of untrained teachers in the system, the highest need for more teachers in light of the RtE Act, and the least technical and financial resources, In-STEP will focus on these. The final selection of states will be done by MHRD. In-STEP will limit its reform focus to government-funded teacher education institutions as the government has direct control over their management. It is expected, however, that through the State Councils for Research and Training or SCERTs (the state level government-funded nodal agencies which are responsible for the development and implementation of curriculum for pre-service teacher education courses across government and private institutions), the reforms will spread and positively impact private teacher training institutions as well.

D. TECHNICAL APPROACH

(1) Situational Analysis

School education in India faces many challenges, some of which are:

- Teaching continues to be rote-based, with little emphasis on comprehension.
- The constructivist approach emphasized by the NCF 2005 is yet to find traction in schools.
- Teachers and teacher educators are not well-oriented towards rights-based approaches, contextualization, teaching-learning pedagogies and child development theories.
- The RtE Act emphasizes child-centered teaching in a fear-free environment, but teachers do not know how to operationalize this concept in the classroom.
- The teachers' own schooling experience is of rote-based learning, and they need re-orientation.

There are large inter-state variations in the percentage of teachers without requisite qualifications, vacancy of teacher posts, and additional requirements of teachers under the RtE Act and the capacity of teacher education institutions to provide professionally sound teacher education. The eastern states, such as Assam, Bihar, Chhattisgarh, Jharkhand, Orissa, Uttar Pradesh, and West Bengal, have very high numbers of untrained teachers and teacher vacancies, inadequate capacity to provide effective teacher preparation, and the greatest need for additional teachers as required by the RtE Act. Based on the above, the MHRD sees a clear need to prioritize reform efforts that focus on eastern and north-eastern states.

Private teacher training institutions have multiplied in India in the last decade or so. As of March 2009, while there were only 529 functional DIETs[1], 104 Colleges of Teacher Education (CTEs), and 31 Institutes of Advanced Studies in Education (IASEs) [2] - in all, 664 government-funded institutions - there were well over 11,000 private teacher education institutions.[3] All teacher education in the country is accredited and controlled by the NCTE, but the NCTE has extremely limited technical capacity, and has itself come under criticism and scrutiny for corruption and for allowing sub-standard private institutions to be established. Although the GOI is currently engaged in a massive exercise of re-organizing and strengthening the NCTE, and the status of accreditation of teacher education institutions is expected to improve, this will likely take at least a couple of years. The interest of the GOI at this stage is in supporting the teacher education institutions that are both funded and managed by the government itself. The In-STEP activity will therefore directly focus only on government-funded institutions in participating states by working with and building capacity of their faculty.

(2) The Rationale

Why the Primary Focus on Teacher Educators?

- Teacher educators are the key human resource in the education system; the quality of their preparation is an appropriate starting point for reforms.
- Teacher educators are directly responsible for teacher quality; they are the first resource with whom trainee teachers come into contact, and they play a critical role in the continuous professional development of teachers.
- Teacher educators have the highest levels of qualifications in the system, and are professionally expected to lead and catalyze change, especially in the socio-cultural and pedagogic domains of education.
- Quality, contextualization, rights-based approach, and inclusion have to begin with teacher educators, through their own development, empowerment, orientation, and exposure to quality schools and teacher education systems, approaches and methodologies.

[1] DIETs prepare teachers for elementary education
[2] CTEs prepare Secondary School teachers and IASEs prepare teacher educators
[3] National Curriculum Framework for Teacher Education, 2009

Why a U.S. School of Education (SOE)?

The GOI has had a long history of collaboration with U.S. higher education institutions in various sectors such as science, technology, management and agriculture. In-STEP would be GOI's first collaborative reform initiative in the teacher education sector.

The U.S. is an ideal partner from which India can learn. Both countries follow the democratic system of governance with a federal structure and both are geographically large, with large, diverse populations. The U.S. has a long history of civil rights based public schooling and universal education that India is currently attempting. The U.S. SOEs are closely and systematically involved in teacher preparation, continuous professional development of teachers, school reforms, and school-based teacher education, research, and materials development. The peer reviewed system of accreditation of SOEs, and the large networks of organizations for teacher development and research offer tremendous opportunities for learning. The training of Indian teacher educators by the U.S. SOEs will provide an opportunity to the former to experience the many facets of teacher-school-university linkages. This, along with mentoring from the SOE faculty, is expected to trigger ideas that will inform their essay detailing a proposal for reform that is part of this activity.

3) Program Description

(i) Objectives

The primary objective of In-STEP is to improve the professional capacity of teacher educators as a means of improving the quality of current and future teachers. Through a three to five month customized training program for teacher educators offered in the U.S. and designed by faculty from U.S. SOE in consultation with their Indian counterparts, the capacity of teacher educators will be enhanced. The implementing partner will be responsible for several steps, including consultation, planning, and design, which will precede the commencement of the course. The U.S. SOE will consult with the MHRD during this process and throughout the program. The teacher educators will attend the course in two batches of about fifty each with one batch beginning the course in September 2013 and the second in September 2014. A small number of administrators will also come to the U.S. for a customized two-week course. As part of the training program, each teacher educator will also prepare a long essay which sets forth a clear proposal for reform of a specific area of teacher education in his/her State. This proposal will be developed and refined with support from the U.S. SOE. These proposals will be presented to MHRD, which will encourage the respective States to implement them. The Indian teacher educators are expected to implement their new skills and knowledge in their classrooms, resulting in better-trained, higher quality teachers who have the capacity to address many of the challenges facing school education in India, and help improve student learning outcomes.

Through In-STEP, it is expected that an effective model will be developed that MHRD will be able to replicate in various states and teacher education institutions in India, combining its own resources and the resources leveraged from private sector stakeholders**.**

(ii) Steps Involved

a. Selection of Teacher Educator and Administrator Participants from India
MHRD will select estimated 110 participants **(not to exceed 100 teacher educators and 10 administrators)** from among the teacher educators in IASEs, SCERTs, and DIETs, staff from Block Resource Centers (BRCs) and Cluster Resource Centers (CRCs),[4] and administrators from each state and MHRD. The administrators will remain in the U.S. for a two-week course only. This mix of participants, as well as covering a larger number of DIETS in the selected states, will allow for intensive and focused reform in the states. MHRD will select teacher educators through a rigorous process using three main criteria, in addition to their having the minimum qualification prescribed by NCTE:

- Academic: core competency in a discipline, ability to conceptualize and abstract from experiences and readings, capacity for reflective action.
- Leadership: engagement with schools, teachers, students and communities.
- Basic fluency in written and spoken English, ability to use the internet, and good written and oral communication skills.

MHRD has indicated that at least 50% of the candidates will be women. In addition, teacher educators from the marginalized communities of India, such as the Scheduled Castes, Scheduled Tribes, minorities, and persons with disabilities, will be proportionally represented.

While the U.S. SOE will have no active role in the selection process, it is important that the U.S. SOE is aware that USAID has an understanding with MHRD that the participants selected by MHRD will have the requisite academic, leadership, and communication skills, as defined above, i.e., the best of the available pool of teacher educators.

b. Visit by select faculty from the U.S. SOE and Teacher Educator Orientation
Select faculty (3-4 members) of the implementing U.S. SOE will visit India for about ten days to two weeks to familiarize themselves with the Indian teacher education systems and conduct a needs assessment and benchmark survey of the teacher educators. They will achieve this by visiting relevant institutions and participating in a workshop with the selected teacher educators and Indian experts—eminent teacher educators, educational researchers, and policymakers. In addition, during this same trip, the select faculty will provide an orientation workshop to the teacher educators to prepare them for their visit to the U.S.

> Workshop 1: The selected Indian educators and Indian education experts will familiarize the U.S. SOE with the Indian teacher education system, including the challenges and opportunities particular to the Indian teacher education system. The selected teacher educators will discuss the issues and challenges they have encountered with respect to pre-service and in-service teacher training, as well as

[4] BRCs and CRCs are entities comprising expert teachers that provide on-site academic support to school teachers.

the teacher education reform areas around which they plan to conduct deeper inquiry while in the U.S. The U.S. SOE will also conduct a needs assessment and benchmark survey of the teacher educators.

Workshop 2: The select faculty of the implementing U.S. SOE and Indian experts will jointly conduct an orientation for the selected teacher educators. This workshop will provide an overview of the U.S. system and the thrust of the reforms in India. While the Indian experts will orient teacher educators about the overall contemporary issues in India, and the thrust of the 12th Five Year Plan of India in the area of teacher education, faculty from the U.S. SOE will orient the selected teacher educators to the education system in the U.S., the facilities and support that the participants will be provided with, life and culture in the U.S., the course modules, assessment criteria, and other details. The teacher educators will discuss their expectations and explain the socio-cultural milieu from which they come.

MHRD will set up a Steering Committee comprising Indian experts and policy makers. With help from the Steering Committee, MHRD will design the workshop, select the Indian experts who will lend their expert services at the workshop, facilitate the workshop proceedings, and organize interaction of the U.S. SOE Faculty with Indian experts to deepen their understanding of the Indian education and teacher education systems and practices.

c. Development of a suitable curriculum

The U.S. SOE faculty, together with the Indian experts identified by MHRD, will develop the curriculum and training modules for a three to five month course, customized to the needs of the selected teacher educators as well as a shorter two week course for a small number of administrators. The curriculum for the teacher educator course will include: (i) one core course in elementary teacher education in any of the following: language education, science and mathematics education, education curriculum and instruction, psychology, sociology, or learning research, or other relevant course; and (ii) visit to K-8 schools to observe classrooms, participation in research colloquia, seminars, and workshops, classroom observations of in-service and pre-service teacher education, shadowing teacher educators, study of learning resources in use, and study of assessment techniques of schools and SOEs.

The U.S. SOE will ensure that the concepts of constructivism and inclusion are incorporated into the program. The program could include participation in existing activities where appropriate and incorporating relevant portions of existing short term, off-the-shelf courses already available with the U.S. SOE as well as specially created modules. The visiting faculty, in consultation with Indian experts, will also develop guidelines for the long essay reform proposal that each of the participant teacher educators will prepare (please see section ‘f’ below for details regarding the desired characteristics of the reform proposals).

The MHRD’s Steering Committee will select the Indian academics and practitioners who will work with the U.S. SOE to develop the curriculum and its evaluation.

d. Course for Teacher Educators

Broadly, the three to five month course in the U.S, SOE will comprise:

- One core course in elementary teacher education (language education, science and mathematics education, curriculum and instruction, psychology, sociology, or learning research, or other relevant course).
- Study visit to K-8 schools, including to those attached to the School of Education.
- Participation in workshops related to school level reform initiatives that the SOE is a part.
- Participation in research colloquia of the SOE.
- Observation of pre-service teacher education classrooms.
- Observation of in-service teacher education classrooms.
- Shadowing of teacher trainees and teacher educators.
- Study of materials used by teachers, trainee teachers, and teacher educators.
- Study of assessment mechanisms in teacher and school education.
- Development of a long essay which sets forth a clear proposal for reform of a specific area of teacher education in his/her State.

e. Course for Administrators

The administrators will visit the U.S. SOE for a two week period. Broadly their training/orientation will comprise:

- Introduction to the school and teacher education system, administration, management and evaluation.
- Observe the teacher educator course work.
- Orientation to the planning aspects of school and teacher education.
- Orientation to standards in school and teacher education.
- Study of policies related to school and teacher education.
- Orientation to professional networks for teachers and teacher educators.
- Organization of libraries, ICT and learning resources.
- Orientation to the mentoring process for teachers and teacher educators.
- Orientation to teacher assessment practices.
- Orientation to any innovative program or policy formulation the SOE is currently involved in.
- Orientation to systems in place for inclusion and child care and protection

The U.S. SOE, in consultation with USAID, MHRD, and Indian teacher educators, will develop standards/norms of demonstrated knowledge and skills that each of the Indian participants will be expected to acquire through the course, and will assess each participant on the basis of these standards. This will be done for the teacher educators as well as for administrators.

Note: The U.S. SOE will make comfortable but modest stay arrangements (on-campus or near campus such that free shuttle services can be availed) for the two groups of participants and food arrangements (all meals) for the duration of their stay. The U.S. SOE will also provide an orientation on computer skills to the participants, e.g., an introduction to power point presentations, the internet, various search engines, and other information technology mechanisms commonly used in U.S. universities such as Skype. The U.S. SOE will also be responsible for provision of laptops for the duration of the course, setting up designated websites for the teams, video-conferencing, and facilitating for the participants the use of other virtual systems commonly used by the U.S. SOE. The participants should be able to access and use these systems during the course and upon their return to India.

f. Criteria for the Long Essay Reform Proposal

Each of the Indian educators will prepare a draft reform proposal before departing to the U.S. for the course. These proposals will contribute to the GOI mandate of strengthening the Indian education system, as well as the overall objective of In-STEP, namely, "to strengthen capacity of Indian teacher educators to enable them to improve teacher quality and eventually student learning outcomes." These proposals to reform a specific area of the teacher education system in India must be developed taking the following into consideration:

- Cost-effectiveness of the reform proposal
- Potential for replication of the reform proposal
- Sustainability of the proposed reform initiative
- Partnerships proposed: Each proposal should propose partnerships to strengthen the impact of the initiative. These could be partnerships with individual groups or institutions, community, Panchayati Raj (local self-government), Sarva Shiksha Abhiyan (SSA), which is the GOI initiative on school education for all, schools, women and youth groups, NGOs, private organizations, foundations, business leaders, and social entrepreneurs.
- Expected Impact: Each reform proposal will need to clearly define the expected impact of the proposed work in terms of magnitude, reach, quantity, and quality.

While reform proposals must be rigorous and robust, care must also be taken to ensure that there are no unrealistic goals set forth in the long essays. Each participant teacher educator will then refine the reform proposal and develop it into a long essay with mentoring and guidance from the faculty of the U.S. SOE. Upon the teacher educators' return, the MHRD will encourage the respective States to implement the reform proposals.

g. Visit by the U.S. experts for mid-course analysis

One or two relevant faculty from the U.S. SOE will undertake one visit of not more than five days to analyze how the training they offered to the Indian teacher educators is benefitting the stakeholders, what gaps exist, and how the training can be improved for the second batch of teacher educators.

h. Leveraging of Resources and Program Sustainability

Although the program is funded for only two years, it is expected that the impact on the Indian education system will be long-term. MHRD will ensure that among the teacher educators are professionals from the Institute of Advanced Study in Education or other institutes of higher learning of each participating State in order to help foster a center of teaching excellence in each of those States.

In addition, the program is encouraged to develop a mechanism for long-term partnership between the U.S. SOE, the GOI, and Indian teacher training institutions, such as the establishment Education Chairs, to foster further collaboration, research, and exchanges between U.S. and Indian educators. However, funding for such a partnership is outside the scope of this activity.

Finally, the program is encouraged to forge partnerships with and leverage resources from various players, and especially from the private sector. Identification and development of public private partnerships in U.S. and in India that would contribute to the long-term sustainability and expansion or "scaling-up" of program elements are encouraged from the very beginning of the program.

(iii) Expected results from the program:

By the end of the program, it is expected that the participating teacher educators will have substantially improved their professional capacities, which will benefit current and future teachers, and will have developed a teacher education reform proposal that can be implemented in their respective States.

In-STEP will form part of MHRD’s ambitious initiative for a comprehensive re-structuring of the teacher education system. MHRD has developed robust indicators to gauge the success of all of its teacher education reform programs. Examples of MHRD indicators into which the USAID-funded program will contribute are:

- How many faculty members at the DIET/CTE/IASE/SCERT were deputed for conferences, went on study leave, and undertook exposure visits?
- What has been the most “talked-about” process improvement in the year within the DIET/CTE/IASE/SCERT?
- Has there been positive feedback on the Diploma in Education program by student teachers? Are there records of the same?
- Percentage of DIET students who cleared the Teacher Eligibility Test (TET)

USAID Illustrative indicators for In-STEP include:

- Number of teacher educators (by gender) trained under In-STEP
- Number of long essay reform plans developed
- Percentage of teacher educators passing the post training assessment

Number of reform proposals championed by MHRD for implementation by states

2. AUTHORIZED LEGISLATION

This is a discretionary Cooperative Agreement opportunity to be competed and awarded pursuant to the authority of the 1961 Foreign Assistance Act, as amended, and the applicable sections of USAID regulation 22 CFR 226.

3. PROGRAM ELIGIBILITY REQUIREMENTS

Type of entities which may apply is described in Section III.

4. AWARD ADMINISTRATION

For US organizations, USAID Regulation 22 CFR 226, OMB Circulars, and USAID Standard Provisions for U.S. Nongovernmental recipients will be applicable. For non-U.S. organizations, the Standard Provisions for Non-U.S., Nongovernmental recipients and the applicable cost principles (OMB Circular A-122 for non-profit organizations and OMB Circular A-21 for universities) will apply. The OMB circulars are available in the following link: http://www.whitehouse.gov/omb/circulars/index.html. For both U.S. and non U.S. for-profit organizations Federal Acquisition Regulation (FAR) Part 31 will be applicable. Please refer to Section VI of this RFA for more information on the standard provisions. While 22 CFR 226 does not directly apply to non-U.S. applicants, the Agreement Officer will use the standards of 22 CFR 226 in the administration of the award. Further information including the referenced documents may be obtained via our agency website http://www.usaid.gov directly or via links in USAID Automated Directive System (ADS) Chapter 303: http://www.usaid.gov/policy/ads/300/303.pdf. Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, direct and indirect, which are related to the Cooperative Agreement and are in accordance with applicable cost standards, may be paid under the Award.

[End of Section I]

SECTION II – AWARD INFORMATION

1. ESTIMATED FUNDS TO BE AVAILABLE

Subject to the availability of funds, USAID intends to provide approximately $4,300,000 in total USAID funding for the life of the activity.

2. START DATE AND PERIOD OF PERFORMANCE

The period of performance anticipated herein is two and a half years ($2^1/_2$) years. The estimated start date of the award is July 2013.

3. TYPE OF AWARD

USAID plans to negotiate and award a Cooperative Agreement as USAID desires to be substantially involved in the implementation of the selected program that is consistent with USAID policy contained in ADS Chapter 303 concerning non-governmental assistance activities. This substantial involvement will be through the Agreement Officer, except to the extent that the Agreement Officer delegates authority to the Agreement Officer's Representative (AOR) in writing. The intended purpose of the substantial involvement during the award is to assist the recipient in achieving the supported objectives of the agreement.

4. SUBSTANTIAL INVOLVEMENT

In addition to the requirements in 22 CFR 226 and other applicable regulations or provisions, USAID/India will be substantially involved during the implementation of this Cooperative Agreement in the following ways through the Agreement Officer's Representative (AOR) or the Agreement Officer as per ADS 303.3.11:

A. Approval of recipient's annual work plans

B. Approval of Key Personnel and any change in key personnel

C. Agency and recipient Collaboration or Joint Participation

D. Approval of Subawards and Subcontracts

[End of Section II]

SECTION III – ELIGIBILITY INFORMATION

1. ELIGIBILITY OF APPLICANTS

Applicants must be legally established US Public or Private Colleges (Schools of Education) that specialize in formal educator training.

[End of Section III]

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

1. POINT OF CONTACT

Sumit Dutta, Acquisition & Assistance Specialist, USAID/India, C/o American Embassy, Shantipath, Chanakya Puri, India E-mail: indiarco@usaid.gov

2. REQUIRED FORMS

All applicants must submit the application using the SF-424 series, which includes the:

- SF-424, Application for Federal Assistance;
- SF-424A, Budget Information - Nonconstruction Programs; and
- SF-424B, Assurances - Nonconstruction Programs.

The program described in Section I above includes non-construction elements. Therefore, these mandatory forms for non-construction programs must be completed. Costs to non-construction activities should be included on the SF-424A. Copies of these forms may be found in the following website:
https://apply07.grants.gov/apply/FormsMenu?source=agency

3. PRE-AWARD CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF RECIPIENTS

In addition to the certifications that are included in the SF 424, applicants must provide additional certifications, assurances and other statements found in Attachment 1 of this RFA.

4. APPLICATION FORMAT

A. Preparation of Applications:

i. Applicants are expected to review, understand, and comply with all aspects of this RFA.

ii. Each applicant shall furnish the information required by this RFA. The applicant must sign the application form (SF 424) and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

iii. 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 purpose, must:

a. Mark the title page with the following legend:

> "This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. 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,

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

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

iv. Applicants should retain for their records one copy of the application and all enclosures which accompany it.

v. Application shall be split into two separate parts: (1) Technical Application; and (2) Cost Application. The formats for each of these parts of the application are set forth below.

B. Technical Application Format

The suggested outline for the technical application is:

I. Table of Contents, listing all page numbers and attachments

II. Executive Summary

III. Technical Approach

IV. Key Personnel

V. Past Experience

VI. Past Performance

VII. Management Plan

VII. Annexes:
a. Mobilization Plan
b. Illustrative Performance Monitoring and Evaluation Plan (PMEP)
c. Relevant Past Performance Information (Recipient and Key Partner Organizations)
d. Curriculum Vitae for Key Personnel

Technical applications should be specific, complete and presented concisely. Applications should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Applications shall take into account the technical evaluation criteria found in Section V.

Applicants are invited to present 1) an innovative technical approach and an effective implementation strategy to achieve the project objectives set forth in Section I; 2) a well thought-out implementation plan with sound rationale for the proposed level of effort and scheduling of work; 3) an illustrative Performance Monitoring and Evaluation Plan (PMEP) that identifies appropriate milestones, gender sensitive indicators and targets (including sex disaggregated targets), as well as plans to gather and utilize baseline data, the illustrative PMEP is expected to reflect concern for results and include proper impact indicators; and 4) an exit strategy and approach to ensure that the program results can be sustained after completion of the project.

Technical Application shall be written in English and shall not **exceed 30 single-spaced typed pages**. It shall include an executive summary, not to exceed 2 pages. The executive summary shall provide a clear overview of the results to be achieved, milestone or benchmark measures of progress and a brief summary of applicant's experience implementing similar activities.

Annexes are excluded from the 30 page limit. Past performance references, the illustrative performance monitoring and evaluation plan, the letters of intent, cover page, mobilization plan, table of contents list of acronyms and personnel resumes may be included as annexes to the technical application.

Applicants should submit a detailed proposal, clearly outlining how the laid down objectives as described above are proposed to be met. Additionally, the U.S. SOE will clearly mention the following in the application:

- List of faculty identified for working on the USAID/India project
- Curricular and training outline and details of the study visit on the components described above under sections d and e, "Course for teacher educators" and "Course for administrators", including course details, assessment criteria, process for fine-tuning participant proposals.
- Work and Time Schedule of the U.S. SOE faculty visits to India.
- Budget and time line of the SOE for the program.
- A detailed monitoring and evaluation plan for both the U.S. and India parts of the program.
- A plan for undertaking qualitative assessments and documentation, including case studies, process documentation etc. in consultation with MHRD and USAID.
- How the MHRD's concurrence will be ensured from the initial stages in each aspect of In-STEP implementation.
- Its track record of promoting rights based teacher education and public education in inclusive settings.
- Its research and documentation on teacher and school education of the marginalized.
- Its record of academic involvement in plural diverse classroom settings in terms of pedagogy, textual materials, assessments on equitable terms for the marginalized.
- Details of senior teacher educators or administrators, who have visited and/or studied school education and/or teacher education in India, as well as details of their visits to India.

- How and why is the SOE interested in working in India.
- The SOE's history of collaboration with Indian institutions, or exchange visits of teacher educators between India and the U.S. if any.

(a) Technical Approach
Describe in detail the technical approach to be used to achieve the proposed results. Describe the technical approaches and program(s) the Applicant will implement, the development challenges the technical approaches and programs will address, the outcomes and impact it would achieve, the constraints the program is attempting to overcome, and how the programs will be sustainable after USAID assistance is concluded.

The Applicant should consider the possibility of engaging local staff to handle the necessary logistics in India, including travel of the selected teacher educators from India to the U.S., and to provide technical support on the India side to ensure a smooth progress of all work on the project. The Applicant is encouraged to consult with MHRD for guidance on the best options for accomplishing this aspect of the project.

The Applicant should consider gender implications throughout the design and implementation of the program. This will partly be ensured through the selection process adopted by MHRD. It must also be done by ensuring a balanced approach to gender in the development and implementation of course curricula, as well as the long essay to be developed by each teacher educator.

The Applicant must take into serious consideration efficient use of U.S. Government funding for utilizing sound innovations or creative approaches to achieve the program objectives. Other critical considerations include addressing gender concerns and rights. Applicants should keep in mind that the program should build the capacity of teacher educators in Indian states to bring about a marked improvement, both in the demonstrated training capability of the teacher educators, as well as in the competence of the teachers whom they train.

(b) Key Personnel
Applicants may propose appropriate key personnel considered essential for facilitation of this program, not to exceed three. While proposing key personnel, careful consideration should be given to the program requirements, results to be achieved and the experience of working in India. Resumes shall be included for all key personnel with at least three references and their contact information (name, title, organization, phone number, e-mail address).

The Applicant shall include a brief summary for each of the key personnel, including the extent and nature of their experience in facilitating similar projects. A detailed CV or resume should be provided in an Annex (not to be counted in the page limit). Resumes or CVs are not to exceed four pages in length and work experience shall be in chronological order starting with the most recent experience. Each resume shall be accompanied by a signed letter of commitment from each candidate.

All key personnel are required to possess strong communication and interpersonal skills.

(c) Past Experience

Applicants must mention the experience of implementing programs similar to the program proposed in this application, i.e., past experience of similar partnerships, alliances, projects and activities that involved planning, implementation, oversight and facilitation, specifically of capacity building programs for teacher education/educators. The end date of the cited program(s) should not be more than five years ago.

Include the following for each award:

- Name of awarding organization or agency
- Address of awarding organization or agency
- Place of performance of services or program
- Award number
- Amount of award
- Term of award (start and end dates of services/program)
- Name, current telephone number, current fax number and e-mail address (if one is available) of a responsible technical representative of that organization or agency who is familiar with the program
- Brief description of the program
- Applicants must also include the three (3) most relevant U.S. Government and/or other donor or private funded contracts, grants, cooperative agreements etc. In case of proposed sub awardees, Applicants must include similar information as listed above for themselves.

(d) Past Performance

Applicants must include three (3) most relevant U.S. Government and/or other relevant donor, government, university or privately funded contracts, grants, cooperative agreements etc., received by them in the last five years, involving education programs, i.e., past performance in partnerships, alliances, projects and activities that involved planning, implementation, oversight and facilitation of education programs. This could include ongoing programs. The end date of the cited program(s) should not be more than five years ago.

Include the following for each award:

- Name of awarding organization or agency
- Address of awarding organization or agency
- Place of performance of services or program
- Award number
- Amount of award
- Term of award (start and end dates of services/program)
- Name, current telephone number, current fax number and e-mail address (if one is available) of a responsible technical representative of that organization or agency who is familiar with the program
- Brief description of the program

- Applicants must also include the three (3) most relevant U.S. Government and/or other donor or private funded contracts, grants, cooperative agreements etc. In case of proposed sub awardees, Applicants must include similar information as listed above for themselves.

USAID may contact references and use the past experience/performance data, along with other information, to determine the Applicant's suitability. The USG reserves the right to obtain information for use in the evaluation of past work from any and all sources inside or outside the USG.

(e) Management Plan
As part of its application, the applicant must submit a detailed Management Plan for USAID's review. The Management Plan must, at a minimum, have/address the following:

- A plan for staffing, and submission of annual work plan and award monitoring plan
- Organogram with a clear chain of authority for the project/program team
- Clear lines of communication and reporting which allow for early identification and resolution of problems by the prime awardee, and provision of related information to USAID
- A clear, regular, and concrete means of communication between program staff in the field and senior management in the headquarters office, which functions without creating unnecessary overlap
- A clear description of a consultation mechanism with MHRD
- A regular set of coordination mechanisms for key stakeholders at the field level
- A regular means of informal communication with the Agreement Officer's Representative (AOR), in addition to the required programmatic and financial reporting

C. Cost Application Format

The Cost or Business Application is to 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. There is no page limitation on the Cost Application.

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

i. A detailed budget with an accompanying budget narrative that provides in detail the rationale for proposed costs. The budget narrative should provide information regarding the basis of estimate for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, vendor quotes, etc.). ***Important Note:*** *This activity involves active engagement of the Applicant(s) only periodically, and not for the entire duration of two and a half years. The Applicant must develop the cost proposal (budget) accordingly.*

In addition to the detailed budget, a summary of the budget must be submitted using Standard Form 424 and 424A which can be downloaded from the following web site:
https://apply07.grants.gov/apply/FormsMenu?source=agency

ii. The cost/business application should contain the following budget categories:

a. Direct Labor – Direct salaries, wages and annual increases for all personnel proposed under the application shall be in accordance with the applicant's established personnel policies. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles. The narrative should include a level of effort analysis specifying personnel, rate of compensation, and amount of time proposed. Anticipated salary increases during the period of the agreement should be included.

b. Fringe Benefits - If accounted for as a separate item of cost, fringe benefits should be based on the applicant's audited fringe benefit rate, supported by a Negotiated Indirect Cost Rate Agreement (NICRA) or historical cost data. If the latter is used, the budget narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g. unemployment insurance, workers compensation, health and life insurance, retirement, FICA, etc.) and the costs of each, expressed in dollars and as a percentage of salaries.

c. Supplies and Equipment - Differentiate between expendable supplies and nonexpendable equipment (NOTE: Equipment is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of $5,000 or more per unit, unless the applicant's established policy establishes nonexpendable equipment anticipated to be required to implement the program, specifying quantities and unit cost.)

d. Allowances- Allowances must be broken down by specific type and by person and must be in accordance with the applicant's established policies.

e. Travel and Per Diem - The narrative should indicate number of trips, domestic and international, and the estimated unit cost of each travel in accordance with the technical application. Proposed per diem rates must be in accordance with the applicant's established policies and practices that are uniformly applied to federally-financed and other activities of the applicant.

f. Other Direct Costs - This could include any miscellaneous costs such as office rents, communications, transportations, supplies and utilities, report preparation costs, passports, visas, medical exams and inoculations, insurance (other than the applicant's normal coverage), etc. The narrative, or supporting schedule, should provide a complete breakdown and support for each item of other direct costs.

g. Proposed Sub-contracts/agreements - Applicants who intend to utilize sub-contractors or sub recipients should indicate the extent intended and a complete cost breakdown, as well as all the information required herein for the applicant. Sub-contract/agreement cost applications should follow the same cost format as submitted by the applicant. Indirect costs are not allowed for sub-awards to indigenous organizations. All indirect costs shall be budgeted as direct costs. (see Implementing Partner Notice IPN 08-006 at: http://transition.usaid.gov/in/working_with_us/ipnt.html).

h. A current Negotiated Indirect Cost Rate Agreement (NICRA) if your organization has such an agreement with an agency or department of the U.S. Government. Applicant must provide a copy of latest NICRA for prime and proposed sub awardees.
Indirect cost ceiling rates must be included in cost application.
Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) with an agency or department of the U.S. Government shall submit the following information:
   a. copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
   b. projected budget, cash flow and an organizational chart for the applicant; and
   c. a copy of the organization's accounting manual.

i. Required assurances, certifications and representations as indicated in 424 B entitled Assurances-Non Construction Programs and the certifications identified in subsection 2 and 3 of the section.

j. Applicants should submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility.

k. The information submitted should substantiate that the applicant:
   a. has adequate financial resources or the ability to obtain such resources as required during the performance of the award;
   b. has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental;
   c. has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
   d. has a satisfactory record of integrity and business ethics; and

e. is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).

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

m. Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance (M/OAA, formerly known as M/OP).

5. SUBMISSION DEADLINES

Applications are due at 1000 hours New Delhi Local Time on May 10, 2013. Because making this award is critical to USG foreign policy goals, time is important and late applications may not, at the sole discretion of the Agreement Officer, be considered.

6. FUNDING RESTRICTIONS/PRE-AWARD COSTS

There are no funding restrictions applicable to this RFA at this time. USAID in its discretion and at the request of the winning applicant may allow pre-award costs.

7. APPLICATION SUBMISSION PROCEDURES

Only electronic (e-mail) copy submissions are required by USAID/India. Applications received by the submission deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. No additions or modifications will be accepted after the submission deadline.

Applications shall be submitted with the name and address of the applicant and the RFA number (referenced above) inscribed thereon, via e-mail to indiarco@usaid.gov.

Your organization must ensure that the applications are received at USAID/India in its entirety. No addition or modifications will be accepted after the submission date. E-mail attachments should be in PDF format for the narrative text and Microsoft Excel format for spread sheets with a **15 MB limit per e-mail**. If necessary, send your submissions via separate e-mails in order to stay within the 15 MB limit. **Please note that USAID/India cannot accept .zip files, as these will be blocked by USAID's firewall.**

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

i. Applications submitted electronically must be in either Microsoft Word and/or PDF versions for narrative text and in MS Excel for spreadsheets/tables (workable version).

ii. After you have sent your applications electronically, please immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email or indicate in the file name if submitted via grants.gov that it is a "corrected" submission.

iii. Please do not send the same email more than once unless there has been a change, and if so, please add a note highlighting that it is a “corrected” email.

iv. If you send your application by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "no. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[organization name], Cost Application, Part 1 of 2".

Our preference is that the technical application and the cost application be submitted as single email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending them. If this is not possible, please provide instructions on how to collate the attachments. USAID/India will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear.

C. Receipt of Applications

Electronic copies of Applications must be received at the place designated (i.e., indiarco@usaid.gov) by the date and time specified in the cover letter of the RFA. Applications, which are submitted late or are incomplete run the risk of not being considered in the review process. Late applications may be considered for award if, in the sole discretion of the Agreement Officer, it is determined that it is in the U.S. Government's interest and if the evaluation process has not yet commence.

D. Questions & Answers

Any questions regarding this RFA should be submitted in writing to Mr. Sumit Dutta, Acquisition and Assistance Specialist via e-mail to indiarco@usaid.gov.

Questions regarding this RFA should be submitted **no later than 1000 Hours, New Delhi time on April 11, 2013,** to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. Verbal explanations or instructions given before award will not be binding.

[End of Section IV]

SECTION V – APPLICATION REVIEW INFORMATION

1. EVALUATION CRITERIA

The criteria presented below have been tailored to the requirements of this RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants are requested to organize the narrative sections of technical applications according to the technical application format (Section IV.4.B) in the Application and Submission Information and the evaluation criteria set forth below.

The following criteria will be used to evaluate the application as per weightage indicated against each:

Criteria	Points
1. Technical Approach	35
2. Key Personnel	20
3. Past Experience	20
4. Past Performance	15
5. Management Plan	10

Details of each evaluation criterion are explained below:

Technical Approach (35 points)
A technical approach that is well-conceived, technically sound, result-oriented, feasible, and sustainable.

Key Personnel (20 points)
(i) Sector-specific qualifications, professional competence and relevant experience and academic background of the proposed key personnel
(ii) Demonstrated application of expertise and knowledge, as well as country familiarity and management experience of key personnel for implementing/facilitating the In-STEP activities in India

Past Experience (20 points)
Past experience of similar partnerships, alliances, projects and activities that involved planning, implementation, oversight and facilitation specifically of capacity building programs for teacher education/educators.

Past Performance (15 points)
Past performance in partnerships, alliances, projects and activities that involved planning, implementation, oversight and facilitation of education programs.

Management Plan (10 points)
The Management Plan will be evaluated based on its ability to support the timely achievement of results.

B. Cost Evaluation:

Points will not be awarded for cost. Cost will primarily be evaluated for reasonableness, realism, allowability and the applicant's understanding of the work to be performed. Effective cost saving measures to improve cost efficiency of the program will also be considered. Given the nature of this activity, USAID/India will weigh carefully potential benefits from the proposed staffing plans and level of effort**.**

2. REVIEW AND EVALUATION PROCESS

The Application which is deemed to offer the best overall value and meet USAID objectives will be selected for award. The Technical Evaluation Committee (TEC) will evaluate the technical/programmatic merit of each application as measured against the evaluation criteria mentioned above.

Once an "apparent successful applicant" is identified, additional information and discussion may occur between the applicant and USAID Agreement Officer, before the final funding decision is made. The "apparent successful applicant" means the applicant recommended for an award of a component after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer. "Apparent successful applicant" status confers no right and constitutes no USAID commitment to an award.

The recommendation or selection of an application for award does not in any way guarantee an award. The USAID Agreement Officer must be fully satisfied that the applicant has the capacity to adequately perform in accordance with standards established by USAID and the Office of Management and Budget (OMB). This issue of organizational capability is generally referred to as a pre-award "responsibility determination." The Agreement Officer must also complete any other necessary pre-award arrangements. Details on USAID pre-award responsibility determination policy and procedure can be found on our agency website, in its automated directive system (ADS) chapter 303, section 303.3.9: http://www.usaid.gov/policy/ads/300/303.pdf.

USAID/India may make an award without any discussion. To the extent that they are necessary, negotiations will be conducted with the applicant(s) whose application(s), has or have a reasonable chance of being selected for award. The final award decision will be made by the Agreement Officer, with consideration of the Technical Evaluation Committee recommendations.
Other areas of review and discussion will vary according to the circumstances pertaining to the application. The following areas commonly require discussion and agreement prior to award:

A. Branding Strategy and Marking Plan. In accordance with ADS 303.3.6.3.f and 22 CFR 226.91, the apparently successful applicant must submit a Branding Strategy and a Marking Plan for evaluation and approval by the Agreement Officer before an award under this solicitation will be made. “Marking Plan” and “Marking of USAID-funded Assistance Awards” are contained in **AAPD 05-11** and in **22 CFR 226.91**. Please note that in contrast to “exceptions” to marking requirements, waivers based on circumstances in the host country must be approved by Mission Directors or other USAID Principal Officers, see **22 CFR 226.91(j)**. USAID approved Branding Strategy and Marking Plan is required for award execution.

B. Final program and budget plans.

C. Payment terms.

D. Procedures concerning administrative reporting and logistical requirements for program including training components.

E. Other award terms including audit, special provisions and/or special award conditions.

[End of Section V]

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

1. NOTIFICATION TO APPLICANTS

The Notice of Award (ADS 303.3.7.1.a) signed by the Agreement Officer is the authorizing document that will be provided to the successful applicant to inform the applicant of its selection to be further considered to negotiate a cooperative agreement. USAID will provide this Notice electronically to the person designated to receive this information in the application.

Notification will also be made electronically to unsuccessful applicants pursuant to ADS 303.3.7.1.b.

2. AWARD NOTIFICATION

Notice of Award signed by the Agreement Officer is the authorizing document, which shall be transmitted to the recipient for countersignature to the authorized agent of the successful organization electronically.

Request for debriefings: USAID will follow the procedures included in ADS 303.3.7.2 to receive and accept requests for debriefings from unsuccessful applicants.

3. ENVIRONMENT COMPLIANCE

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

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

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

4) As part of its initial Work Plan, and all Annual Work Plans thereafter, the [recipient], in collaboration with the Agreement Officer's Representative 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.

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

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

4. GENERAL INFORMATION ON REPORTING REQUIREMENTS

Reports and related requirements will be included in the Cooperative Agreement issued as a result of this RFA. Requirements for periodic performance reports are contained below and supplemented by 22 CFR 226.51. Copies of all required financial reports will be submitted to the Agreement Officer's Representative (AOR) and Agreement Officer at USAID/India. Applicants are reminded to budget prudent and adequate resources for completing the required reporting. All reports shall be in the English language, unless otherwise specified by the AOR. Electronic submissions are preferred. The recipient will provide the following reports to the USAID Agreement Officer's Representative (AOR) and the Agreement Officer, as specified below, in accordance with 22 CFR 226.51 and 226.52 and the Substantial Involvement provisions as mentioned in the Section II of this RFA.

A. Financial Reporting

Financial reporting requirements will be in accordance with 22 CFR 226.52.

B. Performance Monitoring and Reporting

The recipient will submit reports to the USAID AOR as described below.

i) Annual Work Plan

The recipient must submit a draft Annual Work Plan (AWP) within forty five (45) calendar days of the effective date of the Cooperative Agreement. The AWP must detail the work to be accomplished during the upcoming year. The scope and format of the AWP will be agreed to between the recipient and the AOR. AOR will review the work plan and provide comments within ten (10) work days of receipt; the recipient must incorporate these comments and provide a final annual work plan within five (5) work days of receiving AOR's comments. The AWP will serve as a guide for program implementation–a demonstration of links between activities and objectives in accordance with the PMP. The AWP shall outline key activities and the expected results to be accomplished for that year and will be negotiated and shared with host government partners for comments as appropriate. The AWP will also serve as a basis for budget estimates for that year of program implementation. A budget with sufficient detail to allow the AOR to judge the efficiency of the annual work plan should be included. The AWP should delineate an overall budget by line item and a budget per objective and activity. The AWP may be revised on an occasional basis in the course of implementation, as needed, to reflect changes on the ground with the concurrence of the AOR. Subsequent AWPs must be submitted in a similar fashion, and the recipient must submit the work plans for successive years forty five (45) calendar days before the beginning of each successive year.

ii) Performance Monitoring and Evaluation Plan

The application must contain an illustrative Performance Monitoring and Evaluation Plan that explains how the applicant proposes to monitor the program and assess program impact. The recipient must submit a comprehensive Performance Monitoring and Evaluation Plan (PMEP) that measures impact and progress toward achieving results over the life of the award within thirty (30) calendar days of the finalization of the Annual Work Plan for the first agreement year. USAID will review the draft PMEP and provide comments/suggestions within twenty (20) calendar days of receipt. The recipient must then submit the final PMEP to the AOR not later than ten (10) calendar days from receipt of USAID's comments/suggestions. The PMEP must cover the entire period of the Agreement. It must include, but not necessarily be limited to, the following:

a) A Performance Monitoring Plan (PMP) which will help to plan/schedule for measuring results
b) Discussion on the approach proposed to conduct annual performance assessments
c) Outline the means of communicating findings and data among partners and to stakeholders including USAID.

The recipient may consult with the AOR and other USAID officials in the development of the PMEP.

The recipient must provide ongoing monitoring of the effectiveness of the implementation of the program and shall develop an information and reporting system tied to the Annual Work Plan to measure progress towards attaining milestones (results) as well as to collect information on agreed-upon indicators. Indicators and targets for each result should illustrate how the project is achieving its targets for each tasks and interventions. Measurement of achievements under the award should directly relate to the technical leadership and support provided under this project, including the identification, development and application of best practices. They should also demonstrate how the project will leverage and synergize results through USAID programs. It is equally important that similar interventions by other donors are cited with particular emphasis on aid effectiveness.

The recipient will finalize the monitoring and evaluation plan in consultation with USAID/India and its counterparts through participatory inception meetings with key implementing partners and other stakeholders. The PMEP must include indicators, targets, data sources and collection methods, baseline information, and benchmarks. The recipient must discuss the ways in which the collection, analysis and reporting of performance data will be managed under the project. All data collected must be disaggregated by sex, if applicable.

The recipient will be expected to assign high priority to continuous monitoring and evaluation of all its operations and assistance, not only for the purpose of effective internal self-monitoring and planning, but also to ensure that the recipient can demonstrate results under the objectives of this project and to assist USAID's performance monitoring. The recipient will be expected to participate actively in data gathering for the Mission's Performance Monitoring Plan. The recipient will also be required to report annually on indicators set by the Foreign Assistance Framework under the Global Climate Change and Economic Growth.

The indicators include applicable Foreign Assistance Standard Indicators and custom-designed indicators that are specific to the unique socio-economic context and program environment of India. The PMP must include two types of indicators to measure impact and performance. PMP should also include output indicators as well as outcome indicators. The recipient must use effective and efficient mechanisms to monitor progress, impacts, and successes of their activities and performances at all levels. USAID expects that the recipient will be innovative and creative in their efforts to capture, document, and report all the outcomes of USAID assistance

At the mid-term and the end of the program, USAID shall undertake an independent performance and impact evaluation of the program using primary and/or secondary data through qualitative and/or quantitative methods.

iii) Performance Monitoring Report

a. Quarterly Progress Reports

The recipient must submit a Performance Report on progress toward agreed performance targets every three (3) months, based on a PMP to be finalized after the award. Quarterly Performance Reports shall be submitted 30 calendar days after the end of the quarter pursuant to 22 CFR 226.51(b). The scope and format of the quarterly progress reports will be determined in consultation with the AOR. The quarterly report should seek to be brief yet precise description of the activities, with emphasis on issues that have arisen, impacts made, constraints encountered, and suggestions for additional actions that might be taken. The recipient is not required to follow PMP for the first quarterly performance report of the award. One original and two copies of the report shall be submitted to the AOR.

b. Annual Progress Report

The annual progress report shall be a review of the previous year's accomplishments relative to the Performance Monitoring Plan, including challenges and success stories. Problems or issues encountered and how they were resolved shall be presented in the report. The report shall be submitted 90 calendar days after the end of fourth quarter. It shall be submitted in lieu of the fourth quarterly progress report. The scope and format of the annual progress report will be determined in consultation with the AOR. One original and two copies of the report shall be submitted to the AOR.

The annual report shall include a discussion, supported with quantitative and qualitative evidence, (which evidence shall remain auditable under the terms of the agreement and USAID program implementation procedures), of progress against indicators and/or impacts achieved to date. This shall include clear identification of which impacts achieved were within the manageable interests of the recipient and which were likely catalyzed by recipient-supported initiatives, leading to substantial, sustained achievement of results. This discussion will be instrumental in helping the Mission to complete mandatory reporting to Washington such as the Performance Plan Report (PPR) and the Operational Plan (OP).

iv) Final Report

The recipient must submit the Final Report within 90 calendar days after the expiration of the award. One original and two copies of the report shall be submitted to the AOR. The final performance report should contain the following information:

- Describe accomplishments in accordance with the specific paragraphs of the project description.
- A comparison of actual activities and results with the plane established for the life of the project (presented in narrative and table format).
- Describe reasons why targets were not achieved or surpassed and why activities were delayed or not carried out, if appropriate.
- Success stories, including examples of synergy and collaboration with partners.
- A summary of progress made in achieving indicator targets during the program (based on valid data collection and analysis and credible baseline).

Other pertinent information, including recommendations with-in depth- analysis and lessons learned, related to the overall program results.

5. STANDARD PROVISIONS AND DEVIATIONS

No deviations are anticipated to the standard provisions for the cooperative agreement under by this RFA. All applicable standard provisions shall be incorporated into the resultant award. The standard provisions for U.S., Non-US Nongovernmental and Public International Organizations may be accessed at the following location:

- Standard Provisions for U.S. Nongovernmental recipients can be accessed through following URL: **http://www.usaid.gov/policy/ads/300/303maa.pdf**

- Standard Provisions for Non-U.S., Nongovernmental recipients can be accessed through the following URL: **http://www.usaid.gov/policy/ads/300/303mab.pdf**

- Standard Provisions for PIO recipients can be accessed through the following URL: **http://www.usaid.gov/policy/ads/300/308mab.pdf**

The following Standard Provisions that are provided below in full text should be specially noted by the prospective applicants:

A. MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (JUNE 2012)

a. The USAID Identity is the official marking for USAID, comprised of the USAID logo and brandmark with the tagline "from the American people." The USAID Identity is on the USAID Web site at www.usaid.gov/branding. Recipients must use the USAID Identity, of a size and prominence equivalent to or greater than any other identity or logo displayed, to mark the following:

(1) Programs, projects, activities, public communications, and commodities partially or fully funded by USAID;

(2) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other physical sites;

(3) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

(4) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

(5) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

b. When this award contains an approved Marking Plan, the recipient must implement the requirements of this provision following the approved Marking Plan.

c. If a "Marking Plan" is not included in this award, the recipient must propose and submit a plan for approval within the time specified by the Agreement Officer (AO).

d. The AO may require a preproduction review of program materials and "public communications" (documents and messages intended for external distribution, including but not limited to correspondence; publications; studies; reports; audio visual productions; applications; forms; press; and promotional materials) used in connection with USAID-funded programs, projects or activities, for compliance with an approved Marking Plan.

e. The recipient is encouraged to give public notice of the receipt of this award and announce progress and accomplishments. The recipient must provide copies of notices or announcements to the Agreement Officer's Representative (AOR) and to USAID's Office of Legislative and Public Affairs in advance of release, as practicable. Press releases or other public notices must include a statement substantially as follows:

"The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."

f. Any "public communication" in which the content has not been approved by USAID must contain the following disclaimer:

"This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."

g. The recipient must provide the USAID AOR, with two copies of all program and communications materials produced under this award.

h. The recipient may request an exception from USAID marking requirements when USAID marking requirements would:

(1) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;

(2) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;

(3) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications;

(4) Impair the functionality of an item;

(5) Incur substantial costs or be impractical;

(6) Offend local cultural or social norms, or be considered inappropriate; or

(7) Conflict with international law.

i. The recipient may submit a waiver request of the marking requirements of this provision or the Marking Plan, through the AOR, when USAID-required marking would pose compelling political, safety, or security concerns, or have an adverse impact in the cooperating country.

(1) Approved waivers "flow down" to subagreements, including subawards and contracts, unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(2) USAID determinations regarding waiver requests are subject to appeal by the recipient, by submitting a written request to reconsider the determination to the cognizant Assistant Administrator.

j. The recipient must include the following marking provision in any subagreements entered into under this award:

"As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's, or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity."

B. PREVENTING TERRORIST FINANCING -- IMPLEMENTATION OF E.O. 13224 (JUNE 2012)

a. The recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism. In addition, the recipient must verify that no support or resources are provided to individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx) or the United Nations Security designation list (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).

b. This provision must be included in all subagreements, including contracts and subawards, issued under this award.

C. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)

a. U.S. Government funds under this award must 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 multilateral organization, as defined below, unless approved by the Agreement Officer in writing.

b. Definitions:

(1) A foreign government delegation is appointed by the national government (including ministries and agencies but excluding local, state and provincial entities) to act on behalf of the appointing authority at the international conference. A conference participant is a delegate for the purposes of this provision, only when there is an appointment or designation that the individual is authorized to officially represent the government or agency. A delegate may be a private citizen.

(2) An international conference is a meeting where there is an agenda, an organizational structure, and delegations from countries other than the conference location, in which country delegations participate through discussion, votes, etc.

(3) A multilateral organization is an organization established by international agreement and whose governing body is composed principally of foreign governments or other multilateral organizations.

D. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)

For any Exchange Visitor, Participant Training or Invitational Travel activities, the recipient must comply with this provision.

a. **Definitions:**

(1) An **Exchange Visitor** is any host-country or third-country national traveling to the U.S., for any purpose, including Participant Training and Invitational Travel, funded by USAID in whole or in part, directly or indirectly.

(2) A **Participant** is a host-country or third-country national sponsored by USAID for a Participant Training activity taking place in the U.S., a third country, or in the host country.

(3) **Participant Training** is a learning activity conducted within the U.S., a third country, or in the host country for the purpose of furthering USAID development objectives. A learning activity takes place in a setting in which an individual (the Participant) interacts with a knowledgeable professional, predominantly for the purpose of acquiring knowledge or skills for the professional or technical enhancement of the individual. Learning activities may be formally structured, such as an academic program or a technical course, or they may be more informal, such as an observational study tour.

(4) **Invitational Travel** is a type of travel that USAID funds for non-U.S. Government employees. This type of travel may be approved for both U.S. and foreign citizens who are not employed by the U.S. Government (USG), not receiving any type of compensation from the USG for such travel, and only when it is determined that the functions to be performed are essential to the interests of USAID.

b. **Program Monitoring and Data Reporting:** The recipient must monitor Exchange Visitors' and Participants' progress during their program and ensure that problems are identified and resolved quickly.

(1) For U.S.-based activities, the recipient must use USAID's official Exchange Visitor and Participant Training information system, currently called "Training Results and Information Network – TraiNet" (see http://trainethelp.usaid.gov/), to report and manage Exchange Visitor and Participant Training data. The recipient must also use the USAID Visa Compliance System – VCS (see http://trainethelp.usaid.gov/) to transfer required data for USAID Exchange Visitors to the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS).

(2) For all third-country activities, and for host-country activities of two consecutive days or 16 contact hours or more in duration, the recipient must use USAID's official Exchange Visitor and Participant Training information system, currently called "Training Results and Information Network – TraiNet" (see http://trainethelp.usaid.gov/), to report and manage Participant Training data.

c. **Health and Accident Insurance:**

(1) For Exchange Visitors traveling to the United States, the recipient must enroll Exchange Visitors in health and accident insurance coverage that meets or exceeds Department of State and USAID minimum coverage requirements as set forth in 22 CFR 62.14 and ADS 253.3.6.2. The requirements may be obtained from the Agreement Officer's Representative.

(2) For Participants traveling to a third country, the recipient must obtain health and accident insurance coverage for all Participants.

(3) For Participants traveling within the host country, the recipient must determine whether specific in-country participant training activities subject them to any risk of health and accident liability for medical costs. Participants may incur, and if so, take appropriate steps according to the local situation, including obtaining health and accident insurance coverage for Participants.

d. **Immigration Requirements:**

(1) For Exchange Visitors traveling to the United States, the recipient must ensure that all USAID-sponsored Exchange Visitors obtain, use, and comply with the terms of the J-1 visa, issued in conjunction with a USAID-issued Certificate of Eligibility for J-1 Visa Status (DS-2019).

(2) For Participants traveling to a third country or within the host country, the recipient must ensure that all Participants obtain, use, and comply with the terms of all applicable immigration, visa and other similar requirements.

e. **Language Proficiency:** The recipient must verify language proficiency. Exchange Visitors must possess sufficient English language proficiency to participate in a U.S.-based activity. Participants of third-country or host-country training must be proficient in the language of training at a sufficient level for participation, unless an interpreter has been arranged. Language competency can be verified through a variety of means including proficiency assessments of interviews, publications, presentations, education conducted in English, and formal testing.

f. **Pre-departure Orientation:** The recipient must conduct pre-departure orientation for U.S-bound Exchange Visitors and Participants of third-country training programs. Pre-departure orientation covers: program objectives; administrative and policy review; cultural aspects; and training/learning methods (see http://pdf.usaid.gov/pdf_docs/PNADT444.pdf).

g. **Conditions of Sponsorship:** The recipient must ensure that all Exchange Visitors read and sign the Conditions of Sponsorship for U.S.-Based Activities form (AID 1381-6). The recipient must also ensure that all Participants of long-term (six months or longer) third-country training read and sign the form Conditions of Sponsorship for Third-Country Training form (AID 1381-7). The recipient must report to the Agreement Officer any known violations by Exchange Visitors of visa or other immigration requirements or conditions.

h. **Exchange Visitor Security Risk and Fraud Inquiry:** Each USAID Mission has an established process for conducting a Security Risk and Fraud Inquiry (SRFI) for Exchange Visitors. The recipient must be prepared to assist Missions in conducting the SRFI, if requested. However, the recipient’s role is contributive, and the Mission is ultimately responsible for conducting the SRFI.

i. **Fly America:** To the extent that participants travel by international air travel, the recipient must comply with the Standard Provision, “International Air Travel and Air Transportation of Property.”

j. **Use of Minority Serving Institutions:** For U.S.-based Participant Training, the recipient must, to the maximum extent possible, maintain their use of Historically Black Colleges and Universities (HBCUs) and other Minority Serving Institutions (MSIs), including Hispanic Serving Institutions and Tribal Colleges and Universities, as training or education providers.

E. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (JUNE 2012)

a. PRIOR BUDGET APPROVAL

Direct charges for travel costs for international air travel by individuals are allowable only when each international trip has received prior budget approval. Such approval is met when all of the following are met:

(1) The trip is identified by providing the following information: the number of trips, the number of individuals per trip, and the origin and destination countries or regions;

(2) All of the information noted at a.(1) above is incorporated in the Schedule of this award or amendments to this award; and

(3) The costs related to the travel are incorporated in the budget of this award.

The Agreement Officer (AO) may approve, in writing, international travel costs that have not been incorporated in this award. To obtain AO approval, the recipient must request approval at least three weeks before the international travel, or as far in advance as possible. The recipient must keep a copy of the AO's approval in its files. No other clearance (including country clearance) is required for employees of the recipient, its sub-recipients or contractors. International travel by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package, must be consistent with the recipient's personnel and travel policies and procedures and does not require approval.

b. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as the result of the non-profit organization's written travel policy.

In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the AO. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

c. FLY AMERICA ACT RESTRICTIONS

(1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.

(2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in

accordance with this provision and maintain such documentation pursuant to the Standard Provision, “Accounting, Audit and Records.” The documentation must use one of the following reasons or other exception under the Fly America Act:

(i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU “Open Skies” agreement (http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm).

(ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see http://apps.fas.gsa.gov/citypairs/search/):

a. Australia on an Australian airline,
b. Switzerland on a Swiss airline, or
c. Japan on a Japanese airline;

(iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;

(iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;

(v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or

(vi) If the US Flag Air Carrier does not offer direct service,

a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,

b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or

c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

d. DEFINITIONS

The terms used in this provision have the following meanings:

(1) “Travel costs’’ means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. “Travel costs” do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee’s benefits package that are consistent with the recipient’s personnel and travel policies and procedures.

(2) “International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.

(3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at http://ostpxweb.dot.gov/aviation/certific/certlist.htm. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier’s designator code and flight number.

(4) For this provision, the term “United States” includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

e. SUBAGREEMENTS

This provision must be included in all sub-agreements, including all subawards and contracts, under which this award will finance international air transportation.

F. CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER (OCTOBER 2010)

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

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

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

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

c. Definitions. For purposes of this award term:

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

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

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

(i) A governmental organization, which is a State, local government, or Indian tribe;

(ii) A foreign public entity;

(iii) A domestic or foreign nonprofit organization;

(iv) A domestic or foreign for-profit organization; and

(v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

(4) Subaward:

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

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

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

(5) Subrecipient means an entity that:

(i) Receives a subaward from you under this award; and

(ii) Is accountable to you for the use of the Federal funds provided by the subaward.

ADDENDUM (JUNE 2012):

a. Exceptions. The requirements of this provision to obtain a Data Universal Numbering System (DUNS) number and maintain a current registration in the Central Contractor Registration (CCR) do not apply, at the prime award or subaward level, to:

(1) Awards to individuals

(2) Awards less than $25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)

(3) Awards where the Agreement Officer determines, in writing, that these requirements would cause personal safety concerns.

b. This provision does not need to be included in subawards.

[End of Section VI]

SECTION VII – AGENCY CONTACTS

The Agreement Officer for this Award is:

Braden W. Enroth
Regional Agreement Officer
USAID/INDIA
C/o American Embassy, Shanti Path,
New Delhi 110021, INDIA
e-mail: indiarco@usaid.gov

The Acquisition and Assistance Specialist for this Award is:

Sumit Dutta
Acquisition and Assistance Specialist
USAID/INDIA
C/o American Embassy, Shantipath,
New Delhi 110021, INDIA
e-mail: indiarco@usaid.gov

[End of Section VII]

SECTION VIII – OTHER INFORMATION

1. FUNDING APPLICANTS

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 any costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant Cooperative Agreement(s) will not 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. All application preparation and submission costs are at the applicant's own expense.

2. AWARD

The Government may award one Cooperative Agreement resulting from this RFA to the responsible applicant whose application best meet the requirements of this RFA (see also Section V of this RFA for evaluation criteria). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application.

3. AUTHORITY TO OBLIGATE THE GOVERNMENT

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

4. EXTERNAL EVALUATIONS

USAID/India will conduct mid-term and final external evaluations to assess and substantiate performance and overall achievements of the project. The external evaluations may be funded directly by USAID and will not be included in the funding of this Agreement.

5. AUTHORIZED GEOGRAPHIC CODE

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

[End of Section VIII]

ATTACHMENT 1 – CERTIFICATIONS & ASSURANCES

Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions

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

Part I – Certifications and Assurances
1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs
2. Certification Regarding Lobbying
3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)
4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224
5. Certification of Recipient

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

Part IV – Survey on Ensuring Equal Opportunity for Applicants

Part V – Other Statements of Recipient
1. Authorized Individuals
2. Taxpayer Identification Number (TIN)
3. Data Universal Numbering System (DUNS) Number
4. Letter of Credit (LOC) Number
5. Procurement Information
6. Past Performance References
7. Type of Organization
8. Estimated Costs of Communications Products

Part VI – Standard Provisions for Solicitations
1. Branding Strategy - Assistance (June 2012)
2. Marking Plan – Assistance (June 2012

Part I – Certifications and Assurances

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

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

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

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

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

2. Certification Regarding Lobbying

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

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

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

(3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

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

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

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

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

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

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

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

3. For purposes of this Certification -

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

b. "Terrorist act" means -

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

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

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

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

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

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

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

5. Certification of Recipient

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above. These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Request for Application or
Annual Program Statement No. ______________________________

Application No. ___________________________________

Date of Application ___________________________________

Name of Recipient ___________________________________

Typed Name and Title ___________________________________

Signature ___________________________________

Date ___________________________________

Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

I hereby certify that within the last ten years:

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

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

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

Signature: ______________________________

Date: ______________________________

Name: ______________________________

Title/Position: ______________________________

Organization: ______________________________

Address: ______________________________

____

Date of Birth: ______________________________

NOTICE:

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

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

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

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

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

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

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

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

Signature: ___________________________________

Name: ___________________________________

Date: ___________________________________

Address: ___________________________________

____

Date of Birth: ___________________________________

NOTICE:

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

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

Part IV – Survey on Ensuring Equal Opportunity for Applicants

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

Click on the following link to access the "Survey on Ensuring Equal Opportunity for Applicants" form:

http://transition.usaid.gov/forms/surveyeo.doc

Part V – Other Statements of Recipient

1. Authorized Individuals

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.

2. Taxpayer Identification Number (TIN)

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

TIN: ________________________________

3. Data Universal Numbering System (DUNS) Number

(a) Unless otherwise specified in the solicitation using an applicable exemption, in the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

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

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

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

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

DUNS: ____

4. Letter of Credit (LOC) Number

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

LOC: ____

5. Procurement Information

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

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

$__________________________

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

TYPE/DESCRIPTION (Generic) ____________________________
QUANTITY ____________________________
ESTIMATED UNIT COST ____________________________

(d) Source If the recipient plans to purchase any goods/commodities which are not in accordance with the Standard Provision "USAID Eligibility Rules for Procurement of

Commodities and Services," indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located in the cooperating country at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Additionally, "available for purchase" includes "offered for sale at the time of purchase" if the commodity is listed in a vendor's catalog or other statement of inventory, kept as part of the vendor's customary business practices and regularly offered for sale, even if the commodities are not physically on the vendors' shelves or even in the source country at the time of the order. In such cases, the recipient must document that the commodity was listed in the vendor's catalog or other statement of inventory; that the vendor has a regular and customary business practice of selling the commodity through "just in time" or other similar inventory practices; and the recipient did not engage the vendor to list the commodity in its catalog or other statement of inventory just to fulfill the recipient's request for the commodity.

TYPE/DESCRIPTION ______________________________
QUANTITY ______________________________
ESTIMATED GOODS ______________________________
PROBABLE GOODS ______________________________
PROBABLE (Generic) ______________________________
UNIT COST ______________________________
SOURCE ______________________________

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

TYPE/DESCRIPTION ______________________________
QUANTITY ______________________________
ESTIMATED ______________________________
PROBABLE ______________________________
INTENDED USE (Generic) ______________________________
UNIT COST ______________________________
SOURCE ______________________________

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in accordance with the Standard Provision "USAID Eligibility Rules for Procurement of Commodities and Services," indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier.

TYPE/DESCRIPTION ______________________________
QUANTITY ______________________________
ESTIMATED ______________________________
PROBABLE SUPPLIER ______________________________
NATIONALITY ______________________________
RATIONALE (Generic) ______________________________
UNIT COST (Non-US Only) ______________________________
FOR NON-US ______________________________

6. Past Performance References

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

7. Type of Organization

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

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

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

8. Estimated Costs of Communications Products

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

Part VI – Standard Provisions for Solicitations

1. Branding Strategy - Assistance (June 2012)

a. Applicants recommended for an assistance award must submit and negotiate a "Branding Strategy," describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens.

b. The request for a Branding Strategy, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Branding Strategy within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Branding Strategy must include, at a minimum, all of the following:

(1) All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth.

(2) The intended name of the program, project, or activity.

(i) USAID prefers to have the “USAID Identity,” comprised of the USAID logo and brandmark, with the tagline “from the American people” as found on the USAID Web site at transition.usaid.gov/branding, included as part of the program or project name.

(ii) USAID prefers local language translations of the phrase “made possible by (or with) the generous support of the American People” next to the USAID Identity when acknowledging contributions.

(iii) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

(iv) If branding in the above manner is inappropriate or not possible, the applicant must explain how USAID's involvement will be showcased during publicity for the program or project.

(v) USAID prefers to fund projects that do not have a separate logo or identity that competes with the USAID Identity. If there is a plan to develop a separate logo to consistently identify this program, the applicant must attach a copy of the proposed logos.

(3) The intended primary and secondary audiences for this project or program, including direct beneficiaries and any special target segments.

(4) Planned communication or program materials used to explain or market the program to beneficiaries.

(i) Describe the main program message.

(ii) Provide plans for training materials, posters, pamphlets, public service announcement, billboards, Web sites, and so forth, as appropriate.

(iii) Provide any plans to announce and promote publicly this program or project to host country citizens, such as media releases, press conferences, public events, and so forth. Applicant must incorporate the USAID Identity and the message, "USAID is from the American People."

(iv) Provide any additional ideas to increase awareness that the American people support this project or program.

(5) Information on any direct involvement from host-country government or ministry, including any planned acknowledgement of the host-country government.

(6) Any other groups whose logo or identity the applicant will use on program materials and related materials. Indicate if they are a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

e. The Agreement Officer will consider the Branding Strategy's adequacy in the award criteria. The Branding Strategy will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

f. If the applicant receives an assistance award, the Branding Strategy will be included in and made part of the resulting grant or cooperative agreement

(END OF PROVISION)

2. Marking Plan – Assistance (June 2012)

a. Applicants recommended for an assistance award must submit and negotiate a "Marking Plan," detailing the public communications, commodities, and program materials, and other items that will visibly bear the "USAID Identity," which comprises of the USAID logo and brandmark, with the tagline "from the American people." The USAID Identity is the official marking for the Agency, and is found on the USAID Web site at http://transition.usaid.gov/branding.

b. The request for a Marking Plan, by the Agreement Officer from the applicant, confers no rights to the applicant and constitutes no USAID commitment to an award.

c. Failure to submit and negotiate a Marking Plan within the time frame specified by the Agreement Officer will make the applicant ineligible for an award.

d. The applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events, materials, and so forth, in the budget portion of the application. These costs are subject to the revision and negotiation with the Agreement Officer and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

e. The Marking Plan must include all of the following:

(1) A description of the public communications, commodities, and program materials that the applicant plans to produce and which will bear the USAID Identity as part of the award, including:

(i) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other sites physical in nature;

(ii) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

(iii) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

(iv) It is acceptable to cobrand the title with the USAID Identity and the applicant's identity.

(v) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

(2) A table on the program deliverables with the following details:

(i) The program deliverables that the applicant plans to mark with the USAID Identity;

(ii) The type of marking and what materials the applicant will use to mark the program deliverables;

(iii) When in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking;

(iv) What program deliverables the applicant does not plan to mark with the USAID Identity , and

(v) The rationale for not marking program deliverables.

(3) Any requests for an exemption from USAID marking requirements, and an explanation of why the exemption would apply. The applicant may request an exemption if USAID marking requirements would:

(i) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials. The applicant must identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why an aspect of the award is presumptively neutral. Identify by category or deliverable item, examples of material for which an exemption is sought.

(ii) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent. The applicant must explain why each particular deliverable must be seen as credible.

(iii) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications. The applicant must explain why each particular item or product is better positioned as host-country government item or product.

(iv) Impair the functionality of an item. The applicant must explain how marking the item or commodity would impair its functionality.

(v) Incur substantial costs or be impractical. The applicant must explain why marking would not be cost beneficial or practical.

(vi) Offend local cultural or social norms, or be considered inappropriate. The applicant must identify the relevant norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) Conflict with international law. The applicant must identify the applicable international law violated by the marking.

f. The Agreement Officer will consider the Marking Plan's adequacy and reasonableness in the award criteria, and will approve and disapprove any exemption requests. The Marking Plan will be reviewed to ensure the above information is adequately included and consistent with the stated objectives of the award, the applicant's cost data submissions, and the performance plan.

g. If the applicant receives an assistance award, the Marking Plan, including any approved exemptions, will be included in and made part of the resulting grant or cooperative agreement, and will apply for the term of the award unless provided otherwise.

(END OF PROVISION)