

**[Project Name]**  
**Draft Scope of Work Template**

**Red text** indicates content that must be entered or updated before finalization.

**Blue text** indicates drafting instructions and guidelines for the Applicant. The Applicant will complete relevant sections guided in blue with their NOFO response package.

|                                                                                             |                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant/Recipient Name</b>                                                             | <b>Name of Organization</b>                                                                                                                                                                                       |
| <b>Federal Assistance Listing Number</b>                                                    | 19.665                                                                                                                                                                                                            |
| <b>Period of Performance</b>                                                                | <b>XX months/years</b> (Optional)                                                                                                                                                                                 |
| <b>Project Location</b>                                                                     | Global<br>AF / Sub-Saharan Africa<br>EAP / East Asia and the Pacific<br>EUR / Europe and Eurasia<br>NEA / Near East<br>SCA / South and Central Asia<br>WHA / Countries & Areas of the Western Hemisphere<br>Other |
| <b>Estimated Budget</b><br>(For internal purposes only - remove this line prior to posting) | <b>\$XX</b> million                                                                                                                                                                                               |

## A1. Background

Recognizing the growing role of technology as a cross-cutting national security issue, the State Department created the Bureau of Cyberspace and Digital Policy (CDP) in April 2022 to lead and coordinate U.S. diplomacy on cyber and digital policy. The bureau addresses the national security challenges and economic opportunities presented by cyberspace and digital technologies and promotes standards and norms that are fair, transparent, and support the rights-respecting use of technology. Through robust engagement in multilateral organizations, bilateral diplomacy with partners round the world, and encouragement of responsible state behavior in cyberspace, CDP empowers U.S. leadership in cyber, digital, and technology diplomacy.

CDP deploys foreign assistance to strengthen international cooperation, create new partnerships, promote economic growth and development, and assist in the defense of our foreign partners to uphold an open, interoperable, secure, and reliable Internet.

Calibrated cyber and digital policies help form the backbone of our deeply interconnected world, are vital to U.S. national and economic security, and are required to fully harness the transformative power of technology. As citizens around the world eagerly seek increased Internet connectivity to access the tremendous opportunities afforded by digital transformation, the United States is working to ensure this connectivity is secure, meaningful, governed fairly, and serves the interests of its users. Foreign assistance programs aim to advance an affirmative vision of technology as a tool that supports collective security, prosperity, and democratic values.

More information on CDP is available at <https://www.state.gov/bureaus-offices/deputy-secretary-of-state/bureau-of-cyberspace-and-digital-policy/>.

The Digital Connectivity and Cybersecurity Partnership (DCCP) is a global, interagency initiative led by CDP and the U.S. Department of State to promote an open, interoperable, secure, and reliable internet. DCCP provides foreign assistance to partner nations to promote investments in secure, diverse, and resilient information and communication technologies (ICT) infrastructure; support the adoption of inclusive, rights-respecting, multi-stakeholder models of internet governance; grow global markets for trusted ICT goods and services; and enhance cybersecurity. CDP foreign assistance programming follows these core tenets of DCCP. More information on DCCP is available at <https://www.state.gov/digital-connectivity-and-cybersecurity-partnership/>.

*As appropriate, include any program history (e.g., whether this is a new program or a new or changed area of program emphasis). Note aligned Administration initiatives, and describe the funding priorities, and/or focus areas that CDP intends to fund.*

## A2. Strategic Program Goals and Objectives

This project should contribute to the following [number] CDP strategic goals and objectives outlined in the Functional Bureau Strategy, and [number] DCCP Pillars.

### CDP Strategic Goals and Objectives:

**Bureau Goal 1:** Advance cyber and digital policies that align with U.S. national interests and foreign policy objectives.

- **Objective 1.1:** Deepen relationships with existing U.S. allies and partners, forge new partnerships, and engage with a range of countries to advance a common vision for the Internet and digital technologies.
- **Objective 1.2:** Leverage key multilateral fora to build relationships, advance U.S. policy priorities, and guard against positions that are counter to U.S. approaches to the Internet and digital technologies.
- **Objective 1.3:** Identify, enhance, cultivate, and develop strategic engagements across the private sector and multistakeholder communities.
- **Objective 1.4:** Increase secure and open digital connectivity and access to the Internet.
- **Objective 1.5:** Implement public messaging and public diplomacy programs to expand key audiences' understanding and support of U.S. cyber and digital policies.

**Bureau Goal 2:** Integrate and elevate U.S. cyberspace and digital foreign policy through robust communication and collaboration with other elements of the Department and Interagency.

- **Objective 2.1:** Integrate cyberspace and digital policy knowledge, skills, and strategies throughout the Department of State.
- **Objective 2.2:** Elevate the State Department's role within the Interagency to develop and implement U.S. cyberspace and digital foreign policy, assistance, and messaging.

### DCCP Pillars:

**Pillar 1: Build Connections** by promoting investments in secure, diverse, and resilient ICT infrastructure.

**Pillar 2: Advance an Open, Interoperable, Reliable, and Secure Internet** by promoting inclusive, rights-respecting, multi-stakeholder models of internet governance and pro-competition, pro-innovation digital economy policies and regulations.

**Pillar 3: Grow Global Markets** for U.S. ICT goods and services, especially high-quality, interoperable, secure ICT equipment, software, and services.

**Pillar 4: Enhance Cybersecurity** by increasing adoption and implementation of cybersecurity best practices.

## A3. Project Goals, Objectives, Expected Outcomes, Activities, Indicators, and Sustainability

The section below identifies the project goals and objective and details how the project will achieve its objectives through activities designed to achieve specific outcomes in accordance with overarching program (CDP and DCCP) strategic goals and objectives. In awarding funds for

this project, CDP expects that the activities and milestones listed below will be accomplished within the project's period of performance.

This project should be designed to achieve the following high-level goal: *Insert the high-level goal the project is expected to achieve and will be supported by the objectives.*

#### **Project Objective 1: XXX**

Project objectives should be SMART:

- **Specific:** Detailed and specifies what will be achieved
- **Measurable:** have associated metrics or measurements of success
- **Attainable:** appropriately challenging, objectives can be reasonably attained given the available resources
- **Relevant:** align with the policy/program goal and appropriate within the country or beneficiary audience
- **Time-Bound:** achievable within the timeframe of the project

#### **Expected Outcomes**

Achievement of Project Objective 1 is expected to result in the following outcomes:  
*Enter bulleted list of expected results, such as specific changes, deliverables of the implementer or U.S. government, actions taken by governments, etc.*

- XXX
- XXX

*Applicant should insert additional outcomes as needed.*

#### **Activities**

To achieve the expected project outcomes, the project **must** include the following:  
*Insert activities/suggested actions here:*

- XXXX
- XXXX
- XXXXX

To achieve the expected project outcomes, the project **could** include the following:  
*Insert activities/suggested actions here:*

- XXX
- XXX
- XXX

*Applicant should insert additional activities as needed.*

#### **Performance Indicators** *(all relevant DCCP Indicators must be included in this section):*

In addition to project-specific indicators to monitor key milestones and progress to keep the project on track, implementers will report against relevant indicators within the performance management plan CDP established under the auspices of the Digital

Connectivity and Cybersecurity Program (DCCP). DCCP indicators for this project will include:

- Indicator 1: XXX
- Indicator 2: XXX
- Indicator 3: XXX

Upon final award, CDP and the selected partner will meet to discuss a final set of DCCP standard indicators as well as project-specific indicators.

### **Project Objective 2: XXX**

Project objectives should be SMART:

- **Specific:** Detailed and specifies what will be achieved
- **Measurable:** have associated metrics or measurements of success
- **Attainable:** appropriately challenging, objectives can be reasonably attained given the available resources
- **Relevant:** align with the policy/program goal and appropriate within the country or beneficiary audience
- **Time-Bound:** achievable within the timeframe of the project

#### **Expected Outcomes**

Achievement of Project Objective 2 is expected to result in the following outcomes:

*Enter bulleted list of expected results, such as specific changes, deliverables of the implementer or U.S. government, actions taken by governments, etc.*

- XXX
- XXX

*Applicant should insert additional outcomes as needed.*

#### **Activities**

To achieve the expected project outcomes, the project **must** include the following:

*Insert activities/suggested actions here:*

- XXX
- XXX
- XXX

To achieve the expected project outcomes, the project **could** include the following:

*Insert activities/suggested actions here:*

- XXX
- XXX
- XXX

*Applicant should insert additional activities as needed.*

#### **Performance Indicators** *(all relevant DCCP Indicators must be included in this section):*

In addition to project-specific indicators to monitor key milestones and progress to keep the project on track, implementers will report against relevant indicators within the

performance management plan CDP established under the auspices of the Digital Connectivity and Cybersecurity Program (DCCP). DCCP indicators for this project will include:

- Indicator 1: XXX
- Indicator 2: XXX
- Indicator 3: XXX

Upon final award, CDP and the selected partner will meet to discuss a final set of DCCP standard indicators as well as project-specific indicators.

**Project Objective 3: XXX**

Project objectives should be SMART:

- **Specific:** Detailed and specifies what will be achieved
- **Measurable:** have associated metrics or measurements of success
- **Attainable:** appropriately challenging, objectives can be reasonably attained given the available resources
- **Relevant:** align with the policy/program goal and appropriate within the country or beneficiary audience
- **Time-Bound:** achievable within the timeframe of the project

**Expected Outcomes**

Achievement of Project Objective 3 is expected to result in the following outcomes:

*Enter bulleted list of expected results, such as specific changes, deliverables of the implementer or U.S. government, actions taken by governments, etc.*

- XXX
- XXX

*Applicant should insert additional outcomes as needed.*

**Activities**

To achieve the expected project outcomes, the project **must** include the following:

*Insert activities/suggested actions here:*

- XXX
- XXX
- XXX

To achieve the expected project outcomes, the project **could** include the following:

*Insert activities/suggested actions here:*

- XXX
- XXX
- XXX

*Applicant should insert additional activities as needed.*

**Performance Indicators** *(all required DCCP Indicators must be included in this section):*

- Indicator 1: XXX

- Indicator 2: XXX
- Indicator 3: XXX

*Applicant should insert additional performance indicators as needed.*

Data should be disaggregated for each indicator as follows:

- Indicator #; XXX
- Indicator #; XXX
- Indicator #; XXX

*Applicant should insert additional performance indicator disaggregates as needed.*

*Insert additional Project Objectives and accompanying information as needed*

### **Sustainability**

*Describe the plan for continuing the project beyond the grant period, or the availability of other resources, if applicable. Include ways project activities will ensure sustainability.*

## KEY TERMS AND DEFINITIONS

**Activity:** A specific action undertaken over a specific timeframe through which inputs are mobilized to produce specific outputs. An activity can be a sub-component of a program, project, or process.

**Goal:** The highest-order outcome or end state to which a program, project, process or policy is intended to contribute.

**Monitoring:** An ongoing system of gathering information and tracking performance to assess progress against established goals and objectives. Monitoring provides an indication of progress against goals and indicators of performance, reveals whether desired results are occurring, and confirms whether implementation is on track.

**Objective:** A statement of the condition or state one expects to achieve toward accomplishing a program or project goal.

**Outcome:** A result or effect that may be *contributed to* by the program or project, or *attributable to* the program or project. Outcomes may be short-term or long-term, intended or unintended, positive or negative, direct or indirect.

**Performance Indicators:** Performance indicators measure a particular characteristic or dimension of a project's outputs or outcomes. Outputs are directly attributable to the project activities, while outcomes typically represent longer-term results to which a given program contributes but for which it is not solely responsible.

**Program:** A set of activities or projects that are typically implemented by several parties over an unspecified timeframe and may cut across sectors, themes, and/or geographic areas.

**Project:** A set of activities intended to achieve a defined product, service, or result within specified resources and implementation schedules. A set of projects makes up the portfolio of a program.