



REQUEST FOR APPLICATION (RFA)

Number: SOL-268-13-000002
Title: University Scholarship Program – (V)

Issuance Date: April 4th, 2013

Application Submission Date: May 14, 2013 8:00 am Cairo Local Time

Deadline for Questions: April 22nd, 2013, 8:00 am Cairo Local Time

Dear Sir/Madam:

On behalf of USAID/Lebanon, the Regional Procurement Office of USAID/Egypt is seeking Assistance Applications from any of the following to implement the program description explained below:

- U.S. or non-U.S. non-governmental organizations
- For profit or non-profit U.S. or Non-U.S. organizations
- Non-profit university
- Educational institutions

Applicants may submit applications individually or in partnership with other institutions.

This funding opportunity is posted on www.grants.gov and may be amended. As the Request for Application (RFA) may be amended, potential applicants should regularly check the site to ensure they have the latest information pertaining to this RFA. Questions and answers will be posted through www.grants.gov

Only **electronic** applications will be considered received. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to this Grants.gov opportunity.

This RFA consists of this cover letter plus the following Sections:

- Section I - Funding Opportunity Description
- Section II - Award information
- Section III - Eligibility Information
- Section IV - Application and Submission Information
- Section V - Application Review Information
- Section VI - Award and Administration Information
- Section VII - Agency Contacts
- Section VIII - Other Information
- Section IX - Standard Provisions
- Section X – Special Provisions

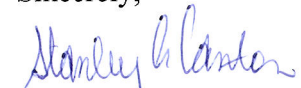
Each section is provided as an attachment except for the two which are provided below:

SECTION VII. AGENCY CONTACTS: Please send all questions or comments concerning this funding opportunity to the following e-mail addresses: scanton@usaid.gov and arizk@usaid.gov.

SECTION VIII. OTHER INFORMATION: USAID retains the right to fund any or none of the applications submitted.

Eligible organizations interested in submitting an application are encouraged to read this RFA thoroughly to understand the type of program sought and the application submission and evaluation process.

Sincerely,



Stanley Canton
Agreement Officer

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

Authorizing Legislation:

This is a discretionary Cooperative Agreement opportunity to be competed and awarded pursuant to the authority of the 1961 Foreign Assistance Act, as amended, and the applicable sections of USAID regulation 22CFR226.

Program Eligibility Requirements:

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

How the Award will be Administered:

For US organizations, USAID Regulation 22 CFR 226, OMB Circulars A-21 (for universities) or A-122 (for non-profit organizations), ADS 303, and USAID Standard Provisions for U.S. Nongovernmental Recipients will be applicable. For non-U.S. organizations, USAID Standard Provisions for non-U.S. non-governmental organizations would apply.

Further information including the referenced documents may be obtained via our agency website www.usaid.gov directly or via links in USAID Automated Directive System (ADS) Chapter 303 on our agency web-site: <http://www.usaid.gov/policy/ads/300/303.pdf>.

Copies may also be obtained from the listed agency points of contact for this RFA.

PROGRAM DESCRIPTION:

The following program description indicates the range of activities that might be involved and the goals of this activity which the successful applicant will be expected to meet.

SECTION 4: BACKGROUND

USAID provided during the past three years approximately \$43million to fund full undergraduate scholarships to Lebanese public school graduates. These scholarships, under the University Scholarship Program (USP), cover full educational costs including housing/transportation allowance, when needed, and stipends to attend American style universities that promote critical thinking, freedom, diversity and respect.

Graduates from public schools in Lebanon often have limited choices accessing reputable private higher education opportunities regardless of their academic merit and performance. Graduates of public schools specifically cannot afford the financial costs associated with joining a reputable university, being the tuition, cost of relocation or commuting, and participating in the regular campus life activities. These institutions offer quality education that provides a solid academic formation and increases job marketability. It has long been established that university education is directly tied to expanding economic opportunities and the potential of graduates in the job market. Unfortunately, meritorious public school students with high financial need have limited opportunities to expand the scope of their potential.

SECTION 5: PROGRAM OBJECTIVE AND APPROACH

A. Program Objective

The University Scholarship Program (USP) aims at enabling meritorious and financially needy Lebanese public school graduates to access quality higher education to maximize their potential in supporting Lebanon's

democratic and economic development. This scholarship program will offer full scholarship coverage to assist male and female public-school graduates to pursue undergraduate studies at American-accredited universities.

B. Methodology

The applicant should take into account the technical directions below in the design of their application to USAID.

1. Incorporating Lessons Learnt

Applicants must clearly identify lessons learnt from previous scholarship assistance and financial aid programs, irrespective of the source of funding of these scholarships. The applicants must as well delineate in detail the approach to incorporate these lessons learnt in the programming of the University Scholarship Program.

2. Eligibility of Students, Recruitment and Selection Processes

Students recruited under the program should meet the minimum eligibility criteria as per following:

- o Lebanese graduates from an in-country Lebanese public school who will earn their BACC-II during the year of recruitment under the program. Graduates who earned their degree earlier will not be eligible to the scholarship. Public school graduates applying at the onset of this program should neither be registered at any university nor have completed studies at any university. Graduates shall be considered on the strict basis of merit; i.e., have at least an average of 12/20 on their national BACC-II exams
- o Candidates pursuing a technical baccalaureate path are eligible to apply and the applicant must present details concerning outreach and dissemination in public technical schools as appropriate.
- o Candidates must demonstrate that they have been enrolled at a public school for at least the last three years of their secondary education. Students who transferred to a public school during their last year of school education are not eligible to apply unless their transfer to public education is substantiated by proof of dire circumstances negatively impacting their financial capacity such as immediate family death affecting family income, bankruptcy or force majeure.
- o Candidates must demonstrate high financial need: parents must not earn any substantial subsidy to cover for educational cost, and financial need shall be determined based on detailed financial aid applications that weighs family revenues versus expenditures, number of family dependents and school/university age children, and ownership of hard assets. The applicant must detail the criteria, their weighs, justification and supportive documentation required that will be utilized to assess financial need.
- o Candidates shall demonstrate the potential for leadership and civic engagement by listing in details the activities they engage in and the names of organizations and associations they volunteer with or work at in their communities. The applicant must demonstrate in their application or its annexes the sort of questions, weighs and criteria that will be used to assess leadership potential
- o All scholars and their parents/guardians are required to be properly vetted through all publicly available databases. The applicant will present its strategy for vetting the selected scholars and their parents to ensure that the project benefits are not being provided, even inadvertently, to terrorists or their supporters, including people or organizations who are not specifically designated by the USG but who may nevertheless be linked to terrorist activities. These sources include but are not limited to – the Terrorism Exclusion List (“TEL”) (<http://www.state.gov/s/ct/rls/fs/2002/15222.htm>), UN’s 1267 Committee List on Al- Qaida and the Taliban and Associated Individuals and Entities) (<http://www.un.org/sc/committees/1267/consolists.html>), the Specially Designated Nationals List which is administered by the Department of Treasury’s Office of Foreign Assets Control, the Excluded Parties List System administrated by the System for Award Management

(<https://www.sam.gov/portal/public/SAM/>), press reports, and NGO or international organization reporting.

Note: Citizens who are holders of both Lebanese and American citizenship are not eligible for this program. Similarly asylum seekers in the USA and green card holders are not eligible.

The applicant must present a detailed account of how they intend to undertake program dissemination and promotion taking in consideration the following:

- All public schools in Lebanon must be duly informed of the program;
- School visits are the most favored approach. The applicant must reach at least 240 public schools through direct visits (other than the technical public schools);
- Technical public schools must be included in the outreach campaign;
- Other dissemination means including publications and social media may be utilized;
- Specific admissions and financial aid applications for the program must be developed and utilized;
- Coordination with the Ministry of Education and Higher Education is critical and mandatory;
- The program dissemination campaign must include a clear timetable reflecting its initiation and completion;
- A sub-award with a local Lebanese organization may be considered to maximize outreach activities. The sub-award may not exceed 4% of the total USAID program budget.

The applicant must provide a detailed account about the application process, short-listing, interviewing and selection aspects including the following:

- Target number of students under each phase (for instance total number of applications, total number of students shortlisted for interviews, number of students on waiting list...);
- Procedures and criteria to shortlist students under each step, and recommend them as finalists;
- Procedures to conduct interviews;
- Procedures to establish a waiting list;
- Procedures to finalize the selection of students while taking into strict consideration that USAID will provide specific guidance concerning gender and geographic considerations. Gender balance must be achieved in the final selection;
- USAID must be informed in detail of each step through submitting detailed lists of students including all relevant data;
- The implementing partner will make a recommendation to USAID of a pool of finalists, whilst USAID will approve the final selection. USAID approval is contingent that gender and geographic diversity as per the Mission guidance provided during the implementation is actually met.
- A detailed timetable reflecting the various activities and milestones for the process of recruitment, short-listing and selection must be annexed. This will be a separate document than the draft work plan for the duration of the project.

3. Gender and Diversity Considerations

Applicants must demonstrate how the following will be achieved in their applications:

- Scholars from different geographic regions and confessions will be recruited;
- Gender balance will be addressed taking into consideration that gender balance must be achieved in the final selection;

- Gender sensitive issues will be mitigated under the program for recruiting females from conservative regions;
- Stereotypes in particular fields of studies will be mitigated and communicated to public schools, such as overcoming the perception that nursing is for females only while engineering is intended for males;
- Gender and diversity issues are addressed in the various aspects of the project including enrollment in civic engagement activities.

Applicants must ensure that students will be chosen regardless of any religious affiliation or related factor. Once scholars are admitted under the program, they will be referred to as the “Ambassador Merit Scholars.” The final selection of scholars will be approved by USAID based on the specific guidance provided concerning gender and diversity.

4. Admissions and Enrollment

The applicants must reflect all considerations below in their application; omission of any section will be negatively evaluated:

Majors: Scholarships will be offered in undergraduate fields of studies that have prospects for meaningful employment only. Scholarships should enable students to acquire a job upon completion of undergraduate studies. Undergraduate degrees offered as prerequisite for graduate studies such as biology are highly discouraged and will be critically scrutinized by USAID. Graduate studies are not allowed under USP.

Applicants must provide in their application a detailed account of the majors that will be offered under the program along with a rationale for their choice. The rationale must be substantiated with a detailed overview of career prospects as provided by the career or alumni offices at the university, or as reflected by an existing national survey. The rationale must reflect how this field of study contributes to development in Lebanon and has prospects for meaningful employment. The applicant must provide the detailed account in a tabular format as following including exactly the exclusive list of majors that will be offered under USP:

Major	Total Number of Credits required for Graduation as per course catalogue	Normal Program Duration as per University Catalogue in years	Expected Number of Semesters based on normal progress as per university catalogue	Does the major require a mandatory internship?	Are summer semesters mandatory for this major?	Justification	Are students eligible to enroll in a TD (Teaching Diploma) under this field, if yes how many additional credits and semesters?
Major A	X credits	X years	Total of X semesters including X summer	No	Yes	Provide rationale for including	No

			semesters			Major A under USP	
Major B	X credits	X years	Total of X semesters including 0 summer semesters	No	No	Provide rationale for including Major B under USP	Yes, 30 credits, 2 full semesters
...							

Applicants must elaborate in their application how they intend to promote majors, as per guidelines above that are relevant to science and technology.

Admissions: Candidate students will be allowed to include up to three majors of their choice in the admission application with clear ranking. The students must provide as part of their admission application a rationale explaining their choice and their career ambitions.

Admission into any major will take into consideration the academic requirements of the university, the program eligibility, market demand and the justification provided by the student behind their choice. Candidates will not be offered a scholarship for a major they did not explicitly select in the admission application, even if they qualify academically for it.

Applicants must clearly reflect in their application the total number of scholars expected to enroll under the program including the expected number of scholars who will enroll in:

- Three year programs;
- Three year programs with teaching diplomas;
- Three year programs with intensive language;
- Four year programs;
- Four year program with intensive language.

Baselines Collection: After award, the awardee must duly collect relevant baseline information at the admission application phase related to academic performance, leadership engagement, community projects completion to enable the program to measure outcome and impact at the end of the project. The baseline information will serve as preliminary information to measure change and improvements in specific academic and leadership aspects related to the students. The applicant must demonstrate in the application annexes the sort of baseline information that will be solicited from the students' candidates.

Enrollment Conditions: Scholars must fulfill the following:

- Enroll as full-time students at the University at all times;
- Graduate within the normal period required to complete the intended degree as per university catalogue;
- Graduate within the program duration and at least three months prior to the completion of the program to enable the implementing partner to collect relevant data related to post-graduation;
- Comply with the intensive language/remedial classes requirements detailed henceforth.

The applicant must present in their application a detailed account of opportunities to enroll in the below including eligibility criteria that will apply and cost implications on USAID where applicable:

- Major and minor option taking in consideration that USAID will not cover the cost of additional semesters,
- Teaching diploma,
- Exchange semesters with other universities in Lebanon.
- Note that double majors are not covered under USP.

Change of Major: Scholars must be allowed to change their major at any point during the program lifetime taking into consideration the following:

- Academic justification must be provided;
- The change of major is in line with applicable university policies and procedures;
- Changing major is allowed only within programs of similar or less duration of study; i.e., a business student cannot change its major to engineering;
- The initial expected graduation date of the student must remain the same and cannot be extended or delayed;
- No additional costs are charged to USAID for changing majors;
- Scholars cannot change to majors that were not offered initially under the program;
- Changing majors shall follow the requirements needed to maintain the scholarship.

Change of Major for Poor Performance: Poor academic performance must not be grounds for changing majors where the actual terms of probation must be strictly followed, except under the following combined conditions:

- The scholar is still in the first academic year (post intensive language if needed); and,
- The scholar explicitly requests a change of major to the program management presenting a detailed justification and an alternative course of study; and,
- USAID must not have been charged the substantial cost of too many courses that will not count towards the new degree; and,
- The program management confirms to USAID that the course of study meets all programmatic criteria, and that all support mechanisms were provided to the student throughout the first year to prevent poor performance;
- Otherwise the terms of probation and conditions for maintaining the scholarship must apply.

Conditions for Maintaining the Scholarship: The applicant must present in their application details concerning the conditions for maintaining the scholarship including:

- Terms of academic probation;
- Conditions for sustained engagement in extra-curricular activities including minimum requirements that must be fulfilled during the project lifetime per scholar;
- Absence without justified cause and temporary voluntary suspension of studies;
- Justified absence because of dire critical situation...

Academic Conditions: Applicants must clearly demonstrate cost effective strategies in delineating their strategies for course withdrawals and failure. Applicants must clearly reflect a reasonable number of credits each scholar will be allowed to withdraw from and fail during the program lifetime including implications on USAID if any.

Restrictions: The applicant must take the below consideration into account:

- Scholars enrolled in four year programs must not exceed 25% of the total number of scholars expected under the program
- Scholars enrolled in Teaching Diplomas must not exceed 10% of the total number of students

Memoranda of Understanding: Scholars must sign memoranda of understanding with the university including USAID required certifications as directed by the Mission that define fully and clearly their rights and their responsibilities under this program.

5. Preparatory Year

USP offers the opportunity to scholars to enroll in a preparatory year that covers intensive language training and/or remedial classes to improve their academic preparation prior to enrolling in the actual field of study. The applicant must present in their applications their plans to enable scholars to enroll in intensive language/remedial classes as per following:

- The 15% tuition reduction must apply to all preparatory studies;
- Intensive language and remedial classes may be offered to scholars for up to the first two semesters of enrollment at University;
- Scholars who fail to successfully complete the requirements of the intensive language/remedial classes by the end of the two semesters will be dismissed from the program;
- No additional remedial classes or intensive language courses will be offered beyond this first preparatory year at the expense of USAID;
- Language placement exams to determine the language level of scholars in need of such preparation must be clearly delineated in the application along with the placement methodology. The applicant must present in a tabular format each preparatory level along with the corresponding number of required semesters for completion of this level;
- The number of scholars that may benefit from up to two preparatory semesters must not exceed 60% of the total admitted students.
- The applicant must delineate the support mechanisms that will be offered to scholars to ensure their success through this preparatory phase including for instance tutoring...

During implementation, if less than 60% of the scholars require a full preparatory year (two semesters); then deviations must be coordinated with USAID such as having more than 60% who require only on semester rather than two. The implementing partner must coordinate with USAID to plan the intended use of the budget savings including possibly the recruitment of additional scholars.

6. Comprehensive Scholarships

The implementing partner and host university must clearly delineate in their application how they intend to offer appropriate academic, logistical, guidance and psychosocial support to the scholars taking in consideration the following:

Full Package: The full scholarship includes per scholar the full tuition support for the expected duration of studies as per university course catalogue, housing or transportation allowance, books, a monthly stipend, medical insurance, and a laptop and up to one preparatory year as needed.

Laptops: The applicant must reflect in the application annexes the intended disposition plans and conditions of laptop ownerships. The applicant must clearly indicate in their application whether the title to property of laptops belongs to the scholars or implementing partner.

Housing: As means of cost containment, the applicant must reflect in their budget that only up to 70% of the scholars will be eligible for university housing; the remaining 30% will be eligible for a transportation allowance as per applicable Government of Lebanon rates. Housing must follow the below conditions:

- Offered in gender-segregated shared rooms only;
- Offered at University sponsored housing; housing offered in private apartments outside of University supervision or sponsorship is strictly forbidden;
- Offered only during semesters of actual enrollment;
- Scholars living in the same district as the university campus will have minimal priority for housing and will be considered first for transportation allowance;
- Housing budgeting must follow the specific guidelines presented under the summer semesters section.

Accordingly, the applicant must reflect the above conditions in their application, the expected number of scholars who require university housing and those who will require transportation allowance. Additionally, the applicant must demonstrate the housing arrangement to accommodate USP scholars by presenting a detailed account of maximum capacity available on campus, current occupancy and expected vacancy. The applicant must demonstrate that their dorms can actually absorb the USP scholars.

Stipends and Book Allowances: the applicant must clearly reflect the below conditions in their application:

- Stipends must be paid only during semesters when scholars are actually taking classes;
- Stipends during the preparatory year may not exceed nine months per scholar;
- Stipends must not exceed \$500 per month per scholar and will not be subject to any annual increase;
- All regular programs that do not require mandatory summers will be offered a nine-month stipend only irrespective of enrollment during summers. Majors that require mandatory summers will be offered an eleven-month stipend only.
- Book allowances are offered for two semesters per year for all programs that do not require mandatory summers; and up to three semesters per year for programs that require mandatory summers.

Orientation: the applicant must demonstrate in their application how they intend to prepare the recently admitted scholars to university life at large. This may include orientation sessions, household financial management training, computer literacy training, campus tours, family open days... The applicant must reflect in their application in a detailed tabular format each activity intended to orient students to university life along with the relevant details such as estimated date to organize the activity, number of sessions to be undertaken, and a brief description.

Summer Semesters: Scholars must make normal progress within the regular semesters. Summer semester to complete the preparatory year are not allowed as this phase must be completed within two full semesters only. Summer semesters expenses will be covered only in the following cases:

- Mandatory summer semesters required under any major;
- Up to one semester only for majors that require less than 95 credits and do not require mandatory summers (not counting the preparatory year credits) as per the university course catalogue;
- Up to two semesters maximum for majors that do not require mandatory summers and require more than 95 credits (not counting the preparatory year credits);
- Otherwise the scholars must cover the expenses of any additional summer semester they take including tuition, housing and other ancillary costs.

Cost Savings: The applicant is encouraged to reflect in their application innovative ways to use cost savings generated during the project lifetime namely under stipends, housing and the preparatory year. Cost savings may be used for instance to recruit additional students. Such plans must be clearly delineated in the application including details about eligibility criteria, timeframes for recruiting additional students, and a maximum number of students that may be recruited.

Drop-Outs and Replacement: Applicants are encouraged to devise effective ways to prevent drop-out and mitigate cases of failure. The selection process must be robust inclusive of detailed interviews that will address all possible concerns of the students including social concerns, relocation and adapting to university life. The applicant must delineate plans for replacement of students taking in consideration that all eligibility criteria of the program must apply and replacement can take place only during the second year of the program; i.e. the new replacement students can enroll only for the spring semester of the second program year, or the fall semester of the subsequent year only. Replacements that occur at the onset of the fall semester of the second program year must follow the guidelines of the established waiting list.

7. Leadership and Civic Engagement

Applicants must demonstrate how they will incorporate leadership training and civic engagement that will benefit all scholars. All scholars must engage in leadership training, civic engagement and voluntarism, in addition to their desire to join university established clubs or activities. USP must tailor specific leadership activities, training workshops and events to address the needs and ambitions of all scholars.

The applicant, in addition to the approach and timeline, must provide a detailed list of trainings offered with a brief description of each training, duration and number of sessions. The applicant is highly encouraged to partner with a local Lebanese native organization that will deliver advanced leadership training and civic engagement. Such sub-award may not exceed 4% of the total USAID funding requested under the application.

All scholars must engage in meaningful community service projects during the project lifetime. Accordingly, applicants must devise ways to enable scholars to participate in civic engagement in groups, and individually in community service projects at their respective home-towns. A small amount no more than \$2,000 per scholar shall be dedicated to fund such initiatives. Such initiatives cannot involve any works related to full construction, and use of pesticides or fertilizers. The applicant must submit an environmental mitigation plan for activities that may include minor rehabilitation works such as painting of schools... Networking with a local non-state actor will be required to implement the activity; the scholar shall lead the networking effort in his/her hometown. Civic engagement projects must follow the below guidelines:

- The funds allocated to the community projects must be handled by the implementing partner according to their applicable financial procedures and regulations. No funds will be transferred to the students directly;
- Communities must be selected as per applicable USAID guidance, policies and procedures including vetting and due diligence guidance;
- Community projects must have detailed budget breakdown and technical proposals that will serve as a basis to implement the project and fund it;
- Community projects may include for instance remedial classes in the scholars' communities or other communities offered to public school students; or volunteer work camps opportunities to plant trees...
- The applicant may propose means for the use of project income under USP resulting from community service projects; otherwise, income must be recycled back into the community service project to expand its impact.

Applicants must devise creative ways to create an alumni chapter of scholars, maintain and sustain it. All activities leading to the formation of the alumni chapter and sustaining it must be detailed in the application. Applicants are encouraged to refer to the “Alumni Association Formation: A Guide for USAID Missions” at <http://transition.usaid.gov/policy/ads/200/253saf.pdf>

8. Career Counseling & Graduate Studies

The applicant must devise creative ways to provide career counseling to students prior to their enrollment to confirm their choice of major, and during the course of their studies. The career counseling must be formally structured and reflected in the program work plan in the annexes. It is not enough to encourage scholars to participate in job fairs held at the university or simply visit the career center. The applicant must propose efficient means to increase job readiness of scholars. Career counseling may include formal training for career preparation, orientation to the selected major and field of study, placement services, structured and meaningful internships and entrepreneurship training.

A sub-award not exceeding 2% of the total USAID program funding must be in place with a local Lebanese organization to assist in career counseling, placement and formal training.

However, if such services are proven to exist within the host-university or applicant and offered at no expense to all university students, then the host university may provide these services without the need for a sub-award. In all cases, the applicant must reflect in the application the detailed approach to career counseling listing extensively the different tools that will be adopted.

9. Program Management

The applicant must submit a clear management structure of the program detailing functions and duration of tenure for each position.

In case the prime applicant is not the university in which scholarship students will receive their education, the applicant that is the lead organization will be responsible for ensuring uniformity, quality, and coordination across organizations in terms of recruitment, selection, and implementation, including academic support for students, and arranging orientation programs, development activities, and career development support. Careful monitoring of participants will help ensure that participants complete their programs in a timely manner. The lead organization will be responsible for tracking and monitoring student progress in collaboration with partner universities. The lead organization will also be responsible for providing the technical and financial information for all scholarships and the program overall called for in this RFA.

Key positions should be supported with summary of qualifications and resumes. The management plan must not create parallel structures within the university for monitoring the scholars. The applicant must provide the following within the application and its annexes:

- A detailed list of staff with their level of efforts and duration to serve on the program with starting year and ending year, including all staff whether on the cost share and USAID funds;
- A detailed organizational chart for the program reflecting reporting lines. The structure may include one full time dedicated position to the program once the scholars are enrolled. This dedicated person may be overseeing earlier phases of this program concurrently. Accordingly, the proposed expenditures related to this position should be cost effective. Staffing during the first year of implementation when scholars are not

recruited yet should be maintained to the minimum and duly justified. USAID will not cover the costs of personnel to undertake recruitment and selection. USAID will not cover the costs for any academic related activity.

The applicant must take into consideration the following:

- Overall management costs including direct and indirect costs may not exceed 7% of the total USAID program funding
- Two positions are identified as key positions, irrespective of their level of effort and source of funding: a program coordinator overseeing overall program direction and performance, and a monitoring and evaluation officer or equivalent in charge of monitoring students' performance and tracking relevant data. These two positions will be subject to USAID approval as part of substantial involvement. All other positions proposed by the applicant will be subject to critical review for cost effectiveness and justification. All positions must be filled by Lebanese staff. Both positions are considered to be equivalent to a Foreign Service national grade 11, Step 10. Budgeting and subsequent evaluations of personnel costs will be according to the detailed salary history for the past three years.
- Student mentors, if needed, may be scholars under earlier USP phases as long as their mentorship is counted towards their leadership engagement and is not paid for.
- If the university is selecting non-USP student mentors to guide the scholars; then the following guidelines must apply:
 - Mentors should be appointed for majors, including intensive English, to up to the junior year (exclusive) at maximum. No mentors shall be appointed for the junior and senior years and last year of study for four year programs. No mentors shall be appointed as well for students who pursue in addition to their degree a teaching diploma for the additional duration required to complete the teaching diploma.
 - A very limited number of mentors (not exceeding 50% of the total number of mentors for year one) with limited number of service hours may be allowed during the junior year only if serving in the capacity of private or group tutors.
 - Mentors shall be paid the applicable student employment rate at the university;
 - Mentors may serve up to a maximum of 20 hours per week, or whatever number of hours is established by university policies; whichever is less;
 - One mentor should be appointed for every six students from the same faculty or school;
 - Mentors shall be appointed during full semesters only; i.e., fall and spring. No mentors shall be appointed for the summer semesters.

10. Program Duration

The program duration will be six years to allow scholars enrolled in four year programs (such as engineering) to access the preparatory year if needed. It is estimated that the first year of the program is dedicated to outreach, dissemination, selection and enrollment.

The program duration is initially set to six years; however, the program duration is subject to review by USAID after the first semester of enrollment of scholars to determine whether the duration should be shortened or not based on the scholars' enrollment data and their expected graduation within the normal required durations for their respective majors.

During the sixth year of implementation, the implementing partner shall reduce administrative costs only to direct costs related to program monitoring and reporting. Ancillary costs and extended staff support will not be

allowed. Staff costs shall be proportional as well to the number of scholars enrolled during the last year of the program; i.e. if only 15 scholars are enrolled during the 6th year out of 60 scholars (25% of the student population), then the implementing partner shall charge only 25% of the supporting staff cost to that respect. The key personnel level of effort will be reduced to the strict necessary. This cost containment aspect will be subject to USAID cost evaluation.

11. Monitoring and Evaluation

The applicant must demonstrate how they will maintain close monitoring of the scholars to keep track of their achievements and challenges. This does not entail setting parallel structures to those that already exist within the university; but rather reflect how internal communication might be employed and enhanced to better serve the monitoring purposes of USP. Accordingly, the applicant must reflect in detail the approach to monitoring and evaluation in the application, including the support mechanisms that will be available to remedy challenging situations.

The applicant must submit a detailed performance management plan (PMP) that reflects indicators that will be used for the duration of the program to measure inputs, outputs, outcome and impact. The PMP must take into consideration the following guidelines:

- The PMP must include indicators that reflect on the most important outputs such as number of applications received, interviews, enrolled;
- The PMP must include targets that must be achieved by the end of the project;
- The final set of indicators will be reviewed with the AOR and approved by USAID.

Upon completion of the project, USAID expects that:

- A gender balanced group of financially needy Lebanese public school students coming from diverse geographical locations will have been selected and received full scholarships to support their undergraduate education.
- All scholars will have engaged in extra-curricular activities geared towards leadership development and civic engagement;
- At least 50% of the scholars have demonstrated an improved academic achievement of at least 5% on their cumulative average upon graduation compared to their initial first semester results;
- At least 80% of the scholars have cumulative averages over 80% upon graduation;
- At least 50% of the scholars will have assumed at least once a prominent position in their university based clubs or association by the time of graduation (such as club president or vice president);
- At least 95% of the scholars will have actively participated in the completion of meaningful community based service projects;
- At least 95% of the scholars will have graduated successfully within the project duration, and within their expected academic degree duration;
- At least 95% of the scholars will be prepared for the labor market through training and career guidance
- At least 70% of the scholars who do not pursue graduate studies will be employed within a period of 3-6 months post graduation;

12. Cost-Effective Strategies

Scholarship programs are expensive especially those that offer full scholarships. USAID encourages applicants to demonstrate cost effective strategies that reduce costs and maximize the number of beneficiary students. The applicant shall propose creative ways as well to maximize value for money through for instance housing arrangements and student employment opportunities. A key reiteration of cost effective strategies includes:

- The requested management costs (direct and activity based) must not exceed 7% of the total program costs;
- If any program phase is sub-awarded to a third party such as the leadership component, recruitment or career guidance, the total sub-contracts value for each component should not exceed 4% of the total program costs, or 2% in the case of career guidance. Total sub-awards to partner organizations must not exceed 10% of the total budget, and must be duly justified in terms of added value to the program;
- USAID will not cover for any position related to academic activities, tracking of academic progress or advising students for instance, counseling them or supporting them academically. Accordingly, USAID will not cover the cost of any university designated personnel to provide academic advising for instance and follow up to the students. The program must reflect clearly how it will strengthen communication and exchange of information within existing departments to track students' progress, along the same ways that the regular merit scholarships are offered by the university. This includes strengthening communication and coordination amongst the program management, financial aid office, admissions, and registrar and admissions...
- Detailed budget submission must reflect tuition per category (faculty, major and intensive English)

SECTION II AWARD INFORMATION

Estimated Funds to be Available:

USAID estimates funding for this program will be made available in the maximum amount of \$6 million or the minimum amount of \$2 million. USAID anticipates more than one award for a six-year period.

Estimated Start Date and Performance Period:

The performance period for this program is estimated to begin October 1, 2013 and be completed by September 30, 2019 i.e. six years. Further details on program duration are in section I item 10. Program Duration.

Type of Award:

The award will be a Cooperative Agreement as USAID desires to be substantially involved in the implementation of the selected program that is consistent with USAID policy contained in ADS Chapter 303 concerning non-governmental assistance activities: <http://www.usaid.gov/policy/ads/300/303.pdf>

SECTION III ELIGIBILITY INFORMATION

A. Eligibility Criteria

A.1 Type and Nationality of Applicant

USAID/Lebanon is seeking innovative applications from qualified educational institutions or other organizations to provide scholarship support to qualified public school students in Lebanon, as per eligibility criteria below under A.2, to attend not-for-profit institutions of higher education in Lebanon.

The applicant who will be the USAID implementing partner may be any of the following entities:

- U.S. or non-U.S. non-governmental organizations
- For profit or non-profit U.S. or Non-U.S. organizations
- Non-profit university
- Educational institutions

Applicants may submit applications individually or in partnership with other institutions.

Additionally, irrespective of the nature of the applicant, the host university(ies) where the scholarships will be offered and where students will graduate from ultimately must meet the criteria detailed in the section below. Partnerships based on sub-awards to implement specific components of this activity, such as recruitment, leadership or career guidance are highly encouraged.

A.2 Type and Nationality of the Host University

The targeted host university(ies) is expected to be: leading not-for-profit university in Lebanon that promotes tolerance, critical thinking, diversity, respect and freedom. The university should be a student-centered institution providing quality academic and extra-curricular support to the student body. Target universities should have at least the following credentials:

- An officially accredited not-for-profit higher education institution by the Lebanese Ministry of Education and Higher Education
- Satisfies similar requirements needed for American accreditation; as such the university shall be either accredited as an institution at large by an international body, for instance the Middle States Association of Colleges and Schools (MSACS) or New England Association of Schools and Colleges (NEASC) or any other equivalent¹, or actively seeking such accreditation. Actively seeking accreditation refers to the following steps:
 - The University started formally and actually the process of accreditation and is still formally pursuing the process;
 - The University already completed the assessment and study phase;
 - And the University is implementing improvements and corrective measures to become accredited with a clear timetable for completion.
- Similar requirements needed for American accreditation include:
 - High percentage of qualified faculty with PhDs or equivalent
 - Small number of students per active faculty member
 - Highly diverse student body in terms of geographic background, confessional representation and gender mix
 - High graduation rate of students
 - High retention rate of students
 - High employment rate within 3-6 months post graduation
 - High number of international affiliations and partnerships with academically strong universities and institutes abroad
 - Competitive percentage of actual applicants to the university versus actually registered
 - High diversity of majors offered, especially majors required in the job market such as business, computer science, education, engineering, nursing, etc...
 - High number of active student clubs and student representative bodies
 - High number of students actively enrolled in clubs and student representative bodies
 - High number of accredited programs and faculties
- Has existing high quality support services in terms of student housing, libraries, computer access and laboratory facilities
- Has a large number of affiliated research and development institutes

¹ Guidelines related to accreditation standards and requirements can be found for instance at http://cihe.neasc.org/standards_policies/standards/standards_html_version

- Has already a university managed and established financial aid system, for regular students, that has been operating for at least the past three years. This financial aid system ought to be available to all university students, not a system setup to meet the requirements of a donor-funded program. The requested amount in the application may not exceed the total dollar amount of university-based scholarships from non-US Government Federal sources, i.e., other than USAID, MEPI, Department of State...
- Has already a yearly operating budget at least four times larger than the requested amount in the application
- Has an established financial system and proven track record of financial accountability as substantiated by independent audit reports. The audit reports are not required to be submitted with the application but should be readily available for immediate submission upon request, especially during the negotiations phase.
- Have established leadership and civic engagement opportunities offered to the regular student body.

The applicant should provide a detailed account of the above in the application through a brief description and a tabular presentation of all required data above along the following:

Criterion	Comments
Not for profit educational establishment	Yes, No
Officially accredited higher education institution by the Lebanese Ministry of Education and Higher Education	Yes, No
Formally accredited	Yes, accrediting agency, date of accreditation and renewals or in the process, provide details
Number of faculty members	
Percentage of qualified faculty with PhDs or equivalent	
Number of students per active faculty member	
Graduation rate of students	
Retention rate of students	
Percentage of students employed within 3-6 months post graduation	
To be filled out for additional relevant information	
Number of laboratories	
Number of libraries	
Number of clubs	
Has an existing financial aid system operating for the past three years	
Operating budget for latest fiscal year	
Total financial aid budget from non-Federal sources	
...To be filled out for additional relevant information	

Cost share:

Cost share refers to the resources an applicant contributes to the total cost of an agreement. It is the portion of project or program costs not borne by the United States Government (USG). Applicants are strongly encouraged

to provide innovative approaches to cost sharing and to provide detailed explanations in their applications. In addition to USAID funds, applicants are encouraged to contribute resources from their own, private or local sources for the implementation of this program. Applicants are required to allocate USG funding towards student scholarships and ancillary costs should be attributed to the cost share contribution. Illustrative examples for cost share include overhead, non-exempt taxes (customs and VAT), general and administrative costs or any other costs.

The cost share must be verifiable from the recipient's records; for U.S. organizations it is subject to the requirements of 22 CFR 226.23 (http://edocket.access.gpo.gov/cfr_2001/aprqrtr/pdf/22cfr226.23.pdf), and for non-U.S. organizations it is subject to the Standard Provision, "Cost Share" <http://www.usaid.gov/policy/ads/300/303.pdf>; and can be audited. If a recipient does not meet its cost share requirement, the AO may apply the difference in actual cost share amount from the agreed upon amount to reduce the amount of USAID funding for the following funding period, require the recipient to refund the difference to USAID when this award expires or is terminated, or reduce the amount of cost share required under the award.

Contributions can be either cash or in-kind and can include contributions from the university, local counterpart organizations and other donors (not other USG federal funding sources). Cost sharing contributions should be in accordance with OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations which can be found at the following link <http://www.whitehouse.gov/omb/circulars/a110/a110.html#23>. Information regarding the proposed cost share should be included in the SF 424 and the Budget as indicated on those documents. The cost sharing plan must be discussed in the Budget Notes to the extent necessary to determine its feasibility and realistic access to the sources and funds.

A cost share of at least 30% of the total project cost is required as per guidance below. Universities are encouraged to waive their entrance exam fees (English or qualifier test) for scholarship candidates as means to enable highly financially needy students to apply.

The following guidelines apply concerning tuition:

- Universities must offer at least 15% reduction on the tuition fee of each scholar
- Tuition reduction covers all courses including regular, remedial or intensive language training courses irrespective of whether these courses are electives or required.
- The tuition reduction accounts towards the 30% cost share.
- Tuition fees supported by USAID shall not be subject to any annual increases
- The tuition base year taken into account when making tuition calculations must be the tuition applicable for the first year of actual enrollment of students. Annual increases applied from the year of submitting an application under this RFA to the year of actual enrollment of students should be commensurate with the university-wide applicable increases. For purposes of budgeting, other expenses supported by USAID shall not be subject as well to annual increases such as housing or stipends...

Services provided usually by university staff such as admissions, advising, orientation, clubs registration, registrar and transcripts recording, or faculty assignments to regular students as part of the university regular academic work must not be charged towards the project. Only services that are provided uniquely to this project, and are not usually part of the university regular academic support, may be charged to USAID or accounted as cost share. All cost share items will be analyzed for cost containment, realism, effectiveness and

suitability to the project. USAID recommends the cost share of customs and VAT if they are not exempt from them.

The project will look at critical aspects related to cost containment; as such, typical services that are provided for instance by the registrar, admissions, student affairs or financial aid offices, or any staffer assisting to that respect, shall not be charged to the program. The applicant must determine efficient ways to enhance internal communication amongst its established departments and offices to acquire services at no cost from USAID. Parallel structures established to existing university infrastructure to serve the purposes of USP will be critically reviewed as part of the application evaluation and is a key determinant factor in making awards.

SECTION IV APPLICATION AND SUBMISSION INFORMATION

Application:

This RFA and any future amendments can be downloaded from www.grants.gov. Applicants are expected to review, understand, and comply with all aspects of this RFA. Questions and answers are posted through www.grants.gov

Submission:

Applications shall be submitted electronically in two separate parts: (a) technical and (b) cost/business application. The application shall be prepared according to the structural format set forth below. Applications must be submitted directly to the Regional Procurement Office of USAID/Egypt to the following two e-mail addresses:

Stanley Canton, the Agreement Officer: e-mail address: scanton@usaid.gov, telephone: 011-202-2522-6910

Abeer Rizk, Acquisition and Assistance Specialist e-mail address: arizk@usaid.gov, telephone: 011-202-2522-6884

The due date and time for complete application submittals is as stated in the RFA cover letter, unless the RFA is amended to extend the deadline. Applications received after the deadline will not be considered for award, unless the Agreement Officer determines all similarly late applications can be considered.

Point of Contact:

Stanley Canton, the Agreement Officer: e-mail address: scanton@usaid.gov, telephone: 011-202-2522-6910

Abeer Rizk, Acquisition and Assistance Specialist e-mail address: arizk@usaid.gov, telephone: 011-202-2522-6884

Application Preparation Guidelines:

(A) THE TECHNICAL PROPOSAL FORMAT

THE TECHNICAL APPLICATION HAS A STRICT TWENTY FIVE (25) PAGE LIMIT, excluding authorized attachments. Authorized attachments to the technical application which do not count against the page limitation are listed below.

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

The full application must be in English. The full application should reflect full consideration of all the information provided in this RFA.

1. Technical Application (not to exceed 25 pages, excluding annexes)

To facilitate the review of the Technical application, the applicant must organize the narrative sections of their technical applications in the same order as the Evaluation Criteria in **Section V** of this RFA as follows:

a. Table of contents listing all page numbers and attachments.

b. One page program abstract (summary).

c. Program Description/Technical Merit (see evaluation criteria): including detailed information on the technical approach relevant to section A and section B 1 through 8 and 10;

d. Management capability and past performance (see evaluation criteria): including detailed information in sections (B1, 9, 11 and 12) and i) the institution's effectiveness and any partnership arrangements for the purposes of achieving the program; ii) staffing plan and management approach; and iii) relevant past performance.

e. Attachments should be titled (e.g. Annex A). Annexes must include at least the following:

- Confirmation of accreditation status or supportive documentation reflecting accreditation progress;
- Confirmation of legal status (university, not for profit, NGO...);
- Draft work plan for the duration of the project;
- Detailed timetable and/or work plan reflecting activities and milestones of the program dissemination and recruitment phases during year one;
- Detailed timetable and/or work plan reflecting all structured leadership activities;
- Detailed list of leadership trainings and workshops including brief description and objective, number of workshops and expected participants per workshop;
- Detailed timetable and/or work plan of the career counseling and guidance activities
- Detailed list of program staff including level of effort per month, number of months of service per year, number of years, and justification for the position
- Detailed organizational chart for the program reflecting reporting lines and actual names of the incumbents under each position; in addition to coordination lines with relevant departments and offices within the host university;
- Illustrative sample of information that will be collected from students as baseline information;
- Draft PMP following the monitoring and evaluation guidelines above and including life of projects targets as per USAID expected outcomes;
- Branding strategy and marking plan;
- Resumes of key personnel not exceeding two pages per resume;
- Detailed list of available dorms including their capacity and current occupancy and plan to house the USP scholars over the duration of the program;
- Environmental mitigation plan for community service projects;
- Conditions for the transfer of title to property for laptops;
- Letters of commitment
- Responsibility determination and vetting documents of each proposed sub-awardee. The applicant is encouraged to read ADS 591, Financial audits of USAID Contractors, Recipients and Host Government Entities, to better understand USAID requirements. An assessment tool is available as reference at <http://transition.usaid.gov/policy/ads/500/591sab.pdf> ...

Note: If the full application exceeds 25 pages (excluding annexes) ONLY the first 25 pages will be considered when evaluating the application.

(B) COST/BUSINESS APPLICATION FORMAT

Cost/business sections of the application must be separate from the technical section. There is no page limitation to the cost/business submittal.

The cost/business portion of the application must consist of the following completed forms and requests for information which are available on the following web-site <http://www.usaid.gov/policy/ads/300/303.pdf>:

- [SF-424, Application for Federal Assistance](#),
- [SF-424A, Budget Information – Non-construction Programs](#), and
- [SF-424B, Assurances – Non-construction Programs](#).
- Pre-Award Certifications, Assurances and Other Statements of the Applicant/Recipient as stated in ADS 303.3.8 and are available on the following web-site <http://www.usaid.gov/policy/ads/300/303.pdf>.
- Other submission requirements for applications submitted in response to this RFA.

The following are amongst the Pre-Award Certifications, Assurances and Other Statements of the Applicant/Recipient which are requested to be included with the application submittal:

1. **Restrictions on Lobbying** ([22 CFR 227](#));
2. **Prohibition on Assistance to Drug Traffickers** ([ADS 206](#)); and
3. **Certification Regarding Terrorist Funding** ([AAPD 04-14](#)).

b. Other certifications and statements found in [Certifications, Assurances, and Other Statements of the Recipient](#):

1. The **Survey on Ensuring Equal Opportunity for Applicants**;
2. A Data Universal Numbering System (DUNS) number (See [Use of a Universal Identifier by Grant Applicants](#) for background information.);
3. A signed copy of **Key Individual Certification Narcotics Offenses and Drug Trafficking**, ([ADS 206.3.10](#)) when applicable;
4. A signed copy of **Participant Certification Narcotics Offenses and Drug Trafficking** ([ADS 206.3.10](#)) when applicable.

Other submission requirements for applications submitted in response to this RFA consist of:

- Detailed/itemized budget with budget narrative for each budget object class category, including explanation of how costs were estimated, for both the requested USAID funding and proposed cost share amounts. More information on the detailed/itemized budget are provided further below in this same section.

- Similar budget detail with narrative is requested for organizational partners teaming with the prime applicant.
- Current Negotiated Indirect Cost Rate Agreement (NICRA) negotiated between the applicant and a Federal agency (if available). If a NICRA is not available, the following is required: 1) Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID; 2) Projected budget, cash flow and organizational chart; 3) A copy of the organization's accounting manual.
- If program income (i.e., cost recovery or other revenues generated under the award) is anticipated, the estimated amount should be reflected in the budget, and the Budget Narrative should describe how the program income is proposed to be treated, i.e., additive, cost sharing, or deductive, or a combination thereof (See 22 CFR 226.24).

Detailed/Itemized budget:

If the applicant proposes expending more than \$300,000 of USAID funding during a single fiscal year of the applicant, the applicant must include funds within the budget to contract an audit. The average cost of an audit is approximately \$10,000.

The applicant must submit as well a detailed budget breakdown cost per scholar, and per semester, reflecting all applicable costs, along with a comparison to similar costs applicable to regular students at the targeted university. The cost breakdown shall demonstrate clearly where the applicant exercised 15% tuition reduction.

The applicant must submit the detailed budget in excel format including itemized costs breakdown, the necessary calculation formulas and due explanations. The budget and budget narrative must include the detailed breakdown of sub-awards costs. The budget narrative must be submitted in MS Word format reflecting in detail rationales and details for each cost.

The management structure must be clearly reflected in the budget and budget narrative. Levels of effort per month, number of months and the monthly remuneration must be clearly reflected. The applicant must use the below format in the budget presentation for personnel costs.

A	B	C	D	E	F	G	H	I	J	K	L	M
							Year 1			Year 2		
Position	Number of staff	Proposed Monthly Salary	Salary History: Provide Salary of this person during the past three years.	Number of months	% Level of Effort per Month	Total Amount per year	USAID Share	Cost Share	Total	USAID Share	Cost Share	Total
						=BxCxExF						

The budget submission must include a summarized Excel budget as following (edit line items as necessary to reflect the budget submission):

A	B	C	D	E	F	G	H	I	J	K	L
	Unit	Unit Cost	Number of Units	Notes	Year 1 – USAID	Year 1 – Cost Share	Total Year 1	Repeat for all years as per columns F, G and H	Total Years	Total USAID	Total Cost Share
Management Costs											
Personnel											
Travel											
Supplies											
Sub-awards											
...											
Total											
Other Direct Project Costs											
Tuition – Total											
Tuition – Intensive English											
Tuition – Major A (3 years)											
Tuition – Major B (3 years)											
Tuition – Major C (4 years)											
Tuition – Teaching Diploma											
...											
Stipends											
Books											
Housing											
Medical Insurance											
Transportation Allowance											
Leadership Workshops											

Career Guidance...											
...											
Total											
...											
...											
Average Cost per Student											
Total Number of Students											
Percentage of USAID Management Costs of Total USAID Funding Requested											
Percentage of Other Direct Costs of Total USAID Funding Requested											
Percentage of Sub-awards (USAID share) of Total USAID Funding Requested											
Percentage of Cost Share of total Project Costs											

Detailed breakdown of sub-awards should be in separate tabs.

Environmental Compliance:

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

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

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

d) As part of its initial Work Plan, and all Annual Work Plans thereafter, the recipient, in collaboration with the USAID Agreement Officer Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this CA to determine if they are within the scope of the approved Regulation 216 environmental documentation.

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

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

SECTION V APPLICATION REVIEW INFORMATION

Technical Evaluation Criteria and Sub-criteria:

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

Technical responses will be evaluated based on the following criteria:

Omissions, deviations from the RFA that lead to serious changes in the scope, and lack of compliance with the terms and conditions of this request of application will be negatively evaluated.

1. Technical Merit: 45 points

The extent to which the proposed technical approach can reasonably be expected to produce the intended results in a specific timeframe. In addition, this section of the application should indicate how the proposed activities will be tracked, measured and reported. This section should highlight the incorporation of any lessons learned from programs similar in scope or activities and the degree to which the approaches under PROGRAM OBJECTIVE AND APPROACH part in the Program description of this RFA have been addressed. The technical merit should be evaluated against the following sub-criteria:

Technical Approach – PD Section B: Methodology, sub-parts (1), (2), (4), (5), (6), (7), (8) and (10)

- Extent to which the applicant presents a sound, feasible and comprehensive approach to implement the program including attention to addressing students eligibility, recruitment and dissemination approach, selection process including financial aid assessment, and approach to engaging USAID.
- Extent to which the applicant provides reasonable and justifiable choice of majors, orientation plan, intensive language assessment and placement, conditions for maintaining the scholarship, and alumni chapter formation;
- Extent to which the proposed timeframe and program phases are realistic, logical and effective leading to program success;
- Extent to which the applicant proposes a gradual, participatory and interactive approach to leadership and capacities development including community based projects leading to the expected USAID outcomes;
- Extent to which the applicant delivers efficient and carefully designed career guidance opportunities leading to the expected USAID outcomes.

Management Plan– PD Section B: Methodology, sub-parts (9) and (11)

An effective and sound performance management plan in meeting the proposed program goals, including measures, activities and indicators to monitor, and hence prevent, withdrawals, dropouts and failures:

- Extent to which the applicant proposes thorough and continuous approach to monitor the scholars performance including terms of failure and withdrawal from courses
- Extent to which the PMP covers output, outcome and impact indicators with realistic targets including life of project targets as set in the RFA

Gender and Diversity– PD Section B: Methodology, sub-parts (3), (4), (7) and (8)

Applications must include a description of gender and diversity issues pertaining to the proposed program and how the applicant proposes to address these issues. The technical approach in the application should also include gender considerations with a focus on the participation and benefits to each gender group

- Extent to which the applicant proposes an approach that will ensure diversity of sex, geography and confessions in the recruitment/selection processes including addressing stereotypical categorization of students in certain majors such as considering that mechanical engineering is only fit for males;
- Extent to which the applicant proposes an approach that addresses matters of diversity and gender throughout the program implementation including the orientation, leadership and civic engagement and academic programs.

Branding Strategy and Marking Plan (BSMP) – Application Annex: BSMP

Extent to which the BSMP conforms to the USAID standard branding and marking requirements, and its relevance to the program reflecting creative ways that the implementing partner will adopt to fully engage USAID with the recipient scholars through events, publications and activities. Branding guidelines related to assistance awards can be found at <http://www.usaid.gov/branding/assistance.html>

2. Management Capability: 35 points – PD Section B: Methodology, sub-parts (2), (7), (8), (9) and (12)

The application will be evaluated for adequate and effective management approach within the context of cost effectiveness and containment as evidenced by:

- A management approach that demonstrates an understanding of the RFA requirements, and management challenges and how they will be effectively addressed;
- A cost effective staffing plan as reflected in the application and its supportive annexes;
- Demonstrated capacity and qualifications of key personnel;
- Effective partnership arrangements including sub-awards, as needed, that can help in implementing the project.

3. Past Performance: 10 points– PD Section B: Methodology, sub-part (1) and past performance.

Extent to which the past performance record reflects a relevant history of implementing projects of similar scope, scale and duration, including the past performance track of sub-awardees.

(a) The applicant must provide an information sheet for all grants, cooperative agreements, contracts, or other programs that are similar to the program description in this application that have been performed by the applicant or by a member of the applicant's team over the past three years. In case the applicant does not have a relevant past performance record as an institution, the applicant is encouraged to submit relevant past performance details for any of its proposed sub-awardees, staffers, consortium members or resources. Past performance evaluation will be then undertaken based on this information. Applicants who do not have any past performance record will not be favorably or unfavorably evaluated against the past performance criteria.

For each program listed, the applicant must provide the following information:

- o Award number if applicable;
- o Agency or entity providing the funding;
- o A brief description of the program including, but not limited to, a discussion of the complexity /diversity of activities;
- o Primary location(s) of implementing the activities;
- o Duration of the program including start and completion dates;
- o Lessons learnt;
- o Dollar value of the program reflecting clearly amounts of donor funding and cost shares separately;
- o Contact information for two persons (external to your organization), including name, job title, mailing address, phone numbers and e-mail addresses.

USAID recommends that you alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed awards if and when USAID requests it.

If extraordinary problems impacted any of the referenced programs, provide a short explanation and the corrective action taken in this section of the Technical Application.

The applicant must submit similar information related to the sub-awardees reflecting past performance over the past three years.

(b) Performance information will be used for both the responsibility determination and best value decision. The applicant must submit information concerning its annual operating budget for the past three years. USAID may use performance information obtained from other than the sources identified by the applicant. USAID will utilize existing databases of past performance information and solicit additional information from the references provided by the applicant and from other sources if and when the Agreements Officer finds the existing databases to be insufficient for evaluating an applicant's performance.

(c) If the performance information contains negative information on which the applicant has not previously been given an opportunity to comment, USAID will provide the applicant an opportunity to comment on it prior to its consideration in the evaluation, and any applicant's comment will be considered with the negative performance information.

(d) USAID will initially determine the relevance of similar performance information as a predictor of probable performance under the subject award. USAID may give more weight to performance information that is considered more relevant and/or more current.

The applicant's performance information determined to be relevant will be evaluated in accordance with the elements below:

- o Quality of product or service, including consistency in meeting goals and targets;
- o Timeliness of performance, including adherence to schedules and other time sensitive project conditions, and effectiveness of home and field office management to make prompt decisions and ensure efficient completion of activities;
- o Business relations, addressing the history of professional behavior and overall business-like concern for the interests of the customer, including coordination among team members and developing country partners, cooperative attitude in remedying problems, and timely completion of all administrative requirements;
- o Customer satisfaction with performance, including end user or beneficiary wherever possible;
- o Effectiveness of key personnel, including appropriateness of personnel for the job and prompt and satisfactory changes in personnel when problems with clients were identified; and
- o Cost control, including forecasting costs as well as accuracy in financial reporting, ensuring that unnecessarily expensive technical assistance is not used when lower cost advisors are adequate, and pacing the expenditure of level of effort such that deliverables and outputs can be produced within budget.

Cost Evaluation

The cost application will be evaluated for cost effectiveness, cost realism and maximizing the use of cost share and the number of beneficiary students using USAID funding. Cost sharing contributions will be evaluated as well for cost effectiveness and realism. Applicants are encouraged to consider partnership arrangements that enhance the cost effectiveness of program implementation and provide other important benefits as well. Cost applications will be evaluated for innovative cost containment methods that minimize overall costs per student and maximize the number of students. A realistic commitment to cost share is generally viewed as enhancing

the evaluated cost effectiveness of a program. Please note that cost share will be specifically tracked by USAID during program implementation to ensure compliance; it is subject to USAID audit as well.

Description of the Review and Selection Process:

Application(s) which are deemed to offer the best overall value and meet USAID objectives will be selected for award. The Technical Evaluation Committee will evaluate the technical/programmatic merit of each application as measured against the evaluation factors. At the time of RFA issuance, all panel members are anticipated to be USAID employees. The panel may make an award recommendation based on the extent of its evaluation scope. In addition, one or more panel members may be asked to provide input to the cost effectiveness review, any substantial implementation involvement desired by USAID, and on any special provisions that may be included in the award.

Once an apparent successful applicant is identified, additional information and discussion may occur between the applicant and USAID Agreement Officer, before the Agreement Officer makes the final funding decision.

The recommendation or selection of an application for award does not in any way guarantee an award. The USAID Agreement Officer must be fully satisfied that the applicant has the capacity to adequately perform in accordance with standards established by USAID and the Office of Management and Budget (OMB). This issue of organizational capability is generally referred to as a pre-award “responsibility determination.” The Agreement Officer must also complete any other necessary pre-award arrangements.

Details on USAID pre-award responsibility determination policy and procedure can be found on our agency website, in its automated directive system (ADS) chapter 303, section 303.3.9: <http://www.usaid.gov/policy/ads/300/303.pdf>.

Other areas of review and discussion will vary according to the circumstances pertaining to the application. The following areas commonly require discussion and agreement prior to award:

1. Branding Strategy and Marking Plan. The apparent successful applicant will be requested to propose a branding strategy and marking plan which provides for appropriate acknowledgment of USAID support, and which will be required as a material element of the Cooperative Agreement. Information on USAID branding and marking policy can be found in ADS Chapter 320. ADS Chapter 320 sections concerning “assistance” applies to this RFA. ADS Chapter 320 sections concerning “acquisition” do not apply to this RFA. ADS Chapter 320 can be found on USAID website: <http://www.usaid.gov/policy/ads/300/320.pdf>.
2. Final program and budget plans.
3. Payment terms.
4. Procedures concerning administrative reporting and logistical requirements for program including training components.
5. Cost sharing terms.
6. Other award terms including audit, special provisions and/or special award conditions.

SECTION VI AWARD AND ADMINISTRATION INFORMATION

Authority to Obligate the Government:

The USAID Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Cooperative Agreement may be incurred before receipt of either a fully executed Cooperative Agreement or specific pre-award written authorization from the Agreement Officer.

USAID Disability Policy - Assistance (December 2004)

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website: http://pdf.dec.org/pdf_docs/PDABQ631.pdf.

(b) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

Deviations from Standard Provision:

None are anticipated at this time.

A description follows of anticipated Reporting Requirements to be included in the award:

Reporting Requirements:

A. Initial Budget, Work Plan and Monitoring and Evaluation Plan

No later than sixty days after signature of the award, the recipient will prepare and submit for approval by USAID an initial work plan reflecting activities generally for the duration of the program. The recipient will draft as well a more detailed initial work plan covering the first year of implementation, which will include all activities managed and implemented by the recipient. The annual work plan will clearly indicate specific tasks, milestones, and individual responsibilities for task completion. The work plan will serve as a reference point for quarterly and annual progress reporting, and updating the prospective annual work plans. The work plan will permit monitoring of the award performance and costs. It will also be one of the progress performance monitoring tools for USAID.

The annual work plan will establish the timeline for objectives that indicate progress towards the tasks that need to be performed to achieve objectives. It will specify activities on a critical path and show critical performance benchmarks for the responsible parties.

The work plan will include separately a detailed itemized budget, as per approved budget, in addition to a pipeline analysis of costs incurred and projections of costs for the life of award(s) implementation plan for achieving program outputs reflecting detailed cost shares and USAID funding. The budget projection should

reflect on a yearly basis funds allocated for that specific year, actual expenditures, balance and yearly projection in the future. Cost savings must be reflected clearly in the budget.

Along with the work plan, the recipient must submit as well an initial draft monitoring and evaluation plan to measure progress under the program. This plan will reflect relevant indicators with the necessary targets for the life of project and for the first year of implementation. The prospective plans includes baseline data about the students to be compared to yearly performance measures reflecting academic performance, leadership, employment and other critical aspects of the project.

USAID/Lebanon will approve the final work plan and monitoring and evaluation plan in writing once any outstanding issues are resolved. Amendments to these documents prospectively may be proposed by the recipient for approval by AOR, USAID/Lebanon.

B. Quarterly Progress Reports

During the year of program recruitment and selection, thirty days after the end of each calendar quarter, the recipient must submit to the AOR, USAID/Lebanon, a detailed narrative progress report. It will reflect achievements in relation to agreed-upon benchmarks contained on the annual work plan and monitoring and evaluation plan. The report will specify any problems encountered and indicate resolutions or proposed corrective actions. The report will list activities proposed for the next quarter.

Starting with the first quarter (typically in October) during the second year of implementation when the students are actually enrolled, thirty days after the end of each calendar quarter, the recipient must submit to the AOR, USAID/Lebanon, a brief progress report based on a specific format prepared in coordination with the AOR capturing relevant programmatic information and performance monitoring tools. The quarterly report includes a summarized reporting on each recipient scholar performance, registration status, courses, leadership engagement and other relevant aspects of the project.

C. Accruals

USAID performs a quarterly accrual exercise at the end of each quarter; i.e. December 31, March 31, June 30, and September 30. Awardees are required to submit four quarterly accrual expenditures reports 15 days before the end of a quarter per year. The recipient must submit a spreadsheet showing cumulative disbursements and estimated (un-disbursed) accruals to the AOR.

D. Quarterly Financial Reports

Thirty days after the end of each calendar quarter, the recipient will submit to USAID/Lebanon a report on expenditures incurred during the report period and projected expenditures for the next quarter. This will report against the Award(s) line items, and broken down in details.

The report must be supported with a detailed budget breakdown reflecting USAID expenditures and cost share per line item for the quarter and the projected costs for the next reporting period.

With each quarterly report, the recipient, if and when using a letter of credit, must report:

- Whether advance funding was requested,
- And, if such funding was liquidated in a timely manner.

E. Semi-Annual Progress Report, Pipeline Analysis, and Annual Work Plan and Monitoring/Evaluation Plan

Starting with the first quarter during the second year of implementation when the students are actually enrolled, the recipient must submit two semi-annual narrative progress reports reflecting progress in relation to agreed-upon benchmarks contained in the annual work plan and monitoring and evaluation plan. The report will specify any problems encountered and indicate resolutions or proposed corrective actions. It will be a comprehensive narrative report summarizing the previous period activities and accomplishments using the annual work plan as a starting point and will serve as the tool by which USAID/Lebanon monitors the performance of the recipient. The annual report will reflect on achievements and equally importantly the overall picture accomplishments.

Detailed supportive documentation reflecting progress, challenges and achievements of the various activities and program activities must be annexed to the report. The report and all supportive documentation must be submitted no later than one month post expiry of two successive quarters.

The semi-annual report shall include separately a detailed line item excel budget reflecting unit costs and total costs as per approved negotiations budget, and detailing actual costs incurred during the past year against the planned budget, broken down per quarter, detailing USAID and cost shares separately, and projections of costs for the life of award, broken down per implementation year. This budget will serve as basis to discuss issues related to management and use of cost savings. The planned use of cost savings must be approved by the AOR, and the AO if needed as per terms of 22CFR226.25.

The report will include status of project activities and will summarize services delivered and progress towards achieving results identified in USAID's Program Areas. It will document both successes and failures of the interventions, and discuss reasons for shortcomings and recommend actions to overcome them. For each action, the Recipient will designate responsible parties and establish a timeframe for completion. The recipient shall use the approved work plan as basis to track activities.

Annually, the recipient must submit no later than thirty days after the beginning of each academic year, a detailed work plan reflecting activities that will be completed during the forthcoming year. The work plan is subject to the AOR approval.

Moreover, the recipient is required to submit for AOR approval a detailed monitoring and evaluation plan annually no later than thirty days after the beginning of each academic year. The Annual Monitoring and Evaluation Report will be a stand-alone document. The monitoring and evaluation plan provides output, outcome and impact indicators for all activities detailed in the work plan, including life of project indicators and targets as per USAID expected outcomes. Accurate measurement is done against established targets and baselines, which the recipient provides to the AOR by the beginning of each academic year. The PMP must include a detailed performance indicator reference sheet as per approved USAID templates.

F. Recipient Exit Plan

Ninety days prior to the Award completion date, the recipient will submit to USAID a detailed plan describing all actions to be completed to demobilize the recipient's operations. The plan will designate dates for all actions. It will include an inventory of all commodities procured under the project and a plan for disposition of the same commodities. The exit plan will include as well estimated costs that the recipient will incur through his cost share to cover for the support of students who failed to graduate on time. The exit plan must reflect as well the following:

- Any plans to support students who failed to graduate on time during the project lifetime,

- Plans to follow up on alumni activities,
- Plans to follow up on employment and enrollment in universities for graduate studies.

G. Recipient Final Report

Ninety days after the Award completion date, the recipient will submit a final report to the AOR which will summarize implementation progress of all tasks including achievements of strategic results, shortfalls, problems, recommended solutions, and recipient's assessment of Award work completed. The report shall provide quantitative representation. Accomplishments will need to be documented by data and not anecdotal reporting for the analysis and conclusions must be submitted with the final report. However, success stories must be duly documented and reported.

H. Project Materials

The Recipient must submit copies to AOR, USAID/Lebanon of all materials developed under the project including but not limited to: training materials, conference reports, and procedure and operating manuals. The materials to be submitted and the number of copies and language shall be identified in the Annual Work plans. Project material pertaining to each implementing year must be submitted with the annual reports.

G. AID TRACKER

The USP project will be using according to USAID/Lebanon requirements the Aid-Tracker for tracking, disaggregating, and reporting on all program activities. This online system uses the latest technology and provides a transparent way for USAID and program partners to review the immediate and long-term impact of activities.”

Section IX - Standard Provisions for U.S. and Non U.S. NGOs

Standard Provisions for U.S. Nongovernmental Organizations

MANDATORY STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL ORGANIZATIONS

- M1. APPLICABILITY OF 22 CFR PART 226 (MAY 2005)
- M2. INELIGIBLE COUNTRIES (MAY 1986)
- M3. NONDISCRIMINATION (JUNE 2012)
- M4. AMENDMENT OF AWARD (JUNE 2012)
- M5. NOTICES (JUNE 2012)
- M6. SUBAGREEMENTS (JUNE 2012)
- M7. OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (DECEMBER 2003)
- M8. USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (JUNE 2012)
- M9. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JUNE 2012)
- M10. DRUG-FREE WORKPLACE (JUNE 2012)
- M11. EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUNE 2012)
- M12. PREVENTING TERRORIST FINANCING -- IMPLEMENTATION OF E.O. 13224 (JUNE 2012)
- M13. MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (JUNE 2012)

M14. REGULATIONS GOVERNING EMPLOYEES (AUGUST 1992)
 M15. CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY
 (NOVEMBER 1985)
 M16. USE OF POUCH FACILITIES (AUGUST 1992)
 M17. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (JUNE 2012)
 M18. OCEAN SHIPMENT OF GOODS (JUNE 2012)
 M19. VOLUNTARY POPULATION PLANNING ACTIVITIES – MANDATORY
 REQUIREMENTS (MAY 2006)
 M20. TRAFFICKING IN PERSONS (JUNE 2012)
 M21. SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE
 AND PUBLICATIONS (JUNE 2012)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR U.S.
 NONGOVERNMENTAL ORGANIZATIONS

RAA1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (APRIL
 1998)
 RAA2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit)
 (APRIL 1998)
 RAA3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (APRIL
 1998)
 RAA4. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)
 RAA5. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL
 REQUIREMENTS (JANUARY 2009)
 RAA6. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL
 1998)
 RAA7. CARE OF LABORATORY ANIMALS (MARCH 2004)
 RAA8. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE)
 (NOVEMBER 1985)
 RAA9. COST SHARING (MATCHING) (FEBRUARY 2012)
 RAA10. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)
 RAA11. INVESTMENT PROMOTION (NOVEMBER 2003)
 RAA12. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)
 RAA13. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL
 CONFERENCES (JUNE 2012)
 RAA14. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE)
 (FEBRUARY 2012)
 RAA15. CONDOMS (JUNE 2005)
 RAA16. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE
 LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING
 (APRIL 2010)
 RAA17. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)
 RAA18. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID
 ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)
 RAA19. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES
 ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)
 RAA20. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS
 (JUNE 2012)

RAA21. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)
RAA22. CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER (OCTOBER 2010)
RAA23. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (OCTOBER 2010)
RAA.24 PATENT REPORTING PROCEDURES (JULY 2012)

MANDATORY STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS

M1. ALLOWABLE COSTS (JUNE 2012)
M2. ACCOUNTING, AUDIT, AND RECORDS (JUNE 2012)
M3. AMENDMENT OF AWARD AND REVISION OF BUDGET (JUNE 2012)
M4. NOTICES (JUNE 2012)
M5. PROCUREMENT POLICIES (JUNE 2012)
M6. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (JUNE 2012)
M7. TITLE TO AND USE OF PROPERTY (JUNE 2012)
M8. SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND DATA RIGHTS (JUNE 2012)
M9. MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE (JUNE 2012)
M10. AWARD TERMINATION AND SUSPENSION (JUNE 2012)
M11. RECIPIENT AND EMPLOYEE CONDUCT (JUNE 2012)
M12. DEBARMENT AND SUSPENSION (JUNE 2012)
M13. DISPUTES AND APPEALS (JUNE 2012)
M14. PREVENTING TERRORIST FINANCING (JUNE 2012)
M15. TRAFFICKING IN PERSONS (JUNE 2012)
M16. VOLUNTARY POPULATION PLANNING ACTIVITIES – MANDATORY REQUIREMENTS (MAY 2006)
M17. EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUNE 2012)
M18. NONDISCRIMINATION (JUNE 2012)
M19. USAID DISABILITY POLICY - ASSISTANCE (JUNE 2012)

REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S.

NONGOVERNMENTAL ORGANIZATIONS

RAA1. ADVANCE PAYMENT AND REFUNDS (JUNE 2012)
RAA2. REIMBURSEMENT PAYMENT AND REFUNDS (JUNE 2012)
RAA3. INDIRECT COSTS – NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA) (JUNE 2012)
RAA4. INDIRECT COSTS – CHARGED AS A FIXED AMOUNT (NONPROFIT) (JUNE 2012)
RAA5. CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER

(OCTOBER 2010)

RAA6. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

(OCTOBER 2010)

RAA7. SUBAWARDS (JUNE 2012)

RAA8. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (JUNE 2012)

RAA9. OCEAN SHIPMENT OF GOODS (JUNE 2012)

RAA10. REPORTING HOST GOVERNMENT TAXES (JUNE 2012)

RAA11. PATENT RIGHTS (JUNE 2012)

RAA12. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)

RAA13. INVESTMENT PROMOTION (NOVEMBER 2003)

RAA 14. COST SHARE (JUNE 2012)

RAA15. PROGRAM INCOME (JUNE 2012)

RAA16. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)

RAA17. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)

RAA18. PROTECTION OF HUMAN RESEARCH SUBJECTS (JUNE 2012)

RAA19. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)

RAA20. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)

RAA21. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)

RAA22. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009)

RAA23. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)

RAA24. CONDOMS (JUNE 2005)

RAA25. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (APRIL 2010)

SECTION X - SPECIAL PROVISIONS

A- EXECUTIVE ORDER ON TERRORISM FINANCING (FEB 2002)

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement.

B- TRAINING RESULTS AND INFORMATION NETWORK (TRAINET)

Exchange Visitors and Training

The recipient will conform to USAID Automated Directives System (ADS) Chapter 252 – Visa Compliance for Exchange Visitors and ADS 253 – Training for Development, as well as USAID/Egypt-specific requirements for processing of J-1 Exchange Visitors.

The Recipient will enter applicable information into TraiNet for any participant Training, third-country training and in-country training that is funded through this award.

Information and assistance on ADS 253 requirements is currently available from the following USAID/Egypt personnel:

Samah Eid seid@usaid.gov 2522-6891

C- VETTING REQUIREMENTS OF SUB-AWARDEES

Prior to the provision of funding by the Recipient to its sub-grantees ("sub-awardees"), the Recipient shall conduct all screening procedures and due diligence on sub-awardees and key individuals of the sub-awardees, including a check of sub-awardees and such key individuals not screened at the time of award by the Agreement Officer to ensure compliance with Executive Order 13224 and U.S. law prohibiting transactions with, and the provision of resources and support to individuals and organizations associated with terrorism. The Recipient will screen names of its sub-awardees and the key individuals of such sub-awardees against the Specially Designated Nationals List ("SDN" list) administered by the Department of the Treasury's Office of Foreign Assets Control ("OFAC") <http://www.ustreas.gov/offices/enforcement/ofac/sdn/>; UN's 1267 Committee List on Al-Qaida and the Taliban and Associated Individuals and Entities: <http://www.un.org/sc/committees/1267/consolist.shtml>; and State Department's Terrorist Exclusion List: <http://www.state.gov/s/ct/list/> (see ADS 303.3.8.a.4 and ADS 303.3.9) and the applicant has a record of business integrity and does not appear on the Excluded Parties List System (EPLS) on this web-site: <https://www.sam.gov/portal/public/SAM/>

"Key individual" means (i) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees); (ii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president); (iii) the program manager or chief of party for the USG-financed program; and (iv) any other person with significant responsibilities for administration of the USG-financed activities or resources."

D- STUDENTS AND PARENTS VETTING

Recipient shall Vet² students and their parents to ensure that the program benefits are not being provided, even inadvertently, to terrorists or their supporters, including people or organizations who are not specifically designated by the USG as terrorists but who may nevertheless be linked to terrorist activities.

² The kind of required vetting is as per AAPD 04-14, Certification Regarding Terrorist Financing Implementing E.O. 13224, page 6:

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

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC)

and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Student.

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

<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

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

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