# Digital Frontiers
# Request for Application (RFA)

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| RFA No. | 2022-01<br>Issued under Digital Frontiers, USAID Agreement No. AID-OAA-A-17-00033 |
| Issue Date | January 25, 2022 |
| Title | Women's Digital Inclusion Challenge |
| Issuing Office & Email | Digital Frontiers c/o DAI<br>DAA_subawards@dai.com |
| Addressing Southeast Asia's Gender Digital Divide: Good Practices & New Funding Opportunity Webinar | February 2, 2022, 10am ICT, Bangkok, Thailand Time<br>Register at: https://bit.ly/3FEU1bJ |
| Deadline for Receipt of Questions | February 11, 2022, 5pm EST, to DAA_subawards@dai.com |
| Deadline for Receipt of Applications | March 4, 2022, 5pm EST, to DAA_subawards@dai.com |
| Point of Contact | DAA_subawards@dai.com |
| Anticipated Award Type | Fixed Amount Award |

The purpose of this Request for Applications (RFA) is to solicit applications for funding. DAI through the United States Agency for International Development (USAID), is looking for partners with experience in addressing the gender digital divide in Southeast Asia and Mongolia by providing digital upskilling training support to WSMEs. The Accelerator's broader mission is to increase the safe and appropriate use of digital technology for economic development in Southeast Asia and Mongolia by 1) Improving digital skills of the private sector; 2) Increasing public awareness of digital safety issues to increase safe behavior online; and 3) Strengthening the ability of the private sector and civil society to engage on a range of digital economy and cybersecurity policy issues.

USAID's Digital Asia Accelerator program activity ("the Accelerator"), managed by DAI, aims to increase the safe and appropriate use of digital technology for economic development in Southeast Asia. The Accelerator is part of a broader DAI-managed program, Digital Frontiers, which works closely with the U.S. Global Development Lab, the Center for Digital Development, USAID missions, the private sector, and international and local development organizations to identify successful and sustainable digital approaches and scale their impact globally.

Subject to the availability of funds, The Digital Asia Accelerator anticipates awarding approximately **The Digital Asia Accelerator anticipates providing three organizations with a grant award of up to $200,000.** The expected duration of DAI support or the period of performance is **12 months from date of award**.

Grant awards are expected to be issued between March-May 2022.

Applications must be received via email to DAA_subawards@dai.com. Any questions concerning this RFA should be submitted in writing to the same email address.

Award(s) will be made to the responsible applicant(s) whose application(s) offers the best value and meets the eligibility requirements.

Issuance of this RFA does not constitute an award commitment on the part of DAI, nor does it commit DAI to pay for costs incurred in the preparation and submission of an application. Further, DAI 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. DAI reserves the right to fund any or none of the applications submitted.

Thank you for your interest in Digital Asia Accelerator activities!

**IMPORTANT:** Prospective Applicants who have received this document from a source other than the DAA_subawards@dai.com email address, should immediately contact DAA_subawards@dai.com and provide their name and email address in order that amendments to the RFA or other communications can be sent directly to them. Any prospective Applicant who fails to contact DAA_subawards@dai.com assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this RFA, questions and answers, or other communications will be issued from DAA_subawards@dai.com

# Table of Contents

# Section A – Grant Application Instructions

## A. Completion and submission of applications

### Eligibility Requirements
- The application is open to organizations regardless of type (for example: for profit, not-for-profit, civic groups and others) registered to operate in their headquarters location (US or non-US) and in the targeted country for implementation.
- Applicants must have an existing WSME digital upskilling programs in any ASEAN Member State (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam), and demonstrate an interest in adapting and expanding their program to one or more new country. Potential expansion countries are one or more of any of the following countries where the Accelerator is currently working: Cambodia, Indonesia, Laos, Mongolia, Myanmar and Thailand.
- For-profit Applicants must be willing to forego profit per 2 CFR 700.13.
- The following are not eligible:
  - Government entities
  - Individuals
- 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 C).
- 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 4).

### Deadlines
Applications must be received via email to DAA_subawards@dai.com by **March 4, 2022** at 5pm EST. Please include the RFA number (**2022-01**) in the subject line of the email.

Requests for clarification or additional information must be submitted in writing via email to DAA_subawards@dai.com by **February 11, 2022** at 5pm EST. No questions will be answered by phone. Any verbal information received from a DAI or Digital Frontiers employee or other entity shall not be considered as an official response to any question regarding this RFA. Copies of questions and responses will be distributed via email to all prospective bidders who are on record as having received this RFA after the submission date specified in the Synopsis above.

### Late Applications
All applications received by the deadline will be reviewed for responsiveness and programmatic merit according to the specifications outlined in these guidelines and the application format. Section C addresses the evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process.

**B. Preparation Instructions – Technical Application**

➢ Technical Applications must include:
- Narrative technical application (15 pages maximum)
- Completed Project Workplan
- CVs of all named project team members. CVs should be no longer than 3 pages each

**Page Limitation**: Applications should be specific, complete, presented concisely and shall not exceed **15 pages** (exclusive of personnel CVs and proposed workplan) in Word format.

**Technical application requirements**

Applicants are invited to submit applications with training programs that address the objectives and outcomes contained in Section D "Program Description" starting on page 11 and the evaluation criteria in Section B "Selection Process" on pages 7-8. Examples of types of training programs include, but are not limited to:

- Digital skills-building or digital literacy program for women entrepreneurs (online, in-person, or hybrid).
- An accelerator program that builds the digital capacity of WSMEs and their employees.
- A series of cybersecurity training workshops that address specific needs and concerns of women entrepreneurs.
- A private sector-led training program tied to a particular digital product or service (such as an e-commerce platform or mobile money service) that is already live in the market. The proposed training program will aim to increase users and lower the digitization barrier for WSMEs.

Applications must include the following components:

- **Narrative technical approach** outlining how the offeror would execute the duties and responsibilities outlined below. A **project workplan** should be included with approximate timelines and key milestones. Additionally, the technical approach must:

  o **Demonstrate that they are built upon proven strategies that have already been successfully delivered for WSMEs in at least one ASEAN Member State**. Applicants will be required to demonstrate how their interventions on their known and tested proven strategies that have closed the gender and technology gap.
  o **Engage with one or more private sector partners.** Applicants should leverage the work of the private sector, and partnerships with US technology firms are recommended if feasible. The purpose of this requirement is to ensure long-term sustainability and to facilitate partnerships between the private sector and organizations hoping to bridge the gender digital divide at the grassroots level. Applicants are invited to present partnerships as a part of the funding proposal, and should specify which partner is the lead applicant, and which partners are supporting that grantee. Private sector engagement could also come in the form of using existing materials developed by a private sector partner or technology firm.
  o **Be gender-sensitive.** Applicants will be required to demonstrate a gender-sensitive narrative technical approach.
  o **Describe how they will innovate their existing WSME training program and expand it to a new country.** Whenever feasible, applicants should leverage and adapt existing digital skills training content that is relevant to the context. Additionally, applicants should outline anticipated operational challenges and how they will overcome those challenges.
  o **Present a feasible technical approach and Monitoring, Evaluation and Learning plan**. Applicants should demonstrate a technical approach that proves to be implementable within the proposed timeframe, human resources and budget. The approach must demonstrate an understanding of the local context, provide a monitoring, evaluation, and

learning framework that aligns with the Accelerator's objectives and indicators, including data collection (including disaggregation of data by gender) and data analysis plans.

- **Staffing plan** outlining the staff who will work on this project and a description of their roles and responsibilities. Applicants should include short bios for the top three team members (1-page bio maximum for each team member).

- **Previous experience:** Summary descriptions of at least three of the offeror's relevant past projects. Applicants must demonstrate relevant working experience in at least one of the Accelerator's countries and include summary descriptions of three relevant projects that demonstrate experience in assessing the use of digital technologies (user needs assessments) and key barriers for digital adoption for MSMEs, developing curriculum and delivering digital training support. Emphasis should be placed on qualifications outlined below. Applicants should include details on one page for each project, with hyperlinks to more information if necessary.

## C. Preparation Instructions – Cost Application
  - ➢ Cost Applications must include:
    - Projected Grant Budget (Annex 3)
    - Budget Narrative (Annex 3)
    - Completed Financial Capability Questionnaire (Annex 4)
    - NICRA or Audited Financial Statements
    - Incorporation Documents

1. **Completed Budget.** All budget lines must be clearly linked to specific project activities. See attached Annex 3 for the budget template. Supporting information shall be provided, as necessary, in sufficient detail to allow a complete analysis of each line item cost.

2. **Budget Narrative**. The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of activities listed in the technical application narrative. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Annex 3.

3. **Completed Financial Capability Questionnaire,** found in Annex 4**,** which includes:
    a. **NICRA or** (if no NICRA) **Audited Financial Reports:** Copy of the applicant's most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, include a "Balance Sheet" and "Income Statement" for the most current and previous fiscal year.
    b. **Incorporation Papers or Certificate of Registration and Statute**

Cost applications shall be in a separate attachment from technical applications and shall be clearly labeled as "VOLUME II: COST APPLICATION". Provided in [Annex 3 on Page 15] is a template for the cost application. Offerors shall complete the template including as much detailed information as possible. The Applicant is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

The budget must have an accompanying budget narrative and justification that provides in detail the estimated costs for implementation of the Technical Application. The combination of the cost data and narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. A budget narrative template is included in Attachment C.

# Section B. Selection Process and Evaluation Criteria

All applications that meet the minimum eligibility criteria and follow all instructions stated in the RFA will be reviewed by the evaluation committee. Awards will be made to responsible applicants whose applications offer the best value and will be made based on the ranking of applications by the grant committee according to the evaluation criteria and scoring system identified below.

To the extent necessary (if award is not made based on initial applications), negotiations may be conducted with each applicant whose application, after discussion and negotiation, has a reasonable chance of being selected for award.

| | EVALUATION CRITERIA | SUB-CRITERIA | MAXIMUM POINTS |
|---|---|---|---|
| 1 | Narrative Technical Approach | • Application demonstrates the technical approach for expanding the WSME digital upskilling program to a new country or countries. Approaches must be implementable within the proposed timeframe and budget and includes an appropriate MEL plan. Application demonstrates understanding of how and why their proven strategy/ model will work in the  new country/ countries. The evaluation committee will aim to ensure that the WSME digital upskilling training programs reach marginalized populations and are implemented in a diverse set of target countries.<br>• Application demonstrates plan to leverage private sector partners. | 35 points |
| 2 | Staffing Plan | • Personnel plan (with one paragraph bios for key personnel) demonstrates the skills needed to achieve project outcomes. Applicants should highlight the following qualifications:<br>- Experience delivering similar programs in ASEAN member states<br>- Experience working with USAID and/or other donors (project management cycle, reporting, branding, etc.) | 30 points |
| 3 | Previous Experience | • Application includes summary description of the WSME digital upskilling program that the applicant is proposing to scale and the demonstrated results, specifically improved digital skills<br>• Applicants may also include any additional relevant past projects that demonstrate: | 35 points |

| | | - Experience in assessing the use of digital technologies (user needs assessments) and key barriers for digital adoption for SMEs<br>- Experience in developing curriculum and delivering digital training support | |
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## Section C. Special Grant Requirements

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

**Award Type:** DAI anticipates awarding Fixed Amount Award grants as a result of this RFA. 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.

**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 Data Universal Numbering System (DUNS) number, a Commercial and Government Entity/NATO Commercial and Government Entity) CAGE/NCAGE code, and proof of registration in the System for Award Management (SAM) system.

> Applicants must obtain the following before award:
> i. DUNS Number
> ii. Registration with SAM.gov
> iii. CAGE/NCAGE
>
> Please see Annex 5 for instructions for obtaining a DUNS number, SAM registration, and a CAGE/NCAGE code.

**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.

**Permitted Uses of Program Income**:  The Grantee will inform DAI of any program income generated under the grant and agrees to follow USAID's disposition requirements for such program income, which is in accordance with 2 CFR 200 Subpart D.  Program income earned under this agreement shall be applied and used in the following descending order:

1. Added to funds committed by USAID and the recipient to the project or program, and used to further eligible project or program objectives;
2. Used to finance the non-Federal share of the project or program; and
3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

If the terms and conditions of the award do not specify how program income is to be used, then number 2) shall apply automatically. Grantees who are commercial organizations may not apply Option 1) to their program income.

**Use of Funds:** Funds provided under any grant awarded shall be used exclusively for grant purposes. Diversion of grant funds to other uses will result in cancellation of award and retrieval of funds disbursed to the grant recipient.

**Reporting Procedures:** A description of reporting requirements will be included in the Grant Agreements.

**Project Monitoring:** DAI 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 DAI staff.

**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, or
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):
    i.) Activities which may lead to degrading the quality or renewability of natural resources;
    ii.) Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity;
    iii.) Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides);
    iv.) 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, or
15. Activities which the Grantee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers,

16. Activities to support the <u>production</u> of agricultural commodities for export from Malawi 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.

Pursuant to 2 CFR 700.13, 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 may be paid under the grant.

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply. For US organizations, the Standard Provisions for US Nongovernmental Recipients will apply.

Please see Annex 1 for Standard Provisions.

**DAI and USAID reserve the right to fund any or none of the applications received**

## Signing of Grant Agreements

Upon USAID concurrence of the applicant, a Grant Agreement will be prepared. After DAI and the successful applicant have signed the Grant Agreement, all reporting and contractual obligations will be explained to the grant recipients.

# D. Program Description

## 1. Context

### Micro, small and medium-sized enterprises role in Southeast Asia's economy, the impact of COVID-19, and the gender digital divide

Micro, small and medium-sized enterprises (SMEs) play a crucial role in Southeast Asia's economy, accounting for 95%–99% of all business establishments and more than half of the total employment in all Association of Southeast Asian Nations (ASEAN) Member States[1]. The recent COVID-19 pandemic has had devastating effects on these SMEs, especially on the women working for and leading these businesses. According to the UN, 61% of women saw decreases in income from savings, investments, and properties, and 50% of women in formal employment work less hours[2].

Digital skills and tools are essential to helping businesspeople cope with the economic shock from the pandemic and grow their businesses despite challenges posed by physical distancing requirements, lockdowns, and other restrictive measures. For example, businesses have already digitized can expand through online sales channels and access new resources and networks that build their resilience. However, only 16% of SMEs in the region are truly digitized[3], and women-led SMEs (WSMEs) generally have lower levels of digitalization.

The inequalities between men and women in terms of digital technology access and use are referred to as the gender digital divide (for a brief overview of the gender digital divide please see the United States Agency for International Development Gender Digital Divide Primer). While Internet adoption and mobile phone ownership are on the rise, figures show staggering gaps in access for women in many regions of the world. The Global System for Mobile Communications Association Mobile Gender Gap Report 2021 highlights that over 234 million more men than women access the mobile internet in low- and middle-income countries, and smartphone ownership, a principal way of accessing the Internet, is 15% lower for women than men[4]. In Southeast Asia, despite 70% internet penetration in most countries, the gender internet use gap is at 11% due to cost, skills, perceptions of relevance, and safety concerns[5][6][7].

According to USAID's Gender Digital Divide Primer, one of the primary barriers to closing the gender digital divide is ability, in addition to affordability, availability and appetite. Without a concerted effort to enable WSMEs to digitize by helping them use digital tools more effectively, the social and economic consequences of the gender digital divide will continue to grow and they will not be able to take advantage of the benefits of participating in the digital economy. Directed digital upskilling support that is sensitive to the barriers women face in their specific country and community can help women entrepreneurs and WSMEs benefit from the resources, opportunities and information that digital technology can offer.

### USAID's initiative to close the gender digital divide

USAID recognizes that the gender digital divide significantly hampers the ability of digital technology to help women improve their lives, the stability of their families, and the resilience of their communities. Through the USAID Digital Strategy, the Agency is committed to sharing best practices from previous gender digital divide and ICT programs, including the USAID's WomenConnect Challenge (WCC), and ensuring that USAID digital development programming addresses digital inequalities.

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[1] https://www.ifac.org/knowledge-gateway/contributing-global-economy/discussion/smes-backbone-southeast-asia-s-growing-economy

[2] https://data.unwomen.org/sites/default/files/documents/COVID19/Unlocking_the_lockdown_UNWomen_2020.pd

[3] https://www.eria.org/uploads/media/Books/2019-October-ERIA-ASEAN-Study-On-MSMEs-Participation.pdf

[4] https://www.gsma.com/r/wp-content/uploads/2021/07/The-Mobile-Gender-Gap-Report-2021.pdf

[5] https://www.statista.com/statistics/487965/internet-penetration-in-southeast-asian-countries/

[6] https://webfoundation.org/2020/03/the-gender-gap-in-internet-access-using-a-women-centred-method/

[7] https://solutionscenter.nethope.org/resources/closing-the-gender-digital-divide

As highlighted in USAID's [COVID-19 and the Gender Digital Divide paper](#), empowering women economically and socially is a core tenet of development policy, but persistent—and growing— gaps in women's access to, and use of, digital technology significantly hamper their ability to improve their lives, the stability of their families, and the resilience of their communities. No country will be self-reliant if citizens cannot benefit equally from the gains of a global digital ecosystem.

**Digital Asia Accelerator**

Building on the lessons from WCC and USAID's other investments in addressing the global digital gender divide, USAID's [Digital Asia Accelerator](#) ("the Accelerator"), managed by [DAI](#), is looking for partners with experience in addressing the gender digital divide in Southeast Asia and Mongolia by providing digital upskilling training support to WSMEs. The Accelerator's broader mission is to increase the safe and appropriate use of digital technology for economic development in Southeast Asia and Mongolia by 1) Improving digital skills of the private sector; 2) Increasing public awareness of digital safety issues to increase safe behavior online; and 3) Strengthening the ability of the private sector and civil society to engage on a range of digital economy and cybersecurity policy issues.

The Accelerator is part of the Digital Connectivity and Cybersecurity Partnership (DCCP), a whole-of-US Government initiative that promotes an open, interoperable, secure, and reliable internet within the Indo-Pacific Vision.

## 2. Women's Digital Inclusion Challenge

### Objectives, location and timeline

The growth of Southeast Asia's digital economy offers many economic opportunities for WSMEs. However, digital literacy barriers threaten their growth and ability to participate in the digital economy[8]. DAI is looking for organizations with experience providing digital upskilling training support to WSMEs to address the gender digital divide in Southeast Asia and Mongolia. Through this Women's Digital Inclusion Challenge ("the Challenge"), DAI will provide funding and technical assistance from DAI experts and private sector partners to enable organizations to adapt and expand.

The estimated Challenge timeline is as follows:

- RFA publication: 25 January 2022
- Addressing Southeast Asia's Gender Digital Divide: Good Practices & New Funding Opportunity Webinar: 2 February 2022, 10am ICT, Bangkok, Thailand Time.

  Register at https://bit.ly/3FEU1bJ
- Applicants questions due: 11 February 2022
- DAI publishes applicant questions: 18 February 2022
- Application submissions due:  4 March 2022
- DAI evaluates applications and selects Challenge winners: 25 March 2022
- Award process (negotiation process, USAID approval, grantee agreement submission): March 2022 – 1 May 2022
- Winners begin implementing their regional WSME training program: 1 May 2022
- Accelerator's 1st sustainability support session: August 2022 (see section 3 for more detail)
- Accelerator's 2nd sustainability support session: February 2023 (see section 3 for more detail)
- Regional training program ends: 30 April 2023
- Final DAA Summit and Partner Networking Event sharing best tools, success stories and lessons learned: 5 May 2023

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[8] https://investinginwomen.asia/knowledge/strengthening-womens-entrepreneurship-asean/

- Final report submission: 31 May 2023

**Target outcomes and beneficiaries**

The Challenge will identify and advance three proven WSME digital upskilling models (i.e. three organizations will be selected as Challenge winners). The Accelerator's mandatory indicators for the activity are:
- # women and # men from WMSEs who complete the training
- # women and # men from WMSEs who demonstrated increased digital skills as a result of the training
- # women and # men from WMSEs who report increased level of digital safety practice and digital skills use as a result the training

Additional indicators that the Accelerator encourages where applicable include:

- % increase in organizational funding (revenues) for digital upskilling and WSME support (baseline and endline data)
- # women and # men from WMSEs who report using new digital channels (that they had not used before) to market and sell their products as a result of the training
- # women and # men from WMSEs who report using new digital channels to communicate with customers as a result of the training
- # women and # men from WMSEs who report using new digital technology to improve business operations (outside of marketing, sales and customer communications) as a result of the training
- # women and # men from WMSEs who report using new digital safety practices as a result of the training
- # women and # men from WMSEs who report increased monthly incomes as a result the training
- # and % women and men from WSMEs who report improved business confidence as a result the training

Applicants are required to set targets for indicators included in their applications.

Applicants are also welcomed to define and include additional organizational and/or activity-specific indicators and targets that demonstrate effect on development outcomes for the organization and/or the WSMEs.

Target beneficiaries are employees of WSMEs and women entrepreneurs of all genders. The activity should target at least 75% women beneficiaries.

**For technical application and cost application guidance, please see pages 5 and 6.**
**For selection process and scoring criteria guidance, please see pages 7 and 8.**

### 3. What winners will receive

The Accelerator anticipates that three organizations will be selected as Challenge winners to scale their WSME digital upskilling program. Winners will receive:

**Grant award:** up to $200k grant

**Technical assistance and coaching support:** The Accelerator will work with the Challenge partners to address constraints to their success and growth after the Challenge ends. During the life of the Challenge, the Accelerator team will work with the partner to schedule two sustainability support sessions – one close to the beginning of the project and one towards the end of the funding period. Based on demand from the partners during these sessions, the Accelerator team will help match the

partners with key experts from DAI and the Center for Digital Acceleration team as well as other key private sector partners in the region.  Examples of types of consultations could include a) help evaluating effectiveness of digital training materials, b) assessment of e-learning platform functionality, c) assessment of financial sustainability plan, etc.  A menu of experts will be provided to the Challenge winners to facilitate matching process.

## 4. What winners are expected to deliver

Winners must complete the following milestones.

| | MILESTONES | DETAILS |
|---|---|---|
| 1 | Workplan | Detailed description of the overall training project, specifying its goal, activities, timeline and results |
| 2 | MEL plan | Monitoring, evaluation, and learning (MEL) framework, that aligns with the Accelerator's objectives and indicators including data collection (including disaggregation of data by gender) and data analysis plans. |
| 3 | Digital Literacy Training Needs Assessment | <ul><li>Design and implement a needs assessment to identify the existing digital skills capacity and skill gaps of women-owned SMEs in the target country.</li><li>**Purpose**: To understand WSMEs' key barriers in business digitization and identify needs of the end-users.</li><li>**Geographic focus:** the target country in SEA region</li><li>**Length:** 10-20 pages, including a 1-page summary</li><li>**Language**: English</li><li>**Key questions:**<ul><li>*Digital economy in the target country*:<ul><li>What are the key skills needed for WSMEs to fully participate in the digital economy?</li><li>Who are the existing key stakeholders in the digital economy?</li></ul></li><li>*Digital skills of target audiences*:<ul><li>What are the challenges and opportunities for WSMEs?</li><li>What are the current levels of their digital skills? (provide demographic information and identify trends)</li><li>In addition to an overall summary, the needs assessment should also provide three case studies or user personas of the target country. Each case study should highlight:</li></ul></li><li>Basic information about the business/entrepreneur:<ul><li>Do they currently have a business? (Y/N)</li><li>Industry of the business (e.g. agriculture, textiles, tourism, etc.). If they don't already have a business, identify what they envision for their future business.</li><li>What is their product/services</li><li>Online presence</li><li>How technologies are currently being used in business operations</li><li>Challenges of using technology in their businesses</li><li>Digital needs of the business/entrepreneur</li><li>Quotes if applicable.</li></ul></li></ul></li></ul> |

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|---|---|---|
| | | o *Private sector resources*: What are examples of existing digital literacy curriculum available in the target country, particularly by U.S. technology companies, that may be utilized? What are some digital training literacy programs that already exist which are appropriate to WSMEs?<br>o *Recommendations for the Digital Skills Curriculum:* What are the appropriate digital skills that the curriculum should focus on to maximize impact for the target population? What would be the most effective model for training (e.g. face-to-face training, mobile coaching calls, online platform, etc.)? Which partners would be most suitable for long-term impact? |
| 4 | Training Curriculum: Strategies and Materials | • The curriculum should be based on the applicant's proven model and results from the needs assessment. The curriculum should:<br>  o Integrate and build upon existing proven digital upskilling models in SEA region leveraging private sector partnerships.<br>  o Be made available online in their local language<br>  o The curriculum should consist of:<br>    ▪ Individual modules that address the needs of WSMEs and their pain points (e.g., saving time using digital tools, browsing safely, basic internet literacy, digital marketing, cybersecurity and disinformation challenges, etc.).<br>    ▪ Training strategy includes: (1) facilitator's guide with protocols for gender-sensitive training, both face-to-face and remote-led and (2) training schedule/workplan |
| 5 | Training delivery | Deliver training curriculum to target beneficiaries. |
| 6 | Mid-term Training Report | The Winners must submit mid-term training report that highlights:<br>1. Progress and update on the training activity<br>2. High resolution photos with captions and quotes of the training<br>3. Lessons learned or success stories/stories of change from trainees<br>4. Findings from the sustainability support session and actions taken<br>5. Challenges encountered and pivots taken |
| 7 | Presentation and Final Report and recommendations | • Presentation at the DAA Summit 2023<br>• Final Report: key results and highlights of the program and recommendations for future initiatives. |
| 8 | Quarterly reports on project development (April 5, 2022; July 5, 2022; October 5, 2002; January 5, 2023; April 5, 2023) | Throughout the grant period, the Winners submit quarterly reports with progress on activity implementation.<br>Progress quarterly reports should highlight:<br>1. Progress against objectives and MEL targets/indicators<br>2. High resolution photos with captions and quotes<br>3. Lessons learned or success stories/stories of change from trainees<br>4. Findings from the sustainability support session and actions taken<br>5. Challenges encountered and pivots taken |

**5. Glossary**

For the purposes of this Challenge, the Accelerator uses the following definitions for key terms:

- **Gender Digital Divide:** The inequalities between men and women in terms of access to information and communications technologies. In many contexts, gender digital divide is seen as gender biases coded into technology products, technology sector and digital skills education.
- **Digital upskilling** (sometimes called digital literacy, digital skills training, digital education, etc.): Any kind of support that will increase end-user's digital skills, or an individual's ability to understand and use digital technology for use in the digital economy.
- **Proven strategies/models:** Evidence-based programs, practices or activities that have been evaluated and proven to improve economic empowerment and/or digital inclusion goals in at least one of DAA's countries.
- **Theory of change:** A comprehensive description and illustration of how and why a proposed activity responds to DAA's digital inclusion and regional economic empowerment goals.
- **Private sector partnership:**  A collaboration with a private-sector company that can be used to finance, build, and operate the activity. The private sector partner could be a US, international or national firm that plays a significant role in the proposed project.
- **Enterprise support organizations (ESOs):** Any type of organization with a strong commitment in enhancing WSME's operation, including accelerators, incubators, etc. with local presence in the target country.
- **Women-owned SMEs (WSMEs)** (sometimes called women-led businesses / enterprises): A micro, small or medium-sized enterprise that is ≥ 51% owned by woman/women; or ≥ 20% owned by woman/women; and(i) has ≥ 1 woman as CEO/COO/President/Vice President; and (ii) has ≥ 30% of the board of directors composed of women, where a board exists with no more than 200 staff. The Accelerator's definition for WSMEs also includes micro enterprises (MSMEs).
- **Gender sensitivity:** The understanding that societal and cultural factors play a major role in WSME's unique barriers and solutions to digital adoption in the target country.
- **Resilience:** The ability of WSME to mitigate, adapt to, and recover from shocks and stresses in a manner that reduces chronic vulnerability and facilitates inclusive growth.
- **Scale:** Applicants are expected to expand, replicate, and adapt their successful, existing digital upskilling programs or projects in any ASEAN Member State (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam) to one or more of any of the following countries where the Accelerator is currently working: Cambodia, Indonesia, Laos, Mongolia, Myanmar and Thailand.

**NOTES**

See here for further information on USAID's Digital Strategy, Gender Digital Divide Primer, COVID-19 and the Gender Digital Divide paper, WomenConnect Challenge, Digital Asia Accelerator, Digital Connectivity and Cybersecurity Partnership, and Digital Frontiers.

# Annex 1: Mandatory Standard Provisions

Standard Provisions for Non-US Nongovernmental Organizations will be included in the grant award:
https://www.usaid.gov/ads/policy/300/303mab

If the recipient is US-based, relevant Standard Provisions will be included:
https://www.usaid.gov/sites/default/files/documents/303maa.pdf

# Annex 2: 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 & VI – Are included in the grant file as part of the grant application.)

# Annex 3: Sample Budget and Budget Narrative

Total grant amount should not exceed $200,000 USD

| | Name | Rate | Units (month/day/hour) | Cost |
|---|---|---|---|---|
| **I. Salaries and Wages** | | | | |
| Person 1 | TBD | $0.00 | 0 | $0 |
| Person 2 | TBD | $0.00 | 0 | $0 |
| **Total Salaries and Wages** | | | **0** | **$0** |
| | | | | |
| **II. Travel, Transportation and Per Diem** | | | | |
| *1. Air Travel* | | | | |
| International Travel | | $0.00 | 0 | $0 |
| Regional / In-Country Travel | | $0.00 | 0 | $0 |
| *2. Per Diem* | | | | |
| Traveler 1 | | $0.00 | 0 | $0 |
| *3. Other Travel Expenses* | | | | |
| Traveler 1 | | $0.00 | 0 | $0 |
| **Total Travel, Transportation and Per Diem** | | | | **$0** |
| | | | | |
| **III. Other Direct Costs** | | | | |
| *1. Project Management Expenses* | | | | |
| Other (DESCRIBE) | | $0.00 | 0 | $0 |
| **Total Other Direct Costs** | | | | **$0** |
| | | | | |
| **Total Program Expenses** | | | | **$0** |
| **Indirect Costs on All Costs** | | | **0** | **$0** |
| | | | | |
| **Grand Total** | | | | **$0** |

## Budget Narrative Template

### Salaries and Wages
For our labor cost estimates, we have used daily rates per person as supported by actual salaries and/or prevailing labor rates. If labor is based on commercial rates, please provide a link or evidence of publication of the commercial rates.

### Personnel
■ Name, Title proposed for a total of XX days at a daily rate of $XXX.
■ Name, Title proposed for a total of XX days at a daily rate of $XXX.

### Travel, Transportation and Per Diem
Economy air fare trips have been budgeted from XXXX to XXXX.

### Regional / In-Country Travel
X number of trips have been budgeted for X locations.

**Per Diem**
Per Diem at $XXX has been assumed for all travelers to XXX based on XX days per trip.

**Miscellaneous Travel Expenses**
Miscellaneous Travel expenses of $XXX per trip have been budgeted based on the number of international trips. This cost per trip is based on XX assumptions.

**Other Direct Costs**
This category includes basic support costs for the project. Included within this cost category are all costs necessary for the successful operation of this activity.

**Indirect Costs on All Costs**
All indirect costs must be in accordance with the organization's policies.

# Annex 4: Financial Capability Questionnaire

## Accounting System and Financial Capability Questionnaire
## For DAI Grant Recipients

 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 in collaboration with DAI program staff. 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 2 CFR 200 Subpart D 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:

      1)      2 CFR 200 Subpart D (Financial and Program Management)

      2)      2 CFR 200 Subpart D (Property Standards)

      3)      2 CFR 200 Subpart D (Procurement Standards); and

      4)      2 CFR 200 Subpart D (Reports and Records)

## SECTION A: General Information

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

Name of Institution: _____

Name and Title of Financial Contact Person: _____

Name of Person Filling out Questionnaire: _____

Mailing Address: _____

_____

_____

Street Address (if different) _____

_____

Telephone, Fax, Email (if applicable) _____

Enter the beginning and ending dates of your institution's fiscal year:

From: (Month, Day) _____ 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?

Yes: ☐　　　　　No: ☐

2. If yes, how?

_____

_____

_____

3. Are timesheets kept for each paid employee?

Yes: ☐　　　　　No: ☐

4. Do you maintain an employment letter or contract which includes the employee's salary?

Yes: ☐　　　　　No: ☐

4. Do you maintain inventory records for your institution's equipment?

Yes: ☐          No: ☐ (if no, explain)

_____

_____

_____

5. How often do you check actual inventory against inventory records?

_____

_____

_____

6. Are all financial transactions approved by an appropriate official?

Yes: ☐          No: ☐

7. The person responsible for approving financial transactions is: _____    Title: _____

8. Is the person(s) responsible for approving transactions familiar with U.S. Federal Cost principles as described in OMB Circular A-122?

Yes: ☐          No: ☐

9. Does your institution use a payment voucher system or some other procedure for the documentation of approval by an appropriate official?

Yes: ☐          No: ☐

10. Does your institution require supporting documentation (such as original receipts) prior to payment for expenditures?

Yes: ☐          No: ☐

11. Does your institution require that such documentation be maintained over a period of time?

Yes: ☐          No: ☐

If yes, how long are such records kept? _____

12. Are different individuals within your institution responsible for approving, disbursing, and accounting of transactions?

Yes: ☐          No: ☐

13. Are the functions of checking the accuracy of your accounts and the daily recording of accounting data performed by different individuals?

Yes: ☐                    No: ☐

14.  Who would be responsible for financial reports?  _____

## 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 by:

Separate bank accounts:      ☐

A fund accounting system:   ☐

2. Will any cash from the grant funds be maintained outside a bank (in petty cash funds, etc.)?

Yes: ☐                    No: ☐

If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds.

_____

_____

_____

_____

4. If your institution doesn't have a bank account, how do you ensure that cash is maintained safely?

_____

_____

_____

_____

5. Does your institution have written accounting policies and procedures?

Yes: ☐                    No: ☐

6. How do you allocate costs that are "shared" by different funding sources, such as rent, utilities, etc.?

_____

_____

_____

_____

7. Are your financial reports prepared on a:

Cash basis: ☐     Accrual basis: ☐

8. Is your institution's accounting system capable of recording transactions, including date, amount, and description?

      Yes: ☐           No: ☐

9. 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?

      Yes: ☐           No: ☐

10. Is your institution's accounting system capable of accumulating individual grant transactions according to budget categories in the approved budget?

      Yes: ☐           No: ☐

10. Is your institution's accounting system designed to detect errors in a timely manner?

      Yes: ☐           No: ☐

11. How will your institution make sure that budget categories and/or overall budget limits for the grant will not be exceeded?

_____

_____

_____

_____

12. Are reconciliations between bank statements and accounting records performed monthly and reviewed by an appropriate individual?

      Yes: ☐           No: ☐

13. Briefly describe your institution's system for filing and keeping supporting documentation.

_____

_____

_____

_____


## 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")?

Yes: ☐             No: ☐

2. Do you anticipate that your institution will have other sources of U.S. government funds during the period of this grant agreement?

Yes: ☐             No: ☐

3. Have external accountants ever performed an audit of your institution's financial statements?

Yes: ☐             No: ☐

If yes, please provide a copy of your most recent report.

4. Does your institution have regular audits?

Yes: ☐             No: ☐

If yes, who performs the audit and how frequently is it performed?

_____

_____

_____


5. 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.

6. Are there any circumstances that would prevent your institution from obtaining an audit?

Yes: ☐             No: ☐

If yes, please provide details:

_____

_____

_____

## CHECKLIST AND SIGNATURE PAGE

DAI requests that your institution submit a number of 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 most recent audit is attached.
☐ If no recent audit, a "Balance Sheet" "Income Statement" for the most current and previous fiscal year.
☐ All questions have been fully answered.
☐ An authorized individual has signed and dated this page.

**Optional:**
☐ Incorporation Papers or Certificate of Registration and Statute is attached.
☐ Information describing your institution is attached.
☐ Organizational chart, if available is attached (if applicable).

**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

_____          Date _____
Title

## Annex 5: Instructions for Obtaining 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%20NCAGE.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_rO0ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlINUQVRFX0lEAAAAAQApdmlldzo5ZTNkNDA3MS1YzZiLTRjZjgtYmQ2Ny03Mjg3Y2EyZjJhMzIAB19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-312126928af8&interactionstate=JBPNS_rO0ABXcwABBfanNmQnJpZGdlVmlld0lkAAAAAQAPL2pzZi9iYW5uZXIuanNwAAdfX0VPRl9f&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: Application Checklist

Before submitting your application, please check to make sure the following are included.  Applications must be submitted via email to Digital_Frontiers@dai.com:

- ☐ Narrative technical application (15 pages maximum in Word or Power Point)
- ☐ Workplan
- ☐ CVs of all named team members, not exceeding 3 pages each
- ☐ Budget
- ☐ Budget Narrative
- ☐ Completed Financial Capability Questionnaire (Annex 4)
- ☐ NICRA or Audited Financial Reports
- ☐ Incorporation Papers or Certificate of Registration and Statute