



# USAID | BANGLADESH

FROM THE AMERICAN PEOPLE

GLAAS Generated # RFA-388-12-000005  
Issuance Date: February 6, 2012,  
Last Date for Questions: February 29, 2012,  
1630 hours, Bangladesh time.  
Closing Date: April 16, 2012,  
1630 hours, Bangladesh time.

**SUBJECT:** Request for Applications (RFA) for Developing The Next Generation of Public Health Experts in Bangladesh

Dear Prospective Applicant:

The United States Agency for International Development in Dhaka, Bangladesh (USAID/Bangladesh) is seeking applications for a Fixed Obligation Grant (FOG) from qualified **Bangladeshi Private Universities** for the program entitled "Developing The Next Generation of Public Health Experts in Bangladesh".

USAID plans to award one Fixed Obligation Grant with a total estimated amount of approximately \$3 million, subject to the availability of funds. The award is intended to cover a period of three years. USAID reserves the right to fund any or none of the applications submitted.

If your University decides to submit an application, it must be received by the closing date and time indicated at the top of this cover letter. The Applicant must ensure that application sent electronically is received at USAID in its entirety. No addition or modifications will be accepted after the submission date.

For the purpose of this program, this RFA is being issued and consists of this cover letter and the following:

1. Section A-Instructions to Applicants
2. Section B-Selection Criteria
3. Section C-Program Description
4. Section D-Certifications and Assurances.

Any questions regarding this RFA must be submitted in writing via e-mail to Kaiser Parvez Ali [kali@usaid.gov](mailto:kali@usaid.gov) and M. Abeedur Rahman [arahman@usaid.gov](mailto:arahman@usaid.gov). Questions must be submitted no later than February 29, 2012. Applications must be received by **April 16, 2012** and the time indicated at the top of this cover letter at the place designated below for receipt of applications in order to be considered.

U.S. Agency for International Development  
U.S. Embassy  
Madani Avenue, Baridhara  
Dhaka-1212, Bangladesh

Tel: (880-2) 885-5500  
Fax: (880-2) 882-3648  
[www.usaid.gov/bd](http://www.usaid.gov/bd)

Applications shall be submitted to;

Kaiser Parvez Ali  
Acquisition & Assistance Specialist  
Office of the Acquisition and Assistance  
U.S. Agency for International Development  
C/o American Embassy  
Madani Avenue, Baridhara  
Dhaka-1212, Bangladesh  
Telephone: 8855500 Ext 2722

Hard copies of submissions must arrive by the due date.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant Fixed Obligation Grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant. Should circumstances prevent award of a Fixed Obligation Grant, all preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID's programs and activities.

Sincerely,



Leslie-Ann Burnette-Badinga  
Supervisory Agreement Officer  
USAID/Bangladesh

## SECTION A - INSTRUCTIONS TO APPLICANTS

### AWARD INFORMATION

Under this RFA, USAID/Bangladesh intends to award one Fixed Obligation Grant in support of the development of the next generation of public health (PH) experts by expanding access to quality public health education among a diverse group of students and strengthening the quality of public health education in Bangladesh.

Under this FOG, the recipient will receive payment for achievement of the milestones set forth in the award pursuant to the terms herein.

USAID reserves the right not to make any awards as a result of this RFA. Submission of an application does not guarantee funding. This RFA is not a commitment of any funds. No pre-award costs will be compensated except as specifically authorized by the Agreement Officer in the award.

The value of an award made, if any, will not exceed \$3,000,000.

### ANTICIPATED PERIOD OF PERFORMANCE

The Award is anticipated to be made in June 2012 and will be for a performance period of no more than three (3) years.

### APPLICANT ELIGIBILITY

Awards will only be made to private institutions of higher education authorized under the laws of Bangladesh who have at least three years' experience offering public health degree programs of study.

### POINTS OF CONTACT

Kaiser Parvez Ali  
Acquisition & Assistance Specialist  
USAID/Bangladesh  
E-mail: [kali@usaid.gov](mailto:kali@usaid.gov)  
Phone: 8855500, Ext: 2722

M. Abeedur Rahman  
Acquisition & Assistance Specialist  
USAID/Bangladesh  
E-mail: [arahman@usaid.gov](mailto:arahman@usaid.gov)  
Phone: 8855500, Ext-2568

Leslie Ann Burnette-Badinga  
Supervisory Agreement Officer  
USAID/Bangladesh  
E-mail: [lburnette-badinga@usaid.gov](mailto:lburnette-badinga@usaid.gov)  
Phone: 8855500, Ext-2583

### APPLICATION DOCUMENTATION

Applications must include the following: 1) Executive Summary, 2) Organization Description, (3) Milestone/Deliverable Plan and Technical Narrative 4) Implementation Plan 5) Certifications, Assurances, and other Statements of the Recipient. *(in MS Word format, 12-point font, single spaced, and not to exceed 15 pages in length).*

## APPLICATION FORMAT

USAID recommends that applicants use the following format in order to facilitate the review process. All applications should provide the information specified under each section below.

### *I. Executive Summary (1-3 pages)*

Provide a brief summary of the proposed program and the funding requested.

### *II. Organization Description*

Provide a brief description of the organization. Include a brief history of the organization's activities in the proposed area and any previous experience. Also explain the organization's current status with respect to the goals, objectives and components.

### *III. Milestone/Deliverable Plan and Technical Narrative*

Provide detailed milestones of the program in the following four Components:

1. Increase access to and the diversity of public health degree candidates through the use of scholarships/stipends/fee waivers;
2. Increase short-term training opportunities for working public health professionals;
3. Increase the quality, number and diversity of opportunities for internships for public health degree candidates and recipients; and
4. Increase the quality of public health teaching.

Briefly describe the activities to be implemented for each milestone and a narrative description of how the activities and milestones will achieve the goals, objectives and components. The format of the Technical Narrative should follow the order of the evaluation criteria laid out in the "Detailed Evaluation Criteria" section of this RFA.

An illustrative milestone plan format follows. Please note that the number of milestones for each component may vary depending on the specific approach proposed. The number of spaces in each chart below is not intended to provide direction or limitation on the application.

Milestones should reflect the recipient's methods of achieving the Program Description objectives and strategies. For example, milestones can be measures (e.g. the number and/or amount, percentage increase, etc.) of financial support awarded to a particular number of students addressing various aspects of diversity: socio-economic, gender, educational background, employment status, ethnicity, geographic residence, etc. Because payment is tied to the achievement of the milestones, these milestones could be the number or percentage of students of a particular background recruited, the number passing each term, and/or the percentage increase of students of a particular background graduating. A milestone could be a specified number of short term trainings attended by a certain number of public health professionals within a certain time or for a particular type of course. Another example of a milestone could be the number of teachers or the number of trainings provided to teachers for improving their training and delivery skills, with payment corresponding to the successful

completion of a certain number of trainings by a certain number of teachers. A milestone could also be the numerical or percentage increase in the number of students attending high quality internships with a greater diversity of reputed organizations, with partial payment upon placement and period payment for the continuation and/or completion of the internship. (As noted in the Program Description, all scholarship/stipend/fee waiver recipients under Component 1 must perform internships with Smiling Sun Franchise Program or other USAID-supported NGO programs in rural areas.) These are illustrative milestones. Applicants should propose milestones based on the nature and methods of achieving the strategic requirements as related to the applicant's current circumstances.

**ILLUSTRATIVE MILESTONES**

**Component 1:** Increase access to and the diversity of public health degree candidates through the use of scholarships/stipends/fee waivers

Milestones	Delivery Date	Cost
10 students will be admitted for Masters of Public Health degree programs through scholarships	September 2012	\$X (first term tuition for 15 students)
For each scholarship recipient earning passing marks, tuition will be reimbursed	End of first term	\$Y/student
For each scholarship recipient earning passing marks, tuition will be reimbursed	End of second term	\$Y/student
Etc.		

The above is provided for illustrative sample purposes only; applicants should tailor milestones to their particular needs and programmatic activities proposed to meet the goals, objectives and components in this RFA.

Milestone payments do not necessarily reflect costs incurred by the recipient, but the combined total of the milestones must reflect the expected costs incurred.

Additional guidance on FOGs can be found at the following link:

<http://www.usaid.gov/policy/ads/300/303saj.pdf>

The recipient should propose milestones and the payment amount and delivery timeline based on the objectives and strategies in the Program Description and the four Components identified above. Milestones are verifiable products or outcomes the recipient commits to achieve for the stipulated amount and by the date. The award is for a fixed amount and payment will only be made upon verification of milestone achievement.

**Component 1:** Increase access to and the diversity of public health degree candidates through the use of scholarships/stipends/fee waivers

Milestones	Delivery Date	Cost
<b>Sub-Total</b>		

**Component 2:** Increase short-term training opportunities for working public health professionals

Milestones	Delivery Date	Cost
<b>Sub-Total</b>		

**Component 3:** Increase the quality, number and diversity of opportunities for internships for public health degree candidates and recipients

Milestones	Delivery Date	Cost
<b>Sub-Total</b>		

**Component 4:** Increase the quality of public health teaching

Milestones	Delivery Date	Cost
<b>Sub-Total</b>		
<b>Grand Total</b>		

*IV. IMPLEMENTATION PLAN*

Provide a concise explanation of how program activities will be implemented. Outline logistical arrangements pertaining to the proposed activities. The applicant should describe an effective management and administrative arrangement for program implementation including organizational structure, program reporting on milestones/deliverables, and technical consultations within the broader public health community and GOB.

Applicants are encouraged to form and/or describe partnerships and linkages that may be leveraged for meeting requirements of the Program Description.

**BRANDING AND MARKING PLAN**

Applications must submit a Branding Strategy & Marking Plan per the requirements below.

**Branding Requirements:**

In an effort to more accurately credit the American people for the foreign assistance they finance, USAID has engaged in a branding campaign. Effective August 26, 2005, all USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with AAPD 05-11. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, "From the American people" on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. AAPD 05-11 requires that, after the evaluation of the applications, the USAID Agreement Officer will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. USAID will not competitively evaluate the proposed Branding Strategy.

[http://www.usaid.gov/business/business\\_opportunities/cib/pdf/aapd05\\_11.pdf](http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf)

### Payment Disbursement and Reporting Requirements

All payments will be linked with milestones achieved per the milestone plan included in the award agreement.

Work plan and budget are therefore intricately linked under the FOG mechanism.

All disbursements of payment under FOGs will be made upon the submission of evidence to the Agreement Officer's Representative (AOR) that identified milestones have been achieved. Monitoring of the recipient and the grant activities is based on milestone progress, and is not tied to costs incurred. Additional guidance on payment disbursement and reporting requirements can be found at the following link:

<http://www.usaid.gov/policy/ads/300/303saj.pdf>

Applicants must submit a final report within ninety (90) days of the Fixed Obligation Grant's expiration date summarizing how and why the goals and objectives were met, or, if the overall goals and benchmarks were not met, an explanation of why not. The final report should focus on results achieved and should be substantiated with quantitative data as appropriate.

### OTHER INFORMATION

#### Authority to Obligate the Government:

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Award may be incurred before receipt of either a fully executed Award or a specific, written authorization from the Agreement Officer.

Reference Information Information about the Fixed Obligation Grant (FOG) award mechanism can be found at:

<http://www.usaid.gov/policy/ads/300/303saj.pdf>

Information about how to obtain a DUNS number can be found at:

[www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html)

Requirements pertaining to Branding and Marking can be found at:

[http://www.usaid.gov/our\\_work/humanitarian\\_assistance/ffp/branding\\_annex\\_f.pdf](http://www.usaid.gov/our_work/humanitarian_assistance/ffp/branding_annex_f.pdf)

## SECTION B-SELECTION CRITERIA

### **EVALUATION AND SELECTION OF APPLICANTS FOR AWARD**

Applications for this FOG will be evaluated on the basis of their proposed technical approach, key personnel, management plan, institutional capacity and past experience, as described below. Thereafter, the cost application of the applicant(s) achieving the highest technical score(s) will be reviewed and costs will be evaluated for reasonableness and applicability. To the extent that they are necessary, negotiations may be conducted with the applicant(s) whose application(s) have a reasonable chance of being selected for an award, and submission of revised applications(s) may be requested. Awards will be made to responsible and responsive applicant(s) based on technical, price/cost, and other factors set forth below.

To the extent necessary, if an award is not made on the initial applications, USAID may request clarification and supplemental materials from applicants whose applications have a reasonable chance of being selected for award. The entry into discussion is to be viewed as part of the evaluation process and shall not be deemed by USAID as indicative of a decision or commitment upon the part of USAID to make an award on the application under discussion.

Applicants are reminded of the Program Description requirement that all scholarship/stipend/fee waiver recipients under Component 1 must perform internships with Smiling Sun Franchise Program or other USAID-supported NGO programs in rural areas.

### **Source Selection**

The overall evaluation criteria set forth in this RFA will be used to evaluate applications, and award will be made based upon best value as determined by the Agreement Officer. Technical evaluation factors will be given significantly more weight than price/cost considerations.

### **Detailed Evaluation Criteria**

Applicants should note that the four criteria categories (**Technical Approach, Key Personnel, Management Plan, and Institutional Capacity and Past Experience**) serve to: (a) identify the significant matters that applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review, applicants should organize the narrative sections of their applications in the same order as the selection criteria.

#### ***1. Technical Approach (40 Points)***

The technical approach will be evaluated on the overall merit and feasibility of the activities and methodology proposed to achieve the evaluation goals and objectives addressing the requirements in the Program Description. Overall merits include the responsiveness, technical clarity, analytic depth, technical knowledge, developing country knowledge, program relevance, strategic vision, collaboration, and feasibility of approaches and strategies to achieve milestones to accomplish the goals and objectives of this FOG.

- a) The proposed implementation strategy and methodology must demonstrate a clear, logical, technically sound, measurable and feasible plan to achieve the results related to public health education specified in the program description, which must include specific activities with performance milestones on how these results will be achieved.

The proposed strategy must represent an innovative application of best practices, lessons learned, and successful state-of-the-art approaches. **(15 points)**

b) Discuss the Applicant's existing institutional abilities to carry out the work described in the program description goals and objectives of the RFA, designing curriculum and training based on adult learning theory, use of innovative and creative evaluation methodologies, and ability to provide technical advisory services on public health education tasks. **(8 points)**

c) Describe the Applicant's institutional capability with regard to its ability to manage the project requiring multiple categories of services hire and maintain qualified support staff, handle personnel issues, to assemble high quality technical assistance teams in a timely manner, to mobilize technical resources to fill immediate short term requirements. Describe the Offeror's ability to respond effectively to task orders, to respond to different learners and provide them with all necessary support and oversight. **(8 points)**

d) The Applicant must present a clear plan to forge a closer working relationship with the GOB and other stakeholders (including other USAID-supported projects) in order to coordinate and rationalize health service delivery. **(5 points)**

e) The proposed approach utilizes innovative financing structures that must maximize the equity and sustainability of public health education **(4 points)**

## **II. Key Personnel (30 Points)**

Specific criteria that will be used to evaluate the key personnel include:

### **a) Implementation Experience (10 points)**

Extent of experience in public health education and training; managing grants and scholarships; experience in development of professional development courses; mentoring students and junior faculties; experience in distance learning; experience in working with diversified group of professionals; networking abilities among universities, government and donor agencies; implementation professional development programs for this FOG. Extent of prior successful experience working with local institutions in Bangladesh, government ministries and accrediting authorities is also desired.

### **b) Management Experience (5 points)**

Extent of experience leading institutes similar to those required by the Fixed Obligation Grant, especially in Bangladesh in collaboration with public and private counterparts.

### **c) Technical Expertise (15 points)**

Extent of technical expertise in public health education or closely related field; extent of expertise in research and evaluation of public health program; extent of expertise in teaching and mentoring; and demonstrated professional writing and presentation skills.

**III. Management Plan (5 Points)**

The Applicant's management plan and administrative arrangements should be clearly presented and will be evaluated based on the following criteria: the level of effective and efficient partnership relationships. Including, the extent a division of labor and delineation of roles and responsibilities is planned that provides for substantial implementation involvement of public and private entities.

**IV. Institutional Capacity and Past Experience (25 Points)**

The past performances of Applicants to plan, implement, and monitor an activity of similar size and scope will be evaluated using the following criteria:

**1. Institutional Capacity (10 Points)**

Level of demonstrated institutional capacity to manage (technically, administratively, and financially) an activity of a similar type and scope and to deliver results within the specified time period.

**2. Development Experience (10 points)**

Extent to which the offeror has prior successful experience working in the field of public health education in Bangladesh and meeting programmatic goals in a timely manner.

**3. Capacity Building (5 points)**

Extent of prior successful experience working with local institutions in Bangladesh to promote buy-in and build capacity through various, innovative activities.

## SECTION C-PROGRAM DESCRIPTION

### DEVELOPING THE NEXT GENERATION OF PUBLIC HEALTH EXPERTS IN BANGLADESH

#### **1. STATEMENT OF PURPOSE**

USAID/Bangladesh intends to support the development of the next generation of public health (PH) experts by expanding access to quality public health education among a diverse group of students and strengthening the quality of public health education in Bangladesh. This project will embrace new US government initiatives and reforms, including the Global Health Initiative (GHI) and the USAID Forward procurement reforms, and will complement and support the Government of Bangladesh (GOB) health sector program.

#### **Health Sector Challenges and Inequities**

See the following link for essential background information on the health and population sector in Bangladesh.

<http://www.usaid.gov/bd/programs/pop.html>

### 3. BACKGROUND

USAID has supported Bangladesh's remarkable progress in population and health over the past 30 years. Bangladesh is only one of a handful of countries that is on track to achieve the Millennium Development Goals 4 and 5 to reduce maternal and child mortality. The US Government GHI aligned its strategy in support of the GOBs five year \$3.6 billion health sector program.

The USAID/Bangladesh OPHNE has focused on strengthening service delivery programs and health systems through public, private, and NGO sectors. USAID is now interested in contributing to the development of public health expertise to address the critical issue of human resource development in Bangladesh. According to the Bangladesh Health Watch published in 2007, there were 1,966 postgraduate students in public health. There are five public health training institutes only one of which offers Masters in Public Health (MPH) and MPhil (Master of Philosophy) programs (the National Institute of Preventive and Social Medicine) while the others offer non-formal training for fieldworkers. The public sector also includes five Government medical colleges. Several private universities also offer MPH and MPhil programs. Despite these programs the GOB faces a dearth of skilled public health professionals.

key factors are:

- The quality of public health education varies among the public and private sector institutions that offer public health courses even though a standard set of core competencies is required by the University Grants Commission.
- There is inadequate diversity in the profile of students. Most public health students are medical doctors or nurses. Public health education is more affordable in the public sector institutions compared to the private sector. Public sector institutions are dominated by Government employees whose education is fully paid by the Government, and who return to their jobs upon completion of the course. Financial barriers impede the enrollment of low income students in the more expensive private and NGO sector institutions.
- Public health institutions are concentrated in Dhaka. The only public health program available outside of Dhaka is through the Department of Community Medicine in the Medical Colleges located in the six divisions.
- The University Grants Commission requires that the public health curriculum include 12-week practical field training in addition to classroom lectures. However, many
- institutions struggle to find quality internship programs that welcome students since there is no perceived benefit for the host institution.
- Public health teachers do not have sufficient opportunities to strengthen their training skills.

## **PROGRAM GOAL AND OBJECTIVES**

The Goal of this program is to support the development of the next generation of public health experts in Bangladesh.

The recipient is required to achieve the following objectives:

1. Expand access to public health education to a diverse group of Bangladeshi students by addressing barriers to access.
2. Improve the quality of public health education.

The recipient is required to achieve the milestone objectives contained in its application in order to further the required strategies under each of the objectives as described below.

### **Objective 1: Expand access to public health education to a diverse group of Bangladeshi students by addressing barriers to access**

#### **Required Components:**

1. Increase access to and the diversity of public health degree candidates through the use of scholarships/stipends/fee waivers.
2. Increase short-term training opportunities for working public health professionals.
3. Increase the quality, number and diversity of opportunities for internships for public health degree candidates and recipients.

#### **Illustrative Activities**

- Provide financial support to graduate students to earn a Master's degree in Public Health to expand access among deserving, low income, and meritorious students. Such support may be provided for internships, implementation of relevant operations research activities by students, and/or completion of dissertation requirements, etc. Financial support may be provided through various means appropriate to the institution, e.g., tuition waivers, scholarships, or other incentives for students.
- Provide financial support to working professionals to attend short courses as part of Continuing Public Health Education; institutionalize such short courses within an accredited public health program.
- Develop innovative but sustainable ways to reach students in remote districts, e.g., long-distance training, electronic media, etc.
- Develop a system to screen students to ensure diversity
- Increase diversity, e.g., balance the mix of students to diversify their educational background (medical and social science), gender, ethnicity, socio-economic status, geographic origin, etc.

- Establish internship links with high quality Government and NGO field programs in rural and urban areas including USAID supported programs; ensure that such internship programs are beneficial to both the intern and the host-organization.

### **Requirement**

All scholarship/stipend/fee waiver recipients under Component 1 must perform internships with the Smiling Sun Franchise Program NGO or other USAID-supported NGO programs in rural areas under Component 3.

### **Objective 2: Improve the quality of public health education**

#### **Required Component:**

4. Strengthen the capacity of public health teachers by improving their training and delivery skills

#### **Illustrative Activities**

- Serve as Secretariat for a Public Health Education Working Group comprised of public and private institutions
- Provide subsidized short-courses and professional development for faculty and working professionals from both public and private institutions.
- Training/scholarships - Provide funding to support public health students and professionals for specialized training in public health to expand and enhance training opportunities that focus on technical, managerial and leadership competencies and capabilities of the public health sector.
- Research - support student and faculty researchers whose crosscutting and innovative ideas promise to contribute meaningfully to improving health outcomes and health care policy.
- Develop mechanisms for strengthening teacher training skills such as co-teaching, mentoring, short courses in training methodologies, etc.
- Provide financial support to allow teachers to attend above short courses through various means appropriate to the institution, e.g., tuition waivers, scholarships, or other incentives for students.

## SECTION D – CERTIFICATIONS & ASSURANCES

### **I. CERTIFICATION REGARDING TERRORIST FINANCING IN ACCORDANCE WITH AAPD 04-14**

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's

website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub national groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Signed: \_\_\_\_\_

(Typed Name and Title)

\_\_\_\_\_

Date (Name of Organization)

**II. AUTHORIZED INDIVIDUALS**

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Email	Telephone No.	Facsimile No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**III. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER**

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfo@dbisma.com](mailto:globalinfo@dbisma.com).

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: \_\_\_\_\_

#### IV. PROCUREMENT INFORMATION

(a) **Applicability.** This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a sub grant or sub agreement) to a sub grantee or sub recipient in support of the sub grantee's or sub recipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) **Amount of Procurement.** Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant: \_\_\_\_\_

(c) **Nonexpendable Property.** If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

(d) **Source, Origin, and Componentry of Goods.** If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity result, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

**TYPE/DESCRIPTION QUANTITY ESTIMATED PROBABLE INTENDED USE (Generic)  
UNIT COST SOURCE ORIGIN**

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

**TYPE/DESCRIPTION QUANTITY ESTIMATED PROBABLE SLUPPIER NATIONALITY  
RATIONALE (Generic) UNIT COST (Non-US Only) for NON-US**

(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

#### **V. SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS**

*Applicability: All RFA's must include the attached Survey on Ensuring Equal Opportunity for Applicants as an attachment to the RFA package. Applicants under unsolicited applications are also to be provided the survey. (While inclusion of the survey by Agreement Officers in RFA packages is required, the applicant's completion of the survey is voluntary, and must not be a requirement of the RFA. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action are instructed within the text of the survey to submit it as part of the application process.)*

**SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS**

**Applicant's (Organization) Name:**

---

**Applicant's DUNS Number:**

---

**Federal Program:**

---

**CFDA Number:**

---

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS**

1. Has the applicant ever received a grant or contract from the Federal government?

Yes / No

2. Is the applicant a faith-based organization?

Yes / No

3. Is the applicant a secular organization?

Yes / No

4. Does the applicant have 501(c)(3) status?

Yes / No

5. Is the applicant a local affiliate of a national organization?

Yes / No

6. How many full-time equivalent employees does the applicant have? *(Check only one box).*

3 or Fewer 15-50

4-5 51-100

6-14 over 100

7. What is the size of the applicant's annual budget? *(Check only one box.)*

Less Than \$150,000

\$150,000 - \$299,999

\$300,000 - \$499,999

\$500,000 - \$999,999

\$1,000,000 - \$4,999,999

\$5,000,000 or more

**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, and gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

-----**End of Request for Application for Fixed Obligation Grant**-----