



USAID | ETHIOPIA
FROM THE AMERICAN PEOPLE

**Building the Potential of Youth Activity
U.S. Higher Education Institution Sub Award
Request for Applications**

RFA # SC-POTENTIAL-2018-01

Subject: Institutional Capacity Development Support to Ethiopian Higher Education Institutions

Date RFA issued: June 28, 2018

Due date for submitting RFA questions: July 12, 2018

Due date for Applications: August 9, 2018

Issued by: Save the Children Federation, Inc. / Building the Potential of Youth Activity



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Introduction from POTENTIAL Chief of Party

June 28, 2018

Dear Sir / Madam,

The purpose of this request for applications (RFA) is to solicit applications to strengthen the capacity of USAID's Building the Potential of Youth Activity to support Ethiopian youth ages 15-29 to obtain new or better employment. Institutions of higher education form the bedrock of knowledge-based economies. Universities often serve as incubators for new ideas, while technical and vocational institutions develop well-trained individuals with industry-specific skills. Given the private sector's interest in increasing its global competitiveness and employing qualified labor, there is a critical need for increased collaboration between the private sector and universities and technical education institutions in Ethiopia. The U.S. Higher Education Institution Sub Award will be funded up to **US\$ 1,500,000**, as necessary, for activities that develop the capacity of Ethiopian higher education institutions.

Strategic Objective: *At the end of the activity Ethiopian universities and TEVT colleges will be able to produce graduates with market relevant soft skills and experiences.*

Expected Result 1: *Capacity of Ethiopian Higher Education Institutions developed to deliver transferable life skills education for their graduates.*

Expected Result 2: *Partnerships developed between higher institutions, colleges and employers.*

USAID has allocated additional financing to the already ongoing USAID's Building the Potential of Youth Activity to implement capacity development support to reduce the shortage in transferable life skills. One US University will be selected for the provision of high quality support in collaboration/partnership with Save the Children (SCI). This University will partner with six Ethiopian Universities (Bahir Dar, Hawassa, Jijiga, Jimma, Mekele, Semera) to implement the expected institutional capacity building interventions. These universities will build on the created partnerships with the 30 Technical Vocational Education and Training Colleges (TVET) in their respective geographic locations to strengthen the effort of creating employable youth.

The duration of the sub award depends on the proposed activity and may be up to **12 months** from the date of award.

Cost sharing is considered an important element of the USAID-recipient and sub recipient relationship. Applicants are required to propose a minimum **10% of the total funding as the cost share** contribution to the proposed activity.

The application submission date is **August 9th, 2018**. The application question submission due date is **July 12th, 2018**.

For details on proposal submission guidelines, timing, subject areas, and review criteria, please see the RFA package included in this document and its attachments.

Sincerely,

Olaf Erz

Olaf Erz

Chief of Party, POTENTIAL

A. Authority and Introduction

The purpose of this request for applications (RFA) is to solicit applications to strengthen the capacity of USAID's Building the Potential of Youth Activity (POTENTIAL) to support Ethiopian youth to obtain new or better employment. The US Higher Education Institution Sub Award will be funded up to **US\$ 1,500,000** as necessary, for activities that develop the capacity of Ethiopian higher education institutions including, but not limited to institutional partnerships, professional development, training, coaching, technical assistance, participatory assessments, process mapping and overall improvement.

This RFA describes POTENTIAL objectives; explains the technical area of focus; lists the qualifications of applying organizations; lists the criteria for evaluating applications; and provides information on funding, application format, and other relevant information.

The authority for these awards is found in the Foreign Assistance Act of 1961, as amended, and is re-delegated to Save the Children Federation under its Cooperative Agreement No. AID-663-A-15-00006 with USAID.

B. Specific Activity Guidance

B1. Background

POTENTIAL is a five-year USAID-funded demographic opportunity Activity that promotes opportunities for young Ethiopians to positively contribute to the betterment of society, and is implemented by Save the Children Federation, Inc. and its partners: Education Development Center, Inc., HUNDEE-Oromo Grassroots Development Initiative, Professional Alliance for Development in Ethiopia, Relief Society of Tigray and Facilitator for Change Ethiopia. POTENTIAL's goal is for unemployed and underemployed Ethiopian youth ages 15-29 in rural areas and towns to attain the skills, knowledge, and social capital that leads to increased income and long-term economic self-sufficiency.

While much of POTENTIAL has focused on out of school youth in rural areas, this sub award is intended to strengthen the Activity's work with in-school youth in urban and peri-urban settings thus furthering the collaboration with existing institutions to promote sustainability and engaging Ethiopian youth in relevant, market driven training and viable employment pathways.

B2. Activity Scope and Objectives

To reach the objective of building the economic self-sufficiency of youth across Ethiopia, the POTENTIAL activity seeks to achieve the following intermediate results:

IR 1: Rigorous evidence base developed to inform USAID and its development partners, including youth, Government of Ethiopia (GOE), and non-governmental organizations

(NGOs), on appropriate, effective, and sustainable market driven youth workforce development intervention;

IR 2: Improved youth access to market relevant skills and experiences to support the transition to safe and viable employment; and

IR 3: Coordinated delivery, among local institutions, of quality market driven services connecting underserved youth, especially women, to employment and income opportunities.

POTENTIAL's youth livelihoods framework encompasses the development of young people's human, social, financial and physical capital while concurrently building the capacity of local service providers. The Activity's strategic approach responds to unemployed and underemployed youth's capacity needs, leverages existing youth development activities, and contributes to improving the quality and accountability of local training and business service providers by ensuring existing entities work in concert.

The emphasis of the US Higher Education Institution Sub Award is on activities that can be carried out by the universities even after the end of POTENTIAL. The sub award will in particular build on the existing synergies of POTENTIAL's Intermediate Result 3: Coordinated delivery, among local institutions, of quality market driven services connecting underserved youth, especially women, to employment and income opportunities.

B3. Focus and Subject Area

Ethiopia's population has doubled since 1990 with more than 70% of the population under the age of 30. Ethiopia needs at least 2 million new jobs each year for its youth. However, the pace of job creation has not even matched the number of college and university graduates estimated to be more than 300,000 annually and as a result, many graduates struggle to find employment. The large youth population, limited employment opportunities, increasing urbanization and youth migration as well as the need for safe spaces for youth constructive engagement on campus and in the society are factors that need to be taken into consideration for job creation. ¹Urban population is expected to triple in the next two decades as many youth, driven away by landlessness and in search economic opportunities, are moving to urban centers. Research shows that more than half of the population of secondary cities, such as Adama, Bahir Dar, Hawassa, and Mekelle are now rural-urban migrants (UN Habitat 2017)², where urban unemployment remains highest among youth. According to the 2013 National Labor Force survey, 26.4% of urban female youth and 16.1% of urban male youth are unemployed. Of the urban employed, 25.8% (disproportionately females) are employed in the informal economy. Current workplaces are multicultural in their nature and employers highly value their candidates' life skills and

¹ Addressing the Urban Youth Employment Challenge in Ethiopia; Institute of development studies; Policy Brief; ISSUE 138 • FEBRUARY 2017

² UN-Habitat's Global Activities Report (GAR) 2017 <https://unhabitat.org/global-activities-report-2017/>

experiences given the dynamic nature of many industries. Young people need to develop skills to navigate such multicultural work environments. For this to happen, there is a need for strengthening the link between universities and employers.

Rationale

Skills mismatch is receiving attention in Ethiopia caused by an increase in unemployment of graduates from universities and TVETs. Labor market actors, including governments, companies and workers, fail to ensure that occupational requirements are matched through adequate education and training. This gap between the graduates' job skills and the demands of the job market creates a skills mismatch.³ Matching skills with needs requires educators, education administrators, and government policies to align with markets and market trends with achieved levels of skill sets.

There is a lack of clarity on the context of the problem or the factors contributing to this mismatch and the huge gap in how the skills mismatch can be bridged between the world of work and Ethiopian education system.

The extent to which this process is successful is a major factor shaping labor market outcomes, economic growth, productivity and competitiveness. If workers are overeducated for the jobs they perform, for example, this means that firms are not fully utilizing the productive capacity of their workers, while under-education means that firms are not operating at their productive frontier by employing less productive workers than they should. Inefficiencies can arise both in the labor market (the demand for and supply of workers/skills) and in the interaction between the labor market and the education and training system.

In addition to technical skills, *transferable life skills*⁴ are essential to compete in the job market and retain jobs in the industrial global market. Currently *transferable life skills* are taught in Ethiopian Universities and TVETs, however, there is an opportunity to strengthen graduates employment outcomes by focusing them on the five key competencies (higher order thinking skills, positive self-concept skills, self-control and social skills) that are desired by employers.

There is a growing perception that hard and *transferable life skills* are separate focuses when in fact they need to be considered together. Assessments done by USAID's POTENTIAL identified the lack of *transferable life skills* development both at home and at formal schools and as a result,

³ Explaining differing perceptions of employees' skill needs: the case of garment workers in Ethiopia-Shoko Yamada, Christian S. Otchia and Kyoko Taniguchi

⁴ Transferrable life skills are foundational skills, competencies, behaviors, attitudes, and personal qualities, which enable young people to effectively navigate their environment, work well with others, perform well, and achieve their goal. The five key competency areas include communication skills, higher order thinking skills, positive self-concept skills, self-control and social skills. For additional information please refer to a report on *Key "Soft Skills" that Foster Youth Workforce Success: Toward a Consensus across Fields*

<https://www.childtrends.org/publications/key-soft-skills-that-foster-youth-workforce-success-toward-a-consensus-across-fields/>

basic *transferable life skills* sought by employers are largely not developed in young people seeking employment. This is a significant gap in the developmental learning of young people in Ethiopia.

Transferable life skills are either missing as important skill sets of graduates or were given less than 10% of teaching and learning time. Employers value behavioral skills such as punctuality, obedience and discipline more than vocational skills, since factories provide intensive technical skills for their new employees at entry and add additional skills as the employee progress through the system⁵. In the TVET cooperative training model, there is limited interaction between TVET colleges and factories even though the curriculum requires 30% practical training. TVET trainers do not take active part in the execution of the cooperative training that is solely administered by the factory supervisors. The role of TVET trainers is limited to seeking enterprises for apprenticeship, preparing training plans and follow-up of the implementation. Most TVET trainers themselves do not also have work experience in the factory. Forging partnership between universities and TVETs in urban settings could enhance teaching practices of TVET trainers. Institutional capacity building interventions can narrow the skills mismatch through supporting better interaction between TVETs and private sector focusing on balanced supply and demand side factors, thereby addressing the needs of unemployed urban youth improving their employability and reducing the period of unemployment.

In preparing graduates for real world challenges, there is a need for broad-based curriculum that develops student leadership skills, critical thinking skills and technical expertise to enable them to succeed in the workplace and in their life. *Transferable life skills* are critical in building communication skills that are essential in forging relationship and constructive engagement in the world of work. Inclusion of *transferable life skills* modules into higher education institution can lead to constructive engagement among students, enhancing the culture of dialogue, trust and understanding. For this to happen, an environment that allows democratic space and conflict-sensitive programming that nurtures a culture of sustained dialogue is required in the long run.

The new *U.S. Higher Education Institution Component* will partner with six (6) Ethiopian universities to implement institutional capacity building interventions. In turn, these universities will create partnerships with TVETs in their geographic regions (See Attachment 7) to address skills mismatch, improve graduates' employability, creating safe learning spaces for positive interaction among graduates and institute demand driven approaches to workforce development.

54TH ETHIOPIA ECONOMIC UPDATE OVERCOMING CONSTRAINTS IN THE MANUFACTURING SECTOR, WORLD BANK GROUP 2015

Scope of work:

Strategic Objective: *At the end of the activity, Ethiopian universities and TEVT colleges will be able to produce graduates with market relevant transferable life skills and experiences.*

Expected Result 1: *Capacity of Ethiopian Higher Education Institutions developed to deliver transferable life skills education for their students.*

Expected Result 2: *Partnerships developed between higher institutions, colleges and employers.*

USAID has allocated additional financing to the already ongoing USAID's POTENTIAL Activity to implement capacity development support to reduce the skills mismatch. One (1) U.S. University will be selected for the provision of the support in collaboration/partnership with Save the Children (SC). This University will partner with six (6) Ethiopian Universities (Bahir Dar, Hawassa, Jijiga, Jimma, Mekele, Semera; please see Attachment 7) to implement the expected institutional capacity building interventions. These universities will enhance the already existing partnership with 30 Technical Vocational Education and Training Colleges (TVET) in their respective geographic locations to strengthen the effort of creating employable youth. Capacity development support will be provided in the areas of:

- Participatory assessments and action research on identifying the gap on skills mismatch and finding effective ways to narrow the gap between skills required by employees or world of work and skills acquired by students.
- Building identity capital of youth to improve their self-esteem and be more responsible, make better choices and decisions, and become active participants in the world around them.
- *Transferable life skills* development package, with skills on how to effectively bridge skills acquisition with skills requirements for employers
- Gender Integration; to expand opportunities for young men and women beyond traditional career choices. This will create exposure for young women to unleash their potential, make informed decisions and explore their social network and access to resources for their career goal.⁶
- Institutional partnerships building among educational institutes and private public sectors for better skills transfer and creation of real workplace exposure for students.
- Professional development support for staff of universities and TVETs
- Technical assistance on integration of *transferable life skills* in different educational institutions systems
- Process mapping and improvement within Ethiopian Universities and TVETs

⁶Gender Inequalities in Tertiary Education in Ethiopia: Mediating the Transition to University through the Development of Adaptive Competencies <https://www.brookings.edu/wp-content/uploads/2018/03/gender-inequalities-in-tertiary-education-in-ethiopia.pdf>

Activities under this sub award include:

- Strengthening career guidance and transition into the labor market at six universities and 30 selected TVET institutions;
- Implement a new model for *transferable life skills* development in six Ethiopian universities and 30 selected TVET institutions; and,
- Increasing collaboration and mutual learning among institutions and agencies implementing and influencing innovative tertiary education for industrialization in Ethiopia.

Through this *U.S. Higher Education Institution Sub Award*, the delivery of transformative services to ensure production of ready-for-the-labor-market graduates with skills and contribute to economic growth has the potential to become a reality.

Role within POTENTIAL

The POTENTIAL Activity's strategic approach responds to unemployed and underemployed youth's capacity needs, leverages existing youth development activities, and contributes to improving the quality and accountability of local training and business service providers by ensuring existing entities work in concert.

Specific strategies include the following:

1. By using targeted labor market assessments, POTENTIAL will ensure training and service providers consider market relevant, targeted curricula and programs to emerging skills needs.
2. By focusing on skills building, POTENTIAL will offer tailored technical and *transferable life skills* trainings to create more viable livelihood prospects.
3. By expanding approaches and offerings in work-based learning, including employer visits, organized job-shadowing, short-term employment, and internships, both learners and employers benefit from training and supervisory support, leading to a workforce that is ready and employable with practical experience.

This support of POTENTIAL will significantly contribute to efforts aimed at escalating skilled human resources and capacity to meet the objectives of higher institutions to prepare their graduates for the labor market while undertaking the project implementation monitoring and evaluation.

The role of POTENTIAL is to ensure that the US Higher Education Institution component is being implemented in coordination with current projects of government, civic society and other donors.

Role of U.S. University:

- Conduct detailed assessment on skills required by employers and value of *transferable life skills* in employment, compare with available skills acquired by university students and conduct empirical analysis for intervention design
- In collaboration with POTENTIAL, lead development of *transferable life skills* package for universities with special focus by course type, student background and gender
- Develop the capacity of university instructors on *transferable life skills* package provision, which includes facilitation skills, professional training on teaching models of *transferable life skills*, coaching and mentoring techniques
- Support the adaptation and integration process of *transferable life skills* package in education curriculum
- Capacitate the universities on improving excellence centers, and Monitoring, Evaluation, Learning and Collaboration (MELC) system development to improve teaching and learning process
- Lead and design mapping exercise for effective partnerships between educational institutions and available private sectors, capacitate institutions on private sectors partnership establishment and management⁷
- In collaboration with POTENTIAL, design and conduct experience sharing, learning, collaboration and adaptation events to support institutional learnings and stimulate application of knowledge in their strategy and policies
- Provide ongoing technical support for instructors and management on ways of *transferable life skills* integration into the education systems
- Establish a network to facilitate connections among participating universities and technical colleges and to foster university networking with other Ethiopian higher education institutions.

Role of POTENTIAL:

- Conduct base line study on selected indicators
- Conduct action research on the current experience of *transferable life skills* training delivery and integration to inform the development and adaptation of the *transferable life skills* training package
- Compile learning and experience of the activity to inform USG for future programing, education administrators, and government policies to have the ability to align with markets and market trends with achieved levels of skill sets

⁷ POTENTIAL has already established linkages with private sector that can be leveraged and expanded upon including an innovative partnership with the PVH company working within industrial parks of Hawassa on incorporating youth economic strengthening services.

- Lead collaboration and mutual learning events among major actors (institutions and agencies), implementing and influencing innovative tertiary education for industrialization in Ethiopia
- Support the adaptation process of *transferable life skills* training packages and ensure the quality of materials and use of standard adaptation process
- Lead the current *transferable life skills* curriculum reviews and adapt the existing material for the ongoing use of by TVETs
- Participate in continuing TVETs students' impact assessment and analysis for improvement of current *transferable life skills* package and course correction
- Capacitate TVET instructors on skills needed to deliver or transfer *transferable life skills* trainings, which includes facilitation skills, coaching techniques, and gender equity assurance
- Collaborate with selected US University on development of the *transferable life skills* package and adaptation by providing context specific information. Assist the US university in integration process by building on already established relationships

Monitoring, Evaluation, Adaptation and Learning

Monitoring, evaluation, adaptation and learning (MEAL) will look at all levels of the logical framework. In the planning and formulation stage, coordination with existing policies and programs is one of the guiding principles. The MEAL of the component will assess to what extent activities adhere to the achievement of the original objectives, and if adjustments have to be made, how these changes affect the coordination with other projects and programs. The Ministry of Education, line ministries, USAID and Save the Children will organize bi-annual meetings to assess the progress of the components and discuss policy and strategic implications. These meetings will showcase the progress achieved against the objectives and successes as well as what set backs are being analyzed and suggestions made to remedy shortcomings and possibly redefine strategies and results. Save the Children has explicit learning objectives and will facilitate learning within the component in various ways, including seminars at university and TVET level.

The Applicant will work with POTENTIAL to add to the ongoing learning agenda, in particular in the areas of universities, TVETs and private sector collaboration to ensure viable employment pathways for Ethiopian youth. POTENTIAL's performance monitoring and evaluation plan (PMEP) includes and involves stakeholders in data collection and consumption. The participation of partners will also enhance cost-effective data collection and management; assure data quality, and build stakeholder appreciation of and capacity to use the designed monitoring and evaluation methods, processes and analysis of information. Similarly, the Activity continues using participatory data management and information sharing systems with current sub awards. The US higher education institutions will be introduced to and trained on the PMEP and activity data collection and management system.

Target Setting

As a critical element of MEAL, baseline data will be collected on the target youth and related Activity intervention areas immediately following target group selection for the sub-award. The youth intake profile (baseline data) serves as a basis for setting annual targets for performance indicators, monitoring and impact evaluation. The baseline information collected on all youth will be collected on a “rolling basis” as the students are enrolled at different times over the life of the Activity.

B4. Duration of the Sub Award

The duration of the sub award depends on the proposed activity and may be up to 12 months from the date of award. Save the Children reserves the right to cancel the RFA at any time.

B5. Funding Availability

Funding level for this award is US\$ 1,500,000 to be used for activities as described under section B3 scope of work.

B6. Type and Number of Awards

POTENTIAL plans to award one cost reimbursable grants under this RFA through the end of the Activity in 2019.

Issuance of this RFA does not constitute an award commitment on the part of Save the Children or POTENTIAL, nor does it commit Save the Children or POTENTIAL to pay for the costs incurred in the submission of an application. Save the Children and POTENTIAL reserve the right to award based on initial submissions; hence, applications should be submitted on the most favorable terms, from a technical and cost perspective. Furthermore, Save the Children and POTENTIAL reserve the right to reject any or all submissions received and to negotiate separately with an applicant, if such action is considered to be in the best interest of Save the Children and POTENTIAL’s donor, USAID.

B7. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this RFA is 935. However, local procurement is authorized within the parameters specified in 22 CFR 228.40, “Local Procurement.”

B8. Cost Share Contribution

Cost sharing is considered an important element of the USAID-recipient and sub recipient relationship. In this RFA, applicants are required to propose a minimum 10% of the total funding as the cost share contribution to the proposed activity, Save the Children and POTENTIAL will

assess the applicant's commitment to the activity's success. Strategies for cost sharing beyond the required 10 % are strongly encouraged. The amount of cost sharing, i.e. cash and/or in-kind contributions, will be evaluated in accordance with 22 CFR 226.23.

B9. Branding and Marking

As a condition of receipt of the Sub Award, recipients are required to adhere to the USAID Branding and Marking Guidelines that will be shared with successful applicants when the award is negotiated.

B10. RFA Questions

Any questions about this RFA should be sent no later than **July 12, 2018**. POTENTIAL will post responses as an amendment to this RFA in a question and answer format, if necessary. Verbal explanation or instructions will not be entertained. Any questions regarding this RFA shall be electronically sent to Julie Perdue, Program Manager, Financial Capabilities and Youth Employment, Save the Children, at jperdue@savechildren.org with the subject line "Questions on RFA No. SC-POTENTIAL-2018-01."

C. Eligibility

All applicants must be legally recognized organizational entities under applicable law. Applicants must have completed all required steps (if any) with the host government to legally operate their activity.

Prime applicants must be US higher education institutions that can contribute to POTENTIAL's strategic objective of equipping Ethiopian youth with skills, knowledge, and social capital that lead to economic self-sufficiency and the sub award's objective of producing graduates with market relevant soft skills and experiences.

D. Application Preparation

In order to be considered, all applicants shall submit an application by the due date on the cover page.

DI. Application Template

Applicants are advised to review, understand, and comply with the specified RFA instructions before preparing the application. Failure to follow instructions will result in the rejection of an application without further review. A template for the application can be found in Attachment 1.

D2. Application Submission

Application based on this RFA should be sent via email to Julie Perdue, Program Manager, Financial Capabilities and Youth Employment, Save the Children, at jperdue@savechildren.org with the subject line “Application for RFA No. SC-POTENTIAL-2018-01.”

D3. Application Review Timeline

Applications will be accepted any time before the due date and will be reviewed in August.

D4. Application Evaluation and Selection

The Review and Evaluation Committee (REC) will evaluate and rank all applications based on the selection criteria set forth below. Once the REC has reviewed and evaluated the applications, the committee will summarize the scores and select an applicant for the sub award. To the extent that they are necessary, negotiations will be conducted with the Applicant(s) whose application(s) have a reasonable chance of being selected for award, and submission of revised application(s) may be requested. An award will be made to the responsible and responsive Application whose application offers the greatest value, based on technical and other factors set forth below.

D5. Application Evaluation Criteria

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

1. Summary

The following criteria will be evaluated. The REC will evaluate the various components of the application set forth below in descending order of importance.

- a) Technical Approach
- b) Experience
- c) Management Approach
- d) Personnel

2. Guidance on Specific Selection Criteria

The following guidance is provided regarding the specific selection criteria in order to help applicants prepare better applications.

a. Technical Approach

The technical approach will be evaluated in terms of overall quality and the extent to which the proposed technical approach demonstrates a convincing approach to achieve the meaningful results. This includes, but is not limited to, the following considerations (these considerations are not sub-criteria with specific ratings assigned but merely aspects of the evaluation of technical approach criterion that may be considered in the evaluation of this criterion):

To evaluate each proposal, the REC will consider the following factors:

1. Contribution to POTENTIAL Strategic Objective

POTENTIAL strategic objective: *Unemployed and underemployed Ethiopian youth ages 15-29 in rural areas and town attaining the skills, knowledge and social capital that leads to increased income and long-term economic self-sufficiency will be achieved by improving access for Ethiopians to basic education, TVET and practical work experiences and bringing together local stakeholders such as TVET institutions, private sector, youth and government*

- Briefly describes multi-stakeholder involvement, including but not limited to private sector (if any)
- Identifies a logical link between the proposed activities and their contribution to POTENTIAL's strategic objective and/or activity goals
- Supplements, adds value, or strengthens existing workforce development activities

2. Contribution to the US Higher Education Institution Sub Award Objective

Sub Award Objective: *At the end of the project Ethiopian universities and TEVT colleges will be able to produce graduates with market relevant soft skills and experiences.*

- Proposes an innovative strategy/methodology/approach/tool to engage young people in *transferable life skills* training
- Establishes a clear link between the proposed activities and its potential contribution to reducing the skills mismatch
- Indicates how the strategy/methodology/approach/tool developed will add to the overall bank of knowledge, skills, and proven methods
- Describes how gender considerations are incorporated into the subject area
- Has the potential to bring useful results and capacities to Ethiopian higher education institutions
- Demonstrates multi-stakeholder involvement and benefits, especially local partners
- Adds to the youth employability knowledge base locally, nationally, regionally or globally

3. Project Objectives, Strategies and Expected Results

- Describes the project objectives and activities to be implemented, how, and by whom
- Describes the challenges and assumptions
- Describes project results/deliverables and due dates
- Offers adequate consideration to field reality, adaptability, and cost effectiveness
- Produces results that are potentially useful to multiple implementers in multiple countries
- Responds to direct, field-driven needs
- Demonstrates awareness and incorporation of gender integration in the subject area

b. Experience

The Experience Criterion will be evaluated on the existing capacity of the applicant as demonstrated by its actual experience in providing similar programs and activities. Specifically, experience in the following areas will be considered:

- 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
- Demonstrated experience in managing a project of similar size and complexity;
 - In particular demonstrated experience working with international universities and TVETs
- 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
- Experience collaborating with host country institutions, other public sector organizations, and/or local partners.

c. Management

The Management Approach Criterion will be evaluated for effectiveness in successfully implementing planned activities to achieve program objectives. This includes, but is not limited to, the following considerations:

- The complementary value of the applicant to ongoing POTENTIAL activity and the adequacy of resources (administrative, facilities, equipment, and/or materials) available.
- The extent to which the management approach demonstrates efficient and effective ways to achieve the scale, scope and targets of this Activity.
- 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.

- Proposing education institutions have established technical, financial, and operational capacity

d. Personnel

The Personnel Criterion relates to the adequacy of the number and qualifications of personnel who will manage, develop and carry out the component of the POTENTIAL activity. This includes, but is not limited to, the following considerations (these considerations are not sub-criteria with specific ratings assigned but merely aspects of the evaluation of technical approach criterion that may be considered in the evaluation of this criterion):

- 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.

E. Post-Award Reporting Requirements

The recipient will be responsible for monitoring and reporting on activity performance and submitting the following reports to Save the Children/POTENTIAL.

E1. Semi-Annual Performance Reporting

Performance reporting includes a brief narrative description that compares actual accomplishments with the planned activities and expected achievements established for each period to achieve the overall goal and objectives. Reasons why established plans, objectives, activities, and/or achievements in relation to the overall goals were not met should be cited. When appropriate and the output(s) of the grants can be readily quantified, data for the computation of unit costs should be shared. Other pertinent information should be included when appropriate, such as analysis and explanation of cost overruns.

E2. Monitoring, Evaluation, Adaptation and Learning (MEAL) Reporting

A semi-annual and final MEAL report should be submitted in compliance with the M&E Plan created as part of this award. The six-month MEAL report should report on the output indicators for the award, while the final MEAL report should include both impact/outcome and final cumulative output indicators.

E3. Final Activity Report

Upon completion of the small grant activities and before final payments can be made, the awardee is required to submit all products/tools developed under the funded activity and a final

activity report. The final activity report is a narrative report, for which grantees will be provided a template. Before deliverables can be disseminated or considered final and successful applicants issued final payments, all deliverable final versions shall be approved by POTENTIAL for proper branding and marking and general usability.

E4. Quarterly and Final Financial Reporting

Awardees are required to submit quarterly and a final financial report in a format that will be provided by POTENTIAL and is in line with USAID reporting structure.

F. Applicable USAID Regulations

Awards will be administered in accordance with USAID policies and procedures. Awards to U.S. organizations will be administered in accordance with 22 CFR Part 226, the applicable OMB Circulars, and USAID Standard Provisions.

Awards to non-U.S. organizations will be administered in accordance with the cost principles contained in OMB Circular A-122 and USAID Standard Provisions for Non-U.S. Non-governmental Organizations.

Please refer to **Attachment 6** for applicable USAID regulations.

G. Attachments

- Attachment 1: 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 C – MANDATORY STANDARD PROVISIONS US NON GOVERNMENTAL ORGANIZATIONS

C.1 APPLICABILITY OF 22 CFR PART 226 (MAY 2005)

a. All provisions of 22 CFR 226 and all Standard Provisions attached to this agreement are applicable to the recipient and to sub-recipients which meet the definition of "Recipient" in part 226, unless a section specifically excludes a sub-recipient from coverage. The recipient must assure that sub-recipients have copies of all the attached standard provisions.

b. For any sub-awards made with Non-U.S. sub-recipients the recipient must include the applicable "Standard Provisions for Non-US Nongovernmental Organizations." Recipients are required to ensure compliance with monitoring procedures in accordance with OMB Circular A-133.

[END OF PROVISION]

C.2 INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the USAID Agreement Officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

[END OF PROVISION]

C.3 NONDISCRIMINATION USNGO (JUN 2012)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, disability, or sex under any program or activity funded by this award when work under the grant is performed in the U.S. or when employees are recruited from the U.S.

Additionally, USAID is committed to achieving and maintaining a diverse and representative workforce and a workplace free of discrimination. Based on law, Executive Order, and Agency policy, USAID prohibits discrimination, including harassment, in its own workplace on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, age, veteran's status, sexual orientation, genetic information, marital status, parental status, political affiliation, and any other conduct that does not adversely affect the performance of the employee.

In addition, the Agency strongly encourages its recipients and their sub-recipients and vendors (at all tiers), performing both in the U.S. and overseas, to develop and enforce comprehensive nondiscrimination policies for their workplaces that include protection for all their employees on these expanded bases, subject to applicable law.

[END OF PROVISION]

C.4 AMENDMENT OF AWARD (JUN 2012)

This award may only be amended in writing, by formal amendment or letter, signed by the Agreement Officer (AO), and in the case of a bilateral amendment, by the AO and an authorized official of the recipient.

[END OF PROVISION]

C.5 NOTICES USNGO (JUN 2012)

Any notice given by USAID or the recipient is sufficient only if in writing and delivered in person, mailed or e-mailed as follows:

- (1) To the USAID Agreement Officer, at the address specified in this award; or
- (2) To the recipient, at the recipient's address shown in this award, or to such other address specified in this award.

[END OF PROVISION]

C.6 SUB-AGREEMENTS (JUN 2012)

- a. Sub-awardees and contractors have no relationship with USAID under the terms of this award. All required USAID approvals must be directed through the recipient to USAID.
- b. Notwithstanding any other term of this award, sub-awardees and contractors have no right to submit claims directly to USAID and USAID assumes no liability for any third party claims against the recipient.

[END OF PROVISION]

C.7 OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (DEC 2003)

Information collection requirements imposed by this award are covered by OMB approval number 0412-0510; the current expiration date is 04/30/2005. The Standard Provisions containing the requirement and an estimate of the public reporting burden (including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information) are

Standard Provision	Burden Estimate
Air Travel and Transportation	1 (hour)
Ocean Shipment of Goods	.5
Patent Rights	.5
Publications	.5
Negotiated Indirect Cost Rates - (Predetermined and Provisional)	1
Voluntary Population Planning	.5
Protection of the Individual as a Research Subject	1

22 CFR 226	Burden Estimate
22 CFR 226.40-.49, Procurement of Goods and Services	1
22 CFR 226.30 -.36, Property Standards	1.5

Comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, may be sent to the Office of Acquisition and Assistance, Policy Division (M/OAA/P), U.S. Agency for International Development, Washington, DC 20523-7801 and to the Office of Management and Budget, Paperwork Reduction Project (0412-0510), Washington, DC 20503.

[END OF PROVISION]

C.8 USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (JUN 2012)

a. This provision is not applicable to commodities or services that the recipient provides with private funds as part of a cost-sharing requirement, or with Program Income generated under this award.

b. Ineligible and Restricted Commodities and Services:

(1) Ineligible Commodities and Services. The recipient must not, under any circumstances, procure any of the following under this award:

- (i) Military equipment,
- (ii) Surveillance equipment,
- (iii) Commodities and services for support of police or other law enforcement activities,
- (iv) Abortion equipment and services,
- (v) Luxury goods and gambling equipment, or
- (vi) Weather modification equipment.

(2) Ineligible Suppliers. Any firms or individuals that do not comply with the requirements in Standard Provision, "Debarment, Suspension and Other Responsibility Matters" and Standard Provision, "Preventing Terrorist Financing" must not be used to provide any commodities or services funded under this award.

(3) Restricted Commodities. The recipient must obtain prior written approval of the Agreement Officer (AO) or comply with required procedures under an applicable waiver, as provided by the AO when procuring any of the following commodities:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Used equipment,
- (vi) U.S. Government-owned excess property, or
- (vii) Fertilizer.

c. Source and Nationality:

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in this award and must meet the source and nationality requirements set forth in 22 CFR 228. If the geographic code is not specified, the authorized geographic code is 937. When the total value of procurement for commodities and services during the life of this award is valued at \$250,000 or less, the authorized geographic code for procurement of all goods and services to be reimbursed under this award is code 935. For a current list of countries within each geographic code, see: <http://inside.usaid.gov/ADS/300/310.pdf>.

d. Guidance on the eligibility of specific commodities and services may be obtained from the AO. If USAID determines that the recipient has procured any commodities or services under this award contrary to the requirements of this provision, and has received payment for such purposes, the AO may require the recipient to refund the entire amount of the purchase.

e. This provision must be included in all sub-agreements, including sub-awards and contracts, which include procurement of commodities or services.

[END OF PROVISION]

**C.9 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(JUN 2012)**

a. The recipient agrees to notify the Agreement Officer (AO) immediately upon learning that it or any of its principals:

- (1) Are presently excluded or disqualified from covered transactions by any Federal department or agency;
- (2) Have been convicted within the preceding three-year period preceding this proposal; been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- (3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph a.(2); and
- (4) Have had one or more public transactions (Federal, State, or local) terminated for cause or default within the preceding three years.

b. The recipient agrees that, unless authorized by the AO, it will not knowingly enter into any sub-agreements or contracts under this award with a person or entity that is included on the

Excluded Parties List System (www.epls.gov/). The recipient further agrees to include the following provision in any sub-agreements or contracts entered into under this award:

DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (JUN 2012)

The recipient/contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any Federal department or agency.

c. The policies and procedures applicable to debarment, suspension, and ineligibility under USAID-financed transactions are set forth in Subpart C of 2 CFR Section 180, as supplemented by 2 CFR 780.

[END OF PROVISION]

C.10 DRUG-FREE WORKPLACE (JUN 2012)

a. The recipient must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 CFR 782, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

[END OF PROVISION]

C.11 EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS USNGO (JUN 2012)

a. Faith-Based Organizations Encouraged.

Faith-based organizations are eligible to compete on an equal basis as any other organization to participate in USAID programs. Neither USAID nor entities that make and administer sub-awards of USAID funds will discriminate for or against an organization on the basis of the organization's religious character or affiliation. A faith based organization may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, within the limits contained in this provision. More information can be found at the USAID Faith-Based and Community Initiatives Web site:

http://transition.usaid.gov/our_work/global_partnerships/fbci/ and 22 CFR 205.1.

b. Inherently Religious Activities Prohibited.

(1) Inherently religious activities include, among other things, worship, religious instruction, prayer, or proselytization.

(2) The recipient must not engage in inherently religious activities as part of the programs or services directly funded with financial assistance from USAID. If the recipient engages in inherently religious activities, it must offer those services at a different time or location from any programs or services directly funded by this award, and participation by beneficiaries in any such inherently religious activities must be voluntary.

(3) These restrictions apply equally to religious and secular organizations. All organizations that participate in USAID programs, including religious ones, must carry out eligible activities in accordance with all program requirements and other applicable requirements governing USAID-funded activities.

(4) These restrictions do not apply to USAID-funded programs where chaplains work with inmates in prisons, detention facilities, or community correction centers, or where USAID funds are provided to religious or other organizations for programs in prisons, detention facilities, or community correction centers, in which such organizations assist chaplains in carrying out their duties.

(5) Notwithstanding the restrictions of b. (1) and (2), a religious organization that participates in USAID-funded programs or services

(i) Retains its independence and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct financial assistance from USAID to support any inherently religious activities,

(ii) May use space in its facilities, without removing religious art, icons, scriptures, or other religious symbols, and

(iii) Retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

c. Construction of Structures Used for Inherently Religious Activities Prohibited. The recipient must not use USAID funds for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities, such as sanctuaries, chapels, or other rooms that the recipient uses as its principal place of worship. Except for a structure used as its principal place of worship, where a structure is used for both eligible and inherently religious activities, USAID funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities.

d. Discrimination Based on Religion Prohibited. The recipient must not discriminate against any beneficiary or potential beneficiary on the basis of religion or religious belief as part of the programs or services directly funded with financial assistance from USAID.

e. A religious organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, set forth in Sec. 702(a) of the Civil Rights Act of 1964, 42 U.S.C. 2000e-1 is not forfeited when the organization receives financial assistance from USAID.

f. The Secretary of State may waive the requirements of this section in whole or in part, on a case-by-case basis, where the Secretary determines that such waiver is necessary to further the national security or foreign policy interests of the United States.

[END OF PROVISION]

C.12 PREVENTING TERRORIST FINANCING - IMPLEMENTATION OF E.O. 13224 (AUG 2013)

a. The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) or the United Nations Security designation list (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).

b. This provision must be included in all sub-agreements, including sub-awards and contracts issued under this award.

[END OF PROVISION]

C.13 MARKING AND PUBLIC COMMUNICATIONS UNDER USAID-FUNDED ASSISTANCE USNGO (AUG 2013)

a. The USAID Identity is the official marking for USAID, comprised of the USAID logo and brand-mark with the tagline "from the American people." The USAID Identity is on the USAID Web site at www.usaid.gov/branding. Recipients must use the USAID Identity, of a size and prominence equivalent to or greater than any other identity or logo displayed, to mark the following:

(1) Programs, projects, activities, public communications, and commodities partially or fully funded by USAID;

(2) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other physical sites;

(3) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;

(4) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and

(5) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.

b. The recipient must implement the requirements of this provision following the approved Marking Plan in the award.

c. The AO may require a preproduction review of program materials and "public communications" (documents and messages intended for external distribution, including but not

limited to correspondence; publications; studies; reports; audio visual productions; applications; forms; press; and promotional materials) used in connection with USAID-funded programs, projects or activities, for compliance with an approved Marking Plan.

d. The recipient is encouraged to give public notice of the receipt of this award and announce progress and accomplishments. The recipient must provide copies of notices or announcements to the Agreement Officer's Representative (AOR) and to USAID's Office of Legislative and Public Affairs in advance of release, as practicable. Press releases or other public notices must include a statement substantially as follows:

"The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."

e. Any "public communication" in which the content has not been approved by USAID must contain the following disclaimer:

"This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [*insert recipient name*] and do not necessarily reflect the views of USAID or the United States Government."

f. The recipient must provide the USAID AOR with two copies of all program and communications materials produced under this award.

g. The recipient may request an exception from USAID marking requirements when USAID marking requirements would:

- (1) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
- (2) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
- (3) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications;
- (4) Impair the functionality of an item;
- (5) Incur substantial costs or be impractical;
- (6) Offend local cultural or social norms, or be considered inappropriate; or
- (7) Conflict with international law.

h. The recipient may submit a waiver request of the marking requirements of this provision or the Marking Plan, through the AOR, when USAID-required marking would pose compelling political, safety, or security concerns, or have an adverse impact in the cooperating country.

(1) Approved waivers "flow down" to sub-agreements, including sub-awards and contracts, unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(2) USAID determinations regarding waiver requests are subject to appeal by the recipient, by submitting a written request to reconsider the determination to the cognizant Assistant Administrator.

i. The recipient must include the following marking provision in any sub-agreements entered into under this award:

"As a condition of receipt of this sub-award, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, sub-recipient's, other donor's, or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the sub-recipient, USAID may, at its discretion, require marking by the sub-recipient with the USAID Identity."

[END OF PROVISION]

C.14 REGULATIONS GOVERNING EMPLOYEES (AUG 1992)

(The following applies to the recipient's employees working in the cooperating country under the agreement who are not citizens of the cooperating country.)

a. The recipient's employees must maintain private status and may not rely on local U.S. Government offices or facilities for support while under this grant.

b. The sale of personal property or automobiles by recipient employees and their dependents in the foreign country to which they are assigned are subject to the same limitations and prohibitions which apply to direct-hire USAID personnel employed by the Mission, including the rules contained in 22 CFR 136, except as this may conflict with host government regulations.

c. Other than work to be performed under this award for which an employee is assigned by the recipient, employees of the recipient must not engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is assigned. In addition, the individual must not make loans or investments to or in any business, profession, or occupation in the foreign countries to which the individual is assigned.

d. The recipient's employees, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.

e. In the event the conduct of any recipient employee is not in accordance with the preceding paragraphs, the recipient's chief of party must consult with the USAID Mission Director and the employee involved, and must recommend to the recipient a course of action with regard to such employee.

f. The parties recognize the rights of the U.S. Ambassador to direct the removal from a country

of any U.S. citizen or the discharge from this grant award of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.

g. If it is determined, either under e. or f. above, that the services of such employee should be terminated, the recipient must use its best efforts to cause the return of such employee to the United States, or point of origin, as appropriate.

[END OF PROVISION]

C.15 CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOV 1985)

(This provision applies when activities are undertaken outside the United States.)

Upon arrival in the cooperating country, and from time to time as appropriate, the recipient's chief of party must consult with the Mission Director who must provide, in writing, the procedure the recipient and its employees must follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

[END OF PROVISION]

C.16 USE OF POUCH FACILITIES (AUG 1992)

(This provision applies when activities are undertaken outside the United States.)

a. Use of diplomatic pouch is controlled by the Department of State. The Department of State has authorized the use of pouch facilities for USAID recipients and their employees as a general policy, as detailed in items (1) through (6) below. However, the final decision regarding use of pouch facilities rest with the Embassy or USAID Mission. In consideration of the use of pouch facilities, the recipient and its employees agree to indemnify and hold harmless, the Department of State and USAID for loss or damage occurring in pouch transmission:

(1) Recipients and their employees are authorized use of the pouch for transmission and receipt of up to a maximum of .9 kgs per shipment of correspondence and documents needed in the administration of assistance programs.

(2) U.S. citizen employees are authorized use of the pouch for personal mail up to a maximum of .45 kgs per shipment (but see a. (3) below).

(3) Merchandise, parcels, magazines, or newspapers are not considered to be personal mail for purposes of this standard provision and are not authorized to be sent or received by pouch.

(4) Official and personal mail pursuant to a. (1) and (2) above sent by pouch should be addressed as follows:

Name of individual or organization (followed by letter symbol "G")
City Name of post (USAID/Ethiopia)
Agency for International Development

Washington, DC 20523-0001

(5) Mail sent via the diplomatic pouch may not be in violation of U.S. Postal laws and may not contain material ineligible for pouch transmission.

(6) Recipient personnel are NOT authorized use of military postal facilities (APO/FPO). This is an Adjutant General's decision based on existing laws and regulations governing military postal facilities and is being enforced worldwide.

b. The recipient is responsible for advising its employees of this authorization, these guidelines, and limitations on use of pouch facilities.

c. Specific additional guidance on grantee use of pouch facilities in accordance with this standard provision is available from the Post Communication Center at the Embassy or USAID Mission.

[END OF PROVISION]

C.17 TRAVEL AND INTERNATIONAL AIR TRANSPORTATION US NGO (AUG 2013)

a. PRIOR BUDGET APPROVAL

Direct charges for travel costs for international air travel by individuals are allowable only when each international trip has received prior budget approval. Such approval is met when all of the following are met:

(1) The trip is identified by providing the following information: the number of trips, the number of individuals per trip, and the origin and destination countries or regions;

(2) All of the information noted at a. (1) above is incorporated in the Schedule of this award or amendments to this award; and

(3) The costs related to the travel are incorporated in the budget of this award.

The Agreement Officer (AO) may approve, in writing, international travel costs that have not been incorporated in this award. To obtain AO approval, the recipient must request approval at least three weeks before the international travel, or as far in advance as possible. The recipient must keep a copy of the AO's approval in its files. No other clearance (including country clearance) is required for employees of the recipient, its sub-recipients or contractors.

International travel by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package, must be consistent with the recipient's personnel and travel policies and procedures and does not require approval.

b. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other

subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed reasonable charges normally allowed by the recipient in its regular operations as the result of the recipient organization's written travel policy and are within the limits established by the applicable cost principles.

In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the AO. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

c. FLY AMERICA ACT RESTRICTIONS

(1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.

(2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation pursuant to the Standard Provision, "Accounting, Audit and Records." The documentation must use one of the following reasons or other exception under the Fly America Act:

(i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU "Open Skies" agreement (<http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm>).

(ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see <http://apps.fas.gsa.gov/citypairs/search/>):

- a. Australia on an Australian airline,
- b. Switzerland on a Swiss airline, or
- c. Japan on a Japanese airline;

(iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;

(iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;

(v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or

(vi) If the US Flag Air Carrier does not offer direct service,

- a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,
- b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or
- c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

d. DEFINITIONS

The terms used in this provision have the following meanings:

- (1) "Travel costs" means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. "Travel costs" do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package that are consistent with the recipient's personnel and travel policies and procedures.
- (2) "International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.
- (3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at <http://ostpxweb.dot.gov/aviation/certific/certlist.htm>. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.
- (4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

e. SUB-AGREEMENTS

This provision must be included in all sub-agreements, including all sub-awards and contracts, under which this award will finance international air transportation.

[END OF PROVISION]

C.18 OCEAN SHIPMENT OF GOODS USNGO (JUN 2012)

- a. Prior to contracting for ocean transportation to ship goods purchased or financed with USAID funds under this award, the recipient must contact the office below to determine the flag and class of vessel to be used for shipment:

U.S. Agency for International Development,
Office of Acquisition and Assistance, Transportation Division
1300 Pennsylvania Avenue, NW
Washington, DC 20523-7900
Email: oceantransportation@usaid.gov

- b. This provision must be included in all sub-agreements, including sub-awards and contracts.

[END OF PROVISION]

C.19 VOLUNTARY POPULATION PLANNING ACTIVITIES - MANDATORY REQUIREMENTS USNGO (MAY 2006)

Requirements for Voluntary Sterilization Programs

(1) Funds made available under this award must not be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any individual to practice sterilization.

Prohibition on Abortion Related Activities:

(1) No funds made available under this award will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term "motivate," as it relates to family planning assistance, must not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.

(2) No funds made available under this award will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

[END OF PROVISION]

C.20 TRAFFICKING IN PERSONS USNGO (JUN 2012)

a. USAID is authorized to terminate this award, without penalty, if the recipient or its employees, or any sub-recipient or its employees, engage in any of the following conduct:

(1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;

(2) Procurement of a commercial sex act during the period of this award; or

(3) Use of forced labor in the performance of this award.

b. For purposes of this provision, "employee" means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any sub-recipient.

c. The recipient must include in all sub-agreements, including sub-awards and contracts, a provision prohibiting the conduct described in a(1)-(3) by the sub-recipient, contractor or any of their employees.

[END OF PROVISION]

C.21 SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND PUBLICATIONS (JUN 2012)

a. Submissions to the Development Experience Clearinghouse (DEC).

(1) The recipient must provide the Agreement Officer's Representative one copy of any Intellectual Work that is published, and a list of any Intellectual Work that is not published.

(2) In addition, the recipient must upload (submit) all performance reports and all Intellectual Work, whether published or not, to the DEC. The recipient must review the DEC Web site for submission instructions, including document formatting and the types of documents to submit.

Submission instructions can be found at: <http://dec.usaid.gov>.

(3) For purposes of submissions to the DEC, Intellectual Work includes all works that document the implementation, evaluation, and results of international development assistance activities developed or acquired under this award, which may include program and communications materials, evaluations and assessments, information products, research and technical reports, progress and performance reports required under this award (excluding administrative financial information), and other reports, articles and papers prepared by the recipient under the award, whether published or not. The term does not include the recipient's information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information.

(4) Each document submitted should contain essential bibliographic information, such as 1) descriptive title; 2) author(s) name; 3) award number; 4) sponsoring USAID office; 5) development objective; and 6) date of publication.

(5) The recipient must not submit to the DEC any financially sensitive information or personally identifiable information, such as social security numbers, home addresses and dates of birth. Such information must be removed prior to submission. The recipient must not submit classified documents to the DEC.

b. In the event award funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost must be credited to the award unless the schedule of the award has identified the profits or royalties as program income.

[END OF PROVISION]

C.22 LIMITING CONSTRUCTION ACTIVITIES USNGO (JUL 2013)

a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below.

b) Construction means -construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements,

renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

c) Agreement Officers will not approve any sub-awards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa.

d) Description

Construction is not eligible for reimbursement under this award

e) The recipient must include this provision in all sub-awards and procurements and make vendors providing services under this award and sub-recipients aware of the restrictions of this provision.

[END OF PROVISION]

C.23 USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JULY 2014)

(a) Definitions

“USAID Implementing Partner Notices (IPN) Portal for Assistance (“IPN Portal)” means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at <https://sites.google.com/site/usaidipnforassistance/>. Universal amendments are those which affect all assistance awards or a designated class of awards as specified in each amendment by the IPN Portal Administrator.

“IPN Portal Administrator” means the USAID official designated by the Director, M/OAA, who has overall responsibility for managing the USAID Implementing Partner Notices Portal for Assistance.

“Universal bilateral amendment” means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

(b) By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to:

(1) Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and

(2) Receive universal bilateral amendments to this award and general notices via the IPN Portal.

(c) Procedure to register for notifications.

Go to <https://sites.google.com/site/usaidipnforassistance/> and click the “Register” button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.

(d) Processing of IPN Portal Amendments

The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system will also notify the Recipient by email when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient’s review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment.

Within 15 calendar days from receipt of the notification email from the IPN Portal, the Recipient must do one of the following:

(1) (a) verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment; (b) download the amendment and incorporate the following information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award; (c) sign the hardcopy version; and (d) send the signed amendment (by email or hardcopy) to the AO for signature. The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;

(2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or

(3) Notify the AO that the Recipient declines to sign the amendment.

Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

[End of Provision]

[END OF MANDATORY PROVISIONS]

ATTACHMENT D – REQUIRED AS APPLICABLE STANDARD PROVISIONS

D.1 NEGOTIATED INDIRECT COST RATES - PROVISIONAL (NONPROFIT) (APR 1998)

- a. Provisional indirect cost rates must be established for each of the recipient's accounting periods during the term of this award. Pending establishment of revised provisional or final rates, allowable indirect costs must be reimbursed at the rates, on the bases, and for the periods shown in the schedule of the award.
- b. Within the earlier of 30 days after receipt of the A-133 audit report or nine months after the end of the audit period, the recipient must submit to the cognizant agency for audit the required OMB Circular A-133 audit report, proposed final indirect cost rates, and supporting cost data. If USAID is the cognizant agency or no cognizant agency has been designated, the recipient must submit four copies of the audit report, along with the proposed final indirect cost rates and supporting cost data, to the Overhead, Special Costs, and Closeout Branch, Office of Acquisition and Assistance, USAID, Washington, DC 20523-7802. The proposed rates must be based on the recipient's actual cost experience during that fiscal year. Negotiations of final indirect cost rates must begin soon after receipt of the recipient's proposal.
- c. Allowability of costs and acceptability of cost allocation methods must be determined in accordance with the applicable cost principles.
- d. The results of each negotiation must be set forth in a written indirect cost rate agreement signed by both parties. Such agreement is automatically incorporated into this award and must specify (1) the agreed upon final rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The agreement must not change any monetary ceiling, award obligation, or specific cost allowance or disallowance provided for in this award.
- e. Pending establishment of final indirect cost rate(s) for any fiscal year, the recipient must be reimbursed either at negotiated provisional rates or at billing rates acceptable to the Agreement Officer, subject to appropriate adjustment when the final rates for the fiscal year are established. To prevent substantial overpayment or underpayment, the provisional or billing rates may be prospectively or retroactively revised by mutual agreement.
- f. Failure by the parties to agree on final rates is a 22 CFR 226.90 dispute.

D.2 EXCHANGE VISITORS AND PARTICIPANT TRAINING USNGO (JUN 2012)

For any Exchange Visitor, Participant Training or Invitational Travel activities, the recipient must comply with this provision.

a. Definitions:

- (1) **An Exchange Visitor** is any host-country or third-country national traveling to the U.S., for any purpose, including Participant Training and Invitational Travel, funded by USAID in whole or in part, directly or indirectly.

(2) **A Participant** is a host-country or third-country national sponsored by USAID for a Participant Training activity taking place in the U.S., a third country, or in the host country.

(3) **Participant Training** is a learning activity conducted within the U.S., a third country, or in the host country for the purpose of furthering USAID development objectives. A learning activity takes place in a setting in which an individual (the Participant) interacts with a knowledgeable professional, predominantly for the purpose of acquiring knowledge or skills for the professional or technical enhancement of the individual. Learning activities may be formally structured, such as an academic program or a technical course, or they may be more informal, such as an observational study tour.

(4) **Invitational Travel** is a type of travel that USAID funds for non-U.S. Government employees. This type of travel may be approved for both U.S. and foreign citizens who are not employed by the U.S. Government (USG), not receiving any type of compensation from the USG for such travel, and only when it is determined that the functions to be performed are essential to the interests of USAID.

b. Program Monitoring and Data Reporting: The recipient must monitor Exchange Visitors' and Participants' progress during their program and ensure that problems are identified and resolved quickly.

(1) For U.S.-based activities, the recipient must use USAID's official Exchange Visitor and Participant Training information system, currently called "Training Results and Information Network - TraiNet" (see <http://trainethelp.usaid.gov/>), to report and manage Exchange Visitor and Participant Training data. The recipient must also use the USAID Visa Compliance System - VCS (see <http://trainethelp.usaid.gov/>) to transfer required data for USAID Exchange Visitors to the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS).

(2) For all third-country activities, and for host-country activities of two consecutive days or 16 contact hours or more in duration, the recipient must use USAID's official Exchange Visitor and Participant Training information system, currently called "Training Results and Information Network - TraiNet" (see <http://trainethelp.usaid.gov/>), to report and manage Participant Training data.

c. Health and Accident Insurance:

(1) For Exchange Visitors traveling to the United States, the recipient must enroll Exchange Visitors in health and accident insurance coverage that meets or exceeds Department of State and USAID minimum coverage requirements as set forth in 22 CFR 62.14 and ADS 253.3.6.2. The requirements may be obtained from the Agreement Officer's Representative.

(2) For Participants traveling to a third country, the recipient must obtain health and accident insurance coverage for all Participants.

(3) For Participants traveling within the host country, the recipient must determine whether specific in-country participant training activities subject them to any risk of health and accident liability for medical costs. Participants may incur, and if so, take appropriate steps according to

the local situation, including obtaining health and accident insurance coverage for Participants.

d. Immigration Requirements:

(1) For Exchange Visitors traveling to the United States, the recipient must ensure that all USAID-sponsored Exchange Visitors obtain, use, and comply with the terms of the J-1 visa, issued in conjunction with a USAID-issued Certificate of Eligibility for J-1 Visa Status (DS-2019).

(2) For Participants traveling to a third country or within the host country, the recipient must ensure that all Participants obtain, use, and comply with the terms of all applicable immigration, visa and other similar requirements.

e. Language Proficiency: The recipient must verify language proficiency. Exchange Visitors must possess sufficient English language proficiency to participate in a U.S.-based activity. Participants of third-country or host-country training must be proficient in the language of training at a sufficient level for participation, unless an interpreter has been arranged. Language competency can be verified through a variety of means including proficiency assessments of interviews, publications, presentations, education conducted in English, and formal testing.

f. Pre-departure Orientation: The recipient must conduct pre-departure orientation for U.S.-bound Exchange Visitors and Participants of third-country training programs. Pre-departure orientation covers: program objectives; administrative and policy review; cultural aspects; and training/learning methods (see http://pdf.usaid.gov/pdf_docs/PNADT444.pdf).

g. Conditions of Sponsorship: The recipient must ensure that all Exchange Visitors read and sign the Conditions of Sponsorship for U.S.-Based Activities form (AID 1381-6). The recipient must also ensure that all Participants of long-term (six months or longer) third-country training read and sign the form Conditions of Sponsorship for Third-Country Training form (AID 1381-7). The recipient must report to the Agreement Officer any known violations by Exchange Visitors of visa or other immigration requirements or conditions.

h. Exchange Visitor Security Risk and Fraud Inquiry: Each USAID Mission has an established process for conducting a Security Risk and Fraud Inquiry (SRFI) for Exchange Visitors. The recipient must be prepared to assist Missions in conducting the SRFI, if requested. However, the recipient's role is contributive, and the Mission is ultimately responsible for conducting the SRFI.

i. Fly America: To the extent that participants travel by international air travel, the recipient must comply with the Standard Provision, "International Air Travel and Air Transportation of Property."

j. Use of Minority Serving Institutions: For U.S.-based Participant Training, the recipient must, to the maximum extent possible, maintain their use of Historically Black Colleges and Universities (HBCUs) and other Minority Serving Institutions (MSIs), including Hispanic Serving Institutions and Tribal Colleges and Universities, as training or education providers.

D.3 COST SHARE (JUNE 2012)

a. During the period of this award, the recipient agrees to spend an amount of funds from non-U.S. Government sources specified as Cost Share, as provided in the award budget. Any Cost Share restrictions contained in this award take precedence over the terms of this provision.

b. The recipient's Cost Share under this award may include project costs incurred by the recipient from its own funds, or project costs financed with cash, services, or property contributed or donated to the recipient from other non-U.S. Government sources, including sub recipients. Not all Cost Share requires cash outlays by the recipient; examples are depreciation and use charges for buildings and equipment.

c. The recipient's Cost Share contributions, both cash and in-kind, must meet all of the following criteria:

- (1) Are verifiable from the recipient's records;
- (2) Are not included as cost share contributions for any other U.S. Government (USG) -assisted program;
- (3) Are necessary and reasonable for proper and efficient accomplishment of this award's objectives;
- (4) Are allowable under the Standard Provision, "Allowable Costs";
- (5) Are not paid by the USG under another grant or agreement (unless the grant or agreement is authorized to be used for Cost Share); and
- (6) Are included in the approved budget.

d. The source, nationality, and restricted goods requirements in the Standard Provision "USAID Eligibility Rules for Procurement of Commodities and Services" do not apply to cost share expenditures.

e. The value of non-U.S. Government in-kind contributions applied to Cost Share is established by the following procedures:

(1) Volunteer services must be an integral and necessary part of an approved program. Rates for volunteers must be consistent with those paid for similar work in the recipient's organization, or consistent with those paid for similar work in the labor market in which the recipient competes. Volunteer services furnished by others must be valued at the employee's regular rate of pay, exclusive of overhead costs, provided these services are of the same skill for which the employee is normally paid. In any case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

(2) The assessed value of donated supplies and equipment must be reasonable and must not exceed the fair market value of the property at the time of the donation.

(3) The value of donated property must be determined in accordance with the usual accounting policies of the recipient with the following qualifications:

(i) If the purpose of this award is to assist the recipient in the acquisition of equipment, buildings, or land, the total value of the donated property may be claimed as Cost Share.

(ii) If the purpose of this award is to support activities that require the use of equipment,

buildings, or land, normally only depreciation or use charges for equipment and buildings may be made. However, the Agreement Officer (AO) may approve the charge of the full value of equipment or other capital assets and fair rental charges for land.

iii) The value of donated land and buildings must not exceed its fair market value at the time of donation to the recipient as established by an independent appraiser.

(iv) The value of donated equipment must not exceed the fair market value of equipment of the same age and condition at the time of donation.

(v) The value of donated space must not exceed the fair rental value of comparable space and facilities in a privately owned building in the same locality, as determined by adequate market research.

(vi) The value of loaned equipment must not exceed its fair rental value.

f. The recipient must provide supporting records for in-kind contributions from third parties.

(1) Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its employees.

(2) The basis for determining the valuation for personal services, material, equipment, buildings, and land must be documented.

g. If the recipient expends less than the agreed upon Cost Share as specified in this award, the AO may apply the difference to reduce the amount of USAID funding for the following funding period, require the recipient to refund the difference to USAID when this award expires or is terminated, or reduce the amount of cost share required under the award.

h. In the event of any disallowance of expenditures from USAID award funds, the recipient may substitute expenditures made with funds provided from non-U.S. Government sources, provided they are eligible in accordance with all the Standard Provisions of this award.

[END OF PROVISION]

D.4 TITLE TO AND CARE OF PROPERTY (COOPERATION COUNTRY TITLE) (NOV 1985)

a. Except as modified by the schedule of this grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the recipient by USAID or by the cooperating country, must at all times be in the name of the cooperating country or such public or private agency as the cooperating country may designate, unless title to specified types or classes of equipment is reserved to USAID under provisions set forth in the schedule of this award. All such property must be under the custody and control of recipient until the owner of title directs otherwise or completion of work under this award or its termination, at which time custody and control must be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers must be taken in the name of the title owner.

b. The recipient must maintain and administer in accordance with sound business practice a

program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this grant. The recipient must take all reasonable steps to comply with all appropriate directions or instructions which the Agreement Officer may prescribe as reasonably necessary for the protection of the Government property.

c. The recipient must prepare and establish a program, to be approved by the appropriate USAID Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The recipient must be guided by the following requirements:

(1) Property Control: The property control system must include but not be limited to the following:

(i) Identification of each item of cooperating country property acquired or furnished under the award by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of (insert name of cooperating country)."

(ii) The price of each item of property acquired or furnished under this award.

(iii) The location of each item of property acquired or furnished under this award.

(iv) A record of any usable components which are permanently removed from items of cooperating country property as a result of modification or otherwise.

(v) A record of disposition of each item acquired or furnished under the award.

(vi) Date of order and receipt of any item acquired or furnished under the award.

(vii) The official property control records must be kept in such condition that at any stage of completion of the work under this award, the status of property acquired or furnished under this award may be readily ascertained. A report of current status of all items of property acquired or furnished under the award must be submitted yearly concurrently with the annual report.

(2) Maintenance Program: The recipient's maintenance program must be consistent with sound business practice, the terms of the award, and provide for:

(i) Disclosure of need for and the performance of preventive maintenance,

(ii) Disclosure and reporting of need for capital type rehabilitation, and

(iii) Recording of work accomplished under the program:

(A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

(B) Records of maintenance - The recipient's maintenance program must provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result

of inspections.

(C) A report of status of maintenance of cooperating country property must be submitted annually concurrently with the annual report.

d. Risk of Loss:

(1) The recipient is not liable for any loss of or damage to the cooperating country property, or for expenses incidental to such loss or damage except that the recipient is responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the recipient's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the recipient's business, or all or substantially all of the recipient's operation at any one plant, laboratory, or separate location in which this award is being performed;

(ii) Which results from a failure on the part of the recipient, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above:

(A) To maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of cooperating country property as required by (i) above; or

(B) To take all reasonable steps to comply with any appropriate written directions of the Agreement Officer under b. above;

(iii) For which the recipient is otherwise responsible under the express terms designated in the schedule of this award;

(iv) Which results from a risk expressly required to be insured under some other provision of this award, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(vi) Provided, that, if more than one of the above exceptions is applicable in any case, the recipient's liability under any one exception is not limited by any other exception.

(2) The recipient must not be reimbursed for, and must not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the cooperating country property, except to the extent that USAID may have required the recipient to carry such insurance under any other provision of this award.

(3) Upon the happening of loss or destruction of or damage to the cooperating country property, the recipient must notify the Agreement Officer thereof, must take all reasonable steps to protect the cooperating country property from further damage, separate the damaged and undamaged

cooperating country property, put all the cooperating country property in the best possible order, and furnish to the Agreement Officer a statement of:

- (i) The lost, destroyed, or damaged cooperating country property;
 - (ii) The time and origin of the loss, destruction, or damage;
 - (iii) All known interests in commingled property of which the cooperating country property is a part; and
 - (iv) The insurance, if any, covering any part of or interest in such commingled property.
- (4) The recipient must make repairs and renovations of the damaged cooperating country property or take such other action as the Agreement Officer directs.
- (5) In the event the recipient is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the cooperating country property, it must use the proceeds to repair, renovate or replace the cooperating country property involved, or must credit such proceeds against the cost of the work covered by the award, or must otherwise reimburse USAID, as directed by the Agreement Officer. The recipient must do nothing to prejudice USAID's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the Agreement Officer, must, at the Government's expense, furnish to USAID all reasonable assistance and cooperation (including assistance in the prosecution of suits and the execution of instruments or assignments in favor of the Government) in obtaining recovery.
- e. Access: USAID, and any persons designated by it, must at all reasonable times have access to the premises wherein any cooperating country property is located, for the purpose of inspecting the cooperating country property.
- f. Final Accounting and Disposition of Cooperating Country Property: Within 90 days after completion of this award, or at such other date as may be fixed by the Agreement Officer, the recipient must submit to the Agreement Officer an inventory schedule covering all items of equipment, materials and supplies under the recipient's custody, title to which is in the cooperating country or public or private agency designated by the cooperating country, which have not been consumed in the performance of this award. The recipient must also indicate what disposition has been made of such property.
- g. Communications: All communications issued pursuant to this provision must be in writing.

D.5 REPORTING HOST GOVERNMENT TAXES USNGO (JUN 2012)

- a. By April 16 of each year, the recipient must submit a report containing:
- (1) Contractor/recipient name.
 - (2) Contact name with phone, fax and e-mail.
 - (3) Agreement number(s).

- (4) The total amount of value-added taxes and customs duties (but not sales taxes) assessed by the host government (or any entity thereof) on purchases in excess of \$500 per transaction of supplies, materials, goods or equipment, during the 12 months ending on the preceding September 30, using funds provided under this contract/agreement.
 - (5) Any reimbursements received by April 1 of the current year on value-added taxes and customs duties reported in (iv).
 - (6) Reports are required even if the recipient did not pay any taxes or receive any reimbursements during the reporting period.
 - (7) Cumulative reports may be provided if the recipient is implementing more than one program in a foreign country.
- b. Submit the reports to: *[insert address and point of contact at the Embassy, Mission, or CFO/CMP as appropriate, may include an optional "with a copy to"]*.
 - c. Host government taxes are not allowable where the Agreement Officer provides the necessary means to the recipient to obtain an exemption or refund of such taxes, and the recipient fails to take reasonable steps to obtain such exemption or refund. Otherwise, taxes are allowable in accordance with the Standard Provision, "Allowable Costs," and must be reported as required in this provision.
 - d. The recipient must include this reporting requirement in all applicable sub-agreements, including sub-awards and contracts.

D.6 FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES USNGO (JUN 2012)

- a. U.S. Government funds under this award must not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a multilateral organization, as defined below, unless approved by the Agreement Officer in writing.
- b. Definitions:
 - (1) A foreign government delegation is appointed by the national government (including ministries and agencies but excluding local, state and provincial entities) to act on behalf of the appointing authority at the international conference. A conference participant is a delegate for the purposes of this provision, only when there is an appointment or designation that the individual is authorized to officially represent the government or agency. A delegate may be a private citizen.
 - (2) An international conference is a meeting where there is an agenda, an organizational structure, and delegations from countries other than the conference location, in which country delegations participate through discussion, votes, etc.
 - (3) A multilateral organization is an organization established by international agreement and

whose governing body is composed principally of foreign governments or other multilateral organizations.

D.7 USAID DISABILITY POLICY - ASSISTANCE USNGO (DEC 2004)

a. The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following Web site:

pdf.usaid.gov/pdfdocs/PDABQ631.pdf

b. USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative Agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives; the recipient should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

D.8 STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION USNGO (SEP 2004)

a. One of the objectives of the USAID Disability Policy is to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations, and other donors in fostering a climate of nondiscrimination against people with disabilities. As part of this policy USAID has established standards for any new or renovation construction project funded by USAID to allow access by people with disabilities (PWDs). The full text of the policy paper can be found at the following Web site: pdf.usaid.gov/pdf_docs/PDABQ631.pdf.

b. USAID requires the recipient to comply with standards of accessibility for people with disabilities in all structures, buildings or facilities resulting from new or renovation construction or alterations of an existing structure.

c. The recipient will comply with the host country or regional standards for accessibility in construction when such standards result in at least substantially equivalent accessibility and usability as the standard provided in the Americans with Disabilities Act (ADA) of 1990 and the Architectural Barriers Act (ABA) Accessibility Guidelines of July 2004. Where there are no host country or regional standards for universal access or where the host country or regional standards fail to meet the ADA/ABA threshold, the standard prescribed in the ADA and the ABA will be used.

d. New Construction. All new construction will comply with the above standards for accessibility.

e. Alterations. Changes to an existing structure that affect, the usability of the structure will comply with the above standards for accessibility unless the recipient obtains the Agreement Officer's advance approval that compliance is technically infeasible or constitutes an undue burden or both. Compliance is technically infeasible where structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements of the standard. Compliance is an undue burden where it entails either a significant difficulty or expense or both.

f. Exceptions. The following construction related activities are excepted from the requirements of paragraphs a. through d. above:

(1) Normal maintenance, reroofing, painting or wall papering, or changes to mechanical or electrical systems are not alterations and the above standards do not apply unless they affect the accessibility of the building or facility; and

(2) Emergency construction (which may entail the provision of plastic sheeting or tents, minor repair and upgrading of existing structures, rebuilding of part of existing structures, or provision of temporary structures) intended to be temporary in nature. A portion of emergency construction assistance may be provided to people with disabilities as part of the process of identifying disaster- and crisis-affected people as "most vulnerable."

D.9 CENTRAL CONTRACTOR REGISTRATION & UNIVERSAL IDENTIFIER USNGO (OCT 2010)

a. Requirement for Central Contractor Registration (CCR). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration and more frequently, if required by changes in your information or another award term.

b. Requirement for Data Universal Numbering System (DUNS) numbers. If you are authorized to make sub-awards under this award, you:

(1) Must notify potential sub-recipients that no entity (see definition in paragraph c. of this award term) may receive a sub-award from you unless the entity has provided its DUNS number to you.

(2) May not make a sub-award to an entity unless the entity has provided its DUNS number to you.

c. Definitions. For purposes of this award term:

(1) Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at www.ccr.gov).

(2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).

(3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR 25, subpart C:

- (i) A governmental organization, which is a State, local government, or Indian tribe;
- (ii) A foreign public entity;
- (iii) A domestic or foreign nonprofit organization;
- (iv) A domestic or foreign for-profit organization; and
- (v) A Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity.

(4) Sub-award:

- (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible sub-recipient.
- (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- (iii) A sub-award may be provided through any legal agreement, including an agreement that you consider a contract.

(5) Sub-recipient means an entity that:

- (i) Receives a sub-award from you under this award; and
- (ii) Is accountable to you for the use of the Federal funds provided by the sub-award.

ADDENDUM (JUNE 2012):

a. Exceptions. The requirements of this provision to obtain a Data Universal Numbering System (DUNS) number and maintain a current registration in the Central Contractor Registration (CCR) do not apply, at the prime award or sub-award level, to:

- (1) Awards to individuals
- (2) Awards less than \$25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)

(3) Awards where the Agreement Officer determines, in writing, that these requirements would cause personal safety concerns.

b. This provision does not need to be included in sub-awards.

D.10 REPORTING SUB-AWARDS AND EXECUTIVE COMPENSATION USNGO (OCT 2010)

a. Reporting of first-tier sub-awards.

(1) Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a sub-award to an entity (see definitions in paragraph e. of this award term).

(2) Where and when to report.

(i) You must report each obligating action described in paragraph a.(1) of this award term to www.fsr.gov.

(ii) For sub-award information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

(3) What to report. You must report the information about each obligating action that the submission instructions posted at www.fsr.gov specify.

b. Reporting Total Compensation of Recipient Executives.

(1) Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if -

(i) The total Federal funding authorized to date under this award is \$25,000 or more;

(ii) In the preceding fiscal year, you received-

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To

determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report executive total compensation described in paragraph b.(1) of this award term:

(i) As part of your registration profile at www.bpn.gov/ccr.

(ii) By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Sub-recipient Executives.

(1) Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier sub-recipient under this award, you must report the names and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year, if-

(i) In the sub-recipient's preceding fiscal year, the sub-recipient received-

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards); and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

(2) Where and when to report. You must report sub-recipient executive total compensation described in paragraph c.(1) of this award term:

(i) To the recipient.

(ii) By the end of the month following the month during which you make the sub-award. For example, if a sub-award is obligated on any date during the month of October of a given year (for example, between October 1 and 31), you must report any required compensation information of the sub-recipient by November 30 of that year.

d. Exemptions.

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- (1) Sub-awards, and
 - (2) The total compensation of the five most highly compensated executives of any sub-recipient.
- e. Definitions.

For purposes of this award term:

- (1) Entity means all of the following, as defined in 2 CFR 25:
 - (i) A governmental organization, which is a State, local government, or Indian tribe;
 - (ii) A foreign public entity;
 - (iii) A domestic or foreign nonprofit organization;
 - (iv) A domestic or foreign for-profit organization; and
 - (v) A Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity.
- (2) Executive means officers, managing partners, or any other employees in management positions.
- (3) Sub-award:
 - (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible sub-recipient.
 - (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non- Profit Organizations").
 - (iii) A sub-award may be provided through any legal agreement, including an agreement that you or a sub-recipient considers a contract.
- (4) Sub-recipient means an entity that:
 - (i) Receives a sub-award from you (the recipient) under this award; and
 - (ii) Is accountable to you for the use of the Federal funds provided by the sub-award.
- (5) Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - (i) Salary and bonus.

(ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

(iii) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

(v) Above-market earnings on deferred compensation which is not tax-qualified.

(vi) Other compensation, if the aggregate value of all such other compensation (for example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

D.11 PATENT REPORTING PROCEDURES (JUL 2012)

As incorporated by 22 CFR 226.36 and the standard provision "APPLICABILITY OF 22 CFR PART 226," the clause at 37 CFR 401.14 ("Patent Rights (Small Business Firms and Nonprofit Organizations)") is incorporated by reference into this award as if set forth in full text. The recipient must use the National Institutes of Health EDISON Patent Reporting and Tracking system (<http://www.iedison.gov>) to fulfill its disclosure obligations under 37 CFR 401.14(c)(1). The recipient must also submit reports on utilization of subject inventions annually to the Agreement Officer's Representative under 37 CFR 401.14(h), and the last report must be provided within 90 days of the expiration of the agreement.

[END OF SECTION D]