



USAID
FROM THE AMERICAN PEOPLE

REQUEST FOR APPLICATION (RFA)

Number: USAID/Egypt RFA-268-13-000004,
Title: School Transition Educational Packages – STEP

Issuance Date: January 16th, 2013
Application Submission Deadline: February 25th, 2013, 2:00 pm Cairo Local Time
Deadline for Questions: January 30th, 2013, 2:00 pm Cairo Local Time

Dear Sir/Madam:

On behalf of USAID/Lebanon, the Regional Procurement Office of USAID/Egypt is seeking Assistance Applications from US and Non-U.S. non-governmental entities to implement the program description explained below.

The federal grant process is now web-enabled. 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.

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 the 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 address: STEP@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

School Transition Educational Packages – STEP

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 U.S. organizations, 22 CFR 226, OMB circulars, and the Standard Provisions for U.S. Non-governmental Recipients are applicable. For non-U.S. organizations, Standard Provisions for Non-U.S. Non-governmental Recipients will 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: <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.

USAID/Lebanon

School Transition Educational Packages – STEP Program Description

I. Activity Description***A. Objective and Targeted Schools***

The purpose of the STEP program is to enable meritorious yet financially needy public school students to access high quality private American style education to foster their academic prospects, an education which otherwise these students would not be able to afford. Such education will develop their character, improve their leadership skills, and nurture values of diversity, freedom of speech, critical thinking and tolerance.

B. Approach

Applicants must address the following considerations in their applications.

1. Students' Eligibility, Recruitment and Selection

To be eligible for the scholarship, students must satisfy at least the following criteria. The applicant may recommend additional criteria in their application, taking in consideration that at minimum the below must be respected:

- o Lebanese
- o Currently (at the time of applying to the school for financial aid) enrolled in a public school registered with the Lebanese Ministry of Education and Higher Education. The student must be in the last complementary educational level (*Brevet*). Students who completed their *Brevet* prior to the award are not eligible for the program.
- o The student must have been enrolled in a public school for at least the past three years of their education

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- o The student must have at least a 12/20 school average and a similar average on the national *Brevet*¹ exam. Institutions may propose a higher average.
- o Scholarships strictly target students who demonstrate high chronic financial need, and whose parents do not receive any formal substantial subsidy to cover educational costs. Students will be required to submit detailed admission and financial aid applications specifically developed for this program. Financial need shall take into consideration family income against an objective prevailing income standard in Lebanon, such as the Gross National Income per capita reported by the World Bank. Financial need shall be determined as well on the basis of the number of school/university-age siblings, number of immediate family dependents, assets, ownerships and indebtedness. Applicable school policies to financial aid could complement the above criteria, but will not be considered as alternative or basis for determining financial need. Applicants must detail in their application the basis for assessing financial need.
- o Candidates must demonstrate good behavior and attitude as substantiated by a school certificate.
- o Candidates must be willing to engage in extra-curricular activities. Parents ought to be made aware of the scope and scale of such activities to ensure their support.
- 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 (<https://www.epls.gov/eplsearch.do>), and the specially designated nationals list at <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>, press reports, and NGO or international organization reporting.

Applicants are encouraged to review the Automated Directive System (ADS) 253 on “Participant Training for Capacity Development” at <http://www.usaid.gov/policy/ads/200/253.pdf>. Please note: citizens who are holders of dual Lebanese and American citizenship are not eligible for this program. Applicants must ensure compliance with ADS 253 through careful development of the admission application.

Applicants must include in their application, in addition to the above, applicable academic requirements that candidates have to fulfill in order to be eligible for the scholarship. The applicants must detail the evaluation system that will be used to score, rank and select candidates.

Applicants must promote the scholarship program in public schools of Lebanon across the country, illustratively, through school visits, sending brochures and application forms to the schools, and/or phone call promotion with school principals. Applicants may sub-award a very minimal part of their award to a local non-partisan, non-religious NGO to support the school in promotion and outreach. The sub-awarding value must not exceed 4% of the total prime award value. Sub-awarding must be limited only to the outreach/recruitment phase. All terms and conditions of USAID shall apply with regard to sub-awarding. Once awarded, the implementing partner must coordinate with the Lebanese Ministry of Education and Higher Education to ensure smooth access to the public schools. Promotion and selection of scholars shall account for a wide regional, confessional and gender representation. The implementing partner shall account for including representative(s) of USAID/Lebanon to participate in the final selection of scholars. The program promotion must convey a clear message that the scholarships are funded by USAID. The applicant, as part of the application submission, must develop a branding strategy and marketing plan, based on standard applicable procedures at USAID, which adopts different promotion tools to reflect the source of funding.

¹ The Brevet exam is the national standardized testing that students in all educational sectors, public and private, have to successfully take to move to secondary education.

To ensure competitiveness, representation and wide outreach, implementing partners must ensure that the ratio of selected scholars compared to the number of received applications is at least one to six (1:6); i.e. for every scholar admitted, there must be at least six different applications to choose from. Applicants must clearly define outreach methods in their applications that will ensure, at minimum, such a ratio. More competitive processes are encouraged.

2. Diversity Aspects

Applicants must demonstrate in their application how they will ensure diversity in outreach, selection and enrollment. The applicant must ensure unhindered access to the program to eligible Lebanese students regardless of religion, geographic area, and sex. For the purposes of this program, the applicant must demonstrate efficient means to ensure fairness and equity to both sexes to apply for the scholarship.

Taking in consideration that some eligible schools may not have boarding facilities, students coming from rural and distant areas may face difficulty moving to the school's location. The applicant must clearly indicate in their application alternative means and measures for ensuring appropriate housing if any. Lack of boarding must not hinder diversity.

3. Admissions and Enrollment

Accepted scholars will be admitted only to the first secondary school year (*seconde*) for the duration of three years to complete their baccalaureate. The program does not allow admission to other educational levels or grades.

Accepted scholars must enroll in the Lebanese baccalaureate system. The program does not cover the full tuition costs of the International Baccalaureate (IB) or American Diploma (ADP) system. Implementing partners may cost share the tuition difference in order to allow scholars to enroll in IB or ADP. Scholars wishing to enroll in a double baccalaureate system (Lebanese-French) must only do so based on an explicit recommendation of the school management after reviewing the scholar's academic performance.

Applicants must include in their application how they will ensure compliance with the above admission requirements.

Scholars are expected to enroll on a full time basis just as any other student. Taking into consideration limited program resources, the program will not provide assistance for any special education.

The scholars' parents or legal guardians must sign memoranda of understanding (MoU) with the school. The MoU must define fully and clearly the scholars' duties to maintain the scholarship, and their rights within the school and benefits under the program. The MoU must clearly acknowledge the program's source of funding. The MoU must clearly secure the parents' consent to having their child engage in extra-curricular activities, and to any accommodation or boarding offered. The MoU must clearly reflect as well that the scholarships are funded by USAID.

4. Scholarships

The program offers full scholarships to a select number of scholars. The scholarship covers the duration of the scholars' secondary education, i.e., three (3) years, and scholars are expected to complete their secondary education within three years. Since the program is based on merit and financial need, scholars are expected to successfully complete each year. Failure, repeating classes, or long-term absence from the school without force majeure are grounds for dismissal from the program.

The scholarship includes full tuition coverage covering associated allowable registration fees as defined in forthcoming sections, books, transport, uniform, reasonable stipend, medical insurance, and boarding if the school offers accommodation. Boarding will be covered only during the months of active enrollment during the academic year. Boarding will not be covered during the summer period. If the school offers catering services to its students, a minimal stipend must be considered for each scholar to cover the costs of meals outside the school and other ancillary expenses such as laundry. Scholars must receive guidance from the school, or training, on basic principles of financial management. The stipend aims at boosting the scholar's capacity to cope with the school social environment and their peers.

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The applicant must devise ways to ensure the smooth transition of the scholar from a public school to a private establishment. USAID expects the scholars to participate in a comprehensive orientation prior to the academic year to ensure their successful transition. The applicant must develop procedures as well to ensure that the scholars do not drop out during the course of their studies. As such, the applicant must include in the application means and methods to prevent students from dropping out and ensure transition and integration within the student body. Illustratively, the school may offer counseling, psycho-social support and character development workshops. The applicant must include in the application monitoring and evaluation tools that will be used to keep a close eye on the scholars' overall performance.

USAID expects at least a 95% graduation rate of scholars within the set timeframe of the program.

The applicant must devise in the application means to provide academic support to scholars facing specific academic challenges. Applicants must propose ways to remedy class-work difficulties, poor computer knowledge, and limited knowledge of the library system. Illustratively, the school may offer remedial classes, library orientation sessions, or brief computer usage workshops.

5. Active Engagement in Extra-curricular Activities

Applicants must demonstrate how they will structure and incorporate extra-curricular activities into the scholars' academic year. Scholars, as requirement to maintain the scholarship, must engage in extra-curricular activities geared specifically towards leadership that promote the sense of tolerance, freedom of expression, critical thinking, diversity and civic engagement. Scholars are expected to join the mandatory activities offered by the school. The applicant may elect to devise additional activities offered to the scholars only such as character development workshops, communication, or team building. All details must be included in the application. Optional activities offered by the school may be provided to the scholars only if they are not budget intensive.

Applicants must find creative ways to actively engage, if possible, the scholars with other scholarship recipients funded by the U.S. Government, such as through the Middle East Partnership Initiative (MEPI).

6. University Preparation

Applicants must include in their design activities that will be offered to the scholars to prepare them for university. This includes, for instance, university testing preparation, career guidance, participation in college fairs, and university tours. The school is expected to assist the scholars with their university applications, keeping in mind that scholars have limited financial resources to access private universities. The school's assistance is critical since it may contribute to improving the content of the admission and financial aid application to foster the scholars' chances of accessing such private universities.

The program can offer costs of university testing to scholars for only one round of tests, at only one university of the scholar's choice. These tests include TOEFL or any other equivalent English exam required for the university, and the SAT I or any other university entrance exam. Testing must occur during the program implementation period.

7. Program Management

The applicant must provide in their application the program management structure that will ensure smooth operations of the program. The management structure could already exist within the school functions and organizational chart. Any key positions proposed to manage the program must be supported with a summary of qualifications, resumes, and the salary history for the past three years. Complementing this management structure, it is advised that the applicant dedicates one position that will tend to continuously monitoring the scholars' academic and leadership performance, and overall adjustment to the new school environment on a part-time basis, starting when scholars are actually enrolled under the program. The management structure must detail as well the function that will ensure proper program outreach and dissemination. Management costs must not exceed 10% of the total program costs at best. Reasonable allowable costs related to program promotion such as brochures, newspapers advertisements are not considered within this 10% bracket.

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The management structure must ensure that staff handling the project is highly qualified with at least a bachelor's degree in business, social sciences or education, and relevant experience of at least ten years. It is highly recommended that the management structure relies on individuals who are highly knowledgeable of the school system, its financial aid procedures, USAID policies and regulations. Incumbents must be able to manage all aspects of the project including the academic and extra-curricular components.

The applicant must provide a detailed organizational chart relevant to the program and reflecting the level of effort of assigned personnel. The applicant must reflect in the application the possible management challenges along with mitigation measures. In addition to the management structure, the applicant must provide in their application information about the eligibility requirements listed under section IV.A

The applicant must provide a copy of their personnel/HR policies.

8. Program Duration

The program is expected to extend over a maximum of four years including up to a maximum of one year for recruitment, and three years of secondary education. The program is expected to serve one cohort of scholars only, recruited during the first year of implementation and supported until the students' graduation within the normal duration set for their secondary education.

9. Monitoring and Evaluation

As part of the application process, applicants must submit a detailed performance management plan (PMP). The PMP must include at a minimum output and outcome indicators measuring the various aspects of the program such as information dissemination and student recruitment, the scholars' academic performance, and extra-curricular activities. The applicant must measure the scholars' success in (1) graduating from class to another, (2) successfully completing their last school year (3) and successfully passing the official exams such as the Baccalaureate-II (Bacc-II).

The PMP must take into consideration relevant indicator details such as breakdown by geography and sex.

Upon completion of the project, USAID expects that the following results are achieved:

1- Access to Quality Secondary Education Improved

- 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 secondary education at an American-style school.
- The implementing partners have devised support systems to ensure the success of the scholars at the school. The support system may include orientation, remedial classes, extra-curricular activities and university preparation interventions.

2- Students' Achievement Improved

- 80% of the students reflect at least a 20% academic improvement compared to their last public school performance
- 80% of the students reflect at least a 50% increase in civic participation compared to their last public school performance
- All scholars will have engaged in extra-curricular activities geared towards leadership development and civic engagement.
- At least 95% of the scholars will have graduated successfully within the program duration., and within three years of commencing secondary education

Key indicators, illustratively, that will be prospectively included:

- Number of host-country school students receiving USG funded scholarships (broken down by sex)
- Number of applications received under the program (broken down by sex)

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- Number of scholars who successfully complete their intended education (broken down by sex)
- Number of scholars who successfully complete their Bacc-II exams (broken down by sex)
- Number of scholars who successfully get acceptances to reputable universities
- Percentage of scholars who reflect at least a 20% academic improvement compared to their last public school performance
- Percentage of scholars who reflect at least a 50% increase in civic participation compared to their last public school performance

10. Cost-Effective Strategies

USAID expects that the applicants demonstrate clearly cost effective strategies to minimize costs and increase the number of recipient scholars. Applicants must abide by the following:

- Cost effective strategies reflected below must be clearly presented in the budget and budget narrative with due explanations, costs breakdown and applicable calculation formulas.
- Applicants must present a cost share of at least 20% of the total program costs. The cost share should take into account the support that must be extended to students who might fail to graduate on time during the project lifetime.
- A 5 to 10% tuition reduction is highly desirable based on currently applicable tuition rates. If this reduction is not exercised, the school has to demonstrate alternatively highly cost-effective strategies towards staffing for managing the program.
- Tuition fees supported by USAID must not be subject to annual increases. Annual increase amounts could count towards the cost share.
- Un-refundable school fees charged for one time only upon registration must be waived. The program will not cover such expenses. These costs may count towards the cost share.
- Stipends will be paid only for months when the scholars are actually attending school classes; i.e., a maximum of nine (9) months for each of the three academic years.
- Sub-awarding to a local NGO to assist in outreach and promotion, if desired, must not exceed 4% of the total USAID funding requested the sub-awardee cost share does not count towards the 4% ceiling. . As part of the application submission, the applicant must submit with the budget and budget narratives a detailed budget for the sub-awards reflecting explanations, itemized costs and calculation formulas.
- The USAID funded management costs for the duration of the program must not exceed 10% of the total USAID funding requested including indirect charges and overhead. This percentage must be reconsidered to a lower ceiling if tuition reduction is not offered. Management elements that are cost shared do not count towards the 10% ceiling.
- Ancillary costs related to supplies and promotional material to disseminate the program must be duly justified and based on realistic estimates.
- The applicant must present a detailed budget breakdown cost per scholar, and per year, reflecting all applicable costs, along with a comparison to similar costs applicable to regular students at the targeted school.
- The program does not cover the costs of equipment or non-expendable property for the use of the school.

SECTION II AWARD INFORMATION

Estimated Funds to be Available:

USAID estimates funding for this program will be made available in the amount of \$2.5million.

Award Ceiling: \$1.25million

Award floor: \$400,000

Estimated Start Date and Performance Period:

The performance period for this program is estimated to begin October 2013 to be completed by October 2017.

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

Type and Nationality of Applicant

U.S. and Non-U.S. targeted schools that will host the program beneficiaries, are expected to be not-for-profit educational establishments that promote tolerance, critical thinking, diversity, respect and freedom. The school must be a student-centered institution providing quality teaching and offering a diversity of extra-curricular activities aimed at leadership and character development. The targeted schools must satisfy at least the following eligibility criteria:

- A not-for-profit basic education establishment offering K-12 educational services.
- Officially registered by the Lebanese Ministry of Education and Higher Education.
- Satisfies similar requirements needed for American accreditation; as such the school shall be either accredited as an institution at large by an international body, for instance New England Association of Schools and Colleges (NEASC) or the Middle States Association of Colleges and Schools (MSACS), or actively seeking such accreditation at an advanced stage. Minimum requirements for such accreditation are available for instance at <http://www.css-msa.org/pdfs/2007SchoolStd.pdf>. Actively seeking accreditation means that the school has already started the process of review for accreditation and is currently engaged in an advanced stage such as the implementation of self-improvements in response to earlier assessments.
- Has existing high-quality support services such as libraries, computer centers, laboratory facilities, and preferably, boarding space.
- Preferably has already an existing school-funded financial aid system that has been operational for at least the past two (2) years.
- Has a yearly operating budget, for at least the past fiscal year, at least six (6) times larger than the requested amount in the application.
- Has a sound financial and accounting system supported by clearly identified and documented policies and procedures.
- Has recently completed an independent financial audit that assesses the school's financial situation in addition to its financial controls. The audit must classify the institution as a low risk recipient.

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- Offers a wide range of leadership activities.
- Presents a culture of diversity. The school must have a highly diverse student body in terms of sex, geographic origin, religious beliefs, and to the extent possible internationally diverse.

The applicant must provide the relevant information reflecting the above as part of the application.

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 Federal Government. 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 U.S. Federal Government 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, fees, general and administrative costs or any other costs. Applicants should review 22 CFR 226.23 (http://edocket.access.gpo.gov/cfr_2001/aprqrtr/pdf/22cfr226.23.pdf) in determining cost share contribution. Cost share will be considered as an element of cost effectiveness under USAID regulation 22 CFR 226 and of applicable USAID policy and procedure: <http://www.usaid.gov/policy/ads/300/303.pdf>

The USAID recommends the recipient to cost share customs and VAT .

Contributions can be either cash or in-kind and can include contributions from the NGO, local counterpart organizations and other donors (not other USG 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 should be discussed in the **Budget Notes** to the extent necessary to determine its feasibility and realistic access to the sources and funds.

- Applicants must present a cost share of at least 20% of the total program costs.
- A 5 to 10% tuition reduction is highly desirable based on currently applicable tuition rates. If this reduction is not exercised, the school has to demonstrate alternatively highly cost-effective strategies towards staffing for managing the program.
- Tuition fees supported by USAID must not be subject to annual increases. Annual increase amounts could account towards the cost share.
- Un-refundable school fees charged for one time only upon registration must be waived. The program will not cover such expenses. These costs may count towards the cost share.
- Stipends will be paid only for months when the scholars are actually attending school classes; i.e., a maximum of nine (9) months.
- Sub-awarding to a local NGO to assist in outreach and promotion, if desired, must not exceed 4% of the total USAID funding requested the sub-awardee cost share does not count towards the 4% ceiling. . As part of the application submission, the applicant must submit with the budget and budget narratives a detailed budget for the sub-awards reflecting explanations, itemized costs and calculation formulas.
- The USAID funded management costs for the duration of the program must not exceed 10% of the total USAID funding requested including indirect charges and overheads. This percentage must be

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reconsidered to a lower ceiling if tuition reduction is not offered. Management elements that are cost shared do not count towards the 10% ceiling.

- Ancillary costs related to supplies and promotional material to disseminate the program must be duly justified and based on realistic estimates.
- The applicant must present a detailed budget breakdown cost per scholar, and per year, reflecting all applicable costs, along with a comparison to similar costs applicable to regular students at the targeted school.
- The program does not cover the costs of equipment or non-expendable property for the use of the school.

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.

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 **mail box**: STEP@usaid.gov

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, Acquisition and Agreement Officer: e-mail address: scanton@usaid.gov, telephone: 011-202-2522-6910

Nehal Elkhatib, Acquisition and Assistance Specialist: e-mail address: nelkhatib@usaid.gov, telephone: 011-202-2522-6923

It is suggested that e-mail inquiries be sent to all contacts and the designated email to facilitate timely receipt and action.

Application Preparation Guidelines:

USAID will review applications using a one-stage process.

The full application must be in English. The full application must reflect full consideration of all the information provided in this RFA. A full application consists of a Program Application and additional information described below.

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The application and attachments must be in MS Office compatible format such as MS Word or MS Excel. The font should be Times New Roman, font size 11 with each page numbered consecutively.

Note: If the full application exceeds twenty-five pages (excluding annexes), only the first twenty-five pages will be considered when evaluating the application.

1. Program Application (not to exceed 25 pages, excluding attachments) including:

To facilitate the review of the application, the applicant must organize the narrative sections of their technical applications in the same order as the Evaluation Criteria .

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 (i) the technical approach (including all aspects covered in points 1 to 10 above), estimated program timeline, and a draft detailed work plan for year one (could be annexed not exceeding three pages); ii) the proposed performance management and monitoring and evaluation plans and iii) any gender or diversity issues. A preliminary performance management plan inclusive of the essential indicators must be annexed (not exceeding three pages).

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

e. Attachments must be titled (e.g. Attachment A), and must include at least:

- The resumes of key personnel (each resume must not exceed three pages)
- Letters of commitment of organizational partners or key personnel,
- Initial work plan for year one in details and subsequent years (if not included in the core application),
- PMP and its additional details
- Branding strategy and marketing plan (guidelines can be found at <http://www.usaid.gov/branding/assistance.html>),
- Past performance references,
- Organizational chart relevant to the program and level of effort of assigned personnel
- Other documents deemed essential to the application

Attachments do not count towards the application 25 page limit. The total attachments must not exceed 30 pages in total.

2. Full Application for Funding: A budget and an accompanying budget narrative that provides in detail the total costs for implementation of the program your institution is proposing. The budget shall be submitted using SF 424 and other certifications and assurances; other information may be required by USAID according to its policies and procedures and circumstances pertaining to the specific application. The budget detail will be required for both the USAID-funded portion of the program and cost share portions, if any, of the program. If the applicant proposes expending more than \$300,000 of USAID funding during a single fiscal year of the

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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 student, and per school year, reflecting all applicable costs, along with a comparison to costs applicable to regular students. The cost breakdown shall demonstrate clearly where the applicant exercised the tuition reduction.

To facilitate the review of the application, the applicant should organize the narrative sections of their technical applications in the same order as the selection criteria in Section V of this RFA.

(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>:

- o SF-424, Application for Federal Assistance
- o SF-424A, Budget Information – Non-construction Programs
- o SF-424B, Assurances – Non-construction Programs
- o 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> .They are provided below.
- o 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:

- Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs;
- Restrictions on Lobbying;
- Certification Regarding Terrorist Funding
- Survey on Ensuring Equal Opportunity for Applicants
- Data Universal Numbering System (DUNS) Number

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. Participant training should be budgeted in a separate line item.
- 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

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program income is proposed to be treated, i.e., additive, cost sharing, or deductive, or a combination thereof (See 22 CFR 226.24).

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 details rationales and details for each cost.

The management structure must be clearly reflected in the budget and budget narrative. Level of efforts 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	Last Fixed Monthly Salary as per Salary History	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 (edits line items as necessary to reflect the budget submission):

	Year 1	Year 2	Year X...	Total Years	Total USAID	Total Cost Share
Management Costs						
Personnel						
Travel						
Supplies						
Sub-awards						
...						
Total						
Other Direct Project Costs						
Tuition						
Stipends						
Books						
Boarding						
Medical Insurance						
Leadership Workshops						
...						
Total						
...						

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...						
Average Cost per Student						
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						

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. Recipient 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**Application Evaluation Factors**

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

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Technical applications will be evaluated based on the following criteria:

1. Technical Merit: 60 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 must indicate how the proposed activities will be tracked, measured and reported. This section must highlight the incorporation of any lessons learned from similar programs or activities and the degree to which the approaches under the “PROGRAM OBJECTIVE AND APPROACH” section in this RFA have been addressed. The technical merit must be evaluated against the following sub-criteria:

Technical Approach

- Extent to which the proposed timeframe and program phases are realistic, logical, feasible and effective leading to program success
- Extent to which the applicant proposes a transparent, clear, objective and reliable process to select scholars including a clear financial need assessment, an active engagement of USAID in the selection process, and respect of the program eligibility criteria.
- Extent to which the applicant adopts a wide and efficient program promotion, including coordination with Ministry of Education and Higher Education, and targeting a large number of public secondary schools in Lebanon.
- Extent to which the applicant proposes an efficient and creative approach to ensuring a smooth entry of students to the new school including the orientation program, financial education training
- Extent to which the applicant proposes a gradual, participatory and interactive approach to leadership engagement and university preparation.

Management Plan

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

- Extent to which the applicant proposes continuous monitoring of the scholars’ performance and support to struggling students to ensure their success and adaptation
- Extent to which the PMP covers output, outcome and impact indicators with realistic targets

Gender and Diversity

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 must 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
- Extent to which the applicant proposes an approach that addresses matters of diversity and gender throughout the program implementation including the orientation, leadership engagement and academic programs

Branding Strategy and Marking Plan (BSMP)

Extent to which the applicant adopts a sound BSMP that will efficiently promote the program and acknowledge USAID support. Branding guidelines related to assistance awards can be found at

<http://www.usaid.gov/branding/assistance.html>

School Transition Educational Packages – STEP2. Management Capability: 25 points

Adequate and effective management approach as evidenced by:

- The effective capability of the institution in implementing the project including understanding of management challenges
- A cost effective staffing plan that includes an organizational chart illustrating the proposed staffing pattern and a table which shows the level of effort or number of person months for each position proposed
- Qualified key personnel (CVs of key personnel need to be submitted).
- Effective partnership arrangements, if applied to the recruitment stage.

3. Past Performance: 15 points

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

(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. For each program listed, please provide the following information:

- o Award number;
- o Agency or entity providing the funding;
- o Description of the program including, but not limited to, a brief discussion of the complexity /diversity of activities;
- o Primary location(s) of activities;
- o Duration of the program;
- o Lessons Learnt
- o Dollar value of the program;
- 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.

(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.

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(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 and cost realism. Cost sharing contributions will be evaluated for cost 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 beneficiaries. A realistic commitment to cost share is generally viewed as enhancing the evaluated cost effectiveness of a program. Please note that if cost share is included within a cooperative agreement, this will be specifically tracked by USAID during program implementation to ensure compliance.

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

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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**

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 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 a detailed itemized budget with 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 recipient shall 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 recipient must submit the initial budget, work plan and monitoring and evaluation plan in draft to AOR, USAID/Lebanon no later than sixty days after signature of the award(s). 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

Thirty days after the end of each calendar quarter, the recipient shall submit to AOR, USAID/Lebanon a narrative progress report. It will reflect progress 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. The quarterly report shall include a summarized reporting on each recipient scholar performance, registration status, courses, leadership engagement and other relevant aspects of the program.

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 as well 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, when using a letter of credit, must report whether advance funding was requested, and if such funding was liquidated in a timely manner.

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

The July-September (last quarter in a fiscal year) Quarterly Progress Report in addition to the first three quarters will constitute the basis of the Annual Progress Report. It will be a comprehensive narrative report summarizing the previous year's 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. Detailed supportive documentation reflecting progress, challenges and achievements of the various activities and program activities must be annexed to the report. The annual report must include a detailed reporting on each recipient scholar performance during the year, registration status and academic standing, leadership engagement, vetting, TRAINET registration, and other relevant aspects of the program. The report and all supportive documentation must be submitted no later than one month post expiry of each implementation year.

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. The recipient must submit by the beginning of the 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. The work plan shall include a detailed budget with a pipeline analysis of costs incurred during the past year, broken down per quarter, and projections of costs for the life of award, broken down per implementation year.

The recipient is required to submit for AOR approval an annual monitoring and evaluation plan. The Annual Monitoring and Evaluation Report will be a stand-alone document, but could be included as an annex to the Annual Progress Report. The monitoring and evaluation plan must provide output, outcome and impact indicators for all activities detailed in the work plan. Accurate measurement must be done against established targets and baselines, which the recipient must provide to the AOR by the beginning of each academic year.

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 their cost share to cover for the support of students who failed to graduate on time.

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,

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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 shall be required to 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.

Section IX - Standard Provisions**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)**

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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)

The Full text for the “MANDATORY STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL RECIPIENTS” and “Required as Applicable” can be found at this website: <http://www.usaid.gov/policy/ads/300/303maa.pdf>

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

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)

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- 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)**

The Full text for the “**Mandatory Standard Provisions for Non-U.S. Nongovernmental Recipients**” and “**Required as Applicable**” can be found at this website:

<http://www.usaid.gov/policy/ads/300/303mab.pdf>

SECTION X - SPECIAL PROVISIONS

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.

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

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.

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).

"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."

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.