SUB AWARD APPLICATION CHECKLIST

Attachment 2 – Application Submission Template

Attachment 3a – Detailed Budget Spreadsheet

Attachment 3b – Budget Narrative Template

Attachment 4 – Past Performance Information Request Template

Attachment 5 – List of Ethiopian Universities and TVETs

Attachment 6 – Applicable USAID Regulations

**Attachment 2**

**APPLICATION TEMPLATE**

**(US Higher Education Institute Name)**

The proposal will be the most important factor for consideration in selection for award of the proposed US Higher Education Institute Sub Award. The proposal should be specific, complete and presented concisely. It should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program.

The applicant background, the contribution to the POTENTIAL program objective and the project description narrative combined should not exceed 4 pages (excluding attachment 3 for the work plan with activity schedule, attachment 4 for the monitoring and evaluation plan, attachment 5a for the budget spreadsheet and attachment 5b for the budget narrative).Specific page limitations and basic formatting requirements are listed below. Proposals must conform to the specific page limitations and formatting requirements.

1. **Page Limitations**
   1. Technical Approach (20 pages):
      1. Contribution to POTENTIAL Strategic Objective
      2. Contribution to US Higher Education Sub Award Objective
      3. Project Objectives, Strategies and Expected Results
      4. Deliverables
   2. Experience (2 pages)
   3. Management Approach (5 pages)
   4. Personnel (5 pages)
   5. Detailed Project Budget (use excel template provided in Attachment 3a).
   6. Budget Narrative (use template provided in Attachment 3b).
2. **Basic Formatting Requirements**
   1. All proposals must be submitted in 12 point Times New Roman font and single-spaced.
   2. Proposals must have one inch (or 2.5 centimeter) margins on all sides of the paper and printed on A4 or 8 ½ x 11 inch paper.
   3. Proposals must be in English.
   4. Submitted proposals should present all sections in the order as they appear in this Proposal Template. Proposal section details are below.
   5. Proposals with all required attachments must be submitted at the same time in one email.

|  |
| --- |
| Technical Approach |
| The applicant must:   1. Describe how it will be contribute to the POTENTIAL strategic objective:    1. Briefly describe multi-stakeholder involvement, including but not limited to private sector (if any)    2. Identify a logical link between the proposed activities and their contribution to POTENTIAL’s strategic objective and/or activity goals    3. Supplement, add value, or strengthen existing workforce development activities 2. Describe how it will contribute to the US Higher Education Institutions Sub Award Objective:    1. Propose an innovative strategy/methodology/approach/tool to engage young people in transferable life skills training    2. Establishe a clear link between the proposed activities and its potential contribution to reducing the skills mismatch    3. Indicate how the strategy/methodology/approach/tool developed will add to the overall bank of knowledge, skills, and proven methods    4. Describe how gender considerations are incorporated into the subject area    5. Have the potential to bring useful results and capacities to Ethiopian higher education institutions    6. Demonstrate multi-stakeholder involvement and benefits, especially local partners    7. Add to the youth employability knowledge base locally, nationally, regionally or globally 3. Describe project objectives, strategies and expected results    1. Describe the project objectives and activities to be implemented, how, and by whom    2. Describe the challenges and assumptions    3. Describe project results/deliverables and due dates    4. Offer adequate consideration to field reality, adaptability, and cost effectiveness    5. Produce results that are potentially useful to multiple implementers in multiple countries    6. Respond to direct, field-driven needs    7. Demonstrate awareness and incorporation of gender integration in the subject area |
| Experience |
| The applicant must demonstrate experience in the following areas:   1. Demonstrated experience in the technical areas set forth in the Scope of Work, including, substantial experience working in youth workforce development as well as mission, objectives, and orientation that are in line with the proposed activities 2. Demonstrated experience in managing a project of similar size and complexity;    1. In particular demonstrated experience working with international universities and TVETs 3. Demonstrated success in delivering technical assistance, in working in collaboration with host country governments and partner organizations, and demonstrated expertise in managing the administrative and financial aspects of a complex program; and 4. Experience collaborating with host country institutions, other public sector organizations, and/or local partners. |
| Management |
| The applicant must demonstrate:   1. The complementary value of the applicant to ongoing POTENTIAL activity and the adequacy of resources (administrative, facilities, equipment, and/or materials) available. 2. The extent to which the management approach demonstrates efficient and effective ways to achieve the scale, scope and targets of this Activity. 3. The degree to which the proposed lines of communication, responsibilities and planned procedures ensure the highest quality coordination and collaboration with the POTENTIAL activity, the GOE (federal, regional and local levels) and USAID/Ethiopia. 4. Proposing education institutions have established technical, financial, and operational capacity. |
| Personnel |
| The proposal must demonstrate:   1. The extent to which personnel possess the requisite qualifications, skills, competencies, experiences to successfully deliver on the Activity’s component. The effectiveness and efficiency of the proposed overall staffing plan, such that personnel possess the full range of experience, skill, and expertise required to successfully implement the Activity. |
| Cost Proposal |
| For the purposes of this RFA, technical considerations are more important than cost. Proposed costs will be analyzed for cost realism, reasonableness, completeness, effectiveness, and allocability. Applications will be assessed to determine if the overall costs proposed are realistic for the work to be performed, if the costs reflect the applicant’s understanding of the requirements, and if the costs are consistent with the technical application. Applications that do not meet these criteria may risk not being considered for award. Applications that have more efficient operational systems that reduce operation costs will be more favorably considered. As technical scores converge, applications that maximize direct activity costs and that minimize administrative costs will be more favorably considered. It is important to note that where applications are found to be technically equal, cost will become the determining factor for award. Applications providing best value to POTENTIAL and its donor, USAID, including cost share, will be more favorably considered for award. POTENTIAL reserves the right to determine the resulting level of funding for the Sub Award. Other considerations are the completeness of the application and adequacy of budget detail as described below:   1. Detailed Project Budget   Please use the Budget Template (Attachment 3a) to develop a detailed budget reflecting all expenses for the project. Worksheet shall clearly display formula used in each cell. Unit of count and unit cost shall only represent expenses that are necessary for the project implementation. Vague and inaccurate entries will delay the review process.   1. Budget Narrative   The budget narrative (Attachment 3b) should include:   1. A clear description of each expenses and why each cost is indicated as necessary to carry out project activities 2. Brief statement about how each unit cost is determined (estimate, purchasing history, quote, etc.) 3. If cost share is included, include a statement in the narrative confirming that cost share proposed is not funded by any US Government Sources.   Also shall confirm Registration of the organization as a US Higher Education Institute,  Full Address, Names of Authorized signatory, Contact person etc… |

**Attachment 3b**

**Budget Narrative Template**

*TITLE OF PROJECT*

Name of Organization requests $ amount from Save the Children. Name of organization proposes a ?month project (from period to period ) to purpose of the project.

Name of Organization confirms that costs are based on actual or quoted prices and are appropriate and necessary for the completion of the Project. All figures are in US Dollars. Please note that name of organization will charge only actual costs to the award.

**Summary Budget by Line Item:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Line Item** | **Amount (US$)** |
| I. | Salary/ Wages |  |
| II. | Travel/ Local transportation |  |
| III. | Training/ Workshops |  |
| IV. | Other Direct Costs |  |
|  | Total Indirect Costs |  |
|  | Total Costs |  |

**I. Salary/ Wages**

* ***Name of position:*** is budgeted at ?% time throughout the life of the Project. Please insert 4-5 lines detailing the tasks of the position.

**II. Travel/ Local transportation**

* Insert information detailing transportation needs.

**III. Training/ Workshops**

* Insert information detailing the name of the training/workshop and a brief description on each training.

**IV. Other Direct Costs**

1. ***Utilities****:* A monthly amount of $? is budgeted for electricity, water, and fuel for heating, throughout the life of the project.
2. ***Office supplies:*** Amonthly amount of $? is budgeted for office and computer supplies throughout the life of the project.
3. ***Office/space rent:*** A monthly amount of $? is budgeted for office rent throughout the life of the project.

**Total Indirect Costs**

Is budgeted at ?%. Please attach a copy of your approved NICRA.

Attachment 4

Past Performance Information Request template

Applicants must submit a list of three recent references for relevant work conducted over the last three years. Include the following for each award:

|  |  |  |
| --- | --- | --- |
| Donor 1 | | |
|  | | |
| Name of awarding agency or organization: | |  |
| Place of performance of program or services | |  |
| Award number | |  |
| Amount of Award | |  |
| Name of Focal Point at the awarding agency: | |  |
| Address: | |  |
| Telephone: | |  |
| Fax: | |  |
| Email: | |  |
| Brief description of the program: | | |
| Period of performance  Start Date: |  | |
| Period of performance  End Date: |  | |

|  |  |  |
| --- | --- | --- |
| Donor 2 | | |
|  | | |
| Name of awarding agency or organization: | |  |
| Place of performance of program or services | |  |
| Award number | |  |
| Amount of Award | |  |
| Name of Focal Point at the awarding agency: | |  |
| Address: | |  |
| Telephone: | |  |
| Fax: | |  |
| Email: | |  |
| Brief description of the program: | | |
| Period of performance  Start Date: |  | |
| Period of performance  End Date: |  | |

|  |  |  |
| --- | --- | --- |
| Donor 3 | | |
|  | | |
| Name of awarding agency or organization: | |  |
| Place of performance of program or services | |  |
| Award number | |  |
| Amount of Award | |  |
| Name of Focal Point at the awarding agency: | |  |
| Address: | |  |
| Telephone: | |  |
| Fax: | |  |
| Email: | |  |
| Brief description of the program: | | |
| Period of performance  Start Date: |  | |
| Period of performance  End Date: |  | |

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment 5: List of Participating Ethiopian Universities and Technical Vocational Institutes

|  |  |  |
| --- | --- | --- |
| *Region* | *Name of TVET* | *Link to University* |
| Afar | Adedale | Semera |
| Gewane |
|  | | |
| Amhara | Anbesame | Bahir Dar |
| Bahir Dar Zuria |
| Dangla |
| Durbete |
| Liben |
| Semen Ashefir |
|  | | |
| Oromia | Ada'a | Hawassa |
| Agarfa (ATVET, TVET) |
| Bekoji |
| Bishoftu |
| Kofele |
| Robe |
| Yabelo |
| SNNP | Hawassa |
|  | | |
| SNNP | Dawuro | Jimma |
| Holeta |
| Yem |
|  | | |
| Somali | Jijiga | Jijiga |
| Gode (ATVET, TVET) |
|  | | |
| Tigray | Alamata | Mekele |
| Korem |
| Maichew (ATVET, TVET) |
| Maichew Tilahun Yigzaw |