



Issuance Date: 10/07/2010
RFA Questions Due: 10/18/2010 11:00 AM EST
Closing Date and Time: 11/08/2010 11:00 AM EST

Subject: Request for Applications, RFA-CIO-11-000001, USAID's Information and Communication Technology Training for Developing Country Professionals (ICT-T4D) Project

Ladies and Gentlemen:

The United States Agency for International Development (USAID) is seeking applications for Assistance Agreements for funding to support a program entitled "Information and Communication Technology Training for Developing Country Professionals (ICT-T4D) Project". This program follows-on to the following current assistance program: Tuition-Free Telecommunications Training for Women and Men from Developing Countries, Grant HCD-G-00-00-00001-00. The Agency is seeking a wide range of approaches to accomplishing the goals and objectives of this assistance program. The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended. Please refer to the Program Description for an outline of the context and program objectives of the new ICT-4D project.

While for-profit firms may participate, pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments such as cooperative agreements. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the Cooperative Agreement.

Applicants under consideration for an award that have never received funding from USAID will be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls and establish an indirect cost rate.

Subject to the availability of funds, USAID intends to provide approximately \$7,500,000 in total USAID funding to be allocated over the 5 year period. Funding sources have not yet been identified. USAID reserves the right to fund any or none of the applications submitted.

Award will be made to the responsible applicant whose application offers the greatest value to the U.S. Government. 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.

This RFA and any future amendments can be downloaded from <http://www.grants.gov>.

Select "Find Grant Opportunities," then click on "Browse by Agency," and select the "U.S. Agency for International Development" and search for the RFA. In the event of an inconsistency between the documents comprising this RFA, it shall be resolved at the discretion of the Agreement Officer.

Applicants should also note that the documents listed in this RFA under "Useful References" (if any are included) are intended only as sources for background information that may be helpful to applicants, but are not a part of this RFA. All guidance included in this RFA takes precedence over any reference documents referred to in the RFA. Any questions concerning this RFA should be submitted in writing to Ms. Theresa Williams, USAID/M/CIO/CMS, via email at thwilliams@usaid.gov by the date listed above. If there are problems in downloading the RFA from the Internet, please contact the Grants.gov help desk at 1.800.518.4726 or support@grants.gov for technical assistance.

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

Applications must be submitted in electronic form in addition to or instead of the hard copies to the attention of Michael Clark, USAID Agreement Officer via email at mclark@usaid.gov. The receipt of applications will be confirmed within two days. If not, please, contact Mr. Clark. The total size of each attachment should not exceed 3 MBs. Every page of the proposal must be numbered. The application must have a table of contents. Large graphics files are discouraged. Attached file format must be Microsoft Word, Excel or PDF. Attached files should be printable on US letter size paper.

Applicants must submit technical and cost portions of their applications in separate volumes. Budgets are to be submitted in unlocked Excel format with all formulas to demonstrate calculations. Award must be made to the responsible applicant(s) whose application(s) offer the greatest value.

Applications must be received by the closing date and time indicated at the top of this cover letter. Late applications will not be considered for award. Applications must be directly responsive to the terms and conditions of this RFA. Telegraphic or fax applications (entire proposal) are not authorized for this RFA and will not be accepted.

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. In addition, final award of any resultant 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 an agreement, all preparation and submission costs are at the applicant's expense.

The preferred method of distribution is via Grants.gov on the internet. This RFA and any

future amendments can be downloaded from <http://www.grants.gov>. If you have difficulty accessing the RFA, please contact Ms. Theresa Williams at thwilliams@usaid.gov. It is the responsibility of the recipient of the application document to ensure that it has been received from Grants.gov in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Sincerely,

/s/

Michael A. Clark
USAID Agreement Officer
Division Chief, M/CIO/CMS
SA-44, 542-D
1300 Pennsylvania Avenue
Washington, D.C. 20523
Phone: (202)567-4136,
E-mail: mclark@usaid.gov

Funding Opportunity Description

I. Award Information

USAID expects to award one or more Cooperative Agreements based on this RFA. The anticipated total federal funding amount is approximately \$7,500,000. The period of performance is 5 years with an anticipated start date of January 3, 2011.

The Government plans to award one or more Cooperative Agreements pursuant to this RFA to the responsible applicant whose application conforming to this RFA is the most responsive to the objectives set forth in this RFA and which offer the greatest value. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The Government may make award on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The Government reserves the right (but is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting agreement(s).

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 cooperative agreement or a specific, written authorization from the Agreement Officer.

USAID anticipates a close working partnership with the implementing partners for this award. USAID will exercise substantial involvement, as defined in ADS 303.3.11, under the Cooperative Agreement in the following areas:

- a) Approval of annual course curriculum (and concurrence on major variances, if applicable);
- b) Approval of the key personnel and any changes in key personnel.
- c) Review and approval of the performance monitoring plan (PMP) and evaluation plan.

Approval authority for a) and c) will be delegated to the Agreement Officer's Technical Representative (AOTR).

II. Eligibility Information

1. Eligible Applicants

USAID entertains applications from qualified U.S. and non-U.S. entities, such as private, non-profit organizations (or commercial companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, and relevant special interest associations.

2. Cost Sharing or Matching

Although historically this program has had a significant cost share, the intent of this RFA is to put in place a new program that provides the maximum benefits of ICT training for developing country professionals. Proposed cost matching may be demonstrated either through direct funding, beneficiary contributions, in-kind assistance, or a combination thereof. Valuation of the cost matching must be realistic and will be examined as part of the application evaluation process. More importantly, structure of the proposed program and potential overall benefits will be considered independent of cost share and factor directly into the award decision.

III. Application and Submission Information

1. Address to Request Application Package

This application is found on the internet at www.grants.gov. Potential applicants that cannot download application materials electronically may request paper copies of the RFA by contacting:

Michael A. Clark
USAID Contracting Officer
Division Chief, M/CIO/CMS
SA-44, 542-D
1300 Pennsylvania Avenue
Washington, D.C. 20523
Phone: (202)567-4136,
E-mail: mclark@usaid.gov

2. Content and Form of Application Submission

Applications shall be submitted in two separate parts: (a) technical proposal or management plan, and (b) cost or business application.

PREPARATION GUIDELINES

All applications received by the deadline will be reviewed for responsiveness to the

specifications outlined in these guidelines and the application format. Section B addresses the technical evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process. Late applications will not be considered for award unless the Agreement Officer determines it is in the Government's interest.

Applications shall be submitted in two separate parts: (a) technical and (b) cost or business application. Electronic submission is required. If an applicant chooses to submit a hard copy in addition to the electronic copy, technical portion of applications should be submitted in an original and 3 copies and cost portions of applications in an original and 1 copy.

The application should be prepared according to the structural format set forth below. Applications must be submitted no later than the date and time indicated on the cover page of this RFA. If an applicant chooses to submit hard copies in addition to the required electronic submission, hard copy applications shall be submitted in envelopes with the name and address of the applicant and RFA # RFA-CIO-11-000001 inscribed thereon, to:

Michael A. Clark
USAID Contracting Officer
Division Chief, M/CIO/CMS
SA-44, 542-D
1300 Pennsylvania Avenue
Washington, D.C. 20523
Phone: (202)567-4136,
E-mail: mclark@usaid.gov

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below.

TECHNICAL APPLICATION FORMAT

Technical applications should be specific, complete and presented concisely. The applications should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Technical applications should take into account requirements of the program and evaluation criteria found in this RFA. The Technical Application shall include:

- a. Cover Page - A single page with the names of the organizations/institutions involved in the proposed application and the lead or primary Applicant clearly identified. Any proposed sub grantees (hereafter referred to as the "subs") should be listed separately; including a brief narrative describing the unique capacities/skills brought to the program by each sub. In addition, the Cover Page should provide a contact person for the prime Applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address telephone, email and fax numbers. State whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed.

b. Executive Summary - Not to exceed two (2) pages. This section should summarize the key elements of the Applicant's strategy, approach, and implementation plan.

c. Program Description – (maximum 15 pages) includes a description of the types of activities that will be undertaken to achieve the proposed objectives, a general timeline, a sample training curriculum, method for identifying and selecting program participants, and an explanation of how the proposed activities are expected to achieve the objectives outlined in the purpose section of this RFA. The narrative should be brief, concise and provide a clear description of what the Applicant proposes to do, where, why, when, how and by whom.

USAID anticipates that the successful applicant(s) will adopt a model that includes partnering with a number of private and public organizations to deliver an information communication technology training curriculum for policy-makers and technical staff in the developing world. Illustrative areas of focus are listed in the Program Description, but applicants are strongly encouraged to propose other areas, as long as they clearly contribute to achieving the objectives and goal set out in the Program Description.

Effective implementation of the program will require close coordination with other donors working in the area of information and communication training to achieve cost effective results. Applicants are urged to clearly define their anticipated collaborative efforts and any proposed partnerships. Proposed models of intended collaboration efforts and/or partnership arrangements should be supported with letters of intent and/or examples of previous levels of support.

d. Mobilization, Implementation and Management Plan- (maximum 5 pages) Describe how the applicant will assure rapid, efficient and effective start-up. Describe how and when the proposed program will become operational. Describe any teaming arrangement, partnership, consortium or coalition arrangements between applicant and partner organizations. As part of the plan, applicants should also submit an administrative and staff structure plan, including the role of any potential sub-grantees and any local organizations with which applicants intend to work.

“Donors” may be participants in the applicant's proposed plan and/or may be providing similar or complimentary training under other programs or sponsorship. The applicant will be responsible for coordinating the development of an implementation plan with the donor community both to avoid duplication of efforts and maximize impact and to ensure optimal participation by donor partners in this proposed activity.

e. Expected Impact - Applicants will be expected to establish a preliminary monitoring and evaluation plan. In two (2) pages or less the applications should outline expected results and the mechanisms proposed to monitor and measure progress and achievements. This plan will be considered illustrative and will be further developed and finalized following initiation of the project. This plan should include the tools or mechanisms to be used for measuring/monitoring the indicators and benchmarks.

f. Technical/Administrative Capabilities – In two pages or less, applicants should describe the organization’s technical and administrative experience and capabilities in conducting programs similar to the project being proposed.

g. Past Performance (maximum 3 pages): Applicants are requested to list all contracts, grants, and cooperative agreements involving relevant (similar or related) programs conducted by the applicant (or consortium partners) over the past three years. Reference information shall include the location, current telephone numbers **and emails** of points of contact, overall dollar value of the program, and award numbers if available. A brief description of work performed by the applicant is also required. Newer organizations, or Applicants with no related prior grant awards, remain eligible for consideration and are encouraged to apply. Past performance summary table and/or past performance report forms will not be counted against the page limits for this section.

h. Personnel - In three pages or less, the Applicant must explain their approach for meeting the program’s administrative, monitoring, and reporting requirements. The technical application must clearly explain the staffing model for this program.

Key personnel are those considered to be essential to the work being performed under this Cooperative Agreement. The applicant should propose which positions are Key Personnel for this program. Incumbents for key positions are to be proposed by the Applicant. However, key personnel are subject to approval by USAID prior to their employment under the Cooperative Agreement.

The roster of key personnel may be amended from time to time during the course of this Cooperative Agreement to add, delete, or substitute personnel, as appropriate. However, all Recipient-recommended changes in key personnel must be submitted for review to the USAID Agreement Officers Technical Representative (AOTR) at least 30 days in advance of the recommended amendment, together with written justification in sufficient detail to permit evaluation of the impact on this activity.

Applications shall be written in English and typed on standard 8 1/2" x 11" paper single spaced, using Times New Roman font, regular, size 12, with each page numbered consecutively.

The applicant should include key personnel resumes and a table summarizing qualifications of proposed personnel relevant to this program; these items will not be counted against the page limits for this section.

Throughout the technical proposal, items such as cover pages, dividers, and table of contents will not be counted against the page limitation.

COST APPLICATION FORMAT

The Cost or Business Application shall be submitted separately from the technical application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility.

The following sections describe the documentation that applicants for Assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

A. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. Detailed budget notes and supporting justification of all proposed budget line items should be included. In addition, a summary of the budget must be submitted using Standard Form 424 and 424A.

The budget shall include:

1. The breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;
2. The breakdown of all costs according to each partner organization or subcontractor/sub-grantee involved in the program; the applicant should specify where USAID funds will be applied.
3. The costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance, where applicable;
4. The breakdown of the financial and in-kind contributions of all organizations involved in implementing this Cooperative Agreement;
5. Potential contributions of non-USAID or private commercial donors to this Cooperative Agreement;

In addition to USAID funds, applicants are encouraged to contribute resources from their own, private or local sources for the implementation of this program. Contributions can be either cash or in-kind and can include contributions from the local counterpart organizations, project clients, and other donors excluding other USG funding sources. Information regarding the proposed cost matching should be included in the SF 269. The cost matching should be discussed in the Budget Notes to the extent necessary to realistically access these sources and funds and the feasibility of the cost sharing plan.

6. A procurement plan for commodities.

B. A copy of the latest Negotiated Indirect Cost Rate Agreement if your organization has such an agreement with the US Government;

C. Applicants that do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) shall also submit the following information:

1. Copies of the applicant's financial reports for the previous 3-year period, which have

been audited by a certified public accountant or other auditor satisfactory to USAID;

2. Projected budget, cash flow and organizational chart; and
3. A copy of the organization's accounting manual.

D. Applicants should submit additional evidence of responsibility they deem necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

1. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
3. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
4. Has a satisfactory record of integrity and business ethics; and
5. Is otherwise qualified and eligible to receive a cooperative agreement under applicable laws and regulations (e.g., EEO).

E. Required certifications, assurances, and other statements. These forms include:

- Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs
- Certification Regarding Lobbying
- Prohibition on Assistance to Drug Traffickers for Covered Countries
- Certification on Terrorist Financing
- Certification of Recipient
- Key Individual and Participant Certifications Narcotics Offence and Drug Trafficking
- Certification Of Compliance With The Standard Provisions Entitled "Condoms" And "Prohibition On The Promotion Or Advocacy Of The Legalization Or Practice Of Prostitution Or Sex Trafficking
- Survey On Ensuring Equal Opportunity For Applicants
- Applicant Information
- Procurement Information

F. Applicants that have never received a cooperative agreement, grant or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal

Office has a copy.

3. Submission Dates and Times

Applications are due to USAID by 11/08/2010 10:00 AM EST. (Applications which are submitted late or are incomplete run the risk of not being considered in the review process. "Late applications will not be considered for award" or "Late applications will be considered for award if the Agreement Officer determines it is in the Government's interest.")

4. Other Submission Requirements

A. Unnecessarily Elaborate Applications – Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

B. Proprietary Information – Applicants which include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:

1. Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a cooperative agreement is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages ___"; and

2. Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

C. Explanation to Prospective Applicants – Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing. Questions should be sent by the date indicated on the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Cooperative Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

D. Telegraphic or Faxed Applications – Telegraphic or faxed applications will not be considered; however, applications may be modified by written or telegraphic notice, if that notice is received by the time specified for receipt of applications.

E. Language – All applications must be in English.

Award Administration Information

1. Reporting

1.1 Financial Reporting

(1) The Recipient must submit the Federal Financial Form (SF-269) on a quarterly basis via electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>). The Recipient must submit a copy of the FFR at the same time to the Agreement Officer's Technical Representative (AOTR).

The Recipient shall submit the following reports to the AOTR, and when requested to the USAID M/CIO Agreement Officer.

1.2 Annual Curriculum

The Recipient(s) shall submit an Annual Curriculum within two (2) weeks from the date of the award. The Curriculum will include major courses that will be undertaken, mode of delivery of the course, and course descriptions, including course objectives, durations, tuition cost if applicable, target audience and method of identifying and selecting participants, and expected outcomes as well as any outside technical assistance that will be required to deliver the training, and a timeframe for when courses will commence and end.

USAID will review the Curriculum and provide comments within two weeks of receipt. The Recipient shall incorporate these comments and provide a final Curriculum within two weeks of receiving USAID's comments. Thus, a final Curriculum will be in place within six weeks of the beginning of the program.

1.3 Monitoring and Evaluation Plan

The recipient(s) shall submit an M/E Plan with the Curriculum. The M/E Plan will be approved at the same time and with a similar approval process as the Curriculum. The M/E Plan will track feedback from course participants on the value of the training they received and evaluation of impact of the program against program objectives.

1.4 Quarterly Progress Reports

The Recipient shall submit 2 copies of a quarterly performance report within 30 days from the end of the quarter. Electronic submission is acceptable. These reports shall include project summary information for the previous quarter, including number and type of courses offered; costs of tuition for the courses provided if applicable; number of training slots provided; number of applications received and number of countries; method of selecting applicants; total number of graduates, courses and number of countries served, including

information about diversity of trainees across racial, gender, age, religious, geographic and other relevant categories.

The reports shall also include, an evaluation that USAID can share with stakeholders and the general public; as well as, project outputs, such as, technical papers, training materials, publications produced within the framework of this project during the reporting period.

This report should also include discussion of any major obstacles experienced by the program and steps undertaken to resolve them, and a page(s) describing the progress towards meeting program objectives.

1.5 Annual Progress Reports

The Recipient shall submit 2 copies of a performance report to the AOTR within 30 days from the end of the year. Electronic submission is acceptable.

These reports shall include project summary information for the previous year, including number and type of courses offered; costs of tuition for the courses provided if applicable; number of training slots provided; number of applications received and number of countries; method of selecting applicants; total number of graduates, courses and number of countries served, including information about diversity of trainees across racial, gender, age, religious, geographic, and other relevant categories. These reports also should include information about the number of individual versus repeat trainees.

The reports shall also include, where applicable: an addendum of success stories and digital photographs of project events, activities that USAID can share with stakeholders and the general public; as well as, project outputs, such as, technical papers, training materials, publications produced within the framework of this project during the reporting period.

This report should also include discussion of any major obstacles experienced by the program and steps undertaken to resolve them; a self-assessment of how well the program objectives are being met.

1.6 Final Report

The Recipient(s) shall submit a final report of the program within 90 calendar days after the expiration or termination of the award. The final report contents shall meet requirements as set in 22 CFR 226.51, and include an assessment of the impact of this activity against program objectives, major success stories, best practices, and lessons learned.

The Recipient shall submit the original and one copy to the AOTR and one copy to USAID Development Experience Clearinghouse at the following address:

Online: <http://www.dec.org/submit.cfm/>

Via mail: Development Experience Clearinghouse, M/CIO/KM, RRB M.01, U.S. Agency for International Development, Washington, DC 20523 or e-mail: docsubmit@dec.cdie.org

The final performance report format shall be mutually agreed upon and contain the following

information:

- a) An executive summary of the accomplishments and results achieved
- b) An overall description of the courses delivered, accomplishments and results achieved;
- c) A summary of problems/ obstacles encountered during the implementation, and how those obstacles were addressed and overcome if appropriate;
- d) An assessment of performance in accomplishing the program's overall objectives;
- e) Lessons learned, best practices, comments and other findings from the program, along with recommendations for future curriculum development, training delivery, etc.

The Final Project Report should include an addendum of success stories and digital photographs that USAID can share with various stakeholders.

2. USAID Branding Strategy and Marking Plan

It is a federal statutory and regulatory requirement that all USAID programs, projects, activities, public communications, and commodities that USAID partially or fully funds under a USAID grant or cooperative agreement or other assistance award or sub award, must be marked appropriately overseas with the USAID Identity. USAID will require the submission of a Branding Strategy and a Marking Plan by the apparent successful applicant under this RFA. For more information, see: <http://www.usaid.gov/branding/assistance.html>.

V. Agency Contacts

The Agreement Officer for this Award is:

Michael A. Clark
USAID Agreement Officer
Division Chief, M/CIO/CMS
SA-44, 542-D
1300 Pennsylvania Avenue
Washington, D.C. 20523
Phone: (202)567-4136,
E-mail: mclark@usaid.gov

The Agreement Officer's Technical Representative (AOTR) for this Award is:

Laura P. Samotshozo, PMP
Information Technology Project Manager
USAID M/CIO
SA-44, 504-E
1300 Pennsylvania Avenue
Washington, D.C. 20523
Phone: (202) 567-4182,
E-mail: LSamotshozo@usaid.gov

SECTION B

Application Review Information

1. CRITERIA

Applicants should note that these criteria (a) serve as the standard against which all applications will be evaluated, and (b) serve to identify the significant matters that should be addressed in all applications.

The criteria presented below have been tailored to the requirements of this particular assistance. USAID intends to award this CA based on competitive mechanisms. Competitors should note that these criteria serve to (a) identify the significant matters that applicants should address in their proposal and (b) set the standard against which all applications will be evaluated. To facilitate review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria.

In accordance with ADS 201.3.11.6, the project expects the following considerations by applicants to address gender issues in their proposed programs:

- Develop training content to address needs and interests of both women and men
 - ▲ Contradict gender-stereotyping with training material (e.g., include images of women operating computers, doing wiring/cabling, etc.)
- Actively promote equal participation by women and men in all training programs
 - ▲ Address differences between men and women in technical skill levels with remediation or accommodation
- Make training easily accessible to women.
 - ▲ Schedule in light of women's time constraints
 - ▲ Consider women's mobility constraints due to social norms, safety concerns, access to transport, difficulty traveling at night, etc.
- Consider single-sex training for women
 - ▲ Women tend to perform better in some topics when they are not in competition with men
 - ▲ Use advertising channels that reach women including public awareness campaigns to foster women's understanding of the benefits of ICT training
- Employ female and male trainers
 - ▲ Ensure there is no wage disparity among sexes.
- Provide access to follow-up training to address cultural constraints and promote skills retention
 - ▲ Support women's ongoing skills updates

Applications submitted on time will undergo preliminary review by USAID procurement and technical staff for completeness and responsiveness. Numerical weighting indicates the relative order of importance of the technical criteria, to guide applicants in determining which areas require emphasis in the preparation of applications.

A. Technical Evaluation Criteria

1. Program Description/Implementation Plan with Sample Curriculum (40)

Does the proposed program reflect an approach that is effective in the developing world? Is the applicant's proposed program description a cost effective realistic model? Are the proposed resource partners committed? Is the training approach proven? Do the training program and the method for identifying and selecting participants optimize learning, number of trainees, diversity of trainees, and the potential for future knowledge transfer from trainees to others? Is the sample curriculum complete and inclusive of current technologies and communications techniques? Does the applicant's program description include clear and specific outcomes and anticipated results of the training? Are the courses current? Are the proposed training resources and facilities adequate? Is the proposed training program sustainable without USAID funding? Are gender considerations appropriately recognized?

2. Past Performance (15)

- a. The applicant's and any key subgrantees'/subcontractors' past performance as demonstrated by references and documented (e.g., evaluations) positive experiences and successes in implementing relevant development programs.
- b. Evidence of good cost control on similar activities.
- c. Evidence of client/funding agency satisfaction with program results.

3. Institutional Capacity (15)

- a. Demonstrated institutional knowledge and capability of the applicant and its proposed partners to effectively implement the program in the developing world and their organizational experience in managing similar programs.
- b. Demonstrated skills of the proposed organization(s) with regard to project management, implementation for results, and client relations.
- c. Demonstrated capability of the applicant to coordinate with other donors both for the delivery of the proposed program and for cost-effectiveness and coordination across the donor community.
- d. Demonstrated ability to attract cost matching for maximized leveraging of government contributions.

4. Personnel Capability and Experience (15)

Effectiveness of applicant's approach to meeting the administrative and technical requirements of this program: Technical and managerial experience and skills of proposed personnel, practical experience in establishing and operating comparable programs, particularly for participants in the developing world; demonstrated understanding of technical material; knowledge of logistics required for effective delivery of the proposed approach, including travel and J1 visa logistics if necessary.

5. Monitoring and Evaluation Plan (15)

Is the applicant's evaluation plan effective to measure quality of training contents, delivery, cost effectiveness, and impact? Is the M/E plan effective to ensure logistics issues, if any, are recognized and corrected?

B. Effectiveness, realism and reasonableness of total estimated cost

Although the cost application will not be scored, the cost realism analysis will be conducted. The cost realism analysis is intended to meet the following three goals:

- a. verify the Applicant's understanding of the requirements and regulations;
- b. assess the degree to which the cost proposal reflects the approaches in the technical application; and
- c. assess the degree to which the cost included in the cost proposal accurately represents the work effort included in the technical application.

Cost effectiveness involves maximizing the percentage of the costs allocated to program delivery. Significant and realistic cost matching contribution will be favorably considered in evaluating cost effectiveness.

2. REVIEW AND SELECTION PROCESS

All applications which meet the eligibility and program requirements, and conform to the application preparation and submission instructions, will be reviewed and scored by a panel of USAID reviewers strictly in accordance with the evaluation criteria set forth in this section.

After initial review of applications, USAID may conduct written and/or oral discussions with those applicants whose applications remain under consideration for award. The decision to conduct such discussions should not be considered a final decision about which organizations will receive an award, but rather would be part of the evaluation process.

3. AWARD CONSIDERATIONS

USAID will evaluate applications and make an award based on that application which best would achieve the expected outcomes of the program and offers the greatest overall benefit in response to the requirement. Although technical evaluation factors are significantly more important than cost, the closer the technical evaluations of the various applications are to one another, the more important cost considerations become. The Agreement Officer may determine that a highly ranked application based on the technical evaluation factors is unreasonable or unrealistic in terms of cost. Award will be made to the applicant whose application offers the best value to the Government. Best value is defined as the expected outcome that, in the Government's estimation, provides the greatest overall benefit in response to the requirement and available funds.

SECTION C - PROGRAM DESCRIPTION

I. Executive Summary

At the macroeconomic level, information communication technology (ICT) plays a key role in economic growth by enhancing productivity, creating employment, making markets more efficient, increasing the quality of goods and services, and creating opportunities for innovation, new products and new services. Developing institutional capacity is a key component in strengthening the ICT sector. The sector spans a wide variety of businesses—those that develop software and provide related services, Internet Service Providers, collaboration tool providers, hosting and “cloud technology” providers, hardware component manufacturers, and those that build and maintain telecommunications networks. To support the sector, a wide variety of skills are required—from developing e-marketing skills for business development to developing computer-network skills for businesses, community Internet centers, and government.

Steady expansion of the information communication technology sector continues to change the way private sector firms grow and conduct business in developed nations. USAID works with developing nations to build their ICT infrastructures and apply ICT effectively across all sectors. USAID provides developmental support for democracy building and economic growth by building ICT workforce capacity of communications professionals, regulators and entrepreneurs from the developing world in response to industry standards and economic development needs. This support has a number of benefits, including:

- Increasing ICT knowledge for policymakers and government officials to understand the impact and implications of ICT in society.
- Building management and operational capacity of firms in the ICT sector.
- Supporting efforts to increase the regional and global competitiveness of the entire ICT sector or subsets of it (e.g., the software industry).
- Fostering ICT sector business associations focusing on strengthening the industry.

The ICT Training for Developing Country Professionals project focuses on delivering training to the whole range of ICT professionals (i.e., policy makers, regulators, service providers, managers, entrepreneurs, technical workers and advisors, project managers and practitioners) from developing countries from around the world, with emphasis on those countries where USAID has a presence.

II. Background/Context

The USAID mission is to provide developmental and humanitarian assistance to developing countries, war-stricken nations, and victims of disease or disaster. It maintains field offices in over eighty countries implementing its programs and is capable of establishing temporary

points of presence when responding to emergency situations. Supplementing its field offices, USAID works closely with other U.S. Government agencies, private voluntary organizations, development partners, universities, businesses, international agencies and governments.

USAID has contributed to innovative technology solutions that extend connectivity from the edge of existing networks to the underserved; shared best practices in information technology business models that make the extensions of connectivity profitable; and assisted with the development of technology tools for managing content and making systems and user applications more accessible.

The information communication technology sector incorporates a wide variety of interdependent sub-sectors, including computer hardware and packaged software resellers and installers; telecommunications services providers (Internet, satellite, fiber, and phone services); software developers; software integrators; collaboration tool providers, host and “cloud” providers, and information technology savvy consultants who help organizations define and meet their needs and adjust their business processes to take advantage of ICTs.

The “digital divide” refers to the gap between those who are linked to the world information market, and those without access to ICT. ICT is broadly defined to include cell phone networks, portable electronics, radio, digital cameras, and the Internet. There is considerable debate about ICT impact on development: Some feel it exacerbates the divide by rewarding the connected, while others believe it is a force for lessening this gap. Much work remains to be done to allow ICT to meet its full potential to produce the “digital dividend,” whereby the poor and excluded link into the world market through the use of ICT.

Over the last several decades, USAID has supported a number of interventions that have resulted in ICT training of developing country professionals. Some of the models involved in country training, workshops, and some of them involved short-term training in the United States. The most recent USAID ICT training project has focused on short-term tuition-free training, most courses with duration of less than two weeks.

III. Program Objective

Purpose:

The primary objective of this project is to support a joint venture between government, industry, and educational institutions to:

- 1) Provide information communication technology training for developing country professionals, in both the private and public sectors;
- 2) Share knowledge of United States' and worldwide communications and technological advances; and
- 3) Create an environment to share and exchange lessons learned from developing country professionals from their own experiences in working in their specialized areas.

The ICT Training for Developing Country Professionals project provides ICT professionals (i.e., policy makers, regulators, service providers, managers, entrepreneurs, technical workers and advisors, project managers and practitioners) from developing countries around the world with technical training in specialized areas. As part of the training, participants develop action plans for implementing what they learn after the training is completed. In addition to exposure to a resource pool of training experts (either by direct or indirect contact) and resource materials, participants are also encouraged to form/expand networks with other trained professionals and with local, regional and international organizations, when appropriate.

The program offers a diverse curriculum of telecommunications, broadcast, and information technology training programs for qualified men and women who manage the communications and technical infrastructures of the developing world and cover a variety of topics, such as:

- communications services;
- technology policies and emergency communication protocols;
- Internet technology and security;
- broadcasting and satellite communications;
- spectrum management;
- telecommunications policy and regulation;
- tele-health technologies;
- new information technologies and trends;
- collaboration technologies;
- hosting and “cloud” providers;
- e-Government,
- approaches for funding of information technology infrastructure improvements, such as universal service funds, and
- use of mobile applications.

Other course-work topics as well as alternate models for training delivery beyond traditional classroom training are encouraged, where they improve the ability of the program to most effectively meet its objectives.

SECTION D

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF THE RECIPIENT (MAY 2006)

NOTE: When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement".

PART I - CERTIFICATIONS AND ASSURANCES

1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein

extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a

prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. PROHIBITION ON ASSISTANCE TO DRUG TRAFFICKERS FOR COVERED COUNTRIES AND INDIVIDUALS (ADS 206)

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224

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, safehouses, 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 subnational 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.

5. CERTIFICATION OF RECIPIENT

By signing below the recipient provides certifications and assurances for (1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206) and (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224 above.

RFA No. _____
Application No. _____
Date of Application _____
Name of Recipient _____
Typed Name and Title _____
Signature _____
Date _____

PART II – KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

1. I hereby certify that within the last ten years:

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or

regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

b. I am not and have not been an illicit trafficker in any such drug or controlled substance.

c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: _____

Name: _____

Date: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

PART IV - 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.)

See Survey on Ensuring Equal Opportunity for Applicants at the below internet link:

<http://www.ed.gov/fund/grant/apply/appforms/surveyeo.pdf>

PART V - OTHER STATEMENTS OF RECIPIENT

1. 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	Telephone No.	Facsimile No.

2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. 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.

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

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: _____

5. 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 subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee's or subrecipient'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.

TYPE/DESCRIPTION _____
(Generic)

QUANTITY _____

ESTIMATED UNIT COST _____

(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 results 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.

TYPE/DESCRIPTION _____
(Generic)

QUANTITY _____

ESTIMATED UNIT COST _____

GOODS COMPONENTS _____

PROBABLE SOURCE _____

GOODS COMPONENTS _____

PROBABLE ORIGIN _____

(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 (Generic)	_____
QUANTITY	_____
ESTIMATED UNIT COST	_____
PROBABLE SOURCE	_____
PROBABLE ORIGIN	_____
INTENDED USE	_____

(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 (Generic)	_____
QUANTITY	_____
ESTIMATED UNIT COST	_____
PROBABLE SUPPLIER (Non-US Only)	_____
NATIONALITY	_____
RATIONALE 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.

TYPE/DESCRIPTION (Generic)	_____
QUANTITY	_____
ESTIMATED UNIT COST	_____
PROPOSED DISPOSITION	_____

6. PAST PERFORMANCE REFERENCES

On a continuation page, please provide past performance information requested in the RFA.

7. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of, an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as a corporation organized under the laws of _____ (country), an individual, a partnership, a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization, an international organization, or a joint venture.

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

SECTION E – ANNEXES

1. MANDATORY STANDARD PROVISIONS FOR U.S. NONGOVERNMENTAL RECIPIENTS

Please refer to the following website to access the above mentioned Provisions:

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

2. STANDARD FORMS 424, 424A AND 424B, APPLICATION FOR FEDERAL ASSISTANCE, BUDGET INFORMATION-NON-CONSTRUCTION PROGRAMS AND ASSURANCES-NON-CONSTRUCTION PROGRAMS

The SF 424, SF 424A and SF 424B documents are not included but can be found at the following website:

<http://www.grants.gov>

3. MARKING UNDER ASSISTANCE-BRANDING STRATEGY – ASSISTANCE (December 2005)

(a) Definitions

Branding Strategy means a strategy that is submitted at the specific request of a USAID Agreement Officer by an Apparently Successful Applicant after evaluation of an application for USAID funding, describing how the program, project, or activity is named and positioned, and how it is promoted and communicated to beneficiaries and host country citizens. It identifies all donors and explains how they will be acknowledged.

Apparently Successful Applicant(s) means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that the Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and new brandmark, which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and is provided without royalty, license, or other fee to recipients of USAID-funded grants or cooperative agreements or other assistance awards or subawards.

(b) **Submission.** The Apparently Successful Applicant, upon request of the Agreement Officer, will submit and negotiate a Branding Strategy. The Branding Strategy will be included in and made a part of the resulting grant or cooperative agreement. The

Branding Strategy will be negotiated within the time that the Agreement Officer specifies. Failure to submit and negotiate a Branding Strategy will make the applicant ineligible for award of a grant or cooperative agreement. The Apparently Successful Applicant must include all estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events and materials, and the like.

(c) Submission Requirements

At a minimum, the Apparently Successful Applicant's Branding Strategy will address the following:

(1) Positioning

What is the intended name of this program, project, or activity?

Guidelines: USAID prefers to have the USAID Identity included as part of the program or project name, such as a "title sponsor," if possible and appropriate. It is acceptable to "co-brand" the title with USAID's and the Apparently Successful Applicant's identities. For example: "The USAID and [Apparently Successful Applicant] Health Center."

If it would be inappropriate or is not possible to "brand" the project this way, such as when rehabilitating a structure that already exists or if there are multiple donors, please explain and indicate how you intend to showcase USAID's involvement in publicizing the program or project. *For example: School #123, rehabilitated by USAID and [Apparently Successful Applicant]/ [other donors].*

Note: the Agency prefers "made possible by (or with) the generous support of the American People" next to the USAID Identity in acknowledging our contribution, instead of the phrase "funded by." USAID prefers local language translations.

Will a program logo be developed and used consistently to identify this program? If yes, please attach a copy of the proposed program logo.

Note: USAID prefers to fund projects that do NOT have a separate logo or identity that competes with the USAID Identity.

(2) Program Communications and Publicity

Who are the primary and secondary audiences for this project or program?

Guidelines: Please include direct beneficiaries and any special target segments or influencers. For Example: Primary audience: schoolgirls age 8-12, Secondary audience: teachers and parents—specifically mothers.

What communications or program materials will be used to explain or market the program to beneficiaries?

Guidelines: These include training materials, posters, pamphlets, Public Service Announcements, billboards, websites, and so forth.

What is the main program message(s)?

Guidelines: For example: "Be tested for HIV-AIDS" or "Have your child inoculated. "Please indicate if you also plan to incorporate USAID's primary message – this aid is "from the American people" – into the narrative of program materials. This is optional; however, marking with the USAID Identity is required.

Will the recipient announce and promote publicly this program or project to host country citizens? If yes, what press and promotional activities are planned?

Guidelines: These may include media releases, press conferences, public events, and so forth. Note: incorporating the message, "USAID from the American People", and the USAID Identity is required.

Please provide any additional ideas about how to increase awareness that the American people support this project or program.

Guidelines: One of our goals is to ensure that both beneficiaries and host-country citizens know that the aid the Agency is providing is "from the American people." Please provide any initial ideas on how to further this goal.

(3) Acknowledgements

Will there be any direct involvement from a host-country government ministry? If yes, please indicate which one or ones. Will the recipient acknowledge the ministry as an additional cosponsor?

Note: it is perfectly acceptable and often encouraged for USAID to "co-brand" programs with government ministries.

Please indicate if there are any other groups whose logo or identity the recipient will use on program materials and related communications.

Guidelines: Please indicate if they are also a donor or why they will be visibly acknowledged, and if they will receive the same prominence as USAID.

(d) Award Criteria. The Agreement Officer will review the Branding Strategy for adequacy, ensuring that it contains the required information on naming and positioning the USAID-funded program, project, or activity, and promoting and communicating it to cooperating country beneficiaries and citizens. The Agreement Officer also will evaluate this information to ensure that it is consistent with the stated objectives of the award; with the Apparently Successful Applicant's cost data submissions; with the Apparently Successful Applicant's project, activity, or program performance plan; and with the regulatory requirements set out in 22 CFR 226.91. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

4. MARKING UNDER ASSISTANCE -MARKING PLAN – ASSISTANCE (December 2005)

(a) Definitions

Marking Plan means a plan that the Apparently Successful Applicant submits at the specific request of a USAID Agreement Officer after evaluation of an application for USAID funding, detailing the public communications, commodities, and program materials and other items that will visibly bear the USAID Identity. Recipients may request approval of Presumptive Exceptions to marking requirements in the Marking Plan.

Apparently Successful Applicant(s) means the applicant(s) for USAID funding recommended for an award after evaluation, but who has not yet been awarded a grant, cooperative agreement or other assistance award by the Agreement Officer. The Agreement Officer will request that Apparently Successful Applicants submit a Branding Strategy and Marking Plan. Apparently Successful Applicant status confers no right and constitutes no USAID commitment to an award, which the Agreement Officer must still obligate.

USAID Identity (Identity) means the official marking for the Agency, comprised of the USAID logo and brandmark which clearly communicates that our assistance is from the American people. The USAID Identity is available on the USAID website and USAID provides it without royalty, license, or other fee to recipients of USAID funded grants, cooperative agreements, or other assistance awards or subawards.

A **Presumptive Exception** exempts the applicant from the general marking requirements for a particular USAID-funded public communication, commodity, program material or other deliverable, or a category of USAID-funded public communications, commodities, program materials or other deliverables that would otherwise be required to visibly bear the USAID Identity. The Presumptive Exceptions are:

Presumptive Exception (i). USAID marking requirements may not apply if they would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials, such as election monitoring or ballots, and voter information literature; political party support or public policy advocacy or reform; independent media, such as television and radio broadcasts, newspaper articles and editorials; and public service announcements or public opinion polls and surveys (22 C.F.R. 226.91(h)(1)).

Presumptive Exception (ii). USAID marking requirements may not apply if they would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent (22 C.F.R. 226.91(h)(2)).

Presumptive Exception (iii). USAID marking requirements may not apply if they would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official (22 C.F.R. 226.91(h)(3)).

Presumptive Exception (iv). USAID marking requirements may not apply if they would impair the functionality of an item, such as sterilized equipment or spare parts (22 C.F.R. 226.91(h)(4)).

Presumptive Exception (v). USAID marking requirements may not apply if they would incur substantial costs or be impractical, such as items too small or otherwise unsuited for individual marking, such as food in bulk (22 C.F.R. 226.91(h)(5)).

Presumptive Exception (vi). USAID marking requirements may not apply if they would offend local cultural or social norms, or be considered inappropriate on such items as condoms, toilets, bed pans, or similar commodities (22 C.F.R. 226.91(h)(6)).

Presumptive Exception (vii). USAID marking requirements may not apply if they would conflict with international law (22 C.F.R. 226.91(h)(7)).

(b) **Submission.** The Apparently Successful Applicant, upon the request of the Agreement Officer, will submit and negotiate a Marking Plan that addresses the details of the public communications, commodities, program materials that will visibly bear the USAID Identity. The marking plan will be customized for the particular program, project, or activity under the resultant grant or cooperative agreement. The plan will be included in and made a part of the resulting grant or cooperative agreement. USAID and the Apparently Successful Applicant will negotiate the Marking Plan within the time specified by the Agreement Officer. Failure to submit and negotiate a Marking Plan will make the applicant ineligible for award of a grant or cooperative agreement. The applicant must include an estimate of all costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials, and so forth in the budget portion of its application. These costs are subject to revision and negotiation with the Agreement Officer upon submission of the Marking Plan and will be incorporated into the Total Estimated Amount of the grant, cooperative agreement or other assistance instrument.

(c) **Submission Requirements.** The Marking Plan will include the following:

(1) A description of the public communications, commodities, and program materials that the recipient will be produced as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity. These include:

(i) program, project, or activity sites funded by USAID, including visible infrastructure projects or other programs, projects, or activities that are physical in nature;

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

(iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and

(iv) all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

(2) A table specifying:

(i) the program deliverables that the recipient will mark with the USAID Identity,

(ii) the type of marking and what materials the applicant will be used to mark the program deliverables with the USAID Identity, and

(iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking.

(3) A table specifying:

(i) what program deliverables will not be marked with the USAID Identity, and

(ii) the rationale for not marking these program deliverables.

(d) Presumptive Exceptions.

(1) The Apparently Successful Applicant may request a Presumptive Exception as part of the overall Marking Plan submission. To request a Presumptive Exception, the Apparently Successful Applicant must identify which Presumptive Exception applies, and state why, in light of the Apparently Successful Applicant's technical proposal and in the context of the program description or program statement in the USAID Request For Application or Annual Program Statement, marking requirements should not be required.

(2) Specific guidelines for addressing each Presumptive Exception are:

(i) For Presumptive Exception (i), identify the USAID Strategic Objective, Interim Result, or program goal furthered by an appearance of neutrality, or state why the program, project, activity, commodity, or communication is 'intrinsically neutral.' Identify, by category or deliverable item, examples of program materials funded under the award for which you are seeking exception 1.

(ii) For Presumptive Exception (ii), state what data, studies, or other deliverables will be produced under the USAID funded award, and explain why the data, studies, or deliverables must be seen as credible.

(iii) For Presumptive Exception (iii), identify the item or media product produced under the USAID funded award, and explain why each item or product, or category of item and product, is better positioned as an item or product produced by the cooperating country government.

(iv) For Presumptive Exception (iv), identify the item or commodity to be marked, or categories of items or commodities, and explain how marking would impair the item's or commodity's functionality.

(v) For Presumptive Exception (v), explain why marking would not be cost-beneficial or practical.

(vi) For Presumptive Exception (vi), identify the relevant cultural or social norm, and explain why marking would violate that norm or otherwise be inappropriate.

(vii) For Presumptive Exception (vii), identify the applicable international law violated by marking.

(3) The Agreement Officer will review the request for adequacy and reasonableness. In consultation with the Agreement Officer's Technical Representative and other agency personnel as necessary, the Agreement Officer will approve or disapprove the requested Presumptive Exception. Approved exceptions will be made part of the approved Marking Plan, and will apply for the term of the award, unless provided otherwise.

(e) **Award Criteria:** The Agreement Officer will review the Marking Plan for adequacy and reasonableness, ensuring that it contains sufficient detail and information concerning public communications, commodities, and program materials that will visibly bear the USAID Identity. The Agreement Officer will evaluate the plan to ensure that it is consistent with the stated objectives of the award; with the applicant's cost data submissions; with the applicant's actual project, activity, or program performance plan; and with the regulatory requirements of 22 C.F.R 226.91. The Agreement Officer will approve or disapprove any requested Presumptive Exceptions (see paragraph (d)) on the basis of adequacy and reasonableness. The Agreement Officer may obtain advice and recommendations from technical experts while performing the evaluation.

5. MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS (December 2005)

(a) Definitions

Commodities mean any material, article, supply, goods or equipment, excluding recipient offices, vehicles, and non-deliverable items for recipient's internal use, in administration of the USAID funded grant, cooperative agreement, or other agreement or subagreement.

Principal Officer means the most senior officer in a USAID Operating Unit in the field,

e.g., USAID Mission Director or USAID Representative. For global programs managed from Washington but executed across many countries, such as disaster relief and assistance to internally displaced persons, humanitarian emergencies or immediate post conflict and political crisis response, the cognizant Principal Officer may be an Office Director, for example, the Directors of USAID/W/Office of Foreign Disaster Assistance and Office of Transition Initiatives.

Programs mean an organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an organization to carry out the responsibilities assigned to it.

Projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output or a desired result (for example, services from a fully functional water/sewage treatment facility).

Public communications are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional materials used in connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

Subrecipient means any person or government (including cooperating country government) department, agency, establishment, or for profit or nonprofit organization that receives a USAID subaward, as defined in 22 C.F.R. 226.2.

Technical Assistance means the provision of funds, goods, services, or other foreign assistance, such as loan guarantees or food for work, to developing countries and other USAID recipients, and through such recipients to subrecipients, in direct support of a development objective – as opposed to the internal management of the foreign assistance program.

USAID Identity (Identity) means the official marking for the United States Agency for International Development (USAID), comprised of the USAID logo or seal and new landmark, with the tagline that clearly communicates that our assistance is “from the American people.” The USAID Identity is available on the USAID website at www.usaid.gov/branding and USAID provides it without royalty, license, or other fee to recipients of USAID-funded grants, or cooperative agreements, or other assistance awards

(b) Marking of Program Deliverables

(1) All recipients must mark appropriately all overseas programs, projects, activities, public communications, and commodities partially or fully funded by a USAID grant or cooperative agreement or other assistance award or subaward with the USAID Identity,

of a size and prominence equivalent to or greater than the recipient's, other donor's, or any other third party's identity or logo.

(2) The Recipient will mark all program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) with the USAID Identity.

The Recipient should erect temporary signs or plaques early in the construction or implementation phase. When construction or implementation is complete, the Recipient must install a permanent, durable sign, plaque or other marking.

(3) The Recipient will mark technical assistance, studies, reports, papers, publications, audiovisual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID with the USAID Identity.

(4) The Recipient will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities, with the USAID Identity. Unless directly prohibited and as appropriate to the surroundings, recipients should display additional materials, such as signs and banners, with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, the recipient is encouraged otherwise to acknowledge USAID and the American people's support.

(5) The Recipient will mark all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies, and other materials funded by USAID, and their export packaging with the USAID Identity.

(6) The Agreement Officer may require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that a cooperating country government's identity be larger and more prominent if circumstances warrant, and as appropriate depending on the audience, program goals, and materials produced.

(7) The Agreement Officer may require marking with the USAID Identity in the event that the recipient does not choose to mark with its own identity or logo.

(8) The Agreement Officer may require a pre-production review of USAID-funded public communications and program materials for compliance with the approved Marking Plan.

(9) Subrecipients. To ensure that the marking requirements "flow down" to subrecipients of subawards, recipients of USAID funded grants and cooperative agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded subaward, as follows:

"As a condition of receipt of this subaward, marking with the USAID Identity of a size

and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity."

(10) Any 'public communications', as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer:

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

(11) The recipient will provide the Agreement Officer's Technical Representative (AOTR) with two copies of all program and communications materials produced under the award. In addition, the recipient will submit one electronic or one hard copy of all final documents to USAID's Development Experience Clearinghouse.

(c) Implementation of marking requirements.

(1) When the grant or cooperative agreement contains an approved Marking Plan, the recipient will implement the requirements of this provision following the approved Marking Plan.

(2) When the grant or cooperative agreement does not contain an approved Marking Plan, the recipient will propose and submit a plan for implementing the requirements of this provision within [Agreement Officer fill-in] days after the effective date of this provision. The plan will include:

(i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity.

(ii) the type of marking and what materials the applicant uses to mark the program deliverables with the USAID Identity,

(iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking,

(3) The recipient may request program deliverables not be marked with the USAID Identity by identifying the program deliverables and providing a rationale for not marking these program deliverables. Program deliverables may be exempted from USAID marking requirements when:

- (i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
- (ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
- (iii) USAID marking requirements would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official;
- (iv) USAID marking requirements would impair the functionality of an item;
- (v) USAID marking requirements would incur substantial costs or be impractical;
- (vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;
- (vii) USAID marking requirements would conflict with international law.

(4) The proposed plan for implementing the requirements of this provision, including any proposed exemptions, will be negotiated within the time specified by the Agreement Officer after receipt of the proposed plan. Failure to negotiate an approved plan with the time specified by the Agreement Officer may be considered as noncompliance with the requirements is provision.

(d) Waivers.

(1) The recipient may request a waiver of the Marking Plan or of the marking requirements of this provision, in whole or in part, for each program, project, activity, public communication or commodity, or, in exceptional circumstances, for a region or country, when USAID required marking would pose compelling political, safety, or security concerns, or when marking would have an adverse impact in the cooperating country. The recipient will submit the request through the Agreement Officer’s Technical Representative. The Principle Officer is responsible for approvals or disapprovals of waiver requests.

(2) The request will describe the compelling political, safety, security concerns, or adverse impact that require a waiver, detail the circumstances and rationale for the waiver, detail the specific requirements to be waived, the specific portion of the Marking Plan to be waived, or specific marking to be waived, and include a description of how program materials will be marked (if at all) if the USAID Identity is removed. The request should also provide a rationale for any use of recipient’s own identity/logo or that of a third party on materials that will be subject to the waiver.

(3) Approved waivers are not limited in duration but are subject to Principal Officer review at any time, due to changed circumstances.

(4) Approved waivers “flow down” to recipients of subawards unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(5) Determinations regarding waiver requests are subject to appeal to the Principal Officer’s Cognizant Assistant Administrator. The recipient may appeal by submitting a written request to reconsider the Principal Officer’s waiver determination to the Cognizant Assistant Administrator.