

U.S. Department of State

Program Office: Office to Monitor and Combat Trafficking in Persons, International Programs
Opportunity Title: International Programs to Combat Trafficking in Persons in Sub-Saharan Africa
Announcement Type: Request for Full Proposals
Funding Opportunity: AT-ATC-14-008
Deadline for Applications: Thursday, August 21, 2014, 5:00 p.m.

EXECUTIVE SUMMARY

The Department of State's Office to Monitor and Combat Trafficking in Persons (TIP Office) announces an open competition for funding of projects to provide technical assistance to governments in sub-Saharan Africa to improve their capacity to combat trafficking in persons. Technical assistance awards will be granted in the areas of legislative assistance, victim-centered criminal justice training and task forces, and victim protection. Methods of technical assistance to build capacity may include, but are not limited to, training, legislative workshops, and mentoring. U.S.-based and foreign non-profit organizations, for-profit organizations, non-governmental organizations (NGOs), public international organizations (PIOs), and institutions of higher education are eligible to apply. For-profit organizations will not be allowed to generate a profit from grant-funded activities. Applicants must have a physical presence in sub-Saharan Africa and have a demonstrated ability to work with any government to be considered eligible for this funding opportunity. Successful applicants will be expected to secure government commitments to contribute to the project, and to allocate a percentage of grant funds to civil society partners working in the region.

Pending the availability of appropriated funds, the TIP Office anticipates awarding cooperative agreements with funding amounts of \$650,000 - \$3,000,000 and project periods of 36-60 months to successful applicants. All proposals must be submitted via www.grantsolutions.gov OR www.grants.gov by 5:00 p.m. Eastern Daylight Time (EDT) on Thursday, August 21, 2014 to be eligible for consideration. Applicants are encouraged, but not required, to send a Letter of Intent indicating interest in submitting

an application for this funding opportunity to Chelsea Lord (LordC@state.gov) by August 4, 2014.

BACKGROUND

The Trafficking Victims Protection Act of 2000 (Div. A, P.L. 106-386), as amended (TVPA), authorized the establishment of the TIP Office in the U.S. Department of State. The TIP Office leads the United States' global engagement on the fight against human trafficking and seeks **partnerships** with foreign governments, civil society, and multilateral organizations to combat modern slavery utilizing the "3 Ps" strategy: **preventing** trafficking in persons, **protecting** and assisting trafficking victims, and **prosecuting** traffickers. Through targeted foreign assistance, the TIP Office funds programs that address human trafficking, the act of obtaining or maintaining another person in compelled service. This includes forced labor, sex trafficking, bonded labor, involuntary domestic servitude, forced child labor, and the forced recruitment and use of child soldiers.

The TVPA requires that the Department of State submit an annual assessment of governments' efforts to address trafficking in persons. The *Trafficking in Persons (TIP) Report*, published annually in June, is an important diplomatic tool in the Department's dialogue with other governments and also serves as a guide for the allocation of U.S. foreign assistance resources. The 2014 *TIP Report*, available at <http://www.state.gov/j/tip/rls/tiprpt/2014/>, includes tier rankings and country-specific recommendations for 188 countries and territories. Information on the U.S. government's international anti-trafficking efforts to combat human trafficking is available at <http://www.state.gov/j/tip/response/index.htm>. A list of programs recently funded by the TIP Office is available at <http://www.state.gov/j/tip/intprog/index.htm>.

The 2014 *TIP Report* noted that, since the United Nations Protocol to Prevent, Suppress and Punish Trafficking in Persons (Palermo Protocol) was signed and the TVPA enacted into law, most countries (157) have become parties to the Protocol, have passed laws criminalizing all forms of human trafficking, and have begun to develop victim assistance mechanisms. Nonetheless, the number of victims identified, victims assisted, and traffickers convicted remains low. The challenge of this decade is for

governments to fully implement the legal and policy frameworks that have been created and for those remaining governments not party to the Palermo Protocol to ratify it.

Across sub-Saharan Africa, many governments are putting into place the building blocks for successful, coordinated, and sustainable anti-trafficking efforts. Approximately half of the countries in the region have laws that prohibit and penalize all forms of trafficking in persons. Strong partnerships between international organizations and governments have resulted in increased capacity to effectively implement anti-trafficking laws, including some governments beginning to investigate and prosecute these crimes and compile anti-trafficking law enforcement data for the first time. Governments in the region are working to coordinate anti-trafficking efforts within their countries, adopting national action plans to guide their efforts going forward, and improving effectiveness in responding to human trafficking crimes by developing specialized human trafficking task forces. In addition, governments are partnering with NGOs and international organizations to enhance victim protection, providing funding to support care for victims, and raising awareness before the crime occurs.

Despite these significant accomplishments, more needs to be done to combat human trafficking.

A strong legislative framework is key to implementing an effective criminal justice response to combat trafficking. Governments should develop or strengthen legal frameworks to ensure they are consistent with the UN Palermo Protocol.

Sustainability is fostered by setting up institutional structures within the government to carry out the policy framework. Governments should establish task forces at the operational level that involve, at minimum, criminal justice practitioners dedicated to investigating and prosecuting human trafficking cases. Task force members should be experts in conducting victim-centered investigations and trained in interviewing victims of trafficking.

Effective referral and protection mechanisms to ensure that victims are properly assisted are essential to the development of strong criminal justice frameworks. Governments should establish emergency shelters for victims of trafficking; if governments are unable to fund and operate their own

shelters, they should establish partnerships with NGOs that have the capacity to do so and provide funding and oversight to support and ensure adequacy of their operations.

Through this solicitation and in keeping with the recommendations in the *TIP Report*, the TIP Office seeks to fund programs in sub-Saharan Africa that provide technical assistance to enhance government and civil society capacity to improve legal frameworks to combat trafficking; conduct trainings on victim-centered investigations and prosecutions; establish operational task forces to lead victim-centered trafficking investigations and prosecutions; and identify and protect trafficking victims.

GRANT COMPETITION OVERVIEW

This solicitation announces the grant competition for technical assistance projects in sub-Saharan Africa. Following a technical review of the minimum requirements for consideration, proposals will be reviewed for consideration for funding by a panel of experts with human trafficking programming and regional expertise. Proposals that are reviewed favorably by the panel will be presented to the Office Director with a funding recommendation.

The regional trends and country-specific recommendations listed in the narratives of the 2014 *TIP Report* guide anti-trafficking programming under this announcement and inform the requirements in this solicitation.

Pending the availability of appropriated funds, the TIP Office anticipates awarding cooperative agreements to successful applicants with funding amounts of \$650,000 - \$3,000,000 and project periods of 36-60 months. Cooperative agreements require the substantial involvement of the grantor, and thus successful applicants will be required to engage in an ongoing dialogue with the TIP Office throughout the project period.

The TIP Office seeks to fund interventions that have the greatest likelihood of leading to systemic change. Successful applicants will be required to obtain a tangible demonstration of host government commitment to participate in the project prior to proceeding to work in that country. Host government commitment will be evaluated according to the contribution to the project that is offered. Contributions may include monetary or in-kind

contributions, such as dedicating staffing, providing training or workshop venues and equipment; and/or funding for victim services.

The TIP Office will review proposals that address the needs identified in this announcement only.

- Applicants are expected to be able to implement technical assistance activities in nearly any sub-Saharan African country, with limited exceptions, and be responsive to the country priorities articulated by the TIP Office as they develop. Sub-Saharan countries are eligible for receipt of technical assistance, but the specific projects approved for use of technical assistance funds may follow several paths to be identified throughout the award period. For example, a country may reach out to the TIP Office or the U.S. Embassy to request technical assistance, contact the successful applicant or applicants directly, the TIP Office may identify a need and coordinate with the U.S. Embassy to offer assistance to the host government, or the TIP Office may identify a need to the successful applicant or applicants and request engagement with the host government to offer assistance. Thus, no countries should be identified in the proposal.
- Applicants are expected to be able to provide technical assistance to address both sex and labor trafficking, and the many forms in which they occur.
- Applicants are encouraged to seek strong partnerships that promote sustainable institutional development and ongoing structural impact, involving NGOs, multilateral organizations, and government agencies.
- Applicants are reminded that although government officials may be the first-line beneficiaries of technical assistance, the intended project beneficiaries are trafficked persons or persons at risk of being trafficked; these groups are inherently vulnerable and are often targeted because of one or more vulnerabilities. These groups may include women and those vulnerable to gender-based violence; children; lesbian, gay, bisexual, or transgender (LGBT) individuals; the elderly; the sick; persons with disabilities; and other minorities.

- Applicants are expected to include appropriate follow-up and evaluation as a critical component of effective technical assistance.

TECHNICAL ASSISTANCE CATEGORIES

The TIP Office has selected three technical assistance categories in which projects will be considered for funding under this solicitation.

Applicants interested in submitting proposals for more than one technical assistance category should submit a separate proposal for each category of technical assistance.

Legislative Assistance

The TIP Office seeks to fund a program or programs that will provide consultation and assistance for drafting anti-trafficking legislation or legislative amendments for countries, in line with their commitments under the UN's Palermo Protocol.

The TIP Office will approve identified countries to receive technical assistance. Successful applicants will be expected to secure government commitments to identify legal drafters to work with the implementer, develop a legislative schedule for presentation and promulgation, and consult with a wide variety of stakeholders, to include civil society organizations.

Victim-Centered Criminal Justice Training and Task Forces

The TIP Office seeks to fund a program or programs that will provide multidisciplinary trainings on victim-centered investigations and prosecution of trafficking cases, as well as technical assistance for the establishment of operational task forces to conduct prosecution-led, victim-centered investigations of human trafficking cases.

The TIP Office will approve identified countries to receive technical assistance. Successful applicants will be expected to secure government commitments to identify dedicated investigators and prosecutors to be a part of the task force, provide a training or workshop venue, identify participants who can serve as trainers for follow-on trainings if necessary, and/or identify

specialized training institutions for the integration of the provided training into national training curricula.

Victim Protection

The TIP Office seeks to fund a program or programs that will build the capacity of governments and civil society organizations to identify and protect victims of trafficking; adopt and use standardized screening, referral, risk assessment, and assistance tools; develop appropriate and adequate protection services; and upgrade the facilities of government or NGO-run shelters, including the creation of family units capable of housing young boys with their female parent.

The TIP Office will approve identified countries to receive technical assistance. Successful applicants will be expected to secure government commitments to devote increased resources to victim protection, for example providing funding or in-kind support for assistance packages for victims of trafficking.

APPLICANT/ORGANIZATION CRITERIA

U.S.-based and foreign non-profit organizations, for-profit organizations, non-governmental organizations (NGOs), public international organizations (PIOs), and institutions of higher education are eligible to apply. For-profit organizations will not be allowed to generate a profit from grant-funded activities. Foreign governments are not eligible to apply, but governments may be beneficiaries of funded programs, provided that funding does not pay salaries of government agency personnel and that such assistance is not restricted by U.S. law or policy. Applicants must have a physical presence in sub-Saharan Africa and have a demonstrated ability to work with any government to be considered eligible for this funding opportunity.

Applicants are permitted to submit multiple applications, and are required to do so if interested in implementing activities under more than one of the three technical assistance categories. Applicants are reminded to tailor each separate application to their organization's particular strengths and regional experience for that particular technical assistance category.

Applicants selected for an award will be required to partner closely with foreign governments and civil society organizations, U.S. embassies, and other organizations that are selected for funding under this announcement. Successful applicants will be expected to secure government commitments to contribute to the project, and to allocate a percentage of grant funds to civil society partners working in the region. Successful applicants will be responsible for making all logistical arrangements necessary to conduct technical assistance activities.

REQUIREMENTS FOR SUBMISSION OF FULL PROPOSALS

To be considered for funding, proposals must be submitted by Thursday, August 21, 2014 at 5:00 p.m. EDT. All proposal information is required to be in the English language and written using Times New Roman or Arial 12 point font, unless otherwise noted in this announcement, and written in U.S. dollars.

Applicants are encouraged, but not required, to indicate interest in submitting an application for this funding opportunity by sending a Letter of Intent to Chelsea Lord (LordC@state.gov) by August 4, 2014.

Proposals must include Sections 1 through 6 in the order listed below.

Required Sections – Overview

Section 1 Online Forms/Standard Forms

Section 2 Project Narrative

-Please use MS Word Document (No PDF files)

-Must Not Exceed 10 Pages

Section 3 Logic Model

-Please use MS Word Document or MS Excel 97-2003 (No PDF files)

Section 4 Summary Budget, Line-Item Budget, and Budget Narrative

- Please use MS Word Document or MS Excel 97-2003 (No PDF files)

- Must Not Exceed 7 Pages

Section 5 NICRA Agreement **Required only if applicable*

Section 6 Resumes and Qualifications of Key Positions

Required Sections

Section 1 – Online Forms: Standard Forms 424, 424A, and 424B

Complete the SF-424, SF-424A, and SF-424B forms as described in the instructions provided through www.grantsolutions.gov or www.grants.gov. In addition, the following specific information may be helpful when completing the fields of the SF-424.

SF-424 – Complete all fields except fields noted as “Leave Blank” below.

1. Type of Submission: Application
2. Type of Application: New
3. Date Received: Leave blank. This will automatically be assigned
4. Applicant Identifier: Leave blank
- 5a. Federal Entity Identifier: Leave blank
- 5b. Federal Award Identifier: Leave blank
6. Date Received by State: Leave blank. This will automatically be assigned
7. State Application Identified: Leave blank. This will automatically be assigned
- 8a. Enter the legal name of the applicant organization. Do NOT list abbreviations or acronyms unless they are part of the organization’s legal name.
- 8b. Employer/Taxpayer ID Number: Non-U.S. organizations enter 44-4444444
- 8c. Organizational DUNS: Applicants can request a DUNS number at <http://fedgov.dnb.com/webform>
- 8d. Enter the full address of the applicant
- 8e. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable
- 8f. Enter the name, title, organization, and contact information of person to be contacted on matters involving this application
9. Select an applicant type (type of organization)
10. Enter: Office to Monitor and Combat Trafficking in Persons
11. Enter: 19.019
12. Enter the Funding Opportunity Number and Title. This number will already be entered on electronic applications.
13. Enter the Competition Identification Number and title. This number will already be entered on electronic applications.
14. Areas Affected by Project: Leave blank.

15. Enter the title of the proposed project (if necessary, delete pre-printed wording)
- 16a. U.S.-based organizations should enter the congressional district of the applicant. Foreign organizations should enter 00 in the same space.
- 16b. Leave blank
17. Enter a start date of September 30, 2014 and a projected end date
18. Enter the amount requested for the project under “Federal” (18a); enter any cost-share under “Applicant” (18b).
19. Enter “c”
20. Select the appropriate box. Applicants who answer “yes” to this question will be required to provide an explanation.
21. Enter the name, title, and contact information of the individual authorized to sign for the application.

SF-424A – This form is often described by applicants as confusing. Please review the detailed instructions below BEFORE completing this form online.

Section A - Budget Summary- Complete Row 1

- 1a. Enter: “Anti-Trafficking Program”
- 1b. Enter: “19.019”
- 1c-d. Leave these fields blank
- 1e. Enter the amount of federal funds you are requesting for this project
- 1f. Enter the amount of any other funds you will receive towards this project. Do not enter funds you receive for other projects.
- 1g. Enter the total cost of this project

Rows 2, 3, and 4 leave blank

Section B - Budget Categories – Enter total project costs in each category in Column 1 as described below. In Column 5 the form should automatically show the sum. Columns 2, 3, and 4 leave blank.

- 6a-h. Enter the amount for each object class category (Include cost sharing).
- 6i. Enter the sum of 6a-6h
- 6j. Enter any indirect charges
- 6k. Enter the sum of 6i and 6j
7. Enter any program income that will be earned as a result of the project. If there is none leave this section blank.

Section C - Non-Federal Resources (Only complete this section if your project includes an applicant cost share or funds from other sources for this project)

- 8a. Under Grant Program enter: “Anti-Trafficking Program”
- 8b. Enter your cost share amount
- 8c. Enter the amount of any other funding sources for this project
- 8d. Leave blank
- 8g. Total amount for all non-federal resources (the form should automatically show this sum)

Rows 9, 10, and 11 leave blank

Section D - Forecasted Cash Needs

- 13. In the first column enter the total amount of federal funds requested for the project. [Forecasted cash needs by quarter will automatically populate.]
- 14. In the first column enter the total amount of non-federal funds you expect to expend during the project. Forecasted cash needs by quarter will automatically populate.
- 15. In the first column is the sum of 13 and 14 (the form should automatically show this sum). [Forecasted cash needs by quarter will automatically populate.]

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

- 16a. Under Grant Program enter: “Anti-Trafficking Program”
- 16b. Enter the amount of federal funds you expect to expend in year one of the project
- 16c. Enter the amount of federal funds you expect to expend in year two of the project (if applicable).
- 16d. Enter the amount of federal funds you expect to expend in year three of the project (if applicable).

16e. Leave blank

Rows 17, 18, 19 Leave blank

- 20. Total amount for each year (The form should automatically show this sum).

Section F - Other Budget Information

- 21. Direct Charges – **Leave Blank**

22. Enter: Indirect Charges – If Indirect Charges are shown in Section B 6, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed).
23. Enter any comments

SF-424B

This form must be signed online electronically in the www.grantsolutions.gov or grants.gov system.

Section 2 – Project Narrative – Must Not Exceed 10 Pages

A. Key Information and Brief Project Summary

The project narrative must list the following information at the beginning of the proposal narrative:

- Category of technical assistance (legislative assistance, victim-centered criminal justice training and task force development, or victim protection)
- Project title,
- Name of applicant organization,
- Name of point of contact for the application, and
- Email address for the point of contact.

This information should be followed by a brief summary of the project that should not exceed 250 words and should include a discussion of the overall goal, activities, and expected results of the proposed project; as well as describe how the project plan ensures sustainability after the project period has ended.

B. Project Statement

The project statement should briefly describe the applicant’s model of technical assistance relative to the identified category of technical assistance. Available qualitative and quantitative information, such as recent research relevant to this model of technical assistance, should be discussed. The project statement should describe how the proposed model of technical assistance would fill a programmatic gap by addressing a key trafficking problem in the region.

C. Project Goals, Objectives, and Activities

Applicants should specify goals and objectives and activities to address the identified problem. This section should demonstrate the potential capability

of the proposed program to build capacity in the target area or within the target audience, and create sustainable results.

Note: The TIP Office is aware that there are many definitions for the key terms used in project design. For consistency, the TIP Office asks that applicants use the terms *goal*, *objective*, and *activities* as follows. A *goal* is a brief statement of what the project hopes to accomplish. An *objective* is a statement that describes the intended results or incremental changes that a project intends to achieve by implementing specific activities. Well-worded objectives are detailed, contain clear statements of change expected as a result of the project, and are “SMART,” (i.e. Specific, Measurable, Attainable, Realistic, and Time-Framed). Activities are the tasks or actions that a project undertakes to accomplish specific objectives or intended results.

D. Evaluation of Effectiveness and Impact

Applicants should specify the performance indicators that will be used to evaluate effectiveness and demonstrate impact. *Performance indicators* are quantitative or qualitative tools used to measure progress toward achievement of objectives and results. They are generally expressed as numeric values, percentages or scores, but they can be expressed in a descriptive manner as well. Applicants should demonstrate the capacity to collect program data with appropriate instruments and include a description of evaluation methods to document the achievement of outcomes, problems, and/or unintended consequences and provide a basis to improve effectiveness. Projects ultimately selected for funding must be willing to be independently evaluated; however, this is not a substitute for recipient monitoring and evaluation of project performance.

Certain types of projects require data collection and reporting on specific performance measurement indicators. The following are examples for various types of indicators (see Common Performance Indicators Attachment for a list of example indicators). Data collection must be disaggregated as specified below. Applicants should address their ability to collect the following as it applies to the proposed project:

- Projects that intend to strengthen the capacity of a host government to identify and provide protection to victims of trafficking must provide evidence of increased capacity. Examples of acceptable evidence

include: an increase in the number of trafficking victims identified by government officials, increased government funding for victim services, increased in-kind assistance for civil society organizations serving victims of trafficking, adoption of new or amended laws that increase victim protection, and an increase in the number of convictions of traffickers. Baseline data may be taken from the data reported in the preceding year's annual *TIP Report* published by the TIP Office. Data must be disaggregated by sex, age – minor (under 18) or adult, and the type of victimization (labor or sex trafficking).

- Projects that intend to assist governments in strengthening trafficking-related policies, laws, or adoption of international agreements must report on the number and quality of these. Examples could include, but are not limited to reporting on the number of: laws, national referral mechanisms, anti-trafficking strategies, anti-trafficking action plans, amendments to social service laws that allow for the provision of government social services to victims of trafficking, and bilateral and regional victim assistance agreements created and/or strengthened. Laws may be strengthened in various ways, including by expanding coverage to previously neglected categories of victims or types of trafficking.
- Projects that intend to provide training and/or mentoring to criminal justice personnel must collect data on training participants disaggregated by sex, type of personnel, and type of training received. No baseline data are needed. Criminal justice personnel include judges, magistrates, prosecutors, and law enforcement officials. There is no minimum length of time to be considered a training and/or mentoring, but any training must be designed and implemented to build capacity and must have specific learning objectives – expected knowledge, skills, and/or competencies to be gained by participants.

E. Organizational Capability and Experiences:

Applications should include a clear description of the applicant's previous programming experience in the field of human trafficking as well as experience in the specific category of technical assistance for which they are applying. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives. The experience and expertise of key project personnel should be discussed

as it relates to likely attainment of project goals. Applicants are expected to be able to implement technical assistance activities in nearly any sub-Saharan African country, with limited exceptions, and be responsive to the country priorities articulated by the TIP Office as they develop. Limitations to the ability to provide technical assistance in a given country should be clearly articulated. Finally, applicants should discuss their experience working with governments, civil society and PIO partners in sub-Saharan Africa, as well as staff experience in the region.

Section 3 – Logic Model

Applicants must provide, as a separate attachment, a logic model in a font no smaller than 10 point. A Logic Model demonstrates the relationship between the project goals and objectives and the activities that a project undertakes to achieve specific objectives or intended results with the performance measurement indicators for outputs and outcome. Output indicators are the direct products or services that result from the completion of the proposed activities. Outcome indicators represent specific results that a project achieves. A recommended format is included as a sample in the application kit. If chosen for award, the approved logical model will be used to measure performance. Applicants are reminded to be realistic in their choice of measures.

Section 4 – Summary Budget , Line-Item Budget and Budget Narrative – Must Not Exceed 7 Pages

The budget must specify the total amount of funding requested, must be in U.S. dollars, and must be presented in three formats described in detail below: the Budget Summary, the Line-Item Budget and the Budget Narrative. Applicants should provide a one-year budget as an example of how funds would be spent during a multi-year project. Applicants that are selected for funding will be required to submit a final multi-year budget before funds are awarded. In addition, applicants are required to allocate a percentage of the proposed budget to local civil society partners where feasible in order to strengthen the ability of civil society organizations to work with governments on this issue.

A. Budget Summary by Project Year

Provide a summary budget showing totals for the categories listed below for the first year of the project. Please see below for a sample template:

Budget Summary Categories	Total
1. Personnel	
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs	
11. Total Costs (lines 9-10)	

B. Line-Item Budget

A breakdown or spreadsheet showing costs **for the first year of the project only** in each of the budget categories listed below, with detailed calculations showing estimation methods, quantities, unit costs, and other similar detail. The budget spreadsheet may be presented in a font smaller than 12 point; but must not be smaller than 8 point font. Any cost-share presented must be broken down according to line-items.

Personnel - For each staff person, provide information such as job title, time commitment to the project as a percentage of full-time equivalent, annual salary (or wage rate), and salary from grant funds.

Fringe Benefits - Provide a breakdown of the amounts and percentages that comprise fringe benefit costs for employees, including health insurance, FICA, retirement insurance, and taxes. State fringe benefit costs separately from salary costs and explain how benefits are computed for each category of employee.

Travel - Identify staff and participant travel, including international airfare, in-country travel, domestic travel in the United States, and *per diem*/maintenance (includes lodging, meals, and incidentals for both participant and staff travel). Please note that rates of maximum allowance for U.S. and foreign travel are available at www.fedtravel.com. *Per diem*

rates may not exceed the published U.S. government allowance rates, but applicants have the option of using lower *per diem* rates.

Equipment - For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, and the total cost. Equipment is defined as tangible property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per item.

Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies.

Contractual - Provide the costs of all contracts for services and goods, except for those that belong under other categories (such as equipment, supplies, construction, etc.). For each sub-grant/contract, provide a detailed line-item breakdown explaining specific costs and services. If consultants will be used in the grant, provide all costs related to their activities, including travel and *per diem* costs.

Other Direct Costs - (These will vary depending on the nature of the grant.) - Provide computations for all other costs. These costs, where applicable and appropriate, may include but are not limited to insurance, professional services, space and equipment rentals, stipends, telephone and electricity.

Indirect Charges - Indirect costs are costs which have been incurred for common or joint objectives of an organization and cannot be readily identified with a particular cost objective. These costs are determined by the recipient's accounting system's definition. Generally, a negotiated indirect cost rate agreement (NICRA) is not warranted unless an organization has many U.S. government awards at one time. Possession of a NICRA is not a factor in funding consideration.

C. Budget Narrative

A brief explanation of each line-item that justifies identified costs. The narrative should focus on costs in year 1. The budget narrative must be presented in 12 point font.

Personnel - Identify staffing requirements by each position title with a brief description of duties, including work locations, and other justifications for these costs as they relate to the project.

Fringe Benefits - Provide an explanation of fringe costs and how they are calculated.

Travel - Provide a description of travel costs, including the purpose of the travel and how the travel relates to the project.

Equipment - Provide justification for any planned equipment purchase/rental for the project. Note that equipment is defined as tangible property having a useful life of more than one year, and an acquisition cost of \$5,000 or more.

Supplies - Specifically describe general categories of supplies and their direct use for the project.

Contractual - Describe each contractual or consultant cost, and outline the necessity of each for the project.

Other Direct Costs - Provide a narrative description and a justification for each cost under this category and describe how the costs specifically relate to this project.

Indirect Charges – Describe the cost rate used to calculate indirect charges.

Section 5- NICRA

**Required only if applicable.* Applicants should submit a copy of the current NICRA between their organization and the relevant U.S. government agency. Indicate the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed). Copy of NICRA will not be counted in page limit.

Section 6–Resumes or Qualifications for Key Positions

Applicants must submit resumes for key project staff already identified and committed to the project. If key staff are not yet identified, a brief description of the required qualifications and key responsibilities for the position will be accepted. Key staff is defined as the individual position(s) necessary to complete the project, such as the program director.

CRITERIA FOR EVALUATION OF FULL PROPOSALS

The following criteria will be used to evaluate full proposals:

-- Quality of Project Idea

1. Degree to which the proposal is responsive to regional needs identified in the *TIP Report* and the technical assistance categories identified in this solicitation.
2. Demonstrated understanding of the needs for technical assistance in sub-Saharan Africa.
3. Demonstrated awareness of the current conditions in sub-Saharan Africa.

-- Program Goals/Objectives

1. Demonstration that objectives will achieve the goals in the selected technical assistance category identified in this solicitation.
2. Approach has project objectives that are measurable and achievable during the project period.
3. Objectives and activities will result in the outcomes discussed in this solicitation.
4. Demonstrated awareness of long-term institutional and/or organizational development with an emphasis on moving towards sustainability.

-- Plan for Measuring Program Effectiveness

1. Demonstrated link between output and outcome indicators to project goals and objectives.
2. Demonstrated capacity for engaging in evaluation, including the potential impact on the human trafficking response in the target region.

-- Plan for Providing Follow-up and Evaluation

1. Articulated plan for providing follow-up to any provision of technical assistance, evaluating performance, monitoring activities and including evaluation results into future planning.

-- Organizational Capability and Record of Performance

1. Demonstrated past performance of prior recipients or the demonstrated potential of new applicants.
2. Adequacy of proposed personnel and organizational resources to achieve the project's goals.
3. Clear roles and responsibilities of key personnel.
4. Demonstrated strong knowledge of human trafficking issues and a history of working effectively with governments in sub-Saharan Africa.
5. Demonstrated physical presence in sub-Saharan Africa.
6. Demonstrated administrative capacity to conduct large-scale technical assistance throughout the region, and expertise in the technical assistance category for which they are applying.

-- Budget Detail and Cost Effectiveness

1. Budget supports the execution of the project, including necessary and appropriate expenses for the activities outlined in the proposal.
2. Demonstrated use of sound financial management practices.
3. If applicable, cost share is included in detail in the required budget categories.

-- Partnerships

1. Demonstrated plan/approach to work with key stakeholders in the region, to include securing commitments from government partners and working in collaboration with civil society organizations is viable.

2. Demonstrated plan to allocate a percentage of grant funding to local civil society partners where feasible in order to strengthen the ability of civil society organizations to work with governments on this issue will result in robust partnerships and strengthening of local NGOs.

PROPOSAL SUBMISSION INSTRUCTIONS AND DEADLINE

All proposals must be submitted via www.grantsolutions.gov OR www.grants.gov by **5:00 p.m. Eastern Daylight Time (EDT) on Thursday, August 21, 2014**. The TIP Office will **not** accept proposals submitted via email, fax, the postal system, delivery companies, couriers, or U.S. embassies. Applicants may submit more than one application; however, each application should be submitted only once.

Applicants are strongly encouraged to register with grantsolutions.gov or grants.gov and initiate electronic applications **early** in the application development process, and to submit before the due date or early on the due date. This will aid in addressing any problems with submissions prior to the application deadline. No exceptions will be made for applicants that have not completed the necessary steps to submit applications on www.grantsolutions.gov or www.grants.gov.

Applications Submitted Through www.grantsolutions.gov

Applicants are strongly encouraged to submit applications via www.grantsolutions.gov.

Applicants using www.grantsolutions.gov for the first time should register on the www.grantsolutions.gov site to create a New Applicant account as soon as possible. This process must be completed before an application can be submitted. To register with www.grantsolutions.gov, follow the “Register” link for first time users and complete the “Applicant Registration” application form. Applicants that have previously used www.grantsolutions.gov do not need to register again. If an organization that has previously used GrantSolutions.gov is not able to access the system, please contact Customer Support for help in gaining access: help@grantsolutions.gov or call 1-866-577-0771.

A valid Data Universal Numbering System (DUNS) number is not required for submission of an application on GrantSolutions.gov; however, a valid

DUNS number is required should your application be selected for award. Applicants should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform>.

Please apply for a registration with the System for Award Management (SAM) when submitting an application. *Prior to July 2012, this functionality was handled by the Central Contractor Registration (CCR).* Applicants selected for foreign assistance funding will be required to have an active registration in sam.gov. Although registration is not required prior to submitting an application via www.grantsolutions.gov, the TIP Office asks all interested applicants to register their organization at sam.gov as soon as possible to avoid any future delays. Applicants who have used SAM previously should note that in order to maintain an active registration, users must log into their SAM account at least once every 13 months (395 days). Applicants with inactive SAM accounts should reactivate accounts when submitting an application.

Electronic applications submitted via www.grantsolutions.gov must contain the SF-424 online forms (completed) and the requested documents specified in the application kit. No additional documents should be uploaded. The preferred document formats are .doc or .docx. Applicants should wait until the upload shows the status as “Successful” before moving to the next part of the application kit.

Upon completion of a successful electronic application submission, the Grant Solutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Daylight Time) of the electronic application submission as well as an official Application Number. This confirmation page will also provide a listing of all items that constitute the final application submission. Applicants should print this page for their records. In the case that the TIP Office does not receive an application by the deadline and the applicant believes that it has been successfully submitted, the applicant will be required to present this confirmation in order for the application to be considered.

For assistance with www.grantsolutions.gov please contact Customer Support at help@grantsolutions.gov or call 1-866-577-0771 (toll charges for international callers) or 1-202-401-5282. Customer Support is available 8 AM – 6 PM EDT, Monday – Friday, except federal holidays. Please note

that Friday, July 4, 2014 is a U.S. federal holiday and Customer Support will be closed.

Applications Submitted Through www.grants.gov

Applicants who do not submit applications via www.grantsolutions.gov may submit via www.grants.gov.

A valid DUNS number and a SAM registration are both required prior to submitting an application via www.grants.gov.

Applicants should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform>.

Please apply for a registration with SAM as soon as possible. Applicants who are selected for foreign assistance funding will be required to have an active registration in sam.gov. Applicants who have used SAM previously should note that in order to maintain an active registration, users should log into their SAM account at least once every 13 months (395 days).

Applicants with inactive accounts should reactivate their accounts when submitting an application. Instructions for registering with SAM can be found at www.sam.gov. *Prior to July 2012, this functionality was handled by the Central Contractor Registration (CCR).* Instructions on how to register with SAM are also available at:

http://www.grants.gov/applicants/org_step2.jsp.

Electronic applications submitted via the www.grants.gov must contain the online SF-424 forms and the requested proposal documents. Upon completion of a successful electronic application submission on www.grants.gov, the applicant will receive an email confirmation that the application has been successfully submitted and is in the process of verification. The applicant will then receive another email confirming that the application has been verified. Both emails are provided by www.grants.gov to verify that an application was received. Applicants should print this page for their records. In the case that the TIP Office does not receive an application by the deadline and the applicant believes that it has been successfully submitted, the applicant will be required to present this confirmation in order for the application to be considered.

For assistance with www.grants.gov, please call the Contact Center at 1-800-518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

ADDITIONAL INFORMATION

Information on the U.S. government's international anti-trafficking efforts (annual TIP Reports and projects recently funded by the TIP Office) is available online at <http://www.state.gov/j/tip/>.

U.S. Government Trafficking in Persons Policy: The U.S. government defines trafficking in persons to include all of the conduct involved in reducing or holding someone in compelled service. Under the TVPA and consistent with the UN's Palermo Protocol, individuals may be trafficking victims regardless of whether they once consented, participated in a crime as a direct result of being trafficked, were transported into the exploitative situation, or were simply born into a state of servitude. Despite a term that seems to connote movement, at the heart of the phenomenon of trafficking in persons are the many forms of enslavement, not the activities involved in international transportation. The TIP Office will not support projects that will use alternate definitions of trafficking.

Anticipated Time of Award: The TIP Office intends to award grant funds to successful applicants no later than September 30, 2014.

Reporting and Monitoring Requirements: Applicants selected for an award must meet the following reporting and policy requirements:

1. **Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports at pre-determined intervals throughout the project period and final reports 90 days after the close of the project period. Access to funds may be suspended if reports are late or incomplete.
2. **Grant Monitoring:** The TIP Office monitors and evaluates all funded projects. Grantees should expect to have their programs visited and reviewed by a Grants and/or Program Officer. On-site reviews include assessment of program and administrative effectiveness. Some

programs may be selected for independent evaluation, in addition to planned program monitoring.

Anti-Prostitution Policy and Requirements: The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. Consistent with the TVPA, grantees may be required to agree to the following conditions prior to a grant being awarded:

1. None of the funds made available herein may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to combat trafficking in persons, including programs for prevention, protection of victims, and prosecution of traffickers and others who profit from trafficking in persons, by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked. The recipient shall insert this provision in all sub-agreements under this award.
2. An organization receiving funds for any program targeting victims of severe forms of trafficking must affirmatively state one of the following conditions, and shall also insert one of these provisions in all sub-agreements under an award. Either:

- “That it does not promote, support, or advocate the legalization or practice of prostitution and will not promote, support, or advocate the legalization or the practice of prostitution during the term of this grant.”

Or:

- “That it has no policy on prostitution and will remain neutral during the term of this grant.”

TVPA Requirement for Training of Trafficking Victim Assistance Personnel: Any applicant seeking funding under this solicitation must be prepared to make the following certification in its full proposal:

- Applicant hereby certifies that, to the extent practicable, persons or entities providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons.

Executive Order Strengthening Protections Against Trafficking in Persons in Federal Contracts: Any applicant’s hiring process must be consistent with the U.S. government’s position on preventing human trafficking among federal contractors, specifically:

- The Executive Order expressly prohibits federal contractors, subcontractors, and their employees from engaging in certain trafficking-related practices, such as misleading or fraudulent recruitment practices; charging employees recruitment fees; and destroying or confiscating an employee’s identity documents, such as a passport or a driver’s license.

U.S. National Action Plan on Women, Peace, and Security: Applicants are encouraged to review the goals of the U.S. National Action Plan on Women, Peace, and Security for their relevance to applications. In particular, Outcome 3.3 of the Plan provides guidance on efforts to combat trafficking:

- “Engage with international and/or civil society organizations to ensure that standard operational procedures are in place to prevent human trafficking, especially among refugees and internally displaced persons (IDPs), including appropriate assistance and procedures for unaccompanied minors, to identify potential trafficked persons, and to refer survivors to appropriate service providers. As appropriate, provide support to international and civil society organizations to set up emergency care services for trafficking survivors.”

And:

- “Promote establishment of local coalitions or taskforces comprised of relevant government authorities and civil society organizations to combat human trafficking as part of the justice reform measures in post-conflict areas.”

U.S. Department of State Policy on Disabilities: The United States Government has made a commitment to protect and advance human rights and fundamental freedoms for all people, including persons with disabilities. To that end, President Obama signed the Convention on the Rights of Persons with Disabilities (CRPD) on July 30, 2009, to ensure that every person living with a disability can benefit from the same access and protections, in the United States and abroad.

U.S. Department of State Policy on Lesbian, Gay, Bisexual, and Transgendered Individuals: In preparing applications, applicants are reminded that the Department’s priorities for advancing lesbian, gay, bisexual, and transgender (LGBT) equality abroad are to eliminate violence and discrimination based on sexual orientation, gender identity, and gender expression. Advancing the human rights of LGBT people, as with our support for other marginalized or vulnerable people, complements and reinforces other U.S. foreign policy priorities, including strengthening civil society, promoting the rule of law, supporting gender equality and advancing the status of women and girls, protecting refugees and asylum seekers, and furthering anti-trafficking efforts, among others. Due to these intersections, violations or abuses of the human rights of LGBT people often also have negative implications for other U.S. foreign policy priorities.

Standard Terms and Conditions: Please review the U.S. Department of State’s Standard Terms and Conditions for Federal Assistance Awards, included in the links below:

http://fa.statebuy.state.gov/Content/documents/Standard_Domestic_Terms_and_Conditions.pdf

http://fa.statebuy.state.gov/Content/documents/Overseas_TandC.pdf

CONTACT INFORMATION

Please direct questions about the requirements of this solicitation to Chelsea Lord at LordC@state.gov.

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