**Applicant required input in red.** After input is added change to black.

**Bureau/Embassy required input in blue.** After input is added change to black.

**Joint Bureau/Embassy and Applicant input in purple.**

**Instructions in green.** Remove when SOW is finalized.

**\*Final SOW should be in all black text.**

**Scope of Work (SOW) (Draft until finalized)**

|  |  |
| --- | --- |
| **Applicant Name/Recipient Name** | Name of Applicant Organization/Name of Recipient Organization |
| **NOFO Title/Project Title** | Funding Opportunity Title/Project Title |
| **Federal Assistance Listing Number** | 19.XXX |
| **Period of Performance** | XX-XX months |
| **U.S. Embassy Program Strategic Goals and Objectives** | The U.S. Department of State, U.S. Embassy XXXX announces an Open Competition or Limited Competition for organizations interested in submitting applications for projects that support Policy Objective. *(Must at a minimum include citations for authorizing statutes and regulations.)* |
| **U.S. Embassy Program Background and Description** | XXX*(As appropriate, include any program history (e.g., whether this is a new program or a new or changed area of program emphasis)*. *Describes the funding priorities or focus areas which the Bureau/Embassy intends to fund.)* |
| **Project Location** | *XXX**(Describes the funding location or area where the Bureau/Embassy intends to fund the project.) This may be general and revised after the Recipient is in negotiation phase of pre-award.* |
| **Project Goals and Objectives** | Projects should XXX*(Insert Goals that meet the Policy Objectives)*Projects should be designed to achieve the following: *(insert expected Outcomes)*Objective 1: XXXObjective 2: XXXObjective 3: XXX*Objectives of the program should be SMART:** ***S****pecific: Detailed and specifies what will be achieved*
* ***M****easurable: have associated metrics or measurements of success*
* ***A****ttainable: appropriately challenging, objectives can be reasonably attained give the available resources*
* ***R****elevant: align with the policy/program goal and appropriate within the country or beneficiary audience*
* ***T****ime-Bound: achievable within the timeframe of the program*
 |
| **Objective 1** | **U.S. Embassy Policy Objective:****Applicant Project Objective 1:****Activities**To achieve the goals and expected results, the program should include the following: insert activities/suggested actions here:* XXX
* XXX
* XXX

To achieve the goals and expected results, the program could include the following: insert activities/suggested actions here:* XXX
* XXX
* XXX

**Expected Results**Specific results could include the following**:*** XXX
* XXX
* XXX
* XXX

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

**Inputs** *(resource and time requirements)***:*** XXX
* XXX
* XXX

**Outputs** *(actions completed and/or items produced)***:*** XXX
* XXX
* XXX

Data should be disaggregated as follows:* XXX
* XXX
* XXX

**Targets** *(measurable; quarterly and/or other milestones)***:*** XXX
* XXX
* XXX

**Outcomes** *(results or changes caused by these activities)***:*** XXX
* XXX
* XXX
 |
| **Objective 2** | **U.S. Embassy Policy Objective:****Applicant Project Objective 2:****Activities**To achieve the goals and expected results, the program should include the following: insert activities/suggested actions here:* XXX
* XXX
* XXX

To achieve the goals and expected results, the program could include the following: insert activities/suggested actions here:* XXX
* XXX
* XXX

**Expected Results**Specific results could include the following**:*** XXX
* XXX
* XXX
* XXX

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

**Inputs** *(resource and time requirements)***:*** XXX
* XXX
* XXX

**Outputs** *(actions completed and/or items produced)***:*** XXX
* XXX
* XXX

Data should be disaggregated as follows:* XXX
* XXX
* XXX

**Targets** *(measurable; quarterly and/or other milestones)***:*** XXX
* XXX
* XXX

**Outcomes** *(results or changes caused by these activities)***:*** XXX
* XXX
* XXX
 |
| **Objective 3** | **U.S. Embassy Policy Objective:****Applicant Project Objective 3:****Activities**To achieve the goals and expected results, the program should include the following: insert activities/suggested actions here:* XXX
* XXX
* XXX

To achieve the goals and expected results, the program could include the following: insert activities/suggested actions here:* XXX
* XXX
* XXX

**Expected Results**Specific results could include the following**:*** XXX
* XXX
* XXX
* XXX

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

**Inputs** *(resource and time requirements)***:*** XXX
* XXX
* XXX

**Outputs** *(actions completed and/or items produced)***:*** XXX
* XXX
* XXX

Data should be disaggregated as follows:* XXX
* XXX
* XXX

**Targets** *(measurable; quarterly and/or other milestones)***:*** XXX
* XXX
* XXX

**Outcomes** *(results or changes caused by these activities)***:*** XXX
* XXX
* XXX
 |
| **Sustainability** | *Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable. Include ways program activities will ensure sustainability.* |