Women's Global Development and Prosperity Initiative WomenConnect Challenge (W-GDP WCC)

Request for Applications (RFA)

RFA Number	2019-01 Issued Under Digital Frontiers USAID Agreement No. AID-OAA-A-17-00033
Title & Application Website	Women's Global Development and Prosperity Initiative WomenConnect Challenge https://app.reviewr.com/s1/site/WomenConnectChallenge19
Important Dates & Deadlines	
Issue Date of RFA	June 5, 2019
Have questions on this RFA? *Deadline for submission of RFA Questions*	Submit your RFA questions here: https://forms.gle/F8cUjS5kNABNL75K9 June 17, 2019 at 12:00 pm Eastern Time (ET)
Deadline for submission of applications for **RFA 2019-01**	July 26, 2019 at 12:00 pm ET

Women's Global Development and Prosperity Initiative WomenConnect Challenge Round Two

Dear Prospective Applicants:

Digital Frontiers with the United States Agency for International Development (USAID) invite eligible Applicants to respond to the Women's Global Development and Prosperity Initiative WomenConnect Challenge (W-GDP WCC) Round Two.

Digital Frontiers is a USAID project implemented by DAI to identify the most successful digital solutions and scale up their impact globally, fostering a more inclusive and robust global digital ecosystem. This Request for Applications (RFA) seeks solutions to improve women's participation in everyday life by meaningfully changing the ways women access and use technology. This RFA describes the purpose of the program and the types of activities that it will fund; it indicates the process for preparing and submitting applications; and outlines criteria that will be used to evaluate the applications.

During Round Two of the W-GDP WomenConnect Challenge, Digital Frontiers anticipates disbursing approximately three grants in award funding globally, ranging from $900,000-$1,000,000. The period of performance for each individual award is up to 24 months. The specific amount and period of performance for each award will be determined at the time of the award. Awards made through this RFA will be in the form of Fixed Amount Award grants.

DUE DATE for RFA 2019-01 Applications: Completed Applications are due July 26, 2019 at 12:00 PM ET via the Online Application: https://app.reviewr.com/s1/site/WomenConnectChallenge19. Applicants should retain a copy of their applications and accompanying documents for their records.

For other important dates, please refer to the Important Dates & Deadlines table on the first page of the RFA or the application website (online application platform).

Issuance of this RFA does not constitute an award commitment on the part of Digital Frontiers, nor does it commit Digital Frontiers, DAI, USAID, or any of its funding Partners to pay for costs incurred in the preparation and submission of applications. Further, Digital Frontiers reserves the right to reject any or all applications received. Applications are submitted at the risk of the Applicant. All preparation and submission costs are at the Applicant's expense.

Thank you for your interest in the W-GDP WomenConnect Challenge.

Sincerely,
Digital Frontiers Team

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Acronyms and Glossary

Acronyms

CAGE/NGAGE - Commercial and Government Entity/NATO Commercial and Government Entity
CDD - Center for Digital Development
DUNS - Data Universal Numbering System
DAI – DAI Global, LLC
ET - Eastern Time
FAA - Fixed Amount Award
MEL - Monitoring, Evaluation, and Learning
OFAC - Office of Foreign Assets Control
RFA - Request for Applications
SAM - System for Award Management
WCC - WomenConnect Challenge
W-GDP - Women's Global Development and Prosperity initiative
USAID - United States Agency for International Development

Glossary

Digital Frontiers: The Digital Frontiers project works with USAID to foster powerful networks across the digital ecosystem. Digital Frontiers, managed by DAI, works closely with the U.S. Global Development Lab, the Center for Digital Development (CDD), USAID missions, the private sector, and international and local development organizations to identify successful and sustainable digital approaches and scale their impact globally.

Fixed Amount Award Grants: The Fixed Amount Award (FAA) format allows the award of a grant for very specific program elements, without requiring project monitoring of the actual costs subsequently incurred. It is intended to support specific activities, where costs are certain and where the accomplishment of grant "milestones" is readily discernible. Payments are fixed amounts and are made based on the grantee's successful submission or completion of the tasks delineated for that milestone.

Women's Global Development and Prosperity Initiative: The first whole-of-government effort to advance global women's economic empowerment, established in February 2019 by President Trump. The initiative seeks to reach 50 million women in the developing world by 2025 through U.S. government activities, private-public partnerships, and a new, innovative $50 million catalytic fund.

U.S. Global Development Lab: In April 2014, USAID launched the U.S. Global Development Lab, a new entity that brings together a diverse set of partners to discover, test, and scale breakthrough solutions that will help achieve the Agency's goal of ending extreme poverty by 2030. The U.S. Global Development Lab marks a bold new approach to development in accordance with: (i) the President's Strategy for American Innovation that calls for government agencies to increase their ability to promote and harness innovation; and (ii) USAID's Forward reform agenda that brings renewed attention to science and technology's role in solving international development problems. The Lab aims to harness the power of science, technology, innovation and partnership (STIP) to source and scale solutions that accelerate achievement of foreign policy and development goals through a twofold approach: (1) produce breakthrough development innovations; and (2) accelerate the transformation of the U.S. development enterprise.

Section A – Background

When women are economically empowered, they re-invest in their families and communities, spurring economic growth and contributing to global peace and stability. In February 2019, the U.S. government established the Women's Global Development and Prosperity (W-GDP) initiative, the first whole-of-government effort to advance global women's economic empowerment.

Despite women making up half the world's population, they continue to face significant barriers to full and free economic participation. One of the steepest barriers is digital connectivity. Digital technology has become an increasingly important tool for education, financial inclusion, entrepreneurship, civic participation, and a lifeline for critical health services and information. Through bridging the gender digital divide, and meaningfully changing the ways women and girls access and use technology, we remove a barrier to women being able to reach their full economic potential.

To help close this gap, Advisor to the President Ivanka Trump and USAID Administrator Mark Green launched the WomenConnect Challenge (WCC) Round One on International Women's Day in March 2018 as a global call for solutions to improve women's participation in everyday life by meaningfully changing the ways women and girls access and use technology. In response to the call, USAID received more than 500 applications from 89 countries. The nine awardees, working in 12 countries worldwide, are listed at https://www.usaid.gov/wcc.

The W-GDP WomenConnect Challenge Round Two is a key part of the W-GDP effort, demonstrating how technology can catalyze women's economic empowerment. We are looking to identify and scale solutions that empower women to access and use digital technology in ways that advance the three W-GDP pillars:
1. ***Women Prospering in the Workforce:*** Increase women's global labor force participation and advancement in the workplace by providing women with quality education, training, and support, so they can secure and thrive in well-paying jobs in their local economies.
2. ***Women Succeeding as Entrepreneurs:*** Increase the access of women entrepreneurs and business owners to financing, market opportunities, and training to establish and grow their businesses.
3. ***Women Enabled in the Economy:*** Promote an enabling environment that increases women's economic empowerment by reducing barriers and enhancing protections in policies, laws, regulations and practices (public and private) to facilitate women's participation in the economy.

W-GDP WomenConnect Challenge Model

USAID's Challenges are designed to spark a global conversation around a defined problem and build an evidence base of possible solutions. USAID then supports the development of these pilot approaches through technical assistance and monetary support and scales proven solutions for maximum reach and result.

1. **Round One:** Identifying and Testing Solutions: March 2018 launch. Nine grants were distributed among the winning solutions.
2. **Round Two:** Transitioning Solutions to Scale: June 2019 launch. Approximately three awards to be made in Round Two.

This RFA is soliciting applications for Round Two of the W-GDP WomenConnect Challenge.

Section B – Application Instructions

The deadline to submit RFA Applications is **July 26, 2019 at 12:00 pm ET** using the application website (https://app.reviewr.com/s1/site/WomenConnectChallenge19).

Eligibility Requirements

Applicants must meet the following minimum requirements to participate in the W-GDP WomenConnect Challenge:

- **Organization Type:** The W-GDP WomenConnect Challenge is open to registered US or non-US organizations regardless of type (for example: for profit, not-for-profit, civic groups and others). For-profit Applicants must be willing to forego profit per 22 CFR 226.81.
  - The following are not eligible:
    - Government entities
    - Individuals
- **Local Presence[1]:** All Applicants must use W-GDP WomenConnect Challenge funds to implement a solution in a country with USAID presence. Applicants must either already have a presence in that country or must demonstrate that they will implement the solution in conjunction with a local partner. Countries excluded from eligibility include Cuba, Iran, North Korea, Sudan, and Syria. Other countries may have additional restrictions due to USAID Mission-specific stipulations.
- **Topical & Focused:** Solutions must directly relate to the W-GDP WomenConnect Challenge goals and funding requirements. Applicants must clearly indicate which of the three Award Topics their application is addressing.
- Applications must be submitted in English.

Responsibility Determination

Digital Frontiers will not enter into a grant agreement with an Applicant prior to ensuring Applicant responsibility. Required documentation includes:

- Evidence of legal documentation or licenses to operate in your country of registration
- Confirmation that products or services used in the performance of the grant are not from a Prohibited Country (explained in Section D)
- Evidence of a Data Universal Numbering System (DUNS) number, CAGE/NCAGE code, and proof of registration with the System for Award Management (SAM) (explained in Annex 5). Evidence of these items are not required to submit an application, but must be provided if selected for a grant award
- Documentation that the Applicant can comply with the award conditions, has a satisfactory record of integrity and business ethics, and has the required financial capacity (explained in Annex 2)

Instructions for Submission of Technical Application

Technical applications consist of the following:

- Basic Applicant Information *(Annex 2)*
- Narrative Proposal (10 pages)

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[1] Please consult USAID's Mission Directory for a complete list of USAID presence countries.

- o Proposal Annexes
  - Work plan
  - References
  - Past Performance Matrix
  - MEL Indicator Table
  - Organizational Chart for proposed solution
  - CVs of principal personnel

Selecting an Award Topic

Applicants will be required to select **one** Primary Award Topic to address for your application to be considered eligible. If your application successfully addresses multiple Award Topics, you will have the option of selecting Secondary Award Topic(s), though this is not required. Regardless of the number of Award Topics selected, only one award will be made per application.

- *Topic 1: Women Prospering in the Workforce*
- *Topic 2: Women Succeeding as Entrepreneurs*
- *Topic 3: Women Enabled in the Economy*

Narrative Proposal

Your proposal should include the following sections in this formatting: 10 pages in Word or PDF format, single-spaced, 12-point font, one-inch margins:

- **Project Description**: The Applicant must provide a detailed description of the solution, specifying its goal, activities and expected results, including clearly outlining how you are addressing the Primary Award Topic you have selected. Project description should address both the technical requirements and cultural context of the project, highlighting opportunities, challenges, and expertise.
- **Sustainability:** Describe how the solution or its benefits will continue after grant funding ends. Are there opportunities to expand through other potential partnerships or ongoing organizational support? Describe the project's potential for scale, replication, and commercialization.
- **Organizational Capability:** Describe your organization's capacity to implement your proposed solution. You will be required to upload supporting documentation via a work plan (template provided), past performance matrix (template provided) and 2-3 references.
- **Monitoring, Evaluation & Learning (MEL)**: Describe how the proposed solution will incorporate monitoring, evaluation, and learning. You will be required to upload supporting documentation via a MEL Indicator Table (template provided and required indicators detailed below). Applicants must outline their vision for success, describe the expected outcomes, outline the ways and timeframe in which those outcomes will be measured, detail the way that the data and learning will influence and adapt their program design, and state how the learnings will be communicated out to their stakeholders.
- **Project Staffing and Partnering Plan:** Describe how your team will implement your proposed solution outlining principal personnel and describing their ability to perform the duties outlined. If you have partners, describe how your teams will work together. You will be required to upload supporting documentation via an organizational chart for the project and CVs for principal named personnel. CVs should demonstrate that at staff have relevant social science background and technology expertise.

Instructions for Submission of Cost Application

Cost applications consist of the following:
- Budget and Milestones Table *(Annex 3)*
- Budget Narrative *(Annex 3)*
- Financial Capability Questionnaire *(Annex 4)*
- Registration Documentation *(Annex 5)*

Budget

All budget lines must be clearly linked to specific project activities. The budget should detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts. The funds requested must be reasonable and used in a cost-effective manner. Digital Frontiers will assess whether the overall costs are realistic for the work to be performed, whether the costs reflect that the Applicant understands the requirements of project implementation, and whether the costs are consistent with the technical application.

In tab two of the Budget template there is a budget summary by milestone. In fixed amount awards, payments are made to the grantee upon the successful delivery of set milestones. Please outline your milestones, deliverables, timeline, and budget amount per milestone for your proposed project duration.

Budget Narrative

Budget Narratives should be submitted in Word or PDF format, single-spaced, 12-point font, one-inch margins.

The detailed budget narrative provides the justification of the costs you are proposing. The combination of the cost data in your budget and the budget narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. See Annex 3 for more detail on what your budget narrative must include.

Financial Capability Questionnaire

The Financial Capability Questionnaire is used by Digital Frontiers to understand the systems adopted by your institution for financial oversight and accounting of grant funds, especially those provided through the U.S. Federal Government. The questionnaire will assist DAI program and accounting staff to identify the extent to which your institution's financial systems match the requirements of the U.S. Federal Government. This information will help the program staff work with you and your institution to review any problem areas that may be identified; thereby avoiding any problems or oversights which would be reportable should an audit of the program or institution be required.

Online Application Platform

Submissions must be uploaded into the Online Application (https://app.reviewr.com/s1/site/WomenConnectChallenge19). The deadline for the RFA Application is **July 26, 2019 at 12:00 pm ET**. Complete instructions regarding how to submit applications are provided on the application website.

If the Applicant has trouble with submitting an application through the Online Application Platform, the Applicant should contact the Application Platform technical support team through the support portal on https://app.reviewr.com/s1/site/WomenConnectChallenge19.

Applicants must ensure that their applications are received in their entirety. Digital Frontiers bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. Applications submitted via mail, fax, or e-mail will not be accepted.

Late Applications

Applications submitted late or incomplete run the risk of not being considered during the review process. No additions and/or modifications to applications will be accepted after the submission deadline.

Questions and Answers

Questions regarding this RFA should be submitted no later than **June 17, 2019 12:00 pm ET** to this form: **https://forms.gle/F8cUjS5kNABNL75K9**). Digital Frontiers will post an amendment to this RFA with the Questions and Answers received by June 17, 2019 12:00 pm ET to the downloads section on the application website.

Any information given to a prospective Applicant concerning this RFA will be made available to all prospective Applicants as an amendment to this RFA, if the information is necessary for submitting applications or if the lack of this information would be prejudicial to any other prospective Applicant.

Section C – Selection Process

Digital Frontiers looks forward to receiving your applications proposing solutions that empower women via access to and the use of digital technology. Throughout the challenge, applications will be judged according to the following evaluation criteria.

Selection Criteria

Evaluation Criteria	Details	Maximum Score
Technical Approach	• Feasible impact: technology solution is viable for geographic, economic, and accessibility/usability conditions • Digital approach: technology must have a digital component (must be more than community radio/analog TV/offline training, but can contain those in the solution) • Comprehensive approach: solution acknowledges and addresses the complexity of technology access and use issues • Long-term viability: solution has a sustainability plan, including partnership/commercialization plans	30

Socio-cultural Approach	• Feasible impact: solution has realistic goals for impact • Comprehensive approach: solution demonstrates deep understanding of social norms and cultural barriers to women's technology use while addressing potential backlash • Long-term viability: How does the solution create additional opportunities beyond the primary objectives of the project for women's empowerment? Gauge the additional impact on families and communities beyond the primary objectives of the project	30
Personnel and Management	• CVs of principle personnel show required technical, social science, and management capacity • Staffing Plan and Organizational Chart are adequate to meet project requirements	20
Past Performance and Capability	• Applicant has a record of positive past performance implementing similar projects; Applicant can comply with project requirements as shown by references of past clients/donors • Work plan is achievable within designated time frame	20
	Total Points Possible	**100**

Conflict of Interest

Throughout the selection process, Digital Frontiers will take steps to ensure that members of the review panel do not have any conflicts of interest, or the appearance of such, regarding the organizations whose applications are under review. An individual is considered to have the appearance of a conflict of interest if that person, or that person's spouse, partner, child, close friend, or relative works for, or is negotiating to work for, or has a financial interest in (including being an unpaid member of a Board of Directors), any organization that applied currently under the panel's review. Members of the panel will not solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

Signing of Grant Agreements

Upon USAID concurrence of the Applicant, a Grant Agreement will be prepared. All reporting and contractual obligations will be explained to the grant recipients.

Section D – Award Information

Fixed Amount Awards

Final Grant Agreements will be Fixed Amount Awards. The final period of performance, specific milestones, timeline, and pay schedule will be determined in collaboration with each Finalist prior to award.

Grant payments will be made according to an installment schedule agreed upon in the Grant Agreement. In no event will more than 90% of the total agreed budget be disbursed prior to receiving and approving the Final Program Report.

Special Grant Requirements

The Applicant shall bear in mind the following special requirements for any grants awarded in response to this RFA:

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments such as grant awards. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply. For US organizations, 22 CFR 226 (http://www.usaid.gov/policy/ads/cfr.html#22), OMB Circulars (http://www.whitehouse.gov/omb/circulars/a122/a122.html), and the Standard Provisions for U.S. Nongovernmental Recipients will apply. Please see Annex 6 for Standard Provisions.

Prohibited countries

Prohibited countries are countries that the US Government does not do business with, previously referred to as foreign policy restricted countries. The Applicant may not procure goods or services from the Office of Foreign Assets Control (OFAC) comprehensive sanctioned countries: Cuba, Iran, North Korea, Sudan, and Syria. By submitting an application in response to this RFA, the Applicant certifies that proposed equipment will not be procured from vendors located in one the OFAC prohibited countries above, nor will the origin of any of the parts be from a prohibited country.

Use of Funds

Funds provided under any grant awarded shall be used exclusively to implement proposed solutions as outlined in the Fixed Amount Award Agreement. Diversion of grant funds to other uses will result in cancellation of award and retrieval of funds disbursed to the grant recipient.

Applicants are reminded that if the US Government is currently funding your solution (through USAID or another US government source), W-GDP WomenConnect funds cannot be used for the same solution. However, W-GDP WomenConnect funds could be used for a new component or activity outside of what your current USG funding supports.

Reporting Requirements

Specific reporting requirements will be stipulated at the time of Award negotiation. Awardees will likely be responsible for the following activities and documentation during the life of program:

1. Briefing Digital Frontiers, USAID and partners on project progress and outcomes;

2. Cooperating with Digital Frontiers, USAID and partners to facilitate rigorous program evaluations;
3. Maintaining communication with key Digital Frontiers and USAID staff; and
4. Attending in person or online activities/events.

Project Monitoring

Digital Frontiers staff will monitor projects in terms of both programmatic and financial aspects. Grant recipients will be expected to facilitate monitoring by making relevant information available to Digital Frontiers staff.

Branding & Marking Requirements

All USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is "From the American people" on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, Digital Frontiers may request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. Applicants may also be asked to incorporate W-GDP-specific branding into their proposed program. Digital Frontiers will not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website: www.usaid.gov/policy/ads/300/320.pdf**.**

Restrictions

The Grant Funds provided under the terms of this Agreement shall <u>not</u> be used to finance any of the following:

1. Goods or services which are to be used primarily to meet military requirements or to support police or other law enforcement activities;
2. Surveillance equipment;
3. Equipment, research and/or services related to involuntary sterilization or the performance of abortion as a method of family planning;
4. Gambling equipment, supplies for gambling facilities or any hotels, casinos or accommodations in which gambling facilities are or are planned to be located;
5. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas;
6. Establishment or development of any export processing zone or designated area where the labor, environmental, tax, tariff, and/or safety laws of the country in which such activity takes place would not apply;
7. Pharmaceuticals;
8. Pesticides;
9. Logging equipment;

10. Luxury goods (including alcoholic beverages and jewelry);
11. Establishing or expanding any enterprise that will export raw materials that are likely to be in surplus in world markets at the time such production becomes effective and that are likely to cause substantial injury to U.S. producers;
12. Activities which would result in the loss of forest lands due to livestock rearing, road construction or maintenance, colonization of forest lands or construction of dams or other water control structures;
13. Activities which are likely to have a significant adverse effect on the environment, including any of the following (to the extent such activities are likely to have a significant adverse impact on the environment):
    a. Activities which may lead to degrading the quality or renewability of natural resources;
    b. Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity;
    c. Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides); or
    d. Activities which may lead to degrading community and social systems, including potable water supply, land administration, community health and well-being, or social harmony.
14. Activities which are likely to involve the loss of jobs in the United States due to the relocation or expansion outside of the United States of an enterprise located in the United States;
15. Activities which the Grantee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers; or
16. Activities to support the production of agricultural commodities for export from country of implementation when such commodities would directly compete with exports of similar United States agricultural commodities to third countries and have a significant impact on United States exporters

Section E – Program Description

Award Topics

Applicants will be required to select **one** Primary Award Topic that your application addresses. If your application successfully addresses multiple of the Award Topics, you will have the option of selecting Secondary Award Topic(s), though this is not required.

Topic 1: Women Prospering in the Workforce

There are millions of women who are untapped, underutilized potential workforce participants, and currently do not have a way to access most opportunities for training and education through digital approaches. There are many workforce initiatives that train women in ICT and specific skills, although there is little to no impact assessment data. Strong Applicants will:

- Focus on sustainable, scalable, and equitable vocational skills building through digital platforms that support the kinds of technology most poor women have access to, which include feature phones, community-based technology, and relevant social networks

- Demonstrate that the application will reach extremely resource-constrained women *where they are* – that is, a solution that fits these women's lives and understands how to recruit and retain illiterate/low-literate women with little to no disposable income. This is key – women should not be inconvenienced or expend financial resources or put themselves in potentially harmful situations to participate in the program
- Measure the impact that the proposed solution has on women's workforce opportunities. For example, number of women reached, upskilled, and/or placed into formal economy opportunities
- Gauge the additional impact beyond the primary objectives of the project on families and communities
- Identify and mediate barriers that women may face as participants in this program
- Discuss how this program can lead to further commercial opportunities and capacity building of the broader community in the region/country
- Note any engagement with the private sector, who would be potential future employers for the women following the training programs
- Target participants/beneficiaries over age 18

Topic 2: Women Succeeding as Entrepreneurs

Women in developing countries have less access than men to credit, are less likely to have a bank account, and disproportionately lack access to financial tools and services that prevent them from participating in the economy and from improving their lives, even though women are the backbone of sustainable livelihoods. Digital financial and market opportunities can level the playing field significantly. Strong Applicants will:
- Focus on challenges specific to women's entry into sustainable market systems, including inventory access and management, access to credit, logistics, market growth and marketing, and other challenges unique to women entrepreneurs at the lowest level of the socio-economic rung. Solutions will challenge traditional value- and supply chains by offering novel technology-based alternatives to empower women with low literacy, poor resource bases, and high vulnerability contexts
- Identify promising innovative digital technologies to support women entrepreneurs at the bottom of the pyramid beyond traditional Digital Financial Services/Digital Financial Inclusion programs
- Measure the impact that the proposed solution has on women's entrepreneurial opportunities. For example, number of new entrepreneurial efforts, changes in income generation, changes in market growth, or access to additional financial opportunities
- Track the effect of women's entrepreneurial activities on family and community
- Highlight commercial opportunities and capacity building of participants and the broader community in region/country
- Target participants/beneficiaries over age 18

Topic 3: Women Enabled in the Economy

Women around the world can benefit greatly from technology and digital development programs when they have equitable access. However, legal and regulatory statutes, social norms and cultural barriers keep millions of women from being able to access and use technology for developmental gains. This Award Topic addresses this imbalance by (1.) tackling these policies, norms and barriers while (2.) creating opportunities for women's empowerment through the use of technology.

In Round One of the W-GDP WomenConnect Challenge, awardees demonstrated that innovative and thoughtful approaches to addressing the gender digital divide can be achieved through (1.) interventions with men and others who disallow women's technology use, (2.) technology-led solutions that uniquely empower women, and (3.) policy changes. Award Topic 3 builds on the successes and momentum of these earlier awards with a focus on acceleration and scale. Strong Applicants will:

- Explore the conditions under which restrictive communities will let women use technology, and build on these opportunities
- Target policies that discriminate against women, and/or prevent women from accessing and using technology, and work to change these
- Create new social norms for women through their adoption and use of technology, challenging restrictive gender roles
- Identify/develop technologies and policies that can significantly help address the gender digital divide
- Demonstrate how technology increases women's agency, and measure the impact of the proposed solution on individual women, households, and the community
- Capture additional opportunities beyond the primary objectives of the project for women's empowerment
- Target participants/beneficiaries over age 18

Monitoring and Evaluation

Proposals must describe how the proposed solution will incorporate monitoring, evaluation, and learning. Applications must include a MEL Indicator Table following the template found in Annex 2. Indicators must be a combination of the following:

- The WCC-wide indicator listed below, required for all applicants
- At least one W-GDP MEL Indicator, chosen from the list in Annex 8. Applicants may choose the W-GDP MEL Indicator(s) that best fits their program
- Additional specific metrics customized to your solution

Data must be sex-disaggregated, especially for those activities where both men and women participate. Data collection methodology must include both qualitative and quantitative indicators. Data collection methodology must include considerations for the responsible use of data, following the guidelines published by CDD here: https://www.usaid.gov/responsibledata.

Required indicator for ALL applications:

Indicator 1: Percentage of users (sex-disaggregated) demonstrating increased capacity to understand, identify, and pursue digital-inclusion programming

This is pulled directly from the USAID Global Development Lab Indicator IR1: Increased use of inclusive digital infrastructure; Sub-IR 1.3: Capacity of USAID staff and non-USAID partners to understand, identify, and pursue digital-inclusion programming increased through

- Tools/Knowledge Products created
- People attending training/events
- Capacity-building training/events conducted

Annexes

Annex 1: Application Overview
All Applicants must submit the following contents **by July 26, 2019 at 12:00 pm ET** using the online application (https://app.reviewr.com/s1/site/WomenConnectChallenge19).

Application Components
A complete application consists of the following sections, all submitted via the online application. Details of what is included in each application section can be found in the indicated Annex.

- **Technical Application** *(Annex 2)*
  - Basic Applicant Information
  - Narrative Proposal (10 pages)
  - Proposal Annexes
    - Work plan
    - References
    - Past Performance Matrix
    - MEL Indicator Table
    - Organizational Chart for proposed solution
    - CVs of principal personnel
- **Financial & Responsibility Determination**
  - Budget and Milestones Table *(Annex 3)*
  - Budget Narrative *(Annex 3)*
  - Financial Capability Questionnaire *(Annex 4)*
  - Registration Documentation *(Annex 5)*

For those pieces that require templates, those templates are found within the application platform for download. If the template is in excel please submit the document in excel format. If the template is in word you may submit the document within word or PDF format.

Annex 2: Technical Application Details
One: Basic Applicant Information
Through the online application you will be asked to provide the following information:

- Organization information
- Country where registered
- Country where project will be implemented
- Applicant main point of contact
- Primary Award Topic submitting application for (required)
- Secondary Award Topic(s) submitting application for (optional)
- Title of Project

Two: Proposal

Through the online application you should upload your narrative proposal (details of the proposal found in Section B) and required supporting documents.

Proposal Annexes
- **o Work plan**

Your workplan should follow this template which is provided in excel format in the online application platform.

RFA 2019-01: Workplan Template

- **o References**

Upload in word or PDF format 2-3 references from partners or clients speaking to your organization's past performance, ability to comply with project requirements, and business integrity.

- **o Past Performance Matrix**

Your Past Performance Matrix should follow this template which is provided in word format in the online application platform. You should provide at least three past projects of similar scope and duration.

#	Project Title	Client Name	Brief Description	Contact Name, Phone and Email	Cost in USD$	Start-End Dates
1						
2						

3					
4					
5					

- **MEL Indicator Table**

Your MEL Indicator Table should follow this template which is provided in word format in the online application platform.

#	INDICATORS	DATA SOURCE	DATA COLLECTION METHODS	FREQUENCY OF COLLECTION, REPORTING	USE OF INFORMATION	BASELINE	END OF GRANT TARGET	# AS OF XX DATE
1	Percentage of users (sex-disaggregated) demonstrating increased capacity to understand, identify, and pursue digital-inclusion programming							
2								
3								
4								
5								

- **Organizational Chart**

Upload in word or PDF format your project's proposed organizational chart indicating principal personnel.

- **CVs of Principal Personal**

Upload in word or PDF format the CVs of your proposed personnel.

Annex 3: Budget and Budget Narrative Template

Fixed Amount Award Budget

Your Budget should follow this template which is provided in excel format in the online application platform. Budget total should not exceed $1,000,000 US dollars. The period of performance for W-GDP WomenConnect activities will be up to 24 months maximum.

Line Item	Year One			Year Two			TOTAL in USD
	Units	Rate	Total	Units	Rate	Total	
I. Salaries and Wages							
A. Full Name, Position Title			$ -			$ -	$ -
B. Full Name, Position Title			$ -			$ -	$ -
C. Full Name, Position Title			$ -			$ -	$ -
D. Full Name, Position Title			$ -			$ -	$ -
E.			$ -			$ -	$ -
Total Salaries and Wages			$ -			$ -	$ -
II. Fringe Benefits on Labor							
A. Health insurance			$ -			$ -	$ -
B. Social security			$ -			$ -	$ -
C.			$ -			$ -	$ -
Total Fringe			$ -			$ -	$ -
III. Supplies & Equipment							
A.			$ -			$ -	$ -
B.			$ -			$ -	$ -
C.			$ -			$ -	$ -
D.			$ -			$ -	$ -
Total Supplies			$ -			$ -	$ -
IV. Travel and Transportation							
A. Meals and Incidentals			$ -			$ -	$ -
B. Lodging			$ -			$ -	$ -
C. Travel to and from x			$ -			$ -	$ -
D.			$ -			$ -	$ -
Total Travel and Transportation			$ -			$ -	$ -
V. Other Direct Costs (ODCs)							
A. Communications (telephone, fax, internet, etc.)			$ -			$ -	$ -
B. Reproduction Costs			$ -			$ -	$ -
C. Bank Charges			$ -			$ -	$ -
D. Expendable Supplies			$ -			$ -	$ -
E.			$ -			$ -	$ -
Total Other Direct Costs			$ -			$ -	$ -
VI. Subcontracts/Consultants							
A.			$ -			$ -	$ -
B.			$ -			$ -	$ -
Total Subcontracts/Consultants			$ -			$ -	$ -
Total Non Labor Costs			$ -			$ -	$ -
VII. Indirect Costs							
A.			$ -			$ -	$ -
Total Indirect Costs			$ -			$ -	$ -
Grand Total			$ -			$ -	$ -

Table header: **Fixed Amount Award Detailed Budget**

Applicant:

	Fixed Amount Award Budget Summary			
	Line Item	Year One Budget	Year Two Budget	Total
I.	Salaries and Wages	$ -	$ -	$ -
II.	Fringe Benefits on Labor	$ -	$ -	$ -
III.	Supplies & Equipment	$ -	$ -	$ -
IV.	Travel and Transportation	$ -	$ -	$ -
V.	Other Direct Costs	$ -	$ -	$ -
VI.	Subcontracts/Consultants	$ -	$ -	$ -
VII.	Indirect Costs	$ -	$ -	$ -
	TOTAL	$ -	$ -	$ -

Fixed Amount Award Budget Summary by Milestone

YEAR ONE: Description of Milestone Activities	Required Deliverable	Completion Date	Amount (USD) Per Deliverable
Total Y1 Award Amount			$ -

YEAR TWO: Description of Milestone Activities	Required Deliverable	Completion Date	Amount (USD) Per Deliverable
Total Y2 Award Amount			$ -

A Completed Budget: All budget lines must be clearly linked to specific project activities and **both tabs** of the Budget template should be filled in.

The budget should detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts. The funds requested must be reasonable and used in a cost-effective manner. Digital Frontiers will assess whether the overall costs are realistic for the work to be performed, whether the costs reflect that the Applicant understands the requirements of project implementation, and whether the costs are consistent with the technical application. Applications that minimize administrative costs to maximize program, outreach, and capacity building activities will generally be considered a better value.

Milestones Table

In tab two of the Budget template there is a budget summary by Milestone. In fixed amount awards, payments are made to the grantee upon the successful delivery of set milestones. Please outline your milestones, deliverables, timeline, and budget amount per milestone for your proposed project duration.

We expect that each grantee will have unique deliverables related to their proposed solution. In addition to your own unique deliverables, we will ask that you incorporate the following deliverables into your milestones schedule:

1. Final Workplan
2. Final MEL Plan
3. Status Reports
4. Final Report

Budget Narrative

Through the online application you should upload your budget narrative following this formatting: Word or PDF format, single spaced, 12-point font, one-inch margins.

The detailed budget narrative provides the justification of the costs you are proposing. The combination of the cost data in your budget and the budget narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. The following is provided as guidance involving specific types of costs:

Salary and Wages: Direct salaries and wages should be proposed in accordance with the Applicant's personnel policies.

Fringe Benefits: If the Applicant has a fringe benefit rate that has been approved by an agency of the U.S. Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been approved, the applicant may propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers' compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries. Alternatively, if the Applicant has no approved rate, it may elect to directly charge all project expenses.

Supplies and Equipment: Specify all equipment to be purchased, including the type of equipment, the manufacturer, the unit cost, the number of units to be purchased and the expected geographic source.

Travel and Transportation: The application should indicate the number of trips, domestic and international, and the estimated costs per trip. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling.

Other Direct Costs: This may include report preparation costs, passports and visas fees, training, medical exams and inoculations, insurance (other than insurance included in the Applicant's fringe benefits), as well as any other miscellaneous costs that directly benefit the program proposed by the Applicant. The narrative should provide a breakdown and support for all other direct costs. If seminars and conferences are included, the Applicant should indicate the subject, venue, and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

> *Communications:* Specific information regarding the type of communication cost (e.g., mail, telephone, cellular phones, internet, etc.) must be included to allow an assessment of the realism and reasonableness of these costs.

Indirect Costs: The Applicant should support the proposed indirect cost rate, if any, with a letter from a cognizant U.S. Government audit agency (i.e. its current Negotiated Indirect Cost Rate Agreement) or with sufficient information for DAI to determine the reasonableness of the rates. For the latter, DAI would need: 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

Subcontracts/Consultants: Information sufficient to determine the reasonableness of the cost of each specific subcontract and consultant expected to be hired must be included. Similar information should be provided for all consultants who are provided under the category for personnel.

Annex 4: Financial Capability Questionnaire

Your Financial Capability Questionnaire should follow this template which is provided in word format in the online application platform.

The main purpose of this questionnaire is to understand the systems adopted by your institution for financial oversight and accounting of grant funds, especially those provided through the U.S. Federal Government. The questionnaire will assist DAI program and accounting staff to identify the extent to which your institution's financial systems match the requirements of the U.S. Federal Government. This information will help the program staff work with you and your institution to review any problem areas that may be identified; thereby avoiding any problems or oversights which would be reportable should an audit of the program or institution be required.

The questionnaire should be completed by the financial officer of your institution. This questionnaire is informational only, and will not have any bearing on the agreement to support your institution based on the technical merit of the proposal. Therefore, please answer all questions to the best of your knowledge.

While 22 CFR 226 does not cover awards to non-U.S. recipients, DAI shall rely on the standards established in that regulation in determining whether potential non-U.S. recipients are responsible to manage Federal funds. A determination shall be made on the potential recipient's ability, or potential ability, to comply with the following USAID and federal-wide policies:

- 22 CFR 226.20 - 226.28 (Financial and Program Management) (See Mandatory Reference, 22 CFR 226.20 - 226.28);
- 22 CFR 226.30 - 226.37 (Property Standards) (See Mandatory Reference, 22 CFR 226.30 - 226.37);
- 22 CFR 226.40 - 226.49 (Procurement Standards) (See Mandatory Reference, 22 CFR 226.40226.49);
- 22 CFR 226.50 - 226.53 (Reports and Records) (See Mandatory Reference, 22 CFR 226.50 - 226.53).

SECTION A: General Information

Please complete this section which provides general information on your institution.

1. Name of Institution:
2. Name and Title of Financial Contact Person:
3. Name of Person Filling out Questionnaire:
4. Telephone:
5. Email:
6. Beginning and Ending Dates of Your Institution's Fiscal Year:
    a. From: (Month, Day)
    b. To: (Month, Day)

SECTION B: Internal Controls

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with U.S. laws, regulations and your institution's policies; 2) assets are maintained safely and controlled; and 3) accounting records are complete, accurate and maintained on a consistent basis. Please complete the following questions concerning your institution's internal controls.

1) Does your institution maintain a record of how much time employees spend on different projects or activities?
    a) Yes
    b) No
    c) If yes, how?
2) Are timesheets kept for each paid employee?
    a) Yes
    b) No
3) Do you maintain an employment letter or contract which includes the employee's salary?
    a) Yes
    b) No
4) Do you maintain inventory records for your institution's equipment?
    a) Yes
    b) No
    c) If no, please explain
5) How often do you check actual inventory against inventory records?
    a) Fill in #
6) Are all financial transactions approved by an appropriate official?
    a) Yes

  b) No

7) The person responsible for approving financial transactions is:
  a) Name
  b) Title

8) Is the person(s) responsible for approving transactions familiar with U.S. Federal Cost principles as described in OMB Circular A-122?
  a) Yes
  b) No

9) Does your institution use a payment voucher system or some other procedure for the documentation of approval by an appropriate official?
  a) Yes
  b) No

10) Does your institution require supporting documentation (such as original receipts) prior to payment for expenditures?
  a) Yes
  b) No

11) Does your institution require that such documentation be maintained over a period of time?
  a) Yes
  b) No
  c) If yes, how long are such records kept?

12) Are different individuals within your institution responsible for approving, disbursing, and accounting of transactions?
  a) Yes
  b) No

13) Are the functions of checking the accuracy of your accounts and the daily recording of accounting data performed by different individuals?
  a) Yes
  b) No

14) Who would be responsible for financial reports?
  a) Name:

SECTION C: Fund Control and Accounting Systems

Fund Control essentially means that access to bank accounts and/or other cash assets is limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

An Accounting System accurately records all financial transactions, and ensures that these transactions are supported by documentation. Some institutions may have computerized accounting systems while others use a manual system to record each transaction in a ledger. In all cases, the expenditure of funds provided by the USAID-funded program must be properly authorized, used for the intended purpose, and recorded in an organized and consistent manner.

1) Does your institution maintain separate accounting of funds for different projects through:
   a) Separate bank accounts:
   b) A fund accounting system:
2) Will any cash from the grant funds be maintained outside a bank (in petty cash funds, etc.)?
   a) Yes
   b) No
   c) If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds:
3) If your institution doesn't have a bank account, how do you ensure that cash is maintained safely?
   a) Fill in:
4) Does your institution have written accounting policies and procedures?
   a) Yes
   b) No
5) How do you allocate costs that are "shared" by different funding sources, such as rent, utilities, etc.?
   a) Fill in:
6) Are your financial reports prepared on a:
   a) Cash basis:
   b) Accrual basis:
7) Is your institution's accounting system capable of recording transactions, including date, amount, and description?
   a) Yes
   b) No
8) Is your institution's accounting system capable of separating the receipts and payments of the grant from the receipts and payments of your institution's other activities?
   a) Yes
   b) No
9) Is your institution's accounting system capable of accumulating individual grant transactions according to budget categories in the approved budget?
   a) Yes
   b) No
10) Is your institution's accounting system designed to detect errors in a timely manner?
    a) Yes
    b) No
11) How will your institution make sure that budget categories and/or overall budget limits for the grant will not be exceeded?
    a) Fill in:
12) Are reconciliations between bank statements and accounting records performed monthly and reviewed by an appropriate individual?
    a) Yes
    b) No
13) Briefly describe your institution's system for filing and keeping supporting documentation.
    a) Fill in:

SECTION D: Audit

The grant provisions require recipients to adhere to USAID regulations, including requirements to maintain records for a minimum of three years to make accounting records available for review by appropriate representatives of USAID or DAI, and, in some cases, may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your institution.

1) Is someone in your institution familiar with U.S. government regulations concerning costs which can be charged to U.S. grants (OMB Circular A-122 "Cost Principles for Nonprofit Institutions" and OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Institutions")?
   a) Yes
   b) No
2) Do you anticipate that your institution will have other sources of U.S. government funds during the period of this grant agreement?
   a) Yes
   b) No
3) Have external accountants ever performed an audit of your institution's financial statements?
   a) Yes
   b) No
4) If yes, please provide a copy of your most recent report.
   a) Attachment upload:
5) Does your institution have regular audits?
   a) Yes
   b) No
   c) If yes, who performs the audit and how frequently is it performed?
6) If you do not have a current audit of your financial statements, please provide this office with a copy of the following financial statements, if available:
   a) A "Balance Sheet" for the most current and previous year; and
   b) An "Income Statement" for the most current and previous year.
7) Are there any circumstances that would prevent your institution from obtaining an audit?
   a) Yes
   b) No
   c) If yes, please provide details:

Checklist and Signature Page

DAI requests that your institution submit several documents along with this completed questionnaire. Complete this page to ensure that all requested information has been included.

Complete the checklist:
☐ Copy of your organization's NICRA

- ☐ If no NICRA, a "Balance Sheet" and "Income Statement" for the most current and the previous fiscal year
- ☐ All questions have been fully answered
- ☐ An authorized individual has signed and dated this page

The Financial Capability Questionnaire must be signed and dated by an authorized person who has either completed or reviewed the form.

Approved by:
Print Name
Signature
Title
Date

Annex 5: Registration Documentation

Within the online application platform you will be required to upload your organizational registration documents providing evidence of legal registration documentation or licenses to operate.

US Government Registrations

There are mandatory requirements for grantees to obtain the following items/registration before a grant can be awarded. Without registering in the required databases, DAI cannot deem an Applicant to be "responsible" to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a grant resulting from this RFA is contingent upon the winner providing a DUNS number, a CAGE/NCAGE code, and proof of registration in the SAM.gov system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate awardee.

Within the online application, you will have the ability to upload proof of the following:

- DUNS Number
- Registration with SAM
- CAGE/NCAGE

Applicants are not required to have all registrations in order to complete an application. Proof of registration will be required if selected for a grant award. For those who may not have these registrations now, below are the detailed instructions for how to obtain them.

Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and DUNS Number
CAGE/NCAGE Code
The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code **and** a DUNS number before registering in SAM.

- o Link to the CAGE/NCAGE Code request:
  https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
- o Link to CAGE/NCAGE code request instructions:
  https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%2
  0NCAGE.pdf

System for Award Management (SAM) Registration

You must have an active registration with www.SAM.gov to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

- o U.S. Registrants:
  1) Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record
  2) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
  3) Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)
- o International Registrants:
  1) Your NATO Commercial and Government Entity (NCAGE) Code
  2) Your DUNS Number, Legal Business Name, and Physical Address from your D&B record; Make sure your DUNS information and NCAGE information match
- o Follow this link to create a SAM.gov user account and register your organization:
  https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_rO0ABXdcACJqYXZheC5mYW
  Nlcy5wb3J0bGV0YnJpcGdllNUQVRFX0lEAAAAAQApdmlldzo5ZTNkNDA3MS1lYzZiLTRjZjgtYm
  Q2Ny03Mjg3Y2EyZjJhMziAB19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-
  312126928af8&interactionstate=JBPNS_rO0ABXcwABBfanNmQnJpZGdlVmlld0lkAAAAAQAP
  L2pzZi9iYW5uZXIuanNwAAdfX0VPRl9f&portal:type=action##11

Data Universal Numbering System (DUNS)

The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge http://fedgov.dnb.com/webform/index.jsp.

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

Annex 6: Mandatory Standard Provisions

1) Mandatory Standard Provisions for <u>US Nongovernmental Recipients</u>:
   http://www.usaid.gov/policy/ads/300/303maa.pdf
2) Mandatory Standard Provisions for <u>Non-US Nongovernmental Recipients</u>:
   http://www.usaid.gov/missions/sa/usaidsa/mandatorystandard.pdf

Annex 7: Certifications, Assurances, Other Statements of the Recipient

In accordance with ADS 303.3.8, DAI will require successful grant Applicants to submit a
signed copy of the following certifications and assurances, <u>as applicable</u>:

1) Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs (*Note*: *This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.)*
2) Certification Regarding Lobbying *(This certification applies to grants greater than $100,000.)*
3) Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)
4) Certification Regarding Terrorist Financing, Implementing Executive Order 13224
5) Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013 *(Note: This certification applies if grant for services required to be performed outside of the United States is greater than $500,000. This certification must be submitted annually to the USAID Agreement Officer during the term of the grant.)*
6) Certification of Recipient

In addition, the following certifications will be included

- Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking (*Note: <u>Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries</u>.)*
- Part III – Participant Certification Narcotics Offenses and Drug Trafficking *(Note: <u>Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries</u>.)*
- Part IV – Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction
- Part V – Other Statements of Recipient
- Part VI – Standard Provisions for Solicitations

(Note: Parts V and VI – Are included in the grant file as part of the grant application.)

Annex 8: W-GDP MEL Indicators

W-GDP Pillars	W-GDP Sub-Metrics	Pillar Definition	F Indicator Title	F Indicator #	Female Disaggregate	Definition (*summary of PIRS as relevant*)
**W-GDP Sub-Targets: FY18 USAID Foreign Assistance (F) Indicator Definitions Sorted by Pillar**						
1	1.1	Workforce Development	Number of judicial personnel trained with USG assistance	DR.1.3-1	DR.1.3-1b	Judicial personnel includes judges, magistrates, prosecutors, advocates, inspectors and court staff. Training refers to all training or education events whether short-term or long-term, in-country or abroad. Training of judicial personnel improves their ability to more effectively carry out their duties which improves the capacity of the judiciary to act as a check on government power. Training may also instill a sense of the value of and necessity for judicial independence, transparency and accountability in a democratic society.
1	1.1	Workforce Development	Number of government officials receiving USG-supported anti-corruption training	DR.2.4-1	DR.2.4-1b	Training is defined as in-service technical training for civil servants and other public officials. Anti-corruption training for government officials is defined as skill or knowledge transfer intended to reduce corruption or leakage in public administration (for example public financial management, ethics training, or law enforcement capacity building). The training must follow a documented agenda with expected competencies for the trainees and discernable learning objective. Data is disaggregated by sex.
1	1.1	Workforce Development	Number of election officials trained with USG assistance	DR.3.2-1	DR.3.2-1b	An election official can be anyone from the highest election official–often a Central Election Commission–as well as regional officials and polling station workers. Training can be of any duration and take the form of a USG sponsored event, workshop or seminar. It is required that training follow a documented curriculum with stated objectives and/or expected competencies; all data be sex-disaggregated; and that where possible, training meets national or international standards.
1	1.1	Workforce Development	Number of individuals who have received USG-supported degree-granting agricultural sector productivity or food security training	EG.3.2-2	EG.3.2-2b	This indicator measures the number of people (disaggregated by sex) who are currently enrolled in or graduated during the reporting year from a degree-granting technical, vocational, associate, bachelor, master, or Ph.D. program. Degree candidates being supported through partial fellowship or exchange programs can be counted toward this indicator.
1	1.1	Workforce Development	Number of individuals with improved skills following completion of USG-assisted workforce development programs	EG.6-2	EG.6-2b	Improved skills are measured by a pre/post assessments/test. Individuals with a higher score or better results (as defined by the program offered) on the skills post-test are counted. Skills here are meant to include soft skills (soft skills may be defined here as behaviors, attitudes, and personal qualities that enable people to effectively navigate their environment and complement technical, academic, and vocational skills, e.g. social skills, communications skills, self-control, etc.), vocational skills, technical skills, or other workforce-relevant skills defined by the program offered. Such assessments/tests may be administered by the workforce development service provider, an evaluator, a government agency, etc. Assessments/tests may vary depending on the emphasis of the program.

1	1.1	Workforce Development	Number of individuals who complete USG-assisted workforce development programs	EG.6-3	EG.6-3b	Completing workforce development program means that an individual has met the completion requirements of a structured workforce development program (components of which are defined by the program offered). For example, a program may be focused on individuals who are or would like to be in the labor market (e.g., those looking for work or to improve their employment or employability), on quality/access of workforce development programs (e.g., those aimed at workforce development providers), or on assistance to employers/businesses (e.g. capacity development support focused on in-house employee training, human resource development, etc.).
1	1.1	Workforce Development	Number of people trained in technical energy fields supported by USG assistance	EG.7.3-2	EG.7.3-2b	Training is defined as a learning activity involving: 1) a setting intended for teaching or transferring knowledge, skills, or approaches; 2) a formally designated instructor or lead person; and 3) a defined curriculum, learning objectives, or outcomes.
1	1.1	Workforce Development	Number of journalists trained and supported	DR.5.2-2	DR.5.2-2b	Counts journalists, editors, and related production staff for news and public information media. Training refers to all training or education events whether short-term or long-term, in-country or abroad. It includes pre-service and in-service training for journalists, editors, and related production staff for news and public information media. The level of training includes basic, technical, university, and mid-career, certificated training. One training day is defined as no less than six hours of training per day.
1	1.1	Workforce Development	Number of USG-assisted community health workers (CHWs) providing Family Planning (FP) information, referrals, and/or services during the year	HL.7.2-2	HL.7.2-2b	USG-assisted refers to being funded with congressionally-earmarked FP funds for any kind of assistance. Community Health Workers (CHW) describes any type of CHW as defined by country programs. FP Information covers FP information and/or FP counseling provided by a CHW. FP referrals reference FP referrals to public or private sector services provided by a CHW.
1	1.1	Workforce Development	Number of individuals attending tertiary education institutions with USG scholarship or financial assistance	ES.2-2	ES.2-2b	A tertiary education institution is an organization that provides educational opportunities that build on secondary education, providing learning activities in specialized fields. This indicator should report all individuals (disaggregated by sex) who received scholarships and financial assistance and attended courses or participated in an academic or training program at a tertiary education institution during the year being reported.
1	1.1	Workforce Development	Number of service providers trained who serve vulnerable persons	ES.4-2	ES.4-2b	This indicator counts the number of service providers (disaggregated by sex) taught a particular skill, type of behavior, approach, and/or attitude that increases their capacity to serve vulnerable persons. A service provider is any type of skilled individual as defined by country programs, including individuals within public, private, and international entities, as well as community and family members, that reduce risks, reinforce capacities, support reintegration, and/or promote equity and opportunity for vulnerable persons.

1	1.2	Workforce Development	Full-time equivalent employment of firms assisted under USG programs	EG.5-2	EG.5-2b	The following formula is used to calculate the final number (disaggregated by sex) to report: total of A/B for all assisted firms, where A (Annual hours worked for the firm) = Sum of (hours worked per year for position type x Number of people working in that position in the firm) for the year, B (Full time workload) = 8 hours per day x 260 days per year = 2080 hours per year. Note that data is disaggregated by sex of workers.
1	1.2	Workforce Development	Number of individuals with new employment following completion of USG- assisted workforce development	EG.6-4	EG.6-4b	The number of individuals in new employment is calculated by subtracting the sum of the number of individuals employed before the program (baseline) from the sum of the number of individuals employed after the program (endline). Only individuals who transition from a status of unemployment or not economically active at baseline to a status of employment at endline are counted under the indicator as individuals with new employment. Individuals who transition from employment at baseline to a different employment at endline should not be counted under the indicator as individuals with new employment.
1	1.3	Workforce Development	Number of people with improved economic benefits derived from sustainable natural resource management and/or biodiversity conservation as a result of USG assistance	EG.10.2-3	EG.10.2-3b	Improved economic benefits are positive changes in economic earnings or consumption due to sustainable management or conservation of natural resources, which can include wages, communal revenues, non-cash benefits, economic benefits from ecosystem services and reductions in the rate of loss of an economic benefit under threat.
1	1.3	Workforce Development	Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance [IM-level]	EG.3.2-24	EG.3.2-24h	This indicator measures the total number of agriculture system actors (specified in PIRS) participating in the USG-funded activity who have applied improved management practices and/or technologies promoted by the USG anywhere within the food and agriculture system during the reporting year. The indicator tracks those individuals who are changing their behavior while participating in USG-funded activities. Individuals who attended training or were exposed to a new technology do not count under this indicator unless the individual actually applies what she/he learned. Improved management practices or technologies are those promoted by the implementing partner as a way to increase agriculture productivity or support stronger and better functioning systems.
1	1.3	Workforce Development	Number of individuals with increased earnings following completion of USG- assisted workforce development programs	EG.6-5	EG.6-5b	The number of individuals with increased gross earning is calculated by summing the number of individuals that have higher earnings at the end of the program (endline) compared to their earnings before the program (baseline). Earnings are defined as the remuneration in cash and in-kind paid to employees, as a rule and at regular or irregular intervals, for time worked or work done, together with the remuneration for time which was not worked during a specified reference period (as defined in the USAID's E3/ED How to Note: Measuring Workforce Development Indicators).

2	2.1	Entrepreneurship and Finance	Number of (person) days of USG-funded training provided to support microenterprise development	EG.4.2-4	EG.4.2-4b	This indicator captures the amount of training provided either to employees of microenterprises (disaggregated by sex) supported by USG assistance, or training completed by the management and/or staff of financial intermediaries supporting microenterprises (disaggregated by sex) that receive USG assistance. This indicator uses the following equation to express the number of USG-supported training days that were completed by training participants: Days of USG supported training course x Number of people completing that training course.
2	2.1	Entrepreneurship and Finance	Number of (person) days of USG funded technical assistance provided to support microenterprise development	EG.4.2-5	EG.4.2-5b	This indicator captures sex-disaggregated data pertaining to the provision of days of technical assistance provided in support of microenterprises under the following categories: 1) employees of microenterprises (strengthening microenterprise productivity); and/or 2) management and/or staff of financial intermediaries that support microenterprises; and/or 3) technical assistance in the operation and registration of micro or small enterprises provided to counterparts or stakeholders (policy environment).
2	2.1	Entrepreneurship and Finance	Number of microenterprises supported by USG Assistance	EG.5-3	EG.5-3-b	Includes microenterprises (disaggregating entrepreneurs by sex) receiving assistance through a USG-supported value chain or supply chain, as well as microentrepreneurs receiving business development services or embedded services. A microenterprise is defined as a very small enterprise owned and operated by poor people, usually in the informal sector. For USAID program purposes, the term is restricted to enterprises
2	2.1	Entrepreneurship and Finance	Person hours of USG-supported training completed in trade and investment	EG.2-1	EG.2-1b	This indicator uses the following equation: Hours of USG-supported training course x Number of people completing that training course. USG support may include provision of funds to pay teachers, providing hosting facilities, or other key contributions necessary to ensure training was delivered. Only people who complete the entire training course are counted for this indicator. Training is defined as sessions in which participants are educated according to a defined curriculum and set learning objectives. Trade and investment is defined as the policies, laws, regulations, and administrative practices affecting international trade and investment and the public and private sector institutions that support sustained, locally driven improvements in the trade environment that benefit both men and women; and the collection of services, technologies, equipment, and techniques used to enhance private sector response to international trade and investment opportunities.

2	2.2	Entrepreneurship and Finance	EG.3.2-3 Number of micro, small, and medium enterprises (MSMEs), including farmers, receiving agricultural-related credit as a result of USG assistance	EG.3.2-3	EG.3.2-3e	This indicator counts the total number of micro (1-10 employees), small (11-50 employees), and medium (51-100 employees) enterprises (MSMEs) that have received USG assistance that resulted in a loan during the reporting year. The loan can be from a formal or informal financial institution, including a micro-finance institution (MFI), commercial bank, or informal lender, or from an in-kind lender of equipment (e.g. tractor, plow), agricultural inputs (e.g., fertilizer or seeds), or transport, with repayment in cash or in kind. USG assistance may include partial loan guarantee programs or any support facilitating the receipt of a loan. Data is disggregated for female owners/producers.
2	2.3	Entrepreneurship and Finance	Number of people receiving livelihood co-benefits (monetary or non-monetary) associated with the implementation of USG sustainable landscapes activities	EG.13-5	EG.13-5b	The implementation of sustainable landscapes strategies, programs or actions (including Reducing Emissions from Deforestation and Forest Degradation (REDD+) and Low Emissions Development Strategies (LEDS)) generates a range of monetary and non-monetary benefits for stakeholders. Beneficiaries may include, but are not limited to: members of a household with an increased income or a newly secured land title, children attending a school renovated with payments for REDD+ results, or members of a cooperative who have increased sales due to increased market access.
2	2.3	Entrepreneurship and Finance	Number of individuals participating in USG-assisted group-based savings, micro-finance or lending programs [IM-level]	EG.4.2-7	EG.4.2-7b	Group-based savings programs are formal or informal community programs that serve as a mechanism for people in poor communities with otherwise limited access to financial services to pool their savings. The specific composition and function of the savings groups group vary and can include rotating loan disbursement. The definition is inclusive of all of the different types of group based savings programs. According to the World Bank, microfinance can be defined as approaches to provide financial services to households and micro-enterprises that are excluded from traditional commercial banking services. Typically, these are low-income, self-employed or informally employed individuals, with no formalized ownership titles on their assets and with limited formal identification papers.
2	2.5	Entrepreneurship and Finance	Percentage of female participants in USG assisted programs designed to increase access to productive economic resources	GNDR-2	GNDR-2c	Productive economic resources include: assets - land, housing, businesses, livestock or financial assets such as, savings; credit; wage or self-employment; and income. Note that this indicator does NOT track access to services, such as, business development services or stand-alone employment training.
2	2.5	Entrepreneurship and Finance	Number of adults provided with legally recognized and documented tenure rights to land or marine areas, as a result of USG assistance	EG.10.4-7	EG.10.4-7f; EG.10.4-7n	Tracks only newly created, legally recognized, documentation as a result of USG assistance. Refers specifically to legally recognized tenure rights. Informal tenure systems are excluded. It does not limit tenure rights to individual ownership rights. Any legally recognized documentation of tenure rights counts under this indicator, regardless of tenure type (e.g., individual, joint, communal, business, or other).

3	3.1	Enabling Environment	Number of specific pieces of land tenure and property rights legislation or implementing regulations proposed, adopted, and/or implemented positively affecting property rights of the urban and/or rural poor as a result of USG assistance	EG.10.4-1	NA*	A policy/law/regulation/administrative procedure supported by USG assistance reported if it – directly or indirectly – strengthens the land tenure and property rights of the poor, as defined by national poverty statistics, whether in urban and/or rural areas.
3	3.1	Enabling Environment	Number of legal instruments drafted, proposed or adopted with USG assistance designed to promote gender equality or non-discrimination against women or girls at the national or sub-national level	GNDR-1	NA*	"Legal instrument" is meant broadly to include any official document issued by a government (e.g., law, policy, action plan, constitutional amendment, decree, strategy, regulation) designed to promote or strengthen gender equality or non-discrimination on the basis of sex at the national or sub-national level, which was drafted, proposed or adopted with USG assistance. This assistance could be targeted directly to the host government or to CSOs working on the legal instrument.
3	3.1	Enabling Environment	Number of legal instruments drafted, proposed, or adopted with USG assistance designed to improve prevention of or response to sexual and gender based violence at the national or sub-national level	GNDR-5		"Legal instrument" is meant broadly to include any official document issued by a government (e.g., law, policy, action plan, constitutional amendment, decree, strategy, regulation) designed to improve prevention of and response to sexual and gender based violence at the national or sub-national level. Gender-based violence (GBV) is an umbrella term for any harmful act that is perpetrated against a person's will, and that is based on socially ascribed gender norms and roles.
3	3.1	Enabling Environment	Number of primary or secondary school educators who complete professional development activities on peace education, conflict sensitivity, or conflict transformation with USG assistance	ES.1-9	NA*	Educators are individuals whose professional activity involves the transmitting of knowledge, attitudes, and skills that are stipulated in curriculum directly to students participating in a formal or non-formal educational opportunity. Completing professional development activities means that an individual has met the completion requirements of a structured training, coaching, or mentoring program as defined by the program offered.
3	3.1	Enabling Environment	Number of education administrators and officials who complete professional development activities with USG assistance	ES.1-12	NA*	Education administrators and officials are individuals (disaggregated by sex) involved in the organization, management, operations, and support systems within the education system. Completing professional development activities means that an individual has met the completion requirements of a structured training, coaching, or mentoring program as defined by the program offered.

3	3.2	Enabling Environment	Number of human rights organizations trained and supported	DR.4.2-1	DR.4.2-1b	To be counted, the human rights organization / civil society organization (CSO) should focus a primary or significant portion their of work on strengthening human rights (e.g., in providing services, reporting, monitoring, advocacy, outreach, education or protection of citizens). Training support to CSOs can be short-term or long-term, in-country or abroad. It is required that trainings follow a documented curriculum with stated objectives and/or expected competencies; and that, where possible, training meets national or international standards. If multiple types of support are provided to a CSO in a fiscal year (i.e. a grant and training) then the CSO can be counted each time that it receives USG support.
3	3.2	Enabling Environment	Number of independent worker organizations supported by USG to promote international labor standards	DR.4.5-1	NA*	Per ILO, a worker organization is an organization consisting of workers and furthering and defending the interests of workers. They include formal sector unions with the right to collectively bargain, public sector worker associations that may or may not have collective bargaining rights, and associations of self-employed workers in the informal sector. Core Labor Standards (CLS), according to the ILO, are defined as fundamental labor rights that should be respected by all member countries regardless of their level of development, including core conventions on: Freedom of Association and Protection of the Right to Organize; Right to Organize and Collective Bargaining; Forced Labor; Abolition of Forced Labor; Minimum Age; Worst Forms of Child Labor; Equal Remuneration; Discrimination.
3	3.3	Enabling Environment	Percentage of participants reporting increased agreement with the concept that males and females should have equal access to social, economic, and political resources and opportunities	GNDR-4	NA*	This indicator will be used to gauge the effectiveness of USG efforts to promote gender equality by measuring changes in attitudes about whether men and women should have equal access to resources and opportunities in social, political, and economic spheres. Changes in attitudes are measured via the Equal Opportunity survey (see Data Source below for survey instructions) administered in conjunction with training or programs in any sector which include goals or objectives related to gender equality and women's empowerment.
3	3.3	Enabling Environment	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	GNDR-8	NA*	Number of persons trained with USG assistance to advance gender equality or female empowerment objectives in the context of their official/formal role(s) within a public or private sector institution or organization. Public or private sector institutions or organizations include, but are not limited to: government agencies forming part of the executive, judicial, or legislative branches; public and private health, financial, and education institutions; and civil society organizations such as rights advocacy groups, business associations, faith-based groups, and labor unions.
3	3.3	Entrepreneurship and Finance	Number of adults who perceive their tenure rights to land or marine areas as secure as a result of USG assistance	EG.10.4-8	EG.10.4-8f; EG.10.4-8n	Tenure refers to how people have access to land or marine areas, what they can do with the resources, and how long they have access to said resource. Tenure systems can range from individual property rights to collective rights, whether legally recognized or informal. What is included in the bundle of rights within each system varies. Counts adults who perceive their tenure as secure only in the reporting year.

3	NA	Enabling Environment	GNDR-6 Number of people reached by a USG funded intervention providing GBV services (e.g., health, legal, psycho-social counseling, shelters, hotlines, other)	GNDR-6	GNDR-6-b	Counts individuals served by GBV services. Gender-based violence (GBV) is an umbrella term for any harmful act that is perpetrated against a person's will, and that is based on socially ascribed (gender) differences between males and females. Forms of gender-based violence include, but are not limited to, domestic or intimate partner violence; rape as a weapon of war; sexual violence and abuse; female infanticide; psychological or emotional abuse; sexual harassment or violence in the workplace or in educational institutions; and harmful traditional practices including female genital mutilation/cutting, honor crimes, early marriage, forced marriage, bride kidnapping, and dowry-related violence; and violence based on sexual orientation or gender identity (SOGI).
*Note: The Pillar 3 (Enabling Environment) indicators are qualitatively different from the Pillar 1 and Pillar 2 indicators because they count outputs or outcomes, such as, policies, legal instruments, and measures of private sector investment, land rights, property rights, and attitudinal changes facilitating women's economic empowerment.Some of the Pillar 3 indicators count persons. However, the number of Pillar 3 females have not been added to the topline metric: Total # of women reached.						

Annex 9: Proposal Checklist

☐   Technical Proposal not exceeding 10 pages

☐   Proposal Annexes

- o   Work plan
- o   References
- o   Past Performance Matrix
- o   MEL Indicator Table
- o   Organizational Chart for proposal
- o   CVs of principal personnel

☐   Budget not exceeding $1,000,000 USD

- o   Including second tab of template with complete Milestone Table

☐   Budget Narrative

☐   Financial capability questionnaire

- o   NICRA or Audited financial reports

☐   Evidence of Organizational Registration

☐   Evidence of DUNS number, CAGE/NCAGE code, and SAM.gov registration (optional)