U.S. DEPARTMENT OF STATE
U.S. EMBASSY *Lomé – Togo*
Notice of Funding Opportunity (NOFO)

## Section A. Funding Opportunity Program Description

| | |
|---|---|
| **Assistance Instrument Type:** | *Grant* |
| **Funding Opportunity Title:** | *Democratic and Political participation of Women and Girls for a more stable, inclusive, and prosperous Togo* |
| **Funding Opportunity Number:** | *PAS-SGP-FY2021-0002* |
| **Catalog of Federal Domestic:** | *19.225 (Africa Regional Democracy Fund)* |
| **FAIN:** | *STO40021GR3009* |
| **Funding Amount:** | *$250,000.00* |
| **Number of Awards:** | *01* |
| **Key Dates:** | 1. Applications must be submitted by 11:59PM EDT on August 30, 2021<br>2. Questions must be submitted by 11:59PM EDT on August 30, 2021<br>3. Notification of project approval and award signing expected by September 2021. |
| **Eligibility Category:** | U.S. non-profit/non-governmental organizations (NGOs) having a 501(c) (3) status with the IRS, and overseas-based non-profit/non-governmental organizations, and foreign educational institutions. |

**Executive Summary:**

The U.S. Embassy in Lomé, Togo, through this Notice of Funding Opportunity (NOFO), is pleased to announce an open competition for organizations to submit applications to carry out a program to promote democratic and political participation of women and girls for a more stable, inclusive, and prosperous Togo by strengthening their ability to exercise their rights.

A Grant for up to $250,000.00 U.S. Dollars (USD) in FY 2020 Economic Support Funds (ESF) will be awarded *(pending availability of funds)* for work that will support program objectives in section **A.2.** The period of performance is one (01) year**. Funding authority rests in the Foreign Assistance Act of 1961.**

**Priority Region: All regions of Togo**

**Contact Person:** **For questions on the application and technical content please contact LomePDGrants@state.gov**

Please read carefully the entire solicitation package if you plan to submit an application; there are steps that you should take immediately in order to make your submissions by the deadline.

**A.1. Background:**

Women are underrepresented in Togo's economy and politics and are often victims of gender-based violence (GBV). Women hold only 16.5% of parliament seats while a 2014 survey noted 12% of women experienced violence by a partner in the prior year. Women's access to assets are also limited since they lack identification documents. Identification is needed for almost every aspect of modern life (getting a job, opening a bank account, traveling, voting, and receiving healthcare and social welfare). Yet in recent statistics, over 2 million Togolese struggle to prove their identity; women and girls are disproportionately affected. In Togo, almost 45% of adult women, compared with 28% of men, lack a national ID.

According to an international study carried out by the Plan International children's rights organization, 58% of the girls and young women surveyed reported personal experiences of online harassment on social media platforms, and this abuse is driving girls to quit social media platforms including Facebook, Instagram, and Twitter. Out of the 14,000 girls and young women ages 15 to 25 in 22 countries, the results showed 54% reported personal experience of online abuse in Africa. Online harassment is one of the negative consequences of the use of social media. In Togo, this type of harassment is overlooked despite the negative effects on young girls, even driving some to suicide as reported in local media.

**A.2. Program Objectives:**

The objective of this program is to promote women's rights and representation in the Togolese economy and politics by promoting access to identification documents, reducing gender-based violence, and training women and girls to combat online-harassment.

**A.3. Expected Results**

Specific results should include one or more of the following:

1. *Women are empowered by a better understanding of their rights.*

2. *Women and girls have increased access to identification, and thus, are better able to access employment opportunities, open a bank account, travel, vote, and receive healthcare and social welfare.*
3. *Women and girls are empowered to openly talk about the negative effects of online harassment and gender-based violence and better understand how to combat it.*
4. *Government takes action to facilitate women and girls' access to Identification, their economic and political inclusion, and to legally combat gender-based violence and online harassment in Togo.*

## A.4. Main Activities

Potential activities may include but are not limited to the following:

- ✓ ***Increase access to IDs for women and girls from deprived areas:***
  *Awareness campaigns and workshops to convince parents and women and girls about the necessity to have identification and the procedures to follow to acquire it.*

- ✓ ***Building women and girls 'resiliency facing GBV and Human Trafficking:***

  *Capacity building and awareness raising campaigns to promote a better understanding among women and girls of their rights as guaranteed by Togolese laws and Human rights. Reduce discrimination regarding land ownership, family heritage, and widowhood practices. Identify strategies to reduce GBV, susceptibility to trafficking in persons, and combat the secondary effects and new wave of fragility created by pandemic lockdown policies to build social and political inclusion.*

- ✓ ***Fighting women's digital harassment:***

  *Engage a national strategy about the dangers and drawbacks of online harassment, and how women and girls can protect themselves. Capacity building for a better understanding and conscious use of social media for women and girls to mitigate online harassment.*

- ✓ ***American Content****: Any American resource, expert, and or reference work or material to show case American cultures and values.*

## A.5. Performance Indicators

The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time bound. Establish, where possible, performance baseline data and expected performance targets for each expected result and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation. Indicators should reflect key project outputs or outcomes that reflect on the

primary goals or objectives of the project and that the implementer can collect with high quality data.

Applicants must fill out the table below and insert it into the proposal document. Additional non-Department of State (DOS) indicators may be added that are relevant to the project by adding rows to the chart.

All applicable indicators should be included in the proposal and subsequent to the award, routine, periodic reporting of all indicators will be required. The implementer will be responsible for semi-annual reporting on each performance indicator included in the grant agreement as well as analysis of progress or impediments to reach indicator targets.

**The following are requested indicators. Applicants are welcome to propose other indicators relevant to the primary objectives and expected results of the project.**

| Outputs | Outcome Indicators | Targets |
|---|---|---|
| **Output 1** | Number of legal instruments drafted, proposed, or adopted with USG assistance designed to improve prevention of or response to sexual- and gender-based violence at the national or sub-national level | 1 |
| **Output 2** | Number of individuals receiving civic education through USG-assisted programs | 10000 |
| **Output 3** | Number of workshops to educate on conscious use of social media | 35 |
| **Output 4** | Number of national dialogues for women's economic, social, and democratic inclusion | 35 |
| **Output 5** | Number of mass sensitizations campaigns on the necessity of accessing Identification Documents | 35 |
| **Output 6** | Number of radio/TV shows to educate on and prevent gender-based violence | 35 |
| **Output 7** | Number of girls who have access to IDs | 1000 |

The State Department takes into consideration the quality of data reported by recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.

## Section B. Federal Award Information

### B.1. Available Funding

Overall, grant-making authority for this project is contained in the Foreign Assistance Act of 1961, as amended. The period of performance will be 12 months. Depending on the quality of performance and other factors, additional supplemental funding may be considered to continue activities and extend the period of performance, if funds are available and the U.S. Embassy Lomé and the Recipient mutually agree.

**Summary of Award Information**

| | |
|---|---|
| Award Instrument: | Grant |
| Period of Performance | 12 months |
| Type of Funding | FY 2020 Economic Support Funds (ESF) |
| Funding Amount: | $ 250,000.00 U.S. Dollars |
| Number of Awards: | 01 |
| Anticipated Award Date: | September 2021 |
| Anticipated Project Completion Date: | July 2022 |

**This notice is subject to availability of funding.**

**B2. Award Management**

The successful applicant awarded under this NOFO may need to routinely collaborate with the U.S. Department of State.

The Recipient must ensure that all funds are used in a manner consistent with U.S. Government laws on the use of foreign assistance funds, including any applicable restrictions on funding.

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## Section C. Eligibility Information

### C.1. Eligible Applicants

The following organizations are eligible to apply*:*

- *Not-for-profit organizations, including think tanks and civil society/non-governmental organizations*
- *Public and private educational institutions*
- *Public International Organizations and Governmental institutions*

**NOTE:** *U.S. NGOs should demonstrate in country local expertise and have local experts to assist in project implementation.*

Technically eligible submissions are those which: 1) arrive electronically to LomePDGrants@state.gov by the designated deadline; 2) have heeded all instructions contained in the Notice of Funding Opportunity (NOFO), including registrations and length and completeness of submission; and 3) do not violate any of the guidelines stated in the solicitation and this document.

For-profit and commercial firms are not eligible to apply in response to this NOFO.

Please see 2 CFR 200.307 for regulations regarding program income.

### C.2. Cost Share

Providing cost sharing, matching, or cost participation is not an eligibility requirement for this NOFO.

Please note: If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, the Department of State's contribution may be reduced in proportion to the recipient's contribution.

### C.3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations.

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Organizations must have a commitment to equal opportunity employment practices and to non-discrimination practices with regard to beneficiaries, without regard to race, religion, ethnicity, gender, sexual orientation, or political affiliation

Organizations may only submit one application per organization. If more than one application is submitted by an organization, only the first application received will be reviewed for eligibility and funding.

## Section D. Application and Submission Information

Once the NOFO deadline has passed, Department of State staff may not discuss this competition with any applicant until the proposal review process has been completed.

### D.1. Address to Request Application Package

Applicants can find application forms and other materials needed to apply on **Grants.gov** under the announcement title and funding opportunity number provided above.

Please contact the point of contact listed on page 1 if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note: reasonable accommodations do not include deadline extensions.

Please read carefully the entire announcement and follow the guidelines below before sending inquiries or submitting proposals.

### D.2. Content and Form of Application Submission

Any prospective applicant who has questions concerning the contents of this NOFO should submit them by email to the point of contact listed on page 1. Please refer to the funding opportunity number. Any updates about this NOFO will also be posted on www.Grants.gov.

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

**Application must have the following format:**

- The proposal in ENGLISH clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

**Complete applications must include the following required documents:**

1. **Mandatory application forms that must be completed and signed:**
   *These forms are available electronically via Grants.gov.
   - **SF-424 (Application for Federal Assistance – Organizations)**
   - **SF-424A (Budget Information for Non-Construction Programs)**

- **SF424B (Assurances for Non-Construction programs)** *The SF-424 B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.*
- **SF-LLL forms** *The SF-LLL is required for applicants that may engage in lobbying activities.*

2. **Summary Page:** Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. **Table of Contents** that lists application contents and attachments.

4**. Proposal Narrative (10 pages maximum):**

**Please see the "Narrative Components" section below for details on the information to include in the proposal.** (The 10-page limit does not include the Summary Page, Table of Contents, Budget, Budget Narrative, Letter of Disclosure, Letters of Institutional Support, NICRA, Audit, CVs, Official permission letters, SF-424s, or SF-LLL forms).

**Narrative Components:** the proposal must include the following information:

***a. Executive Summary*:**
This section should be a succinct one-page summary narrative that outlines the proposed program; it should include: the name and contact information for the project's main point of contact; the project's purpose; country of implementation; program length (dates/duration); total funding requested (indicate any sub-grants proposed); project's goals, primary objectives and expected results (highlighting any aspects of innovation, sustainability and impact of the project); involvement or use of any NGO's or civil society organizations; and expected results and sustainability; and a one-paragraph program description. Countries of implementation are those countries or participants from countries that will receive financial or technical support as a result of this project.

***b. Organizational Capacity and Past Performance*:**
This section of the application provides information about the applicant organization. It should provide a description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

***c. Program Strategy*:**

- Propose a clear and realistic implementation plan to significantly address the Program Objectives in Section A2.
- Describe and outline the expected and achievable results for the project, which should include those listed in Section A3.

- Describe and outline the relevant and appropriate Main Activities to accomplish the objectives and expected results, which could include those found in Section A4.

d. ***Management Plan:***

- Describe the proposed management structure for this project. Include in the narrative a description of the responsibilities of all principal organizations and staff involved, reporting relationships, authority and lines of communication within and between each of these organizations.

- Recognizing that COVID-19 has limited where and when staff/participants can travel, the Recipient must also include a contingency plan should restricted travel remain through some portion of the period of performance. Contingency plans could include remote or virtual training tools.

***e. Program Partners:*** List the names and type of involvement of key partner organizations and sub-awardees, if applicable.

***f. Future Funding or Sustainability:*** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

5. **Summary Budget** and **Detailed Line-Item Budget:** (attached as separate documents in Microsoft Excel) that includes three [3] columns including the request to the U.S. Embassy Lome any cost sharing contribution, and total budget. The federal share requested must not exceed the amount of funds available under Section B of this NOFO. The summary and detailed budgets must follow OMB approved budget categories (see SF-424A for budget categories). Costs must be in U.S. dollars. Any sub-award costs should be summarized under Line F, "Contractual," with a separate, detailed line-item budget for each sub-awardee included as an additional tab within the excel workbook.
Budget Guidance and Template for New Awards (FY2021) (Attachment 1) provides additional budget guidance and a template budget applicants may use. Use of the template budget is not required, as long as the submitted budget follows OMB budget categories. *Please note: If an applicant's budget does not follow OMB budget categories, their application will be deemed technically ineligible and will not be considered for funding.*

6. **Budget Narrative**: (attached as a separate document in Microsoft Word) that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, it is recommended that applicants order the budget narrative as presented in the detailed budget. Personnel costs must include a clarification of the roles and responsibilities of all staff, base salary, and percentage of time devoted to the project. The budget narrative should support the activities described in the proposal and provide additional information that might not be readily apparent in the detailed-line item budget, not simply repeat what is represented numerically in the budget, i.e. salaries are for salaries or travel is for travel. If the budget includes sub-awards, please include a separate budget narrative for each organization. Please note that any sub-

awardees must be organizations with unique entity identifier (DUNS) numbers (certain exceptions apply).
**See Section H. Other Information H1. Guidelines for Budget Narrative** for additional information**.**
Budget Narrative Template – Sample Format (Attachment 2) provides a sample template applicants may use.

7. **Work Plan and Project Timeline:** (attached as a separate document)

- In table format, please present a brief, one-to-two-page work plan matrix (which does count as part of the 10 pages), with a timeline including target dates for activities for the life of the agreement, which reflects the overall program approach, and objectives. The following timeline below is provided as an example.

| Primary Activities, Deliverables, and/or Milestones | Q1 (range of months) | Q2 (range of months) | Q3 (range of months) | Q4 (range of months) | Q5 (range of months) | Etc. |
|---|---|---|---|---|---|---|
| Project Monitoring Plan | X | | | | | |
| XYZ Activity | X | X | X | X | | |
| Activity 123 | | | X | X | X | |
| Etc. | | | | | | |

8. **Letter of Disclosure** for proposed consultants/personnel (if applicable) of potential conflicts of interest, employment with a local/state/federal government.

9. **Letter(s) of Institutional Support** to indicate that your organization's leadership is providing their support of the application.

10. **NICRA**: If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file. This document will not be reviewed by the panelists, but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations. Organizations that have previously established indirect cost rates must submit timely indirect cost proposals to their cognizant agency as required by Appendix III & IV of 2 CFR 200. If indirect cost proposals have not been submitted for re-negotiation, as required, out-of-date NICRAs may not be considered. If your proposal involves subawards to organizations charging indirect costs, please submit their NICRA, if applicable.

11. **Single Audit**: a PDF file copy of your organization's most recent single audit is required, if your organization meets the threshold as defined in 2 CFR 200 Subpart F. If your organization has not had a recent single audit (within your organization's previous 3 fiscal years), you must submit your organization's most recent independent financial audit. If your organization has not had a recent single audit or financial audit, you must submit a letter from your Chief Financial Officer (or similar financial management officer) stating that no such audits have been conducted.

12. **CV or resume of key personnel** (1 page) who are proposed for the program.
- Include names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- Note the location where key staff will be based.

13. **Official permission letters**, if required for program activities.

### D.3. Unique entity identifier (DUNS) and System for Award Management (SAM)

**Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

In addition, if the organization plans to sub-contract or sub-grant any of the funds under an award, those sub-awardees must also have a unique entity identifier (DUNS) number. (Certain exceptions apply).

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:
- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously).

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform

NCAGE application: Application page here:
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Instructions for the NCAGE application process:

https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

Applicants must have an active registration in SAM (www.sam.gov) prior to submitting an application, must prove a valid Unique Entity Identifier (UEI) number, formerly referred to as a DUNS number, and must continue to maintain an active SAM.gov registration with current information at all times during which it has an active Federal award or an application or plan under consideration by the U.S. government. If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed ineligible. Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in SAM.

SAM requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM and to maintain its active registration in SAM.

Please note: foreign organizations will be required to register with the NATO Support Agency (NSPA) to receive a NATO Commercial and Government Entity (NCAGE) code in order to register in SAM. NSPA will forward your registration request to the applicable National Codification Bureau (NCB) if your organization is located in a NATO or Tier 2 Sponsored Non-NATO Nation. (As of January 2015, NATO nations included Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States of America; and Tier 2 nations included Australia, Austria, Brazil, Finland, Israel, Republic of Korea, Malaysia, Morocco, New Zealand, Serbia, and Singapore.)

NSPA and/or the appropriate NCB forwards all NCAGE code information to all Allied Committee 135 (AC/135) nations, which as of January 2015 also included Afghanistan, Argentina, Bosnia & Herzegovina, Brunei Darussalam, Chile, Colombia, Egypt, Georgia, India, Indonesia, Japan, Jordan, Montenegro, Oman, Papua New Guinea, Peru, Saudi Arabia, South Africa, Sweden, Thailand, Republic of Macedonia, Ukraine, and the United Arab Emirates.

### D.4. Submission Dates and Times

Applications are due no later than 11:59 PM Eastern Standard Time (EST) on August 30, 2021

Applications received after the deadline will not be considered.

Applications written in French will not be considered.

### D.5. Funding Restrictions

The following activities and costs are not covered under this announcement:

- Construction is not an allowable activity under this award.
- Activities that appear partisan or that support individual or party electoral campaigns.
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy-back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.
- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.
- Payments for any partner government, military, or civilian government employee salary or pension.
- Duplication of services immediately available through municipal, provincial, or national government.
- Funds for market research, advertising (unless public service related to grant program), or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.
- Charitable or development activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects;
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects seeking funds for personal use;
- Projects that require a participation fee.

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was "convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government"; or

(2) Has any "unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government."

For the purposes of Section 7073, it is the Department of State's policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

### D.6. Other Submission Requirements

Applications must be submitted electronically to LomePDGrants@state.gov or through www.Grants.gov

Applicants must follow all formatting instructions in the applicable solicitation and these instructions.

It is the responsibility of the applicant to ensure that it has an active registration in Grants.gov and that an application has been received by the system in its entirety.

Organizations new to Grants.gov: In order to register to use Grants.gov, an organization must complete a number of steps, which include those registration requirements listed in D3. Completing all of these steps can take up to 4 weeks, especially for an international organization.

## Section E. Application Review Information

### E.1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Project Design (30 points)

- The applicant presents innovative ideas that will maximize the program's desired impact.

- The applicant describes how each proposed project activity will address the Program Objectives outlined in this announcement.
- 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 existing/recent activities.
- The applicant clearly explains why the proposed project design is feasible and articulates how potential challenges or delays to project implementation will be mitigated.

## Achieved Results (25 points)

- The applicant describes how the expected results will be accomplished within the timeframe of the proposed award as well as anticipated long-term impacts:
- The applicant clearly explains how they will plan and complete the required activities.
- The applicant provides realistic milestones to indicate progress toward expected results and indicators as described in the program announcement.
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them.
- Analysis of applicant's selected indicators and how realistic/feasible are they to the project and what are the expected project results.
- The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. Capacity development, new trainings, and any tools or methods must be sustainable and last beyond this initial investment.

## Organizational Capacity and Record on Previous Grants (15 points)

- The applicant demonstrates technical experience (e.g., has previously worked and/or has established contacts/partners) in the area of gender equity and or GBV.
- The applicant demonstrates access to local NGOs that could be mobilized to meet the unique needs of the project.
- The applicant includes letters of intent/commitment/agreement from proposed partners that detail concrete plans for partner involvement.

## Staff and Position Specifications (10 points)

- Pre-identified key staff members, including volunteers, demonstrate an understanding of the project and possess the technical skills appropriate for their role, including, where appropriate, experience and knowledge with program topics.
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.

## Budget Narrative (10 points)

- 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 and includes costs dedicated to management, monitoring, and evaluation.
- Adequate travel costs are proposed using reasonable estimates of international and ground travel needs and costs.
- The budget demonstrates a reasonable cost per participant.

American Content (10 points)

- The use of any American resources, toolkits and or experts to carry out the program and to showcase American culture and values.

### E.2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications.

### E.3. Federal Awardee Performance & Integrity Information System (FAPIIS)

The Department of State, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

The Department of State will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## Section F. Federal Award Administration Information

### F.1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**F.2. Administrative and National Policy Requirements**

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
    - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
    - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
    - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

**F.3. Payment Method:**

Request for Payment will be submitted through a SF-270. Payments shall be disbursed via EFT upon receipt of a signed SF-270 form and required reporting.

**F.4. Reporting**

**Reporting Requirements:**

Recipients will, at a minimum, be required to submit semi-annual Progress Reports and quarterly Financial Reports. Progress Reports 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. Financial Reports provide a means of monitoring expenditures and comparing costs incurred with progress. Failure to submit reports on time will result in payment delays.

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 Grants Officer.

**Progress Reporting**

At minimum, it is expected that progress reports include:

- Significant activities of the period and how activities reflect progress toward achieving goals;

- Evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate;
- Any problems/challenges in implementing the project and a corrective action plan;
- Evaluation of accomplishments with quantifiable information on goals and objectives to date as available, including reporting on agreed-upon indicators;
- An update on expenditures during the reporting period; and
- Supporting documentation or products related to project activities (such as surveys, travel, etc.).
- Performance indicator results and supporting documentation.
- As applicable, Project Spotlight highlighting a significant area of progress under the grant as well as photos of implementation.

**Final Report**

The final report will be due no later than 120 days after the end date of the award or termination of all project activities.

Additional guidance may be provided prior to the award end date.

## Section G. Federal Awarding Agency Contacts

If you have any questions about the grant application process, please contact LomePDGrants@state.gov .

### G.1. Questions

All questions must be submitted via email to contact listed above by August 30, 2021. The U.S. Embassy will periodically create a document of submitted questions with answers and upload it to the announcement page in Grants.gov. Prospective applicants are advised to review the announcement page in Grants.gov for any updates. Note that once the NOFO deadline has passed, DOS staff in Washington, D.C. and overseas and U.S. Embassy Lomé may not discuss with applicants until the review process has been completed.

## Section H. Other Information

### H.1. Guidelines for Budget Narrative

- Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

- Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.
- Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.
- Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.
- Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.
- Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

*Indirect Costs*: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a NICRA and includes NICRA charges in the budget, attach a copy of your latest NICRA.

Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

**H2. Conflict of Interest**

In accordance with applicable Federal awarding agency policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

**H3. Applicant Vetting**

Applicants are advised that proposals will be evaluated against the potential risk that federal funds may inadvertently be passed to the wrong hands and that funds may benefit terrorists groups or their supporters. Applicants may be asked to submit information required by DS Form 4184, Risk Analysis Information (attached to this solicitation), about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at: https://ramportal.state.gov, via Email to RAM@state.gov, or hardcopy to the Grants Officer.

Questions about the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting may be grounds for rejecting your proposal.

**H4. Marking Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the State Department's Marking Policy. More information on this policy can be found in Section N of the Department of State's Standard Terms and Conditions: https://www.state.gov/wp-content/uploads/2020/10/U.S.-Department-of-State-Standard-Terms-and-Conditions-10-21-2020-508.pdf

**H5. Evaluation Policy**

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the Department of State Evaluation Policy. More information on this policy can be found here: https://www.state.gov/foreign-assistance-resource-library/foreign-assistance-evaluations/.

Further, recipient organizations are encouraged to conduct their own and/or independent evaluations on their Department of State funded programs to assess performance and outcomes.

**H6. Monitoring Site Visits**

A monitoring site visit, at least once during the lifetime of a grant, is required by Department of State grant policy. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage funds, and share substantiating document for programmatic, indicator, and financial reporting. Specifically, the site visit will involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, data quality, etc.) as well as administrative and financial management and controls.

**H7. Privacy Disclosure**

The Department of State understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that the Department of State cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

**Attachments:**
Attachment 1: Budget Guidance and Template for New Awards (FY2021)
Attachment 2: Budget Narrative Template – Sample Format