**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: XXX  Objective 2: XXX  Objective 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.* |