U.S. DEPARTMENT OF STATE
NOTICE OF FUNDING OPPORTUNITY

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NOTICE OF FUNDING OPPORTUNITY (NOFO)
(BUREAU OF ENERGY RESOURCES)

Announcement Type:	New
Funding Title:	Women Energy Leaders (WEL)
Assistance Instrument Type:	Cooperative Agreement
Funding Opportunity Number:	SFOP0009755
Funding Type:	Discretionary
Assistance Listings Number:	19.027
Funding Amount:	$ 987,654 U.S. Dollars
Funding Authority:	Foreign Assistance Act of 1961 as amended
Source of Funding:	FY 2022 Economic Support Funds (ESF)
Funding Activity Category:	Clean Energy
Cost Sharing Requirement:	Not Required
Number of Awards:	1 award(s)
Project Duration:	30 months
Key Dates:	1. Application must be submitted by **11:59 P.M**. Eastern Standard Time (EST) on **June 21, 2023** 2. Questions must be submitted by **11:59 P.M**. Eastern Standard Time (EST) on **June 8, 2023** 3. Notification of winning proposal expected by late July 2023.
Application Submission:	Application must be submitted through www.grants.gov.
Electronic Requirement:	Yes.

Eligibility Category:

- U.S.- based non-profit/non-governmental organizations having a 501 (c)(3) status with the IRS;

- U.S.- based non-profit/non-governmental organizations without 501 (c(3 IRS status (other than institutions of higher education);
- Public International Organizations

Pursuant to 2 CFR 200.400, it is a U.S. Department of State policy not to award profit under federal assistance instruments. For-profit and commercial firms are **not** eligible to apply in response to this NOFO. No exceptions.

Type of Applicant:	Organizations only. Individuals are not eligible to apply.
Number of Applications:	One (1) per applicant organization.

Executive Summary

The Bureau of Energy Resources (ENR) of the Department of State (DOS) announces this Notice of Funding Opportunity (NOFO) for the Women Energy Leaders (WEL) project. WEL will promote economic competitiveness by increasing women's leadership in the clean energy workforce, empowering women to become leaders and agents for change in their organizations to support decarbonization and the clean energy transition in response to the ongoing climate crisis. The project will advance the professional development of early- to mid-career level women working in energy sectors through the implementation of a professional development and leadership program. Activities include women in energy conferences, a mentorship initiative, leadership skills training, technical workshops, and job shadowing. These activities are intended to empower, encourage, and guide participants in setting professional goals to advance their energy careers, and build the confidence and leadership skills of the next generation of women energy leaders.

It is the responsibility of the applicant to ensure that the application package has been received by www.grants.gov in its entirety; there are steps that you should take immediately in order to make your submissions by the deadline. Incomplete applications will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

Department of State bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions via www.grants.gov. Incomplete application packages will not be considered.

The Federal award is signed by the Department of State Grants Officer. The Grants Officer is a USG official delegated the authority by the DOS Procurement Executive to award and administer the award. The award Agreement is the only authorizing document and will be issued electronically through the State Assistance Management System (SAMS Domestic).

The U.S. Department of State and the Bureau of Energy Resources welcome submissions irrespective of race, ethnicity, color, creed, national origin, gender, sexual orientation, gender identity, disability, marital or relationship status, religious, caste, or tribal affiliation, or other status.

Section A: Funding Opportunity Description

A1. Background

Women's contributions are often excluded from the global energy sector. Women make up substantially less than half of the workforce across the energy sector and continue to be underrepresented in leadership positions. According to the International Renewable Energy Association (IRENA), women comprise only 22 percent of the workforce in the traditional energy sector, and 32 percent of the renewable energy workforce globally. Also, according to the International Energy Agency (IEA), women are listed in less than 11 percent of applications in the patent classes closely associated to the energy sector, and over 15 percent for climate change mitigation technologies. Within these occupations, there also exists a discrepancy between men and women in leadership positions.

- In the Indo-Pacific, one woman for every four men holds a leadership position, and only 12 to 20 women lead for every 100 men in some East Asian countries, with nearly half the jobs held by women being administrative in nature. This gender gap in clean energy leadership presents an ongoing challenge for equal participation in a growing sector that disproportionately affects women.
- Similar trends can be seen in Mexico, South Africa, and Nigeria. In all three countries only approximately 47 percent of the female population are in the labor market. Women often dominate domestic work occupations and the informal economy, with relatively few attaining leadership or managerial positions in the energy sector.

Given that women accelerate innovative and sustainable approaches to address climate, economic, and geopolitical challenges in the energy sector, obstacles to their full participation in the clean energy workforce impedes the global energy transition.

As nations in Southeast Asia and Pacific advance their climate goals in a rapidly growing energy sector there is an opportunity to address the gender gap in clean energy leadership in the region. The Bureau of Energy Resources (ENR) at the U.S. Department of State is committed to global decarbonization to ensure diverse, secure, and reliable energy sectors around the world. ENR is also committed to advancing the opportunities and role of women in the energy sector globally in support of E.O. 14020 on Gender Equity and Equality, National Strategy on Gender Equity and Equality, the U.S. Strategy on Global Women's Economic Security, and the U.S. Department of State Women in Energy Strategy.

The Women Energy Leaders (WEL) project will serve as a continuation of the previous Female Leaders in Energy (FLIE) project.

Target counties: Indonesia, Laos, Fiji, Malaysia, Philippines, Thailand, Vietnam, Timor-Leste, and Vietnam.

A2. Program Goals and Objectives

Program Goal

The successful transition to an inclusive clean energy economy will depend on women's participation and leadership in the energy sector. The overall goal of this project is to increase women's leadership in the clean energy workforce and empower women to become leaders and agents for change in their organizations to support decarbonization and the clean energy transition.

The objectives of WEL are to:

- Empower, encourage, and guide women participants in setting targeted professional goals to advance their clean energy careers;
- Build confidence and leadership skills in the next generation of women clean energy leaders;
- Strengthen women participants' professional network;
- Improve women participants' clean energy and job function knowledge and skills; and
- Provide women participants with opportunities for career development, public speaking, and project management.

A3. Expected Results

Based on the goals and objectives of the program, expected results include, but are not limited to the following:

- Increased capacity of women in the region to advance as leaders in the clean energy sector;
- Increased collaboration between women energy professionals in the region; and
- Increased ability of benefitting women to transition to high level positions.

A4. Main Activities

Program Description

The Women Energy Leaders (WEL) program will support the advancement and leadership of women in clean energy *at minimum* through the following:

1) Regional Women in Energy Conferences: At least one virtual and one in-person regional Women in Energy Conference will bring together industry leaders, women energy leaders, government ministries, civil society, NGOs, and universities, with ENR leadership in the selected region to discuss the state of women in energy, status of efforts to advance leadership roles for women in the sector, as well as the importance of male allies that can serve as advocates. Women leaders will share their stories and male allies will share what they are doing to advance women in energy. The Conferences will also serve as the launch of the WEL program in support of the Department of State's Women in Energy Strategy (WE) with the virtual conference serving as an opportunity to recruit for the mentorship program. The events will be coordinated with ENR's Office of Public Diplomacy and regional Posts for amplification.

2) Mentorship Program: The WEL Mentorship Program will match early to mid-level women with U.S. or regional women mentors to empower, encourage, and support mentees in identifying and developing targeted professional goals and milestones to advance their clean energy careers. As part of the program, the award Recipient will recruit all mentees and mentors for the two-year program and provide both with expectations, checkpoints, and other written resources to give the mentorship program structure, direction, and focus. As part of the program, mentees will take part in activities 3, 4, 5, and 6 with mentors providing

supporting roles to mentees throughout. Mentees will be offered a child-care subsidy payment to help toward the cost of child-care during program activities.

3) Technical and Leadership Skills Workshops: Technical and Leadership Skills Workshops will build and increase WEL mentees industry and job function knowledge as well as strengthen and develop new technical and leadership skills, while building confidence of mentees. Male allies in the region will also be identified to serve as advocates and will be incorporated into Technical Workshops. Leadership skills development training should include no less than 50 percent of the focus of all workshops and trainings. As part of these activities, the award Recipient will recruit all U.S. and regional speakers and leadership skills trainers, prepare detailed agendas, and make all travel and logistical arrangements.

4) Capstone Project: Capstone Projects will help WEL mentees develop their project management skills and final oral presentations will provide mentees an opportunity to hone their communication and public speaking skills by presenting their project during the Closing Conference (noted below). As part of this activity, the award Recipient will design capstone project requirements and parameters for mentees in coordination with ENR.

5) Job Shadows: Job Shadows will provide WEL mentees the opportunity to observe U.S. or regional female leaders in action and gain one-on-one learning time with women leaders.

6) Closing Conference: The closing conference will allow mentees to demonstrate all they have learned throughout the WEL program presenting their capstone projects to in-country and regional industry leaders, including male allies.

In implementation of the program, the award Recipient will seek to establish at least one partnership with the private sector to enhance activities and private sector support for WEL. WEL will particularly seek to connect with companies that recognize the benefits of retaining and advancing women in their roles and are leaders in advancing women’s engagement and empowerment. The program will also seek to cultivate networking relationships for women in energy from the private and public sectors.

Proposals should demonstrate the applicant's ability to access technical expertise, and leadership skills development training professionals to carry out the objectives outlined in this NOFO. The applicant should also be able to access regional and country-specific clean energy subject matter as well as gender expertise. Relevant expertise can be convened from within the applicant's organization, or through agreements with third parties.

Monitoring, Evaluation, and Learning (MEL) Approach

The Department of State requires the applicant to submit MEL plans as part of the proposal process, including overall and local results frameworks and standard and custom performance indicators for both outputs and outcomes with estimated annual targets by fiscal year.

Requirements

The proposal must be demonstrably informed by a contextually-specific gender analysis.

All applicants must provide the following in their proposals to demonstrate alignment with relevant U.S. strategies:

- Gender Analysis: Proposals must include a gender analysis identifying how the work will address gender gaps and opportunities to enhance the program's effectiveness and narrow gender inequities. This should be a stand-alone document rather than a section of the proposal narrative. Sample Gender Analysis Questions are provided as an attachment of this NOFO package, but the U.S. Department of State Bureau of Energy Resources also welcomes more detailed analyses. Gender analyses should be limited to 2-3 pages per country (these will not count toward the proposal page limit). Funding priority will be given to proposals that demonstrate a strong understanding of how intersecting aspects of identity, including but not limited to race, ethnicity, color, creed, national origin, sexual orientation, gender identity, disability, age, geography, marital or relationship status, or religious, caste, or tribal affiliation, combine to further marginalize certain sections of the population, and how these will be addressed to realize meaningful inclusion.

- How the program will take an inclusive, locally led approach that represents a broad range of women and is clearly driven by the needs of the community.

At a minimum, the proposal must address the different ways in which different genders might affect and be affected by the project, and articulate a plan to minimize gender inequalities the project may encounter. The proposal should also include plans to review and update the gender analysis periodically throughout the period of performance.

Applicants must also address how their program will take a participatory, locally-led approach that is demonstrably driven by the needs and perspectives of local partners and the communities they serve, per the Global Fragility Act of 2019.

Preventing Sexual Exploitation and Abuse (PSEA)

The recipient will take all practical steps in accordance with their internal controls and existing policies and procedures to address the prevention of sexual exploitation and abuse (PSEA). In accordance with the internal control requirements in 2 CFR 200.303, which require the recipient to establish standards of conduct for its employees, the recipient must ensure that all its employees adhere to these standards of conduct in a manner that incorporates safeguarding against the sexual exploitation and abuse of beneficiaries, including but not limited to updating internal policies and procedures, as applicable and appropriate, and conducting appropriate monitoring of beneficiaries, as required by 2 CFR 200.329, which stipulates that the "non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements." If the recipient determines that the conduct of any recipient employee is not in accordance with this requirement, the recipient must address the situation in accordance with the recipient's internal policies and procedures.

<u>Risk Assessment</u>

Applicants should:

- Identify risks to staff, implementers, participants, or their communities as a result of their participation in the program. Besides political and environmental factors, risks may include in-person or online gender-based violence, sexual exploitation and abuse, and other forms of physical, psychological, economic, or social backlash against beneficiaries. Risk assessments should also address how the program will avoid exacerbating local tensions or divisions, such as unintended power shifts within or between communities, local competition over program funds and opportunities, unintended crowding out of local civil society actors, or "brain drain" of their own staff or members, in line with Do No Harm principles, referring to the need to recognize and reduce the potential negative effects of aid interventions. Implementer risk assessment and mitigation plans must address risk to project beneficiaries in addition to risks to staff and project implementation. These should explicitly address gender-related risks and mitigating actions, as identified in the gender and inclusion analysis.

Proposals must include a plan for regular review and updates of risk assessment(s).

A5. Performance Indicators

The award Recipient should monitor and report on performance indicators relevant to the scope, objectives, and expected results of the program as articulated in this NOFO. Details should be included on what sources of data will be used to document performance. Indicators should be relevant to the goals or objectives of the program. If/when an award is made, the USG will work with the final selected Applicant to develop a holistic set of indicators that includes some provided by the USG and some suggested by the Applicant. Illustrative indicators include the following but are not limited to:

- GNDR-2: Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income or employment
- EG 7.3-2: Number of people trained in technical energy fields supported by U.S. government assistance.
- EG 6-2: Number of individuals with improved skills following completion of USG-assisted workforce development programs.

- EG. 6-15- Percent of individuals with better employment following participation in USG-assisted workforce development programs.
- EG 12-1 - Number of people trained in clean energy supported by USG assistance.
- GNDR-8: Number of persons trained with USG assistance to advance outcomes consistent with gender equality or female empowerment through their roles in public or private sector institutions or organizations.

The Implementer will be responsible for reporting on each performance indicator included in the cooperative agreement as well as analysis of progress or impediments to reach indicator targets. Indicators will be chosen carefully to reflect the key outcomes or outputs that reflect project performance. DOS, per policy, assesses the quality of data reported by the Implementer as part of the award activities, therefore applicants should be aware that the Implementer will be engaged in data quality assessments.

Indicators and their disaggregates will be selected after discussion with the selected Implementer.

A6. Substantial Involvement

This potential award will be a cooperative agreement, requiring substantial involvement on the part of the Department of State (DOS), awarding bureau, including close collaboration and approval of each phase of the project before moving to the next. Examples of substantial involvement will include but are not limited to:

- Approval of the Implementer's implementation plans and approach, including but not limited to training and leadership topics for workshops, mentor and mentee recruitment process and requirements, final mentee and mentor selections, all program materials, etc.; and
- Approval of the Implementor's indicators, targets, and monitoring and evaluation plans.

Areas of substantial involvement will be specified and outlined in the final Agreement.

Section B: Federal Award Information

B 1. Available Funding

This notice is subject to availability of funding. Overall grant making authority for this program is contained in the Foreign Assistance Act of 1961 as amended, (Economic Support Funds) and several funding restrictions apply, to include country-applicant restrictions.

The Department of State reserves the right to fund any or none of the proposals submitted and reserves the right to reduce, revise, or increase the budget in accordance with the needs of the project and the availability of funds.

The Department of State may consider continuing the program funded under this award beyond the initial period of performance on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State and USG.

B2. Award Management

The successful applicant will need to routinely collaborate with (bureau) through regular meetings and conference calls to discuss progress, challenges, emerging topics, etc.

The successful applicant must ensure that all funds are used in a manner consistent with any applicable restrictions on funding. See D5 below for funding restrictions.

Section C. Eligibility Information

C1. Eligible Applicants:

See page 3, Eligibility Category.

Preference will be given to organizations with demonstrated experience in designing and implementing training and mentorship programs for women in the energy sector, including experience recruiting of mentees abroad and individual mentors in the U.S.

Applicants should demonstrate experience implementing and managing international mentorship programs and ability to meet criteria detailed in Section E1.

The Department of State will issue an award to the Applicant whose application represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity. The Department of State reserves the right to make an award based on the initial application received with or without discussion or negotiations.

C2. Cost-Sharing

The non-Federal share of costs, frequently called "cost share" or "matching costs", refers to that portion of the project or program costs not borne by the Federal Government. This may include cash and third-party in-kind contributions. These costs must reflect the realistic capacity of the applicants and any third-party contributors.

Cost-sharing is *not* required. Providing cost-sharing, matching, or cost participation is not an eligibility requirement for this funding opportunity and will not be factored in during the merit review of proposals.

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

C3. Other Eligibility Criteria

In order to be eligible to receive an award, all organizations must have a unique entity identifier (UEI), as well as a valid registration on www.sam.gov. Please see Section D.3 for information on how to obtain these registrations.

Applicants, including U.S. affiliates of international organizations must provide a valid Unique Entity Identification (UEI), and **completed** www.sam.gov registration when submitting application on www.grants.gov in response to this NOFO. **Applicants that do not have a valid UEI and completed www.sam.gov registration will NOT be eligible for consideration. Implementing partners/sub-recipient organizations are required to have a valid UEI number.**

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

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

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

Section D: Application and Submission Information

D1. Address to request Application Package

Applicants can find application forms on www.grants.gov under the announcement title and funding opportunity number provided above.

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

D2. Content and Form of Application Submission

Please follow both, the PSI and the NOFO, to ensure that the proposal package submission is in full compliance with the requirements. Please follow the guidelines in the attached Proposal Submission Instructions (PSI) for additional application submission instructions, including information on required documents and format. Proposal submissions that do not meet all the requirements outlined in this NOFO and the associated PSI will **not** be considered.

Any prospective applicant who has questions concerning the contents of this NOFO should submit them **by email** to the contacts listed in Section G. Please refer to the funding opportunity number and title.

Any updates about this NOFO will also be posted on www.grants.gov.

D3. Unique entity identifier (UEI) and System for Award Management (www.sam.gov)

Required Registrations:

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

UEI is assigned by www.sam.gov assigned to organizations that have to register/or renew their www.sam.gov registration.

Any applicant listed on

Organizations based **outside** of the United States and that do not pay employees within the United States do not need an EIN from the IRS, but they do need a UEI number prior to registering in SAM.gov. This guidance and instructions are to the best of our knowledge available at the time of posting this solicitation. Where guidance in this NOFO differs from the www.sam.gov website, SAM.gov prevails, and the applicant is encouraged to seek and document clarity provided by the SAM.gov helpdesk.

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

If an organization plans to sub-contract or sub-award any of the funds under an award, those sub-recipient organizations must also have a unique entity identifier (UEI number). www.sam.gov registration is not required.

If an organization does not have an active registration in www.sam.gov prior to submitting an application in response to this NOFO, the application will be deemed **ineligible.** All organizations applying for USG federal assistance awards (except individuals) must obtain these registrations. Please note that registration is free of charge.

Note: The process of obtaining a www.sam.gov registration may take from 2-8 weeks or longer. Please begin your registration as early as possible. Numerous errors require correction, such as an address mismatch, and can delay final registration. If the application is not corrected within 90 calendar days of original registration/or renewal submission, it will be automatically deleted and the organization will need to re-start the process.

An exemption from this requirement may be permitted on a case-by-case basis if the applicant's identity must be protected due to possible endangerment of their mission. Organizations requesting an exemption should email the point of contact listed in Section G of this NOFO.

D4. Submission Dates and Times

Applicants are urged to begin the application process well before the submission deadline as stated on page 3. No exceptions will be made for organizations that have not completed the necessary steps. Grants.gov automatically log the date and time an application submission is made, and the Department of State will use this information to determine whether an application has been submitted on time. **Applications received after the deadline will not be considered**.

D5. Funding Restrictions

The following activities and costs are <u>not</u> covered under this announcement (this list is NOT exhaustive):

- Construction or renovations is not an allowable activity under this award;
- Projects intended primarily for the growth or institutional development of the applicant organization;
- Projects seeking funds for personal use;
- Administration of a project that will make a profit;
- Expenses incurred before or after the specified dates of award period of performance (unless prior written approval is received);
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Alcoholic beverages;
- Costs of entertainment, including amusement, diversion, and social activities, and any associated costs, are unallowable, except where specific

costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the federal award or with prior written approval of the Grants Officer.

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

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

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

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

D6. Other Submission Requirements

It is the responsibility of the applicant to ensure that it has an active registration in Grants.gov and that an application has been received by the system in its entirety. DOS bears no responsibility for disqualification that results from applicants not being registered before the due date or for data errors resulting from transmission or conversion processes.

Section E: Application Review Information

E1. Criteria

The Department of State will issue an award to the applicant whose proposal represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity. In addition, the organization must demonstrate adequate financial management capability to be measured by a responsibility determination.

Applications should contain the applicant's best terms from both cost and technical standpoints. The implementing partners (sub-recipients) of the primary Recipient will be subject to Department of State approval.

Eligible applications will be evaluated by an independent review panel consisting of subject matter experts from other DOS bureaus/or offices, U.S. Embassies, and/or other U.S. Government agencies. Final approval resides with the DOS Grants Officer. The decision for the final eligibility and award determination rests with the Grants Officer.

The following criteria will serve as a standard, which all **eligible** applications will be evaluated against. Each eligible application will be evaluated and scored on the review criteria using a 100-point scale.

The review panel will apply the following criteria when rating proposals: Very Competitive; Competitive and Not Competitive.

1. **Quality and Feasibility of Project Idea)**

- Demonstrated understanding and appreciation for the goals and objectives of WEL and demonstrated ability to achieve goals.
- Proposal responds to the NOFO and demonstrates the Applicant's knowledge of the energy sector and gender issues and the appropriate context for these policy topics.
- The program idea is well developed, with detail about how program activities will be carried out, including a clear articulation of how these

activities will contribute to the overall project's goals and objectives as well as alignment to the gender analysis, along with a reasonable implementation timeline.

- Proposal includes a separate gender and inclusion analysis as described in section A4 and incorporates an inter-sectional and inclusive approach.
- Proposal describes the method of delivery activities/meetings will be convened online or in-person), number of participants, who will participate, etc.
- Proposal contains technical and leadership related discussion topics for workshops that also include discussion of the common challenges women face in the sector and experiences from others who have overcome those challenges.
- Proposal includes PSEA requirements as noted in the requirements section of A4.
- Proposal includes funds to provide childcare allowance for women mentees to contribute to costs of childcare during in-person workshops and overall participation.

2. Organizational Capacity and Record of Performance

- The organization has qualified personnel required for the development of the program. The organization has the internal controls in place to manage federal funds.
- The proposal provides a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken.
- Proposal demonstrates ability to recruit, engage, and retain a diverse array of policy experts, industry leaders, and foreign government officials in each target country.
- Staff / consultants / local partners have relevant expertise in energy, gender, leadership skills development, social inclusion, Do No Harm and Preventing Sexual Exploitation and Abuse (PSEA) as listed in the requirements section of A4, and gender-based violence in the energy sector.
- The organization has demonstrated experience implementing and managing international mentorship programs.

3. **Program Planning and Ability to Achieve Objectives:**

- Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
- The proposal outlines the expected and achievable results for the project and includes all aspects identified in section A.
- Project activities are specific, measurable, attainable, and placed in a reasonable time frame (SMART).

4. **Financial Capacity and Cost Effectiveness:**

- Proposal budget, including salaries, are explained in detail and justified for the work involved.
- Proposed costs are reasonable, necessary, linked to program objectives, and demonstrate efficient use of U.S. Government funds.
- The budget is sufficient and reasonable for all activities.

5. **Performance Monitoring, Evaluating, and Learning (MEL):**

- Applicant demonstrates ability to measure program success and provides milestones to indicate progress toward goals outlined in the proposal.
- Proposals discuss how progress towards the expected results will be measured.
- Proposals include an explanation of how data and information will be collected, analyzed and used, and how baseline measurements will be established.
- MEL plans include gender specific indicators as well as sex and age disaggregation of indicator. Plans also include regular reviews of the program's gender analysis, including with any partners, throughout the life of the award.

6. **Sustainability of Impact/Multiplier Effect:**

- Proposal provides an outline of how program activities will continue to have positive impact after the end of the program.

Cost Review: Costs will be reviewed for reasonableness, allowability, allocability, and cost-effectiveness of the use of USG funds. The review of cost-effectiveness will include an examination of the application's budget detail to ensure it is a realistic financial expression of the proposed project and does not contain estimated costs that are not a**llocable, reasonable**, or **allowable**.

Applications that maximize direct activity costs and minimize administrative costs are encouraged. Other considerations are the completeness of the application, adequacy of budget detail, and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability to be measured by a responsibility determination. **Final approval of the budget resides with the Grants Officer.**

E2. Review and Selection Process

Applications will first be reviewed to determine technical eligibility.

All technically eligible applications will move forward to the merit review panel. Applications will be reviewed against the same criteria as listed above. Applications will be scored based on the strengths and weaknesses of the afore-mentioned categories and for consistency with the program goals and objectives outlined in this NOFO.

The Merit Review Panel may provide conditions and recommendations to enhance the recommended proposal, which must be addressed by the applicant before further consideration of the award. To ensure effective use of US Government funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

E3. Responsibility/Qualification Information in SAM.gov (formerly FAPIIS)

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

The applicant, at its option, may review information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through www.sam.gov. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov.

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

Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

- Proposals that reflect any type of support for any member, affiliate, or representative or a designate to terrorist organization or narcotics trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.
- U.S. Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation.
- Applicants under DOS-funded projects are responsible for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for project participants.

Section F: Federal Award Administration Information

F1. Federal Award Notices

Successful applicant will be notified via email. This email may include a request for the applicant to respond to panel conditions and recommendations. This notification is **not** an authorization to begin activities and does not constitute formal approval or a funding commitment.
Additional information that successful applicants may be required to submit after notification of intent to make a Federal award, but prior to issuance of a Federal award, may include:

- Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel and awarding bureau;
- Completion of the Department's Financial Management Survey, if receiving funding for the first time or requested by the Grants Officer;
- Submission of required documents to register in the Payment Management System (PMS) managed by the Department of Health and Human Services if receiving funding for the first time. PMS registration is bureau-specific;
- Other requested information or documents included in this funding opportunity or subsequent communications with the recommended applicant prior to issuance of a Federal award.

Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the Department's Grants Officer.

The Grants Officer is the U.S. Government official delegated the authority by the U.S. Department of State, Procurement Executive to write, award, and administer grants and cooperative agreements. The Award Agreement is the sole authorizing document and will be provided to winning organization electronically through DOS SAMS Domestic. Organizations whose applications will not be funded will be notified in writing.

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

Award cannot be issued until funds have been fully appropriated, allocated, and committed through internal DOS procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements. All preparation and submission costs are at the Applicant's expense.

Pursuant to 2 CFR 200.400(g), it is U.S. Department of State policy **not** to award profit under assistance instruments.

2 CFR §200.501 requires domestic/US non-federal entities that expend $750,000, or more, in federal assistance during organization's fiscal year to have a single or program-specific audit conducted for that year. In addition, the entity must report the collected audit data elements on the form SF-SAC and submit it to the FAC. Any findings such as material weaknesses, significant deficiencies, or material noncompliance are reported on the SF-SAC.

F2. Administrative and National Policy Requirements

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

These include:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS

- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

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

- The President's September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
        - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),

- Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Applicants should plan to coordinate with ENR throughout the course of the agreement to ensure assistance is provided only to eligible participants.

F3. Reporting

The Foreign Assistance Data Review (FADR)
FADR is an initiative at the Department of State to improve the overall quality, reliability, and availability of foreign assistance data to provide Congress, Department leadership and the public with an accurate picture of the Department's foreign assistance portfolios. FADR affects how foreign assistance is tracked and accounted for. Geographical and program area information is now coded within the subaccount/award number and now it is possible to assign more than one Benefitting Country/Program Area to a single award if applicable. Where there is more than one line of accounting, your award will indicate specific fiscal information corresponding to FADR. Recipients will be required to work with the awarding Bureau to clearly identify the PMS account; corresponding FADR country/program area (if applicable); amounts of federal share and cost-share as well as instructions on reporting and requesting payment.

Financial Reports
The Recipient will be required to submit quarterly financial reports (unless stipulated otherwise in the final Agreement) throughout the project period, using form SF-425, the Federal Financial Report form. If payment is made through the Payment Management System, all financial reports must be submitted electronically through the Payment Management System. The Recipient will also be required to upload to SAMS Domestic a pdf version of all financial reports (Federal Financial report) they have submitted in the Payment Management System. Form (SF-425) can be found

here: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

Progress Reporting

The Recipient will be required to upload quarterly progress reports (unless stipulated otherwise in the final Agreement) to the award file in SAMS Domestic. Progress reports must be submitted quarterly unless otherwise stipulated in the Agreement; the frequency will be determined by DOS prior to award.

Progress reports should also reflect the Recipient's continued focus on measuring the project's impact on the overarching goals or problems the project set out to address. An assessment of the overall project impact, as appropriate, should be included in each quarterly project report.

The Recipient should produce performance monitoring plans, including quantity and quality of the curriculum, participants' progress reports, and pre- and post-training communications. The quarterly reports should be in narrative form which highlights the project's progress (such as the number and type of students, events, ongoing engagements, etc.), achievements, lessons learned, adaptive management changes, and any regulatory reporting required. Further, the project, data collection, and report should also include information on post-class contact between students and staff.

Final Reports

The final summary financial and progress reports will be due no later than 120 calendar days after the end date of the award or termination of all project activities. The Final Progress Report shall include the following elements: executive summary, successes, outcomes, best practices, how the project addresses gender issues and marginalized communities, how the project will be sustained. Additional guidance may be provided prior to the award end date.

NOTE: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds.

ENR reserves the right to request any additional programmatic and/or financial project information during the award period of performance.

NOTE: It is the Department of State policy that English is the official language of all award documents. If reports or any other supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version. U.S. dollar is the controlling currency. Financial reports must be submitted in U.S. dollars.

Section G: Federal Awarding Agency Contact

G1. Contacts

Kristy Bibb
Bureau of Energy Resources (ENR)
Office of Energy Programs (EP)
Bibbk@state.gov

Aine Shiozaki
Bureau of Energy Resources (ENR)
Office of Energy Programs (EP)
ShiozakiA@state.gov

G2. Questions

Any prospective applicant who has questions concerning the contents of this NOFO **must email** them to the contacts listed above with the subject "[Applicant Name] [NOFO title]." To maintain fairness and transparency in competition, (bureau) will not answer substantive NOFO questions except when posting questions and answers to the announcement page as described below.

All questions must be submitted via email to contacts listed above by the deadline stated on page. Awarding bureau will periodically create a document of submitted questions with answers and upload it and post them in grants.gov. Questions and answers will be posted within 24-48 hours from the date of submission. Prospective applicants are advised to regularly review the announcement page in grants.gov for any updates. Note that once the NOFO deadline has passed, DOS staff in Washington, D.C. may not discuss this completion with applicants until the review process has been completed.

With the exception of technical submission questions, during the solicitation period U.S. Department of State staff shall not discuss this competition with applicants until the entire proposal review process has been completed and an award has been made.

The information in this NOFO is binding and may not be modified by any awarding bureau representative.

Explanatory information provided by any awarding bureau that contradicts this language will not be binding.

Section H: Other information

H1. Conflict of Interest

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

H2. Applicant Vetting

N/A

H3. Marking Policy

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

H4. Evaluation Policy

Applicants are advised that recipients and sub-recipients of Federal assistance awards are subject to the Department of State Evaluation Policy. More information on this policy can be found here: https://www.state.gov/guidance-for-the-design-monitoring-and-evaluation-policy-at-the-department-of-state/

H5. Monitoring Site Visits

A monitoring site visit, at least once during the lifetime of an award, may be conducted by Department of State personnel. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage DOS funds and share substantiating document for programmatic and financial reporting. Specifically, the site visit may involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, etc.) as well as administrative and financial management controls. This may include observing classroom modules virtually or in person and visit applicant's headquarters and regional offices to observe operations.

H6. Privacy Disclosure

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

Mandatory disclosures (2 CFR 200.113)

Non-federal entity, applicant or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a Federal award including the term and condition outlined in Appendix XII of the 2 CFR 200—Award Terms and Conditions for Recipient Integrity and Performance Matters -- are required to report certain civil, criminal, or administrative proceedings to www.sam.gov .

Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for Noncompliance, including suspension or debarment.

The Department of State will issue an award to the Applicant whose application represents the best value to the U.S. Government based on technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity.

The Department of State reserves the right to make an award based on the initial application received with or without discussion or negotiations. Therefore, applications should contain the Applicants' best terms from both cost and technical standpoints.

It is Department of State policy that English is the official language and U.S. dollar is the controlling currency. Applications and related supporting documents must be written in English and the accompanying budget must be presented in U.S. dollars.

DISCLAIMER:

The Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase or decrease funding or extend the period of performance is at the total discretion of the Department of State and availability of funding.

Attachments:

1. Budget Template for New Awards
2. Budget Guidelines
3. Proposal Submission Instructions (PSI)
4. Sample Gender Analysis Questions (attached)