

**U.S. Department of State**  
**Bureau of Near Eastern Affairs**  
**Office of Assistance Coordination**  
Catalog of Federal Domestic Assistance (CFDA) Number: 19.500  
**Open Government Partnership Reforms**  
Opportunity Number: SFOP0006524

**Key Information:**

|                                       |                                                   |
|---------------------------------------|---------------------------------------------------|
| <b>Announcement Type:</b>             | <b>Revised</b>                                    |
| <b>Date Opened:</b>                   | <b>February 27, 2020</b>                          |
| <b>Deadline for Questions:</b>        | <b>March 10, 2020</b>                             |
| <b>Application Deadline:</b>          | <b>April 9, 2020</b>                              |
| <b>Expected Date of Notification:</b> | <b>August 31, 2020</b>                            |
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## **Funding Opportunity Synopsis**

MENA governments – especially in Jordan, Lebanon, Morocco, and Tunisia – have undertaken important reform initiatives to modernize their public administrations and pass access to information laws. Several have applied to join the Open Government Partnership (OGP), an international initiative that aims to leverage capabilities of new technologies to strengthen participatory governance and fight corruption. Further actions are required to sustain this progress and implement open government principles that foster civil society collaboration with government.

This project will assist governments in developing action plans to improve management and governance activities such as: budgeting, human resources management, regulatory practices, public integrity, public procurement, digital government, open government and data, risk management, and innovations. By focusing on public governance areas and creating inclusive economies and societies, this project will guide governments to benchmark their countries' progress on public sector reforms at the national and regional levels, and to compare them against international standards. Additionally, it will create the first MENA long-term strategic partnership and governance network for policy dialogue and exchange of good practices. Finally, it will deliver ad hoc policy recommendations to advance public sector reform agendas in specific sectors at the national or regional level with a focus on policies pertaining to women and youth.

Success will be measured on the basis of increased engagement between civil society, the private sector, and governments on open government initiatives; expanded utilization of information by civil society; the implementation of policies, initiatives, and laws; government participation with other international partners in the new OECD Observatory of Civic Space; and enhanced public perception of open governance.

Promoting transparency and accountability in the MENA region directly addresses U.S. national security interests by supporting governments and civil society in fighting corruption and strengthening government institutions through sustained mutual engagement. This project advances U.S. foreign policies as outlined in FAR Principle 4, “Promote the U.S. Model (e.g., Democracy, Human Rights, and Governance)” and JRS Objective 4.1, “Engage with government institutions and political processes to increase transparency, accountability, inclusivity, and responsiveness to the population” by recognizing that transparency, good governance, and accountability to citizens in unstable regions are essential to improve regional and national economic stability and security. Aligned with MEPI’s Strategic Framework, this project supports participatory governance objectives by enabling government officials’ engagement with, and responsiveness to, citizens to resolve issues of shared concern.

**All applications must be submitted in English. Applicants may submit only one (1) application. Complete information on how applicants can submit proposals for this opportunity can be found in Section VI below.**

**Applicants should read this NOFO in its entirety before writing their proposal, and should refer to the full Evaluation Criteria provided in Section VII while drafting all materials.**

**Eligible Countries and Territories**

In this announcement, we seek to support projects in Algeria, Jordan, Lebanon, Morocco, and Tunisia. Please note: Applications that focus on activities in countries and territories other than those listed will NOT be considered.

**Background Information about NEA/AC**

The U.S. Department of State's Bureau of Near Eastern Affairs, Office of Assistance Coordination (NEA/AC) offers Economic Support Fund (ESF) assistance to groups and individuals striving to bring about positive change in the Middle East-North Africa region. The Assistance Coordination Office works in 20 countries and territories, partnering with governments, civil society organizations (CSOs), community leaders, youth and women activists and private sector groups to advance their efforts. Competitively selected projects aim to foster participatory governance, economic reform, and educational advancement in response to local interest and needs.

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**APPENDIX 2— Logic Model Template**

**APPENDIX 3— Application Guidance**

## **I. FUNDING OPPORTUNITY DESCRIPTION**

The United States launched the international Open Government Partnership (OGP) in 2011 to transform government performance through transparency, accountability, citizen engagement, and the innovative use of technology to create a race to the top for good governance. It has since grown to include more than 70 countries and a wide range of civil society organizations (CSOs) worldwide. Participating countries develop biannual National Action Plans (NAPs) in consultation with civil society, identifying commitments to advance progress in the above-detailed core areas. Implementation is subject to self-assessment and an Independent Review Mechanism (IRM) progress report on a two-year cycle.

Open governance, transparency, accountability, and clearly communicated government actions – with civil society input wherever possible – are vital principles that underpin stability in the MENA region, and remain U.S. government priorities. Transparent, accountable, and fair governance is essential for U.S. private sector actors to take advantage of new and potentially great markets in the MENA region.

Since 2012, NEA/AC's MEPI funding has supported the Open Government Partnership to encourage open government reforms and increase government transparency in Jordan, Morocco, and Tunisia. MEPI-funded activities from the prior grants in Jordan closed out successfully in 2014, as the project succeeded in sustaining Jordan's OGP membership eligibility through implementation of annual OGP action plans. Morocco is on the cusp of joining OGP, pending passage of an Access to Information law – a critical requirement for OGP membership. Tunisia formally joined the OGP in January 2014 as a direct result of MEPI programming, and MEPI continues to work with Tunisia to implement National Action Plan elements to sustain its membership.

### **A. PROBLEM STATEMENT**

Despite vast political, economic, and social changes, many countries in the Middle East and North Africa (MENA) region are struggling to improve transparency and accountability. However, 90 percent of people believe that their countries remain highly corrupt. Moreover, access to public sector information is limited, resulting in a lack of transparency, which hinders market predictability and business development.

MENA governments – especially in Jordan, Lebanon, Morocco, and Tunisia – have undertaken important reform initiatives to modernize their public administrations and pass access to information laws. Several have applied to join the Open Government Partnership (OGP), an international initiative that aims to leverage capabilities of new technologies to strengthen participatory governance and fight corruption.

### **B. ACHIEVABLE OBJECTIVES**

Open government depends on reforms to the legal, institutional, and policy frameworks that enable citizens and civil society participation by meeting these objectives:

1. Support Jordan, Lebanon, Morocco, and Tunisia to identify and implement the necessary reforms to promote and protect civic space;

2. Increase the ability of government representatives and civil society organizations to improve policies and services using accurate data;
3. Increase regional dialogue among government representatives and civil society organizations to promote policy reform;
4. Support Jordan, Lebanon, Morocco, and Tunisia to implement recommendations on open government policies and initiatives; and
5. Conduct a feasibility assessment of Algeria's readiness to adopt open government and anti-corruption measures.

### **C. PROJECT DESIGN**

This solicitation invites applications in support of promoting national and regional policy dialogue and supporting CSOs in effectively partnering with their governments.

Project activities should include:

#### **Phase One (Years 1 and 2)**

- Promote citizen engagement through coalition building among public officials and CSOs in Jordan, Lebanon, Morocco, and Tunisia;
- Train Jordanian, Lebanese, Moroccan, and Tunisian senior policy makers and public officials on the institutional, legal, policy, and implementation frameworks for strategically and effectively promoting open government;
- Assist the governments of Jordan, Lebanon, Morocco, and Tunisia with their OGP National Action Plans;
- Collect data on a number of public governance policy issues in Morocco and Tunisia to better understand practices, benchmarks, and needs for reform; and
- Conduct an assessment and provide a report on the feasibility of Algeria's readiness to adopt open government and anti-corruption measures

#### **Phase Two (Years 3 and 4)**

- Promote citizen engagement through coalition building among public officials and CSOs in Jordan, Lebanon, Morocco, and Tunisia;
- Train Jordanian, Lebanese, Moroccan, and Tunisian senior policy makers and public officials on the institutional, legal, policy, and implementation frameworks for strategically and effectively promoting open government;
- Assist the governments of Jordan, Lebanon, Morocco, and Tunisia with their OGP National Action Plans;
- Collect data on a number of public governance policy issues in Jordan and Lebanon to better understand practices, benchmarks, and needs for reform; and
- Strengthen CSOs' ability to influence policy making through implementing open government principles in all four countries

#### **Phase Three (Year 5)**

- Monitor the legal, institutional, policy, and implementation frameworks that respond to recommendations on how to concretely strengthen open government in all four countries;
- Promote governments' data production and collection, and CSOs' monitoring and evaluation of policies and services in all four countries

- Promote citizen engagement through coalition building among public officials and CSOs in Jordan, Lebanon, Morocco, and Tunisia;
- Train Jordanian, Lebanese, Moroccan, and Tunisian senior policy makers and public officials on the institutional, legal, policy, and implementation frameworks for strategically and effectively promoting open government; and
- Assist the governments of Jordan, Lebanon, Morocco, and Tunisia with their OGP National Action Plans

Project beneficiaries must include:

- a. Civil Society Organizations
- b. Government Institutions

Successful applications will provide a detailed plan for how activities for each of the three phases will be completed.

The following activities and costs are **NOT ALLOWED** under this announcement:

- Exchange activities with other countries or territories;
- Social welfare projects;
- Paying to complete activities begun with other funds;
- Activities that appear partisan or that support individual or party electoral campaigns;
- Academic or analytical research (if not necessary as part of a larger project);
- One-time events, such as stand-alone conferences and one-off round tables;
- Medical and psychological research and clinical studies;
- Projects of a commercial or profit-making nature;
- Cultural presentations, cultural research, cultural clubs, or festivals, etc.; and
- Entertainment costs (e.g., receptions, social activities, ceremonies, alcoholic beverages, guided tours).

**NOTE:** Applications that include any of these activities or costs above may be eliminated at the Technical Eligibility Review stage and will not advance to the Merit Review Panel.

#### **D. GENDER INTEGRATION**

NEA/AC requires that all activities fully address gender considerations, ensuring that both men and women benefit from support where applicable, and that gender awareness is a built-in component of project activities. This should be documented through gender analysis in the project narrative that identifies any relevant gender gaps and ways the proposed activities will address those gaps. Proposals should demonstrate how addressing relevant gender gaps will enhance the project's goals and objectives. Applicants who are unfamiliar with integrating gender in foreign assistance programming should view the training video located here: [https://encompassworld.com/elearningfiles/DOS/DOS\\_Gender\\_Integration\\_E-Course/story\\_html5.html](https://encompassworld.com/elearningfiles/DOS/DOS_Gender_Integration_E-Course/story_html5.html)

## **II. MEASUREMENT OF RESULTS**

Applicants shall provide a logic model or a theory of change to demonstrate how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives. The logic model or theory of change statements can be generated using the template in Appendix II. Please see Section VI below for more information.

Successful applicants will work with the NEA/AC program and monitoring and evaluation (M&E) teams to create a plan based on the proposed logic model/theory of change to measure qualitative and quantitative indicators as part of the award negotiations process. The successful applicants will be responsible for collecting data against these indicators, which will be monitored throughout the period of performance of the award to gauge necessary modifications to the project's design, and assess the results of the project's success in meeting expected outcomes.

All projects funded as a result of this NOFO will be required to complete a final evaluation of the project at the end of the period of performance with support from the NEA/AC M&E team.

### III. AWARD INFORMATION

|                                                   |                                 |
|---------------------------------------------------|---------------------------------|
| <b>Funding Mechanism Type:</b>                    | <b>Grant</b>                    |
| <b>Estimated Number of Awards:</b>                | <b>1-2</b>                      |
| <b>Estimated Total Project Funding:</b>           | <b>\$6,000,000</b>              |
| <b>Estimated Initial Increment Award Ceiling:</b> | <b>\$1,500,000</b>              |
| <b>Estimated Initial Increment Award Floor:</b>   | <b>\$500,000</b>                |
| <b>Cost-Sharing or Matching:</b>                  | <b>Encouraged; NOT Required</b> |
| <b>Estimated Length of Project Period:</b>        | <b>5 Years</b>                  |

Contingent on the availability of funds, approximately \$6,000,000 in Economic Support Funds for approximately one to two awards will be awarded through this announcement. If selected to receive an award, an applicant will be awarded funds for up to two (2) years depending on the activities and countries proposed. The estimated start date for this project is September 1, 2020.

NEA/AC reserves the right to award more or less than the estimated program funding, and reserves the right to award funding under this announcement for a period of up to two years after the announcement's close date.

This request for full applications **does not** constitute an award or commitment on the part of the U.S. government to make any awards, **nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of an application.**



## Incremental Funding

NEA/AC intends to provide up to \$6,000,000 in total funding over a five-year period. Funding for this award will be provided on an incremental basis subject to the availability of funds and successful performance. NEA/AC reserves the right to change the funding amounts, period of performance, and terms of the Award as a result of U.S. Government requirements, recipient performance, project results, and the availability of funds. The recipient will be notified in writing should such changes occur.

The resulting award will utilize an incremental funding mechanism and will only fund the first increment in the initial award. Up to \$1,500,000 is available for the first increment of funding (ceiling amount). It is estimated that the first increment will provide funding for phase one activities for an initial 24 months of the award (anticipated: September 1, 2020 to August 31, 2022). The second increment will provide funding for an additional 24 months (anticipated: September 1, 2022 to August 31, 2024) for phase two. The third increment will provide funding for an additional 12 months (anticipated September 1, 2024 to August 31, 2025) for phase three. All three increments will result in a combined total five-year period of performance. The second and third increments of funding – which will be for phases two and three, respectively – are contingent upon the availability of funds and will be awarded at NEA/AC's discretion.

Special instructions regarding incremental funding:

Please provide a complete proposal that includes total project funding. The proposal narrative and budget should clearly specify the activities, budget breakdown, and timeframes for each funding increment. Additionally, the applicant should ensure that the project is severable after the completion of the first increment. The proposal should clearly demonstrate the value delivered at the end of the first and second increments, which could stand on its own merits should funding for a second and/or third increment be unavailable.

## IV. ELIGIBILITY INFORMATION

All applicants will be screened by NEA/AC to determine whether they meet all of the program eligibility requirements detailed below.

**NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements in Section A and Section B will not advance past the Technical Eligibility Review stage and may be deemed ineligible for funding under this announcement. Nothing can be added to an application once the competition deadline has passed.**

### A. ELIGIBLE APPLICANTS

Eligible applicants include:

- U.S. or foreign
  - o non-profit organizations; and
  - o public international organizations.

NEA/AC is committed to an anti-discrimination policy in all of its programs and activities. NEA/AC welcomes applications irrespective of an applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities, and youth.

NEA/AC strongly encourages applications from organizations headquartered in the Middle East and North Africa region. International non-governmental organizations with principal bases of operations outside the Middle East and North Africa are also encouraged to apply, but the percentage of total budget actually spent in the region through local partners may be among the elements of evaluation for this competition.

### **A.1. Prime Applicant**

Applicants must have the organizational capacity to implement project components in the MENA region. Applicants must also have experience in conducting risk assessments and monitoring and evaluating programs and sub-recipients in order to document and assess the short- and long-term outcomes of proposed projects. Extensive partnerships with MENA-based civil society organizations are necessary to ensure that all project activities can be implemented quickly. Additionally, applicants shall:

- Demonstrate expertise in NEA/AC's strategic focus areas of good governance and civic engagement and possess a strong understanding of needs in the region.
- Demonstrate experience working in the MENA region and expertise in developing and implementing political and social reform projects.
- Demonstrate capacity to operate an assistance management project of multiple and diverse activities across the MENA region.
- Demonstrate experience managing and monitoring a significant number of sub-recipients and/or direct assistance projects. Applications must clearly outline this experience, including total volume (total dollar amount, number of partners, and number of projects), size and length of sub-awards managed, and geographic and thematic focus. If the applicant has provided capacity-building support to sub-recipients, please indicate the type of support
- Demonstrate in the project and budget narratives how the assistance mechanism will be managed, monitored, and evaluated to ensure alignment with the project objectives.
- Demonstrate the ability to involve local partners.

### **A.2. Local Partners**

Applicants are REQUIRED to include partnerships with local organizations as part of their project design for this NOFO. **Applicants who do not incorporate local partners in their proposal will be deemed ineligible and will not advance past the Technical Eligibility Review stage.** Applicants should propose partners that would work together on specific programmatic objectives or priorities and that utilize local expertise. Partnerships may, but are not required to, take the form of sub-grants.

## **B. REGISTRATION REQUIREMENTS**

**To apply for NEA/AC (Federal) funding, organizations, whether based in or outside the U.S., must have a Unique Entity Identifier (UEI) number, currently referred to as a DUNS**

**number, and an active account with the System for Award Management (SAM). Applicants who do not meet all registration requirements are NOT eligible for funding under the opportunity.**

### **UEI Number**

The UEI number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

**All applicants must have a UEI number.** To obtain a UEI number, please follow the steps below:

Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.

Select the country or territory where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC) ([https://www.osha.gov/pls/imis/sic\\_manual.html](https://www.osha.gov/pls/imis/sic_manual.html)), and annual revenue.

**For technical difficulties** in obtaining this number, please contact D&B at: [govt@dnb.com](mailto:govt@dnb.com).

### **System for Award Management (SAM)**

SAM is a U.S. government wide registry of vendors doing business with the Federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information.

**Further, each applicant must maintain an active account, with current information, while its application is under consideration for funding.** To keep an active SAM.gov account, an applicant must renew it at least once each year. **If an organization's account expires, the organization cannot submit a grant application until it is renewed.**

**To create a new account,** please follow the steps below:

Go to <http://www.sam.gov>.

Log In to complete authentication and create an account. On the My SAM page, select *Entity Registrations* from the sub-navigation menu and select *Register New Entity*.

Organizations must have a UEI number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.

Complete and submit the online form. If the applying organization already has the necessary information on hand (see the SAM Quick Start Guide for Grant Registration: [https://sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf)), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it might take anywhere from **12 - 15 business days** to complete the process of creating an account with the system.

For help with SAM.gov, please visit their support page at <https://www.fsd.gov> or contact them at: 866-606-8220 (U.S.) or +1-334-206-7828 (international).

## **C. ADDITIONAL ELIGIBILITY CONSIDERATIONS**

### **Cost-Sharing or Matching**

There is no minimum or maximum percentage required for this competition. However, NEA/AC encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

Cost-sharing or matching is not an evaluation criteria of this NOFO.

## **V. APPLICATION AND SUBMISSION INFORMATION**

### **A. APPLICATION DOCUMENTS**

All applications must include the application components detailed below. **All application documents must be submitted in English.** Applicants may submit only one (1) application. Please refer to Section B below for additional submissions guidance and requirements.

**NOTE: Applications that do not include all the required documentation described in Section 1 below will not advance past the Technical Eligibility Review stage.** Further, applications that exceed the allowable page limits will not be reviewed by the review panel. **Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.**

#### **A.1. Required Documents**

##### **Federal Assistance Application Forms (SF-424, SF424a, and SF-424b)**

Applicants must complete each of these forms online to be considered for funding. The SF-424B is only required for those applicants who a) have not registered in SAM.gov or b) have not recertified their registration in SAM.gov since February 2, 2019.

If an organization has an active registration in SAM.gov that was either created or updated **on or after** February 2, 2019, then the applicant does **NOT** need to submit the SF-424B because their registration or recertification will have included the necessary information.

**Guidance on how to complete the SF-424 and SF424a is provided in Appendix 3.**

**NOTE: In addition to following all guidance outlined below regarding application materials, applicants are strongly encouraged to review the Application Evaluation Criteria section of this NOFO closely as they prepare their proposal. The Evaluation Criteria section is the rubric by which each application will be scored.**

#### **Project Narrative**

The Project Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be **no longer than 12 pages**. More details on preparing the Project Narrative are provided in Appendix 3. **Applicants are strongly encouraged to review Appendix 3 before preparing their Narrative.**

### **Budget & Budget Narrative**

Applicants must provide the following three elements as part of their budget submission:

- Summary Budget
- Detailed Line Item Budget
- Budget Narrative

**There is no page limit for this section of an application. A sample fillable template can be found in Appendix 1. This template includes three tabs:** The first tab includes written guidance on preparing the **Budget Narrative**. Applicants are strongly encouraged to create their Budget Narrative in Word and submit as either a Word Doc or PDF file. Please note that the Budget Narrative should include designations of who is considered Key Personnel for this project. As defined in the Department of State Standard Terms and Conditions (for assistance awards, Key Personnel means, "...key professional and supervisory personnel; i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award." The second tab has the template for the **Summary Budget**. This tab will auto-fill as you complete the Detailed Line Item Budget, which can be found on the third tab. The third tab is where you can fill in the template for the **Detailed Line Item Budget** as stated above.

**NOTE: Applicants are strongly encouraged to use the same format as provided in the template, and to submit summary and detailed line item budgets in Excel form, and the Budget Narrative as either a PDF or Word file.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. The template, which includes more detailed instructions, can be found in Appendix 1. **Applicants are strongly encouraged to review Appendix 1 before preparing their Budget and Budget Narrative.**

### **Logic Model**

Applicants shall provide a logic model or theory of change to demonstrate how the proposed project (including activities, the project design, and the surrounding context) will achieve the stated objectives. The logic model or theory of change statements can be generated using the template in **Appendix 2**.

**NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. This section may be **no longer than 3 pages**.

### **Project Timeline**

Applicants must provide an overall breakdown of the order and timeframe in which all project activities will take place. This item should provide a macro snapshot of what will take place from beginning to end of the project. Applicants must ensure that the timeline of activities/events corresponds with details provided in the Project Narrative and Logic Model/Theory of Change. This section may be **no longer than 2 pages**.

### **Job Descriptions/Biographical Info for Key Personnel Positions**

For each position designated as key personnel for this project, applicants must provide the following:

1. If the position is already filled: Provide brief biographical information summarizing the person's qualifications, as well as a brief description of the roles or responsibilities pertaining to this project.
- OR**
2. If the person to fill a key position has not yet been hired: Provide a brief summary of the job description, which should include a description of the roles and responsibilities pertaining to this project, as well as a description of qualifications of eligible candidates.

**NOTE:** If an applicant is proposing sub-grant partner(s) as part of their project design, **Key Personnel/Positions of the sub grantee must also be included.** This section of the application may be **no longer than 5 pages.**

#### **Security, Risk Mitigation, & Contingency Planning Summary**

This item should provide detail regarding the applicant's intended due diligence to assess and mitigate risks, and put in place adequate security measures to ensure the safety and well-being of project staff, participants, and partners, if applicable. This should include specific actions by the applicant to ensure risks are adequately and routinely assessed, and that security measures are commensurate with operational concerns specific to the locale. The applicant should also include a contingency plan that highlights potential challenges and limitations to project implementation in the operating environment and propose contingency plans should program activities be impacted. Please note that this section should not be limited to physical security and risk but should cover any applicable factors relevant to the given operating environment. This section may be **no longer than 5 pages.**

#### **Negotiated Indirect Cost Rate Agreement** **NOTE: This item is required only IF applicable.**

Applicants proposing indirect costs in the Budget greater than a 10% de minimis rate must provide a copy of their Negotiated Indirect Cost Rate Agreement (NICRA). This item will not be counted toward any page limits.

#### **A.2. Optional Documents**

**Applicants may submit additional documents for consideration with their application. These documents are not required and there is a 10 page limit for this section of the application. Some examples of additional documents an applicant may wish to submit include but are not limited to letters of agreement/intent, organizational chart, etc.**

**NOTE: Applicants must adhere to all maximum allowed page counts. Applications that exceed any of the allowable page limits will not advance past the Technical Eligibility Review stage.**

#### **B. APPLICATION FORMATTING REQUIREMENTS**

The required font is 12-point, Times New Roman. All application documents must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each. Also, applicants should ensure all pages in the application package are numbered consecutively and meet the page limit requirements outlined in Section VI above. **The Standard Forms 424 (SF-424, SF-424a, and SF-424b) are excluded from the page numbering.**

**It is strongly recommended that applicants submit grant applications using Microsoft Office.** If applicants do not have access to Microsoft Office products, Adobe PDF files may be submitted.

### **C. SUBMITTING AN APPLICATION**

Applicants must submit their application electronically using SAMS Domestic. Applications will **NOT** be accepted from grants.gov. SAMS Domestic requires that the applying organization have an account with the system and both require a UEI number and SAM.gov account as detailed in Section V. **It is the responsibility of the applicant to ensure they have an active account and will be able to submit its application.** NEA/AC is not in a position to grant exceptions to these requirements.

**The application process is not complete until the applicant receives notification that its application has been validated and forwarded to the granting agency (NEA/AC). Please allow sufficient time for entering the application into these systems. It is the responsibility of the applicant to monitor its application to ensure that it is successfully received and validated.**

#### **SAMS Domestic**

SAMS Domestic is a comprehensive grants management system that allows applicants to apply for, manage, and report on the use of U.S. government funds for multiple programs, accessed online at [mygrants.service-now.com](http://mygrants.service-now.com).

**To create an account, go to <http://mygrants.service-now.com>, and click the “create an account” hyperlink, located above the user name prompt.** Users will be directed to a page entitled “User Registration Request;” complete the online form and click the “Submit” button. Users will receive an activation email entitled “Verify Your Grants Account Registration;” click the activation link within the email to receive a username and password.

**SAMS Domestic has Quick Tours available to educate users about the system. These documents can be found on the Support tab upon logging into the system.**

### **D. SUBMISSION DATES AND TIMES**

**Applications must be time stamped before 17:00:00 eastern time (ET) on April 9, 2020.** There will be no grace period, and any application not received by the application deadline will be deemed ineligible and will not advance to be reviewed. **Each applicant is encouraged to submit an application far enough in advance of the deadline so that the applicant can alert NEA/AC ([NEA-grants@state.gov](mailto:NEA-grants@state.gov)) of any technical difficulties and allow sufficient time to resolve difficulties before the deadline.** Although NEA/AC will work with applicants to resolve technical issues, it is not in a position to grant exceptions to the submission requirements outlined in this announcement.

## **VI. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS**

## **E. AWARDS TO COMMERCIAL FIRMS OR FOR-PROFIT ORGANIZATIONS**

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient may be:

- added to the total of the amount of this award, including the required cost sharing or matching, and use it to further eligible project objectives;
- used to meet the Recipient's cost sharing or matching requirement;
- OR deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

## **F. AUDIT REQUIREMENTS**

Domestic and foreign organizations that expend \$750,000 or more in a fiscal year in federal assistance must perform an independent, recipient-contracted Single Audit or Program Specific Audit. (**Program-specific Audit** means an audit of one Federal award program. **Single Audit** means an audit which includes both the entity's financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer's approval. More information can be found at <https://www.gao.gov/assets/700/693136.pdf>

For sub-non-Federal entities expending \$750,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime non-Federal entities certify that audits of sub-non-Federal entities are performed annually and according to the standards described above. The cost of audits required under this policy may be charged either as an allowable direct cost to the award OR included in the organizations established indirect costs in the award's detailed budget.

## **G. COMPLIANCE WITH APPLICABLE FEDERAL FUNDING REGULATIONS AND DOS TERMS AND CONDITIONS**

Payment of funds awarded under this Notice of Funding Opportunity will not be disbursed until the DOS has been assured that the Recipient's financial management system will provide effective control over and accountability for all Federal funds in accordance with 2 CFR 200 and 2 CFR 600 as applicable. Awards issued under this NOFO are subject to the Department of State Standard Terms and Conditions (<https://www.state.gov/wp-content/uploads/2019/10/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-01-2019508.pdf>) and 2 CFR 200 and 2 CFR 600 as applicable.

# **VII. APPLICATION REVIEW AND SELECTION PROCESS**



## **A. APPLICATION EVALUATION CRITERIA**

### **Achievable Objectives (20 points)**

Each of the project objectives listed above (in Section I) are clearly addressed.

- Impact and Effectiveness: The applicant describes the project's potential contribution to solving the problem addressed in the problem statement and achieving results.
- Timeframe: The applicant describes realistic results to be accomplished within the timeframe of the proposed award.
- Beneficiaries: The applicant clearly identifies the anticipated beneficiaries and explains how the project's objectives will positively affect them.
- Milestones: The applicant provides realistic milestones to indicate progress toward goals and objectives as described in the program announcement.
- M&E: The applicant explains how monitoring and evaluation activities will be carried out throughout the award's period of performance and who will be responsible for them.
- M&E: The applicant includes a final evaluation of the project at the completion of the award.

### **Project Design (40 points)**

The applicant clearly describes how each proposed project activity will address each of the objectives outlined in the requested priority area above (Section I).

- Responsiveness to NOFO: The applicant describes how the proposed activities respond to the objectives listed in the NOFO.
- Rationale: The applicant justifies how the proposed activities will achieve the above objectives in this context.
- Project Management: The applicant provides a clear description of how the project will be managed in terms of initiation, planning, implementation, and closing.
- Partnerships and Buy-ins: The applicant address how the project will engage or obtain support from relevant stakeholders and identifies any local partners.
- Feasibility: The applicant proposes activities that are feasible, practical, and/or experiential in nature to encourage innovation.
- Beneficiaries Selection Criteria and Process: The applicant explains how participants will be selected (e.g., criteria for selection, selection process).
- Duplication: The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- Contingency Plan: The applicant articulates programming assumptions and potential challenges to project implementation and proposes contingency plans.
- Division of Labor: The application describes the division of labor among the applicant and any partners.
- Gender Considerations: The applicant includes gender analysis in the project narrative that identifies relevant gender gaps and ways the proposed activities will address those gaps. The applicant demonstrates how addressing relevant gender gaps will enhance the project's goals and objectives, as well as how the project will benefit both men and women.

- Project Logic: Is it theoretically sound? Do all elements of the logic model fit together showing plausible pathways to achieving project outcomes? Have all the key assumptions been identified and their potential influences described? Are the risks to implementation (external factors) fully accounted for and described?

### **Organizational Capacity (30 points)**

- The applicant demonstrates experience (e.g., has previously worked and/or has established contacts/partners) in the proposed country/territory/region.
- The applicant demonstrates an institutional record of successful projects in the content area proposed (e.g., open governance and transparency).
- The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g., successful management of a previous sub-award or grant).
- The applicant demonstrates the ability to meet monitoring and evaluation requirements.
- The applicant has adequate staffing and demonstrates the capacity to manage the proposed project.
- The applicant includes letters of intent/commitment/agreement from any proposed partners.

### **Staff and Position Specifications (10 points)**

- The applicant details pre-identified key staff members – including volunteers – with demonstrable experience working in the country/territory/region proposed, in the proposed content area, and with participants from that area (e.g., language skills, cultural understanding).
- The applicant provides a description of the roles of each person or position on the project – whether staff, partner, consultant, or volunteer – demonstrating that the project will be sufficiently staffed but will avoid redundancy or duplication of effort.
- The applicant provides a job description and hiring criteria for each open position detailed as key personnel.
- Applicant and/or partner staff have relevant language competencies.

### **Budget & Budget Narrative (Acceptable or Not Acceptable)**

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which are clearly explained in the budget narrative.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- The preponderance of the budget is spent on supporting the project participants/activities in country.
- The budget includes costs dedicated to management, monitoring, and evaluation, and any costs needed for further gender analysis and for addressing gender gaps.
- Adequate travel costs are proposed.
- The budget demonstrates a reasonable cost per participant.
- The budget accounts for monitoring and evaluation costs.

## **B. REVIEW AND SELECTION PROCESS**

NEA/AC is committed to ensuring a competitive and standardized process for awarding funding. Applications will be screened initially in a Technical Eligibility Review stage to determine whether applicants meet the eligibility requirements outlined in Section V and have submitted all required documents outlined in Section VI. Applications that do not meet these requirements will not advance beyond the Technical Eligibility Review stage and will be deemed ineligible for funding under this NOFO.

NEA/AC reserves the right to have all applications deemed to be technically eligible undergo a Subject Matter Expert (SME) review prior to the Merit Review Panel. Applications that do not pass SME review will not proceed to the Merit Review Panel.

All applications that proceed to the Merit Review Panel will be evaluated by U.S. government and non-governmental subject matter and/or country-specific experts and will be rated on a 100-point scale. Point values for individual elements of the application are presented in Section VIII. Panel Reviewers' ratings, and any resulting recommendations, are advisory.

Final award decisions will be influenced by whether the application meets NEA/AC's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications.

## **VIII. ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

**Applicants who do not advance beyond the Technical Eligibility Review stage will be notified 30 business days after the closing of the announcement.** The authorized representative and program point of contact listed on the SF-424 will receive the notification via email. If an applicant does not receive such a notification, their submission was put forward for review.

**NEA/AC expects to notify applicants who proceeded past the Technical Eligibility Review stage about the status of their application by August 31, 2020.** Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer and transmitted to the recipient's responsible officer identified in the application. NEA/AC reserves the right to award funding to applicants under this announcement for a period of up to two years after the announcement's close date.

### **B. REPORTING REQUIREMENTS**

Reporting is critical to effective program management and oversight. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

Recipients will, at a minimum, be required to submit Quarterly Performance Reports (QPR) and a Quarterly Financial Report (QFR). The QPRs will compare actual to planned performance and indicates the progress made in accomplishing each assistance award tasks/goals noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. The QFRs provide a means of monitoring expenditures and comparing costs incurred with progress.

Recipients must report ***immediately*** when a program faces unplanned delays in implementation, fails to meet program targets or milestones, or costs increase. Any changes or revisions to the approved budget require prior approval from the NEA/AC Grants Officer.

Recipients are required to report program and beneficiary achievements on a quarterly basis (or provide written confirmation that there is no related news for the given quarter) beginning with second quarter's program report.

Maktabat: Recipients will be required to submit to MEPI all materials developed under awards for the training of participants. These documents (including but not limited to manuals, curriculums, videos, websites, and presentations used in workshops or distributed to participants) will be considered for inclusion in the Maktabat MEPI website: <http://maktabatmepi.org>. The Recipient should make every effort to submit training materials as they are developed and used rather than waiting until the end of the award. The materials can be submitted in English, French, and/or Arabic. The Recipient can submit materials to the Maktabat MEPI website: [www.maktabatmepi.org](http://www.maktabatmepi.org). The Recipient is asked to add a link to the Maktabat website on the Recipient's website if feasible.

### **C. TRAVEL NOTIFICATIONS**

Successful applicants will be required to provide prior notification of all international travel as a requirement of their agreement. This includes travel which is already included in the approved budget and Scope of Work. The purpose of this notification is to enable NEA/AC to inform the relevant U.S. Embassy or post of the recipient's intent to travel. The recipient must notify the Grants Officer at least three (3) business days prior to any travel. The Grants Officer reserves the right to advise against specific travel arrangements for security-related reasons.

### **D. APPLICANT VETTING AS A CONDITION OF AWARD**

Applicants proposing activities in Lebanon are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Applicants may be asked to submit information required by DS Form 4184, Risk Analysis Information about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by the Grants Officer, information may be submitted on the secure web portal at <https://ramportal.state.gov>, via Email to [RAM@state.gov](mailto:RAM@state.gov), or hardcopy to the Grants Officer. Questions on the form may be emailed to [RAM@state.gov](mailto:RAM@state.gov). Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting an application for award.

### **E. BRANDING AND MARKING REQUIREMENTS FOR GRANTEES**

**Grantees awarded under this announcement will be required to make all materials produced under the award with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity.** Materials are defined as but not limited to: training materials, materials for recipients, or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this award, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. In addition, sub-recipients or sub-awardees are subject to the marking requirements and the grantee shall include a provision in the sub-recipient or sub-awardee's agreement indicating that the standard, rectangular U.S. flag is a requirement. Exceptions to this requirement can be discussed with NEA/AC when negotiating an award.

Grantees awarded under this announcement will be required to follow MEPI social media guidelines for any and all online presences related to the project. Grantees will be expected to tag @USMEPI in all social media posts and utilize the official hashtag #MEPI for any social media posts in Arabic or English. Grantees will be expected to highlight MEPI online and share as many MEPI stories as possible, including demonstrating how each MEPI programs strive to achieve its assistance objectives of participatory governance and economic reform.

### **F. UEI NUMBER REQUIREMENT FOR SUB AWARDEES**

All sub-awardees are required to have a UEI number. For information on obtaining a UEI number, please see Section V. B. **Proposed sub-awardees are not required to have a UEI number prior to the submission of an application but must have one prior to a sub-award being issued.**

### **G. SUB AWARDEE REPORTING REQUIREMENT**

Grantees awarded under this announcement will be required to report all sub-awardees receiving funds of \$25,000 or more to <http://www.fsrs.gov>. More information about this requirement can be found at this site.

## **IX. AGENCY CONTACTS**

For questions regarding this funding opportunity including: completing an application, financial and grants management issues, or technical matters, contact:

Project Manager

Ahmed Gutan

[NEA-grants@state.gov](mailto:NEA-grants@state.gov)

All questions must be submitted in writing to [NEA-grants@state.gov](mailto:NEA-grants@state.gov) by **March 10, 2020** at 17:00:00 eastern time (ET). NEA/AC will create a document of the submitted questions along with the answers and post it on SAMS Domestic and Grants.gov. Questions submitted after the deadline will not be addressed.

For questions regarding creating an account or using SAMS Domestic to submit an application, contact the ILMS Help Desk. The Help Desk is available 24 hours a day, 7 days a week, excluding Federal holidays. The ILMS Help Desk utilizes a user-facing ticketing interface that

allows users to submit and monitor their SAMS Domestic tickets. The ILMS Self Service Portal can be accessed by going to <https://afsitsm.service-now.com/ilms/home>.

**ILMS Help Desk**

(888) 313-ILMS (4567)

ILMS Self Service Portal

**X. DISCLAIMER**

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the bureau that contradicts public language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the U.S. government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements listed in this NOFO.