DEPARTMENT OF LABOR

Bureau of International Labor Affairs

Combating Exploitative Child Labor by Promoting Sustainable Livelihoods and Educational Opportunities for Children in Jordan

October 6, 2010

Announcement Type: New. Notice of Availability of Funds and Solicitation for Cooperative Agreement Applications.

Funding Opportunity Number: SGA 10-10.

Catalog of Federal Domestic Assistance (CFDA) Number: Not applicable.

Key Dates: Deadline for Submission of Applications is November 24, 2010. Deadline for Submission of All Technical Questions is October 20, 2010. All awards will be made by December 31, 2010.

Executive Summary: In FY 2010, the U.S. Department of Labor, Bureau of International Labor Affairs (ILAB) will fund up to $4 million for a technical assistance project(s) to support efforts to eliminate exploitative child labor, particularly the worst forms of child labor, in Jordan. Projects funded under this solicitation will seek to combat child labor through an innovative, effective, and integrated approach that involves increasing children's access to quality education and promoting sustainable livelihoods for their households as a means of reducing exploitative child labor, as well as increasing access to national social protection programs that help households overcome dependence on children working to meet basic needs. Applicants should note that in FY 2010, USDOL received authority to fund subgrants and microfinance activities. Eligible Applicants must respond to the entire scope of work outlined in this solicitation.

Table of Contents

I. FUNDING OPPORTUNITY DESCRIPTION 3
II. BACKGROUND AND USDOL CHILD LABOR OBJECTIVES 4
A. Extent of the Problem: Common Factors Contributing to Child Labor, Barriers to Education and Root Causes of Child Labor 4
B. Jordan: Background and Problem Statement 4
C. International Legal Framework for Child Labor ILO Conventions 182 and 138 6
D. USDOL Support for the Global Elimination of Exploitative Child Labor 7
E. The Five Goals of USDOL-Funded Projects 7
III. INSTRUCTIONS TO APPLICANTS 7
A. Scope of Work and Relationship to USDOL Five Goals 7
1. Reducing Exploitative Child Labor and Providing Services to Promote Education and Sustainable Livelihoods 8
a. Education 8
b. Livelihoods 10
2. Strengthening Policies and Capacity on Child Labor, Education, and Sustainable Livelihoods 11
3. Raising Awareness on Exploitative Child Labor, its Root Causes, and the Importance of Education 11
4. Needs Assessment and Other Research 12
5. Supporting Evaluation and Data Collection in Consultation with USDOL External Contractor 12
a. USDOL Expectations for Monitoring and Evaluation 12
b. Development of a Monitoring and Evaluation Plan and Grantee and Contractor Responsibilities 12
c. Baseline Survey 13
d. Performance Monitoring 13
6. Promoting Long-Term Sustainability of Efforts to Combat Exploitative Child Labor and Improve Livelihoods 13
B. Target Population 14
1. Beneficiaries 14

2. Sectors and Geographic Areas 14
C. Technical Proposal Requirements 15
D. Eligible Applicants 17
E. Other Eligibility Criteria 17
1. Dun and Bradstreet Number(s) 17
2. Requirements for Application Responsiveness 18
F. Application Package 18
1. Cost Proposal Format 19
a. Standard Forms 19
b. Outputs-Based Budget 19
c. Budget Narrative 20
d. Indirect Cost Information 20
e. Cost Sharing (optional) 21
f. Equal Opportunity Survey (optional) 21
2. Technical Proposal Format 21
a. Executive Summary 22
b. Table of Contents 22
c. Project Design Narrative 22
G. Submission Date, Time, Address, and Delivery Method 26
H. Funding Restrictions, Unallowable Activities, and Specific Prohibitions 28
1. Pre-award Costs 28
2. Direct Cash Transfers to Communities, Parents, or Children 28
3. Construction 28
4. Housing and Personal Living Expenses 28
5. Subgrants and Subcontracts 29
6. Lobbying and Fundraising 29
7. Funds to Host Country Governments 29
8. Miscellaneous Prohibitions 29
9. Prostitution and Trafficking 30
10. Inherently Religious Activities 30
11. Terrorism 30
12. Value Added Tax (VAT) 30
IV. APPLICATION REVIEW INFORMATION 31
A. Application Evaluation Criteria 31
1. Project Design and Budget (65 points) 31
2. Strategy for Research on Child Labor (10 points) 31
3. Organizational Capacity (10 points) 32
4. Personnel and Project Management Plan (15 points) 32
B. Review and Selection Process 33
C. Anticipated Announcement and Award Dates 33
V. AWARD ADMINISTRATION INFORMATION 34
A. Award Notices 34
B. Administrative and National Policy Requirements 34
1. General 34
2. Project Audits and External Auditing Arrangements 34
3. Administrative Standards and Provisions 34
C. Reporting and Deliverables 35
1. Needs Assessment of Learning Environments and Action Plan 35
2. Logical Framework and Sustainability Matrix 35
3. Technical Progress and Financial Reports 36
4. Work Plan 36
5. Final Report 36
VI. AGENCY CONTACTS 36
VII. OTHER INFORMATION 36
A. Office of Management and Budget Information Collection 36
B. Privacy Act and Freedom of Information Act 37

Appendix A: Definitions 38
Appendix B: Cost Proposal Format 43
Appendix C: Technical Proposal Format 44

List of Acronyms

CCR	Central Contractor Registration
CLMS	Child Labor Monitoring System
CFR	Code of Federal Regulations
CHF International	Cooperative Housing Foundation
DBMS	Direct Beneficiary Monitoring System
DUNS	Dun and Bradstreet Number
EST	Eastern Standard Time
ER/KE	Second Education Reform for the Knowledge Economy 2009-2015
FAQ	Frequently Asked Questions
GPRA	Government Performance and Results Act
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
IPEC	International Program on the Elimination of Child Labor
MPG	Management Procedures and Guidelines
M&E	Monitoring and Evaluation
MoPIC	Ministry of Planning and International Cooperation
NPA	National Plan of Action
NGOs	Nongovernmental Organizations
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
SF	Standard Form
SIMPOC	Statistical Information and Monitoring Program on Child Labor
USAID	U.S. Agency for International Development
USDOL	U.S. Department of Labor

I. FUNDING OPPORTUNITY DESCRIPTION

The U.S. Department of Labor (USDOL), Bureau of International Labor Affairs (ILAB) announces its intent to award up to $4 million for a cooperative agreement(s) to one or more qualifying organizations to combat exploitative child labor, particularly the worst forms of child labor, in Jordan. Projects funded under this solicitation will seek to combat child labor by increasing children's access to quality education and promoting sustainable livelihoods for their households as a means of reducing exploitative child labor, as well as increasing access to national social protection programs that help households overcome dependence on children working to meet basic needs.

USDOL/ILAB is authorized to award and administer cooperative agreements for this purpose by the Department of Labor Appropriations Act, 2010, P.L. 111-117. Cooperative agreements awarded under this solicitation will be managed by USDOL/ILAB's Office of Child Labor, Forced Labor, and Human Trafficking (OCFT). The duration of the projects funded by this solicitation is 3 to 4 years. The start date of program activities will be negotiated upon award of individual cooperative agreement(s) but will be no later than December 31, 2010. Applicants may apply for funding amounts up to, but not exceeding, $4 million.

II. BACKGROUND AND USDOL CHILD LABOR OBJECTIVES

A. Extent of the Problem: Common Factors Contributing to Child Labor, Barriers to Education and Root Causes of Child Labor

According to the International Labor Organization (ILO), there were an estimated 306 million children ages 5 to 17 around the world who were economically active in 2008. Of those 306 million children, an estimated 215 million were engaged in exploitative child labor, of which 115 million were estimated to be involved in hazardous work. The majority of the world's working children are found in Asia, followed by sub-Saharan Africa, Latin America and the Caribbean, and other regions, including the Middle East. The region with the highest incidence of child labor is Sub-Saharan Africa.[1]

Children become involved in exploitative child labor, including the worst forms of child labor, due to a variety of complex factors, such as: poverty; education system barriers; limited access to social and physical infrastructure (*e.g.*, healthcare, roads, water, sanitation); legal and policy barriers; resource gaps; institutional barriers; informational gaps; demographic characteristics of children and/or their families; cultural and traditional practices; tenuous labor markets; weak child labor law enforcement; a lack of parent(s) or caregiver(s); and a lack of awareness of the importance of education and/or the hazards associated with exploitative child labor, including the worst forms of child labor. This solicitation for cooperative agreement applications seeks to address the problem of child labor and the specific contributing factors in Jordan.

B. Jordan: Background and Problem Statement

In Jordan, child labor remains a significant concern within "pockets of poverty" and among the most vulnerable segments of its population. The Ministry of Planning and International Cooperation's (MoPIC) *Social Protection Enhancement Mapping Initiative* has identified 32 "pockets of poverty" in which large households, women, and youth in rural areas are most affected.[2] Among the factors contributing to child labor in the country are poverty, cultural norms, gender issues, the status of refugees, school fees, and a lack of access to and quality of early childhood, basic, and vocational education programs for disadvantaged families in Jordan.

Child labor in Jordan is more common among disadvantaged children and youth and their families, who often lack access to mainstream social services. Children of migrants are more likely to become child laborers, and girls from migrant households are more likely to drop out of school. Similarly, refugee children are more likely to work in exploitative labor, and Iraqi refugee girls are reported to be particularly vulnerable to sexual exploitation.

According to the *Jordanian National Child Labor Household Survey Report*, households rely on child labor to meet basic needs. Earnings of children employed as wage workers were estimated to account for nearly a quarter of total household earnings, and more than half of all children earning wages hand over their earnings to their parents. The survey indicates that a majority of working children, approximately 90 percent, are boys. This figure, however, may underestimate the involvement of children, including girls, in sectors that are not generally captured by such surveys, including street work and some of the worst forms of child labor. Employment is most common among older children (15-17) in Jordan, particularly boys. While the minimum work age in Jordan is 16 years, many of these older children work under exploitative conditions, for long hours, or face occupational safety hazards.

Children perform a variety of activities such as automotive maintenance and repair; vocational trades (blacksmiths, metalsmiths, electricians, battery technicians, plumbers); manufacturing; gas, and water sectors; hotels and

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[1] ILO, *Accelerating Action against Child Labor Global Report under the Follow-up to the ILO Declaration on Fundamental Principles and Rights at Work 2010* available from http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/publication/wcms_126752.pdf.

[2] UNDP, *Poverty in Jordan*; available from http://www.undp-jordan.org/index.php?page_type=projects&cat=1&page_id=385&templateID=0 See also Ministry of Planning and International Cooperation, *Planning Ministry surveying Kingdom's poverty pockets* [2010]; available from http://www.mop.gov.jo/pages.php?menu_id=368&local_type=0&local_id=0&local_details=0&local_details1=0.

restaurants; transport and storage; street work; and begging. Children, particularly girls, are involved in agricultural activities that may involve the use of potentially dangerous machinery and tools, the carrying of heavy loads, and the application of harmful pesticides. Children are also engaged in mining and fishing. Some children also engage in exploitative work in the tourism industry in Petra and the Dead Sea regions. According to the *Jordanian National Child Labor Household Survey Report*, most boys work in the wholesale and retail trades (36.3 percent) or the agriculture (27.5 percent) and manufacturing (15.8 percent) sectors. Most girls, meanwhile, work in the agriculture (77 percent) sector.

Jordan's economy is hindered by limited arable land, inadequate access to water and scarce natural resources. Jordan's human capital is the major resource available for development. However, Jordan has a 40 percent labor market participation rate, one of the lowest in the region (67 percent of males and 14 percent of females).[3] Unemployment stands at 14 percent, with a third of those unemployed being under the age of 24 years. Of those who work, 30 percent are employed by the government and five percent are employed by micro enterprises (made up of fewer than 4 persons). While the government is making great efforts to create more jobs for Jordanians and to increase productivity to support the diversification and growth of the economy, migrant and foreign workers still make up an overwhelming 20-30 percent of the total labor force. Of the total 1.4 million officially employed in Jordan, between 300,000 and 700,000 are migrants or foreign workers.[4] Moreover, as more women are entering the paid labor force, especially in seasonal agriculture and the manufacturing sector, more training programs are needed to target their specific needs and prepare them for entry into the formal workforce. Poverty reduction and job creation remain two of the Government of Jordan's greatest challenges.[5] The Government recognizes that there is a need to equip the working poor for higher productivity jobs, particularly in the current strained economy.[6]

The population of Jordan is 80 percent urban, with a majority of the population concentrated in the urban densely populated areas of Amman, Zarqa, and Irbid. Poverty rates are generally higher in rural areas (19 percent) than in urban areas (12 percent), and an increasing number of poor rural households are abandoning agriculture and livestock as a livelihood strategy and moving to urban areas.[7]

Jordan's population growth is also among the highest in the region, and approximately seventy percent of the population is under the age of 30, with 42 percent under the age of 14.[8] According to the *Jordanian National Child Labor Household Survey Report*, 97 percent of school-aged children (6-15 years) attend school, although the rate of attendance among older children is significantly lower at 83 percent. Less than one percent of children between the ages of 10-17 years have attended skills training programs, and the enrollment of students in secondary vocational education declined from 18 percent in 2000 to 12 percent in 2005.

The Government of Jordan has made efforts over the last thirty years to improve human development indicators and reform its education system to produce and sustain a more modern, globalized economy. The Government has

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[3] World Bank, *Hashemite Kingdom of Jordan Poverty Update*, 2009, Volume I, page 1; available from http://www-wds.worldbank.org/external/default/WDSContentServer/WDSP/IB/2009/11/19/000333038_20091119234547/Rendered/PDF/479510ESW0v10P1C0disclosed011118191.pdf.

[4] World Bank, *Project Appraisal Document on a Proposed Loan in the Amount of US$60 Million to the Hashemite Kingdom of Jordan for a Second Education Reform for the Knowledge Economy Project*, April 2009, page 1; available from http://www-wds.worldbank.org/external/default/WDSContentServer/WDSP/IB/2009/05/04/000333038_20090504003729/Rendered/PDF/468240PAD0P105101Official0Use0Only1.pdf.

[5] The Hashemite Kingdom of Jordan Higher Council for Youth, *National Youth Strategy for Jordan 2005- 2009*, December 2004, page 6; available from http://www.jedco.gov.jo/joomla/images/international_reports/Jordan%20National%20Youth%20Strategy%202005-2009.pdf.

[6] The Hashemite Kingdom of Jordan Higher Council for Youth, *National Youth Strategy for Jordan 2005- 2009*, December 2004, page 6; available from http://www.jedco.gov.jo/joomla/images/international_reports/Jordan%20National%20Youth%20Strategy%202005-2009.pdf.

[7] World Bank, *"Hashemite Kingdom of Jordan Poverty Update*, page 3

[8] Roggemann Kristen and Manar Shukri, *Active-Learning Pedagogies as a Reform Initiative: The Case of Jordan*, USAID, January 22 2010, page 3; available from http://www.equip123.net/docs/E1-ActiveLearningPedagogy-Jordan.pdf.

spent more than 25 percent of its Gross Domestic Product (GDP) on education, health, pensions and social safety nets, and has incorporated the elimination of child labor as part of its broader aim to create a modern workforce.[9] Jordan has achieved 90 percent gender parity in literacy and full parity in primary and secondary enrollment, boasting the highest rates for literacy in the Arab World.[10] However, a gender gap remains, two-thirds of all illiterate Jordanians are women.[11]

To combat child labor, the Government of Jordan has developed a policy framework that includes the *National Policy and Programme Framework for the Elimination of Child Labour in Jordan (2006-2015)*. This document, drafted by the Ministry of Labor in consultation with ILO and other stakeholders, is the main policy framework for actions to eliminate the worst forms of child labor. The Government of Jordan has begun to take steps to operationalize this framework.

The *Jordanian National Plan of Action (NPA) for Children 2004-2013* includes objectives to rehabilitate and reintegrate working children; conduct research studies, particularly on the worst forms of child labor; offer alternatives for increasing the income of families whose children work; develop national legislation in harmony with international conventions on combating child labor; and raise awareness of child labor issues.[12] While NPA includes child labor, it focuses on children in general and its main emphasis is to promote the drafting and approval of a law to protect the rights of children. To date, NPA has had limited progress towards completing its intended objectives.

The Government of Jordan's *National Agenda* is the country's 2006-2015 plan to guarantee social welfare, the creation of income generating opportunities, and the improvement of standards of living for all Jordanians. The *Agenda* specifically addresses issues related to child labor such as education and training and employment promotion.[13]

To guide actions on education, the government drafted the *Second Education Reform for the Knowledge Economy 2009-2015 (ERfKE) II,* a World Bank-supported program that is the second phase of a 10-year education reform program.[14] Relevant areas of focus in this program include early childhood education (in poor rural and urban areas), vocational education, and the improvement of physical learning environments. The vocational education component focuses on the restructuring of the vocational education system in Jordan, such as the Ministry of Education's secondary vocational, the Vocational Training Corporation, and the Community Colleges administered by Al-Balqa' Applied University, to reflect the occupational requirements of the primary economic sectors in the country and to develop stronger linkages between education, skill development and employment.[15]

C. International Legal Framework for Child Labor ILO Conventions 182 and 138

The international legal framework for child labor is primarily comprised of two ILO Conventions—*No. 182, Worst Forms of Child Labor Convention, 1999* (accompanied by ILO *Recommendation No. 190*) and *No. 138, Minimum Age Convention, 1973*. Article 1 of ILO Convention 182 calls for ratifying states to take "immediate and effective measures to secure the prohibition and elimination of the worst forms of child labor as a matter of urgency." Taken together, ILO Conventions 182 and 138 and ILO Recommendation 190, provide the definitional basis for the following terms: exploitative child labor, worst forms of child labor, and hazardous work for children. A visual presentation of the categories of child labor is available at http://www.dol.gov/ilab/grants/bkgrd.htm.

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[9] World Bank, *Project Appraisal Document on a Proposed Loan*, page 1.
[10] World Bank, *"Hashemite Kingdom of Jordan Poverty Update*, page 2.
[11] Roggemann Kristen and Manar Shukri, *"Active-Learning Pedagogies as a Reform Initiative: The Case of Jordan"* page 3
[12] National Council for Family Affairs, Ministry of Planning and International Cooperation, and and UNICEF, *The Jordanian National Plan of Action for Children (2004-2013)*, 2004; available from http://www.unicef.org/jordan/resources_809.html.
[13] 2006-2015, National Agenda: The Jordan We Strive For. See National http://www.nationalagenda.jo/Portals/0/EnglishBooklet.pdf
[14] World Bank, *Project Appraisal Document on a Proposed Loan*, pages 6-8.
[15] Ibid., page 5.

D. USDOL Support for the Global Elimination of Exploitative Child Labor

Since 1995, the U.S. Congress has appropriated over $780 million to USDOL for efforts to combat exploitative child labor internationally. This funding supports technical cooperation projects to combat exploitative child labor, including the worst forms, in more than 80 countries around the world. Technical cooperation projects funded by USDOL include targeted action programs in specific sectors of work and more comprehensive programs that support national efforts to eliminate the worst forms of child labor as defined by ILO Convention 182. Since 1995, USDOL-funded projects have withdrawn or prevented over 1.4 million children from exploitative labor. For information on USDOL projects, see: http://www.dol.gov/ilab/map/countries/map-cont.htm.

In Jordan, USDOL funds a 4- year, $4 million project, which operates in 39 formal public schools in eight governorates. The project provides non-formal educational services to working and at-risk children, trains teachers and labor inspectors, and works closely with community based organizations. In addition, USDOL funded a linked data collection survey to the Jordanian Department of Statistics to support effective interventions against child labor. Between 2002 and 2007, USDOL funded an initiative that provided technical assistance to the Government of Jordan in developing its policy framework to combat child labor. More information on technical cooperation in Jordan is available at: http://www.dol.gov/ilab/map/countries/Jordan.htm.

E. The Five Goals of USDOL-Funded Projects

All USDOL technical cooperation projects support the Secretary of Labor's vision of "*Good Jobs for Everyone*" by fostering acceptable work conditions and respect for workers' rights in the global economy to ensure productivity and protect vulnerable people, including working children and their households. More information can be found at: http://www.dol.gov/_sec/media/reports/annual2009/. All USDOL-funded projects must also promote the following five goals (details on these five goals in the context of Jordan are provided in section III.A):

1. Reducing exploitative child labor, especially the worst forms through the provision of direct educational services and by addressing root causes of child labor, including innovative strategies to promote sustainable livelihoods of target households;
2. Strengthening policies on child labor, education, and sustainable livelihoods, and the capacity of national institutions to combat child labor, address its root causes, and promote formal, nonformal and vocational education opportunities to provide children with alternatives to child labor;
3. Raising awareness of exploitative child labor and its root causes, and the importance of education for all children and mobilizing a wide array of actors to improve and expand education infrastructures;
4. Supporting research, evaluation, and the collection of reliable data on child labor, its root causes, and effective strategies, including educational and vocational alternatives, microfinance and other income generating activities to improve household income; and
5. Ensuring the long-term sustainability of these efforts.

III. INSTRUCTIONS TO APPLICANTS

Applicants must respond to the entire scope of work outlined in this solicitation in order to be considered responsive. Applicants will be assessed on the quality of the overall design and extent of understanding of the Scope of Work and its Relationship to USDOL's Five Goals. In developing proposals, Applicants are encouraged to consult with the Government of Jordan to ensure that their proposed strategies are relevant to the needs and supportive of the government's national plans to combat child labor.

A. Scope of Work and Relationship to USDOL Five Goals

Applicants must present a strategy to eliminate exploitative child labor, targeting children working in sectors and geographic areas where the highest prevalence of exploitative child labor exists. This will include sectors such as agriculture, trades, domestic work, construction, and commercial sexual exploitation, and geographic areas identified through the MoPIC's "pockets of poverty" research, the *National Child Labor Household Survey*, and other credible sources, including the governorates of Maan, Mafraq, Tafiela, and Ajlun, and the more densely

populated areas of Amman, Zarqa, and Irbid. Applicants should propose strategies to secure linkages with government and social partners, identify gaps in policy, data collection, and social programs, and draw on proven good practices to build a cost effective model(s) for the reduction of child labor in selected areas that can be scaled up and widely applied to similar vulnerable populations throughout the country. To reduce exploitative child labor, Applicants must propose strategies to promote sustainable livelihoods for households and educational opportunities for children. Applicants must demonstrate a thorough understanding of the cultural, economic, social, and legal contexts of Jordan and the communities where project interventions would be carried out, as well as specific and contextual factors contributing to children's involvement in exploitative child labor and preventing them from accessing education. Applicants must include all five goals of USDOL-funded projects detailed above in their strategy and project design and explain ways in which proposed activities will strengthen the overarching project objective. In addressing USDOL's Goal Two regarding strengthening policies and capacity in the context of Jordan, Applicants should give priority to supporting the Government of Jordan's efforts to improve upon the quality of vocational training and employment linkage services, making them more accessible to disadvantaged children of legal working age and adults. Applicants should also focus on strengthening the capacity of national institutions to identify needs of target populations and provide them with the necessary social services to improve their livelihoods.

1. Reducing Exploitative Child Labor and Providing Services to Promote Education and Sustainable Livelihoods

a. Education

Applicants must propose creative, comprehensive, and cost-effective models that complement ongoing efforts to promote education in Jordan as part of an overall strategy to significantly reduce the prevalence of exploitative child labor in rural and urban areas in Jordan. When designing the project strategy, Applicants must identify the specific needs of direct beneficiaries, namely, children and members of their households, and consider related factors such as geographic areas, sector(s) of work, ages/grade levels of children to be targeted, household income, and availability and accessibility of social services. Applicants must develop a package of that supports children's access to education and training opportunities and that promote improved livelihoods of their households, in order to:

1. Reduce from exploitative child labor (as defined by Jordan and ILO standards and related recommendations) and other work that violates minimum age laws and/or other child labor laws in Jordan; OR
2. Transition children from exploitative labor to acceptable work (possible only for children of legal working age); OR
3. Prevent children from entering exploitative child labor; AND
4. Ensure children's continued enrollment, retention, and completion in educational or vocational training service.

Depending on direct beneficiaries' specific needs, educational services may involve nonformal or basic literacy education, vocational or skills training, formal education, or transitioning children from nonformal education into the formal education system, for more information see Appendix A.

Applicants, in consultation with the Government of Jordan, must propose a strategy that complements ongoing efforts to promote education in Jordan as part of an overall strategy aimed at eliminating exploitative child labor in Jordan. Efforts may include strengthening existing education and/or other training programs. Where appropriate, applicants should consider replicating, enhancing or extending successful models to serve a greater number of children and households. Applicants' intentions for providing these services must demonstrate a thorough knowledge of Jordan's formal, nonformal, and/or vocational education systems, school calendar(s), and existing policies and programs addressing the root causes of child labor, including poverty reduction, especially those specific to the geographic area(s) to be targeted by the project.

In addition, Applicants should also address issues such as the cause(s) of lower rates of school enrollment or drop-outs, particularly at the secondary education-level; and the availability of and access to: existing education and training programs in the target geographic area(s), social protection programs and services, and the quality of such programs. Applicants may propose other project interventions, such as working with the appropriate provincial government offices, in support of the Government of Jordan's current decentralization initiative, to ensure that the quality of basic education is improved in both formal and non-formal school curricula to possibly include:

- Child-friendly, gender-sensitive, and child labor training for teachers to ensure that they are responsive to the needs of current and former child laborers entering/returning to school;
- Measures geared towards reducing indirect school expenses;
- The promotion of critical thinking, problem-solving and other knowledge economy skills;
- The integration of life skills-based education and resources;
- Modules on entrepreneurism, productivity, and rights and responsibilities;
- Accredited non-formal education programs that ensure enrollment in formal schools;
- Vocational and skills training programs; and
- Links with the private sector in which companies drive vocational training programs and absorb trainees of legal working age.

Applicants should develop strategies to increase the perceived relevance among children, their families, and their communities of education and/or training programs for children engaged in, or at risk of entering, exploitative child labor. To the extent that cultural traditions and norms impact decisions about schooling, Applicants must show how their programs would be sensitive and responsive to these traditions, particularly as they relate to the education and training of girls.

Applicants should develop an approach that successfully enrolls children in direct educational services with minimal delay and without missing an academic year or program cycle. USDOL recognizes that the timeframe for providing direct educational services will be affected by the project design and how it relates to the school calendar of Jordan. However, USDOL encourage Applicants to provide, including direct educational services and training, to as many beneficiaries as possible, within the first year of the project. Applicants are encouraged to propose the use of e-learning to assist children, especially in urban areas.

Applicants targeting older children or youth of legal working age, particularly children ages 16 to 17 years, should consider providing other direct services, such as occupational safety and health interventions, as a means of addressing exploitative work conditions and transitioning them into safe, acceptable work.

Applicants are also expected to support the provision of healthy learning environments for children and should seek to ensure that goods, services, schools, and other learning environments (including classrooms, latrines, and wells), which will be sponsored by and/or associated with the Applicant, its subgrantees and/or its subcontractors, are safe and pose no threat to the mental or physical well-being of the project's direct beneficiaries. Applicants should assess learning environments in target areas and propose to allocate appropriate resources in their budgets to ensure safe and healthy learning environments at sites where direct beneficiaries will receive project services. Improvements to the infrastructure of schools and other project service provision centers may include the construction of latrines and the digging of wells. Funding for construction should not exceed 10 percent of the project budget, however, Applicants unable to adhere to this threshold must either 1) consider proposing alternative sites to school for the delivery of project services, or 2) propose an alternate level of funding for construction, including a justification for the proposed amount in the Budget Narrative of the Cost Proposal. Applicants are also encouraged to work with local partners and communities to share costs in order to maximize available resources and promote sustainability. In addition to school environments, Applicants should consider the safety of any other training facility or public institution in which they enroll children or their household members.

b. Livelihoods

Applicants must also describe the ways in which services will promote sustainable livelihoods for households of target children, including services that enable households to choose schooling over child labor and help ensure a reduction in children's participation in exploitative labor. Some examples of such interventions might include improvements to the productivity and profitability of small businesses and family farms, including through activities improving the relevance of education, providing technical skills, organizing cooperatives, associations, and/or circles), alternative and additional livelihood opportunities for families, or the use of social welfare benefits such as the provision of take-home rations on condition of withdrawal of children from child labor and regular school attendance. Applicants should propose to link beneficiaries to already existing service programs, assist beneficiaries in obtaining services for which they are eligible, and/or secure extensions of such services to them. Applicants must propose services that address household sustainable livelihoods, including those that provide an extra incentive to choose schooling over child labor, and that are expected to help eliminate exploitative child labor. Some examples of household interventions might be increased access to:

- Nonformal education, particularly access to functional literacy programs such as: ERfKE I and II and microfinance organizations for the creation of small enterprises and microcredit opportunities for the working poor through organizations including: Ahli Microfinance Company, the Microfund for Women, Community Housing Fund (CHF International), the Jordan Micro Credit Company;
- Community-owned co-op enterprises;
- Vocational and skills development and training for better employment opportunities, such as those offered by the government's National Training and Employment Project initiative;
- National social protection and cash assistance programs, such as: financial support from the National Assistance Fund (including cash transfers conditional upon school attendance and health checks); the school feeding program, the food rations program, and free health care.

Examples of additional national strategies that address issues of poverty alleviation and sustainable livelihoods in Jordan are:

- The Jordan Poverty Alleviation Strategy, created in 2002, which develops a framework to improve education, health, and employment opportunities for the poor with a special focus on expanding the National Assistance Fund to extend its reach to greater numbers of vulnerable households, encourage work and support working families;
- The National Strategy for Microfinance (2005), which outlines the government's role as facilitator and the private sector's role as the main provider of microfinance services;
- The National Strategy for Agricultural Development 2002-2010, which aims to diversify and improve rural livelihoods by strengthening the rural population's access to technology and resources;
- The *Development Employment Fund* (DEF), which is a government lending institution that offers credit as well as insurance, capacity building, and technical training to entrepreneurs and microfinance institutions (MFIs). Thirty percent of the DEF's funds go to borrowers in rural areas. The DEF also provides direct loans to individuals, a maximum of $2100 per borrower, as well as group loans;
- The *Higher Council for Youth*, which is responsible for setting the national policy for youth and setting plans and programs, such as licensing youth clubs, establishing youth centers, proposing youth-related legislation for youth ages 12-24 years. The Council operates through local directorates for youth and youth centers; and
- The *Enhanced Productivity Program*, which is a Government initiative to enhance productivity and alleviate poverty and unemployment for rural and disadvantaged persons and to increase access to opportunities in the governorates for sustainable enterprise development and community and infrastructure development.

Applicants proposing to create new service programs must describe their strategy for securing the government commitment and ownership to ensure that such services will continue beyond the life of the project.

While the Applicant is responsible for developing packages of services based on the needs of the targeted direct beneficiary group. Applicants should note that their implementation strategy will be further refined after award in coordination with the USDOL-funded external evaluation contractor (See Section III A).

2. Strengthening Policies and Capacity on Child Labor, Education, and Sustainable Livelihoods

USDOL considers strengthening country capacity to combat exploitative child labor and promote quality education and other sustainable livelihood strategies in Jordan as critical for achieving the country's long-term impact in this effort. Applicants are required to contribute to improvements in country capacity to address child labor and its root causes. Projects funded under this solicitation must strengthen the capacity of local and national Jordanian institutions to combat child labor in a variety of ways, including: promoting access to and improving the quality of basic education; ensuring that the national education system is responsive to the needs of children formerly engaged in exploitative child labor; actively supporting children's school entry/return, regular attendance and performance; and promoting sustainable livelihoods. To the extent feasible, projects should work with the Government of Jordan towards the elimination of the costs associated with schooling, which often create a barrier to education in Jordan. Applicants should also consider strategies to address the relevance of education, including the long term payoff of education in providing school graduates with the skills and knowledge necessary to acquire quality jobs upon completion of their studies. Applicants are encouraged to partner with business to create new jobs, provide seed capital for youth to start their own business, including working with religious organizations to do so.

Applicants should consider strengthening national and local mechanisms to enforce Jordan's child labor and education laws and propose creative ideas that address the nexus between better law enforcement, the reduction of exploitative child labor, and the improvement of educational opportunities and the promotion of sustainable livelihoods for children and households. Improved country capacity in Jordan may be demonstrated through project activities such as those that contribute to the: 1) adaptation of Jordan's legal frameworks to international standards related to child labor, 2) integration of child labor into specific policies or programs at the national, regional, or sectoral level, 3) expansion of child labor concerns in relevant development, social, and anti-poverty policies and programs, 4) establishment or improvement of a child labor monitoring system (CLMS).

Projects funded under this solicitation must also strengthen the capacity of local and national institutions to combat child labor, promote access to and improve quality of basic education, ensure that the national education system is responsive to the needs of children formerly engaged in exploitative child labor and actively supports their school entry/return, and regular attendance, and support. Where applicable, and to the extent feasible, Applicants should also consider proposing to work with the Jordanian Government to:

- Streamline and coordinate multiple strategies and action plans that have objectives to combat exploitative child labor;
- Eliminate direct or indirect school fees that create a barrier to education; and

3. Raising Awareness on Exploitative Child Labor, its Root Causes, and the Importance of Education

Projects funded under this solicitation must also raise public awareness of exploitative child labor in selected areas in Jordan, its root causes, the importance of education to combat it, and the existence of government policies and social programs to support households with children actively working or at high-risk of working (See Appendix A). As part of their overall strategy, Applicants should propose awareness raising activities and social mobilization campaigns that promote an understanding of child labor and create a sustained impact on key stakeholders' knowledge, attitudes, and practices on these issues. The awareness raising strategy must encourage the reduction of children in the worst forms of child labor in Jordan and encourage community-led improvements in the quality of education and the provision of livelihood services, including activities promoting "safe schools," the adaptation of relevant curricula, and expanded teacher training, and other improvements to existing educational infrastructure that can provide a stronger incentive for children to remain in school rather than drop out to work. Activities should also consider increasing awareness of the importance and relevance of education to increase understanding of the long-term and future benefits of sending a child to school. Applicants should consider the use of new technologies in designing their awareness raising strategies.

4. Needs Assessment and Other Research

In designing the project, a needs assessment is required to inform project interventions and identify the factors contributing to children's involvement in exploitative child labor; barriers to education; gaps in current service provision; unmet needs; and opportunities to be addressed through a USDOL-funded project. Needs assessments include information on prevalence of exploitative child labor and the worst forms of child labor occurring in the target geographic area(s) among proposed direct beneficiaries; sector(s) of work, including industries and occupations; hours and conditions of work; age and sex distribution of direct beneficiaries; educational performance of beneficiaries relative to other children; economic and social profile of targeted households; and any research or other data that might indicate correlations between child labor, sustainable livelihoods, and educational performance. Preliminary identification of the children and households proposed as target project beneficiaries and initial proposed selection criteria for direct beneficiaries can also be informed by the needs assessment.

Applicants are also required to conduct a needs assessment and develop a plan to inspect schools and other learning environments that children and adult direct beneficiaries will attend. Assessments must identify environments with conditions that present risk of illness or injury to the health or safety of individuals; and develop an action plan for mitigating these conditions during the life of the project.

In addition, projects must support research on exploitative child labor and its root causes that fill existing gaps in knowledge about child labor in Jordan. Small-scale research studies should be conducted to increase the knowledge base on child labor and support the project's overall objectives. Applicants must propose strategies for using information to raise awareness, enhance the quality of services provided to beneficiaries, and formulate more targeted and coordinated responses to combat exploitative child labor in Jordan. Applicants should consider engaging local research organizations, especially universities and think tanks to design and conduct the proposed research activities. The Applicant's dissemination strategy should ensure that the project's research outputs including data sets and reports, endure beyond the life of the project.

To increase the knowledge base on child labor, and as needed to support the project's overall objectives, Applicants should consider conducting small-scale research studies on specific aspects of exploitative child labor in Jordan, but also on the unconditional worst forms of child labor if relevant, considering the dearth of systematic and reliable data available on these forms. If small-scale research studies are conducted during the period of performance, USDOL expects Applicants to use innovative ways of disseminating the findings and use this information to raise awareness, enhance the quality of services provided to direct beneficiaries, and formulate targeted and coordinated responses to exploitative child labor in Jordan.

5. Supporting Evaluation and Data Collection in Consultation with USDOL External Contractor

a. USDOL Expectations for Monitoring and Evaluation

USDOL places a high level of importance on monitoring and evaluation. Independent of this solicitation, USDOL will award a contract to a private entity to work with the grantee to carry out a baseline survey and evaluation services. Applicants should note that, post-award, they will be required to work in collaboration with the USDOL-funded external contractor to develop a monitoring and evaluation plan, which will be based on the outcomes of a needs assessment and baseline survey. Applicants must include a line item in their budgets for Monitoring and Evaluation and Data Collection of at least five percent of their total budget (See Section III.F. for information about budget requirements.)

b. Development of a Monitoring and Evaluation Plan and Grantee and Contractor Responsibilities

During the first six months of the project, Applicants are expected to collaborate with a USDOL-funded external contractor to develop a Monitoring and Evaluation (M&E) Plan. The M&E Plan will specifically identify what indicators will be reported on, how the indicators will be monitored and how baseline data will be collected. The M&E Plan will clearly outline the roles and responsibilities of the Grantee and the USDOL-funded external contractor in creating monitoring systems and the design and implementation of evaluations. Additionally, the M&E Plan will describe methods for data storage, processing, analysis, and reporting.

The development of the M&E Plan will include establishing targets from which to measure project success. The Grantee will be responsible for measuring and reporting on target goals. Applicants should include a list of potential targeting goals for measurement within their application. Strong applications will include targeting that is clearly measurable, feasible, and directly related to the larger USDOL goals and specific goals related to the situation in the particular country or region where the project will be implemented.

c. Baseline Survey

All Applicants are required to work with a USDOL external evaluation contractor to carry out a baseline survey that collects data on exploitative child labor, including working conditions; children's living conditions; and children's participation in education in the project's target areas. The baseline survey will also collect information on households to inform the selection of direct beneficiaries. Information from the project's baseline survey must be used to: a) develop reliable project targets and identify direct and indirect beneficiaries and b) inform project design and activities, including the identification and development of relevant services to project beneficiaries. Baseline data should be used to establish benchmarks, contribute to the measurement of project impact, and inform management decisions through the period of project performance. The USDOL external contractor will conduct baseline data collection within the first seven months of the cooperative agreement. Applicants should coordinate any desired project data collection with the baseline survey as to avoid redundancies in data collection. Applicants may use the information gathered by the baseline survey to adjust project goals, outcomes, and services as appropriate.

d. Performance Monitoring

All grantees are required to collect and report data as part of their performance reporting requirement to USDOL. USDOL will use data to meet its reporting obligations under the Government Performance and Results Act (GPRA). Among other information, grantees will be required to collect data on livelihood services provided (number of household receiving livelihood services), education (number of target children receiving educational services disaggregated by gender); and host country capacity building. USDOL common GPRA indicators and other information on required data will be provided after award.

Required data will be identified in the development of the M&E Plan, as will project-specific indicators. Project specific indicators will be developed with key stakeholder input during the post-award design of the M&E Plan. The combination of these indicators will allow the grantee to assess whether goals, objectives, and outcomes have been achieved as intended and whether adjustments need to be made to the project. The grantee will be required to report on progress achieved, barriers encountered and efforts to overcome these barriers as part of its 6-month reporting requirements. Monitoring data and information will be designed to complement and enhance the evaluation information. Grantees must use this information to manage the project and assure continuous quality improvements.

The project design must include the Applicant's strategy and methodology for monitoring the project's direct beneficiaries and provide details on the components of the Applicant's proposed direct beneficiary monitoring system (DBMS). The Applicant should note that, in order to meet monitoring requirements, post-award, grantees, in coordination with the USDOL external contractor, are responsible for developing a final DBMS to be included in the M&E Plan. The DBMS should track the educational and livelihood services that project beneficiaries are receiving. Applicants will be expected to propose an effective strategy for monitoring direct beneficiaries (both children and households) at regular intervals and for specified periods of time (throughout the period of service provision and/or until the end of the project) within the M&E plan. This information will allow the project to assess whether project beneficiaries demonstrate the intended outcome of the project—reducing child labor—and that children do not revert back to exploitative child labor. Please also see section III.F.1.b. for more information on the allocation of funds for monitoring.

6. Promoting Long-Term Sustainability of Efforts to Combat Exploitative Child Labor and Improve Livelihoods

Given the limited resources and timeframes of USDOL-funded projects, projects must develop strategies and activities to promote the long-term sustainability of efforts to combat exploitative child labor and promote

education and livelihood services in Jordan. Issues of sustainability should be incorporated at all stages of a project; including design, staffing, implementation, and evaluation. For USDOL, sustainability in Jordan will be linked to project impact and the ability of individuals, communities, organizations, and the government to ensure that activities or changes implemented by the USDOL-funded project carry on after the project has ended. Applicants must also propose a comprehensive strategy for building local capacity in Jordan as a means to promote the sustainability efforts to combat exploitative child labor beyond the life of the project. Applicants' strategies should explain how sustainability will be achieved by the end of the project according to the project's specific objectives.

As part of their sustainability strategy, Applicants are encouraged to involve stakeholders essential to continuing key activities beyond the life of the project, including children and members of their households. Applicants should also identify key individuals and/or organization(s) in Jordan, including national and/or local government ministries, nongovernmental organizations (NGOs), and community-based, faith-based, rural, refugee, and/or urban organizations that could potentially contribute to long-term efforts to combat exploitative child labor and work to build their capacity over the course of the project. Though the Applicant cannot award subgrants or subcontracts to the Government of Jordan, to the extent possible, Applicants should consider partnering with other individuals and/or organizations through these mechanisms. Such partnerships may be used to promote sustainability by strengthening the capacity of such organizations in areas including: administrative and financial management, technical assistance, project management, advocacy, and awareness-raising on child labor issues. In order to achieve sustainability, Applicants should consider linking children and members of their households to existing services, and expanding, extending, and/or scaling up the services provided to the target beneficiaries.

Where feasible and appropriate, Applicants should consider working with local stakeholders and the current USDOL-funded child labor project implemented by CHF International.

If appropriate, Applicants should consider working with local stakeholders to develop a sustainable CLMS, including community-based systems, which could facilitate government efforts to monitor children's work and educational status after the project ends and enforce the country's child labor and education laws.

B. Target Population

1. Beneficiaries

Based on a needs assessment, Applicants must present a clear indication of the defining characteristics and specific criteria they plan to use to identify: 1) children engaged in exploitative child labor, and 2) children at "high-risk" of entering exploitative child labor; and 3) households to receive livelihood services that will help make them less reliant on child labor to meet basic needs. The target populations must be classified in two ways, children and households. Children receiving project services must be under the age of 18 years, and either engaged in exploitative labor or at high-risk of becoming engaged in such activities. An overall assessment of each child will determine the most appropriate type of educational service to be provided. Applicants must provide an initial set of criteria that will be used to categorize a child as "engaged in exploitative work in the sector selected by the Applicant" and "at high-risk of becoming engaged in exploitative labor." These criteria may be refined once baseline data is collected.

Applicants targeting children 12 to 15 or younger should propose strategies for withdrawal or prevention of children from exploitative labor. In addition to such withdrawal and prevention strategies, Applicants targeting older children or youth, particularly children ages 16 to 17 years, should also consider occupational safety and health interventions, as a means for reducing exploitative child labor and transitioning children into safe, acceptable work.

2. Sectors and Geographic Areas

Applicants are expected to outline criteria that will be used for the identification of households in their original proposal. The pre-award criteria for identifying households should include an analysis of household incomes, and

exposure to other risks, such as food insecurity, inability to meet basic needs, poor health and limited access to healthcare. In addition, Applicants must propose to target children and households in one or more of the following geographic areas where exploitative child labor or extreme poverty that puts children at high-risk of becoming engaged in exploitative labor is most prevalent. These areas include rural and urban or semi-urban areas, the "pockets of poverty" identified by the Ministry of Planning and International Cooperation (MoPIC), and areas described in findings from the *National Child Labor Survey* and information from other USDOL-funded projects, including projects with ILO-IPEC and CHF International. Such areas may include, but are not limited to, areas of the poorest governorates such as Maan, Mafraq, Tafiela and Ajlun and areas in highly-populated areas such as Amman, Zarqa and Irbid.

Where relevant, applicants should make special efforts to include:

- Poor/marginalized populations, including migrant families;
- Children, particularly girls, whose work may not have been captured in the *National Child Labor Survey* given its hidden nature (*i.e.*, domestic work, commercial sexual exploitation, and seasonal agriculture); and
- Children working in tourist areas.

C. Technical Proposal Requirements

All proposals in response to this solicitation must: (1) demonstrate an understanding of the context for exploitative child labor in Jordan; (2) specify the inclusion of education services (formal, non-formal, vocational and skills training) as a component of all proposed direct intervention(s) for child beneficiaries; (3) define the target populations for the project and livelihood strategies to support their households; and (4) demonstrate specifically how the project would link to OCFT's five goals for eliminating exploitative child labor.

Applicants must submit a footnoted and detailed program strategy demonstrating a thorough understanding of the context and the implementing environment in their proposed geographic areas of intervention. Applicants should make a clear and logical link between the gaps and realities that exist in the targeted geographic areas. Applicants must also demonstrate a solid understanding of child labor in Jordan, including:

- The root causes of exploitative child labor in Jordan and how they may vary by proposed target geographic areas (*i.e.*, rural, urban, semi-urban) and by work sectors (*i.e.*, small and informal business, trades, agriculture, construction, street work, etc.);
- The existing national and ILO definitions of child labor in targeted sectors, including existing gaps and "grey areas" that might be specific to Jordanian legislation or on-the-ground practice;
- The kind of work and tasks that children are involved in per geographic region and/or sector, including: hours worked, working conditions/environment, school attendance or lack thereof, etc.;
- General demographic details of family, including size, social/economic status, social, economic and other services available or received (such as cash or other forms of assistance/subsidies from government or non-governmental programs), work performed by other family members, etc.;
- Alternative/sustainable livelihood gaps and opportunities available to children (of legal working age) and their families (households) in targeted geographic areas;
- The accessibility of basic education (primary, secondary and vocational/skills training) for targeted children in specified geographic areas, including for children who have been out of school for more than 3 years;
- The quality (including relevance) of the education available to targeted children (and gaps) in specified geographic areas; and
- Existing and operational programs and services, provided either by national or local governments, or in collaboration with other entities, aimed to help vulnerable children and their families in targeted areas, <u>or</u>, remaining gaps/needs in service provision.

In order to enhance sustainability, Applicants must design projects that will complement existing efforts to combat exploitative child labor and promote education and sustainable livelihoods in Jordan, and, to the extent possible,

collaborate and coordinate with stakeholders currently engaged in these efforts and secure assistance from third parties in support of these purposes. Where appropriate, Applicants are encouraged to facilitate the use of successful models to serve a greater number of children and communities. USDOL has informed host government ministry officials of the proposed award. In order to avoid duplication, enhance collaboration, expand impact, and develop synergies, Applicants are required to discuss proposed interventions, strategies, and activities with host government officials and work cooperatively with government stakeholders at the national and/or local level, including relevant ministries or government bodies during the preparation of their applications and in developing project interventions. Applicants should consider partnerships to consult and collaborate with entities including:

- The Ministry of Labor and its:
    - Child Labor Unit, which heads the National Committee to Combat Child Labor responsible for coordinating 13 governmental agencies and NGOs to combat child labor;
    - Labor inspectorate, with its 10 labor inspectors appointed as regional leads, which monitors and enforces child labor; and
    - Public/private partnerships, which includes a child labor surveillance team that consists of a union of inspectors and local organizations that work together in 8 governorates to identify child labor violations.
- The MoPIC, which coordinates the Government's socio-economic policies, programs and priorities. The Ministry's Aid Coordination Unit brings greater coherence to development assistance operations and enhances their impact and effectiveness.
- The National Council for Family Affairs, which coordinates the efforts of government and leading children's rights organizations to combat exploitative child labor; and
- The Ministerial Committee on Trafficking, which coordinates all government anti-trafficking efforts
- The Higher Council of Youth, (which replaced the Ministry of Youth), which has organized a technical committee that represents all Governmental and non-Governmental sectors and relevant international organizations.
- ILO Project to Combat Forced Labor and Trafficking, which ended in August 2010. This initiative sought to strengthen law enforcement in Jordan including identifying, investigating and prosecuting human trafficking and forced labor offences and raising awareness about trafficking.
- Better Work Jordan, which includes the promotion of core ILO Fundamental principles; social dialogue amongst all relevant stakeholders; and training and assistance to strengthen the capacity of the labor inspectorate.

Applicants are also expected to work with other key stakeholders and organizations working to address child labor and its root causes including international organizations; NGOs; universities and think tanks, national steering/advisory committees on child labor and education; faith and community development associations; trade unions, employers' and teachers' organizations; and children engaged in exploitative child labor and members of their households. Applicants are encouraged to establish public-private partnerships, soliciting assistance from non-Federal third parties who support the goals of this solicitation. Examples include engaging in partnerships with business entities and individual business leaders to reduce child labor and increase educational opportunities and livelihoods support for direct beneficiaries; provide scholarships; donate goods; provide mentoring and volunteering by employees; assist in awareness raising; and provide internships for children and teachers during vacation periods to help them improve leadership and other skills.

Applicants must coordinate with and seek to complement or build upon existing USDOL-funded child labor activities, including data collection efforts conducted through an ILO SIMPOC survey and support the current CHF International child labor elimination project to combat exploitative child labor. Applicants must seek to connect the poorest families with available pension benefits and services from governmental and nongovernmental sources in their communities and appropriate apprenticeship opportunities, and support other recommendations highlighted in those projects' evaluations. Applicants are also encouraged to coordinate with projects funded by relevant U.S. Government agencies, such the U.S. Department of State (USDOS) and the U.S. Agency for International Development (USAID), and relevant activities such as support for family-centered social services, water, education, health services, and support to youth.

D. Eligible Applicants

Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s) capable of successfully combating exploitative child labor and developing and implementing educational and livelihoods programs to serve them is eligible to apply provided that they meet the requirements outlined below, which apply to all Applicants and any proposed subgrantees or subcontractors. Applications from foreign governments and entities that are agencies of, or operated by or for, a foreign state or government will not be considered. Applications from organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended will not be considered. Applicants are not allowed to charge a fee (profit) associated with a project funded by USDOL under this award. Lack of past experience with USDOL cooperative agreements, grants, or contracts is not a bar to eligibility or selection under this solicitation.

Applicants must be in compliance with all audit requirements, including those established in OMB Circular A-133. For Applicants that are U.S.-based non-profit organizations and subject to the Single Audit Act, failure to conduct annual single audits or comply with single audit submission timeframes established in OMB Circular A-133 will result in an application being considered non-responsive and being rejected. For Applicants that are foreign-based or for-profit organizations, failure to submit the most current independent financial audit will result in an application being considered non-responsive and rejected. In addition, the submission of any audit report that reflects adverse opinions will result in the application being considered non-responsive and rejected.

Applicants must demonstrate presence in Jordan— either independently or through a relationship with another organization with country presence (*i.e.,* a subgrantee or subcontractor)— enabling the Applicant to initiate program activities upon award of the cooperative agreement. In the event of award, within 60 days, the grantee must provide either a written subgrant or subcontract agreement with such entity, acceptable to USDOL, or an explanation as to why that entity will not be participating in the cooperative agreement. USDOL reserves the right to re-evaluate the award of the cooperative agreement in light of any such change in an entity's status and may terminate the award if deemed appropriate. The Government of Jordan must formally recognize the Applicant using the appropriate mechanism (*e.g.,* Memorandum of Understanding, local registration of the organization) within 60 days of the signing of the cooperative agreement.

For the purposes of this solicitation and cooperative agreement awards, the Grantee will be the sole-entity: 1) to act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project; 2) with authority to withdraw or draw down funds through the Department of Health and Human Services-Payment Management System (HHS-PMS); 3) responsible for submitting to USDOL all deliverables, including all technical and financial reports related to the project (See Section V.C.); 4) that may request or agree to a revision or amendment of the cooperative agreement or the Project Document; and 5) responsible for working with USDOL to close out the project.

Each grantee must comply with all applicable Federal regulations and is individually subject to audit. In accordance with 29 Code of Federal Regulations (CFR) Part 98, entities that are debarred or suspended from receiving Federal contracts or grants shall be excluded from Federal financial assistance and are ineligible to receive funding under this solicitation.

E. Other Eligibility Criteria

1. Dun and Bradstreet Number(s)

DUNS is an acronym that stands for "Data Universal Numbering System," and DUNS numbers are unique nine-digit numbers used to identify businesses. Applicants must include their unexpired Dun and Bradstreet/ DUNS number in the organizational unit section of Block 8 of the SF-424. To obtain a DUNS number free of charge, call 1-866-705-5711 or access the following Web site: http://www.dnb.com/us/. Requests for exemption from the DUNS number requirement must be made to the Office of Management and Budget (OMB), Office of Federal

Financial Management at 202-395-3993. Any Applicant that does not already have a DUNS number should consider starting the process of obtaining their DUNS number as soon as possible in order to avoid delays that could result in the rejection of an application.

After receiving a DUNS number, Applicants must also register as a vendor with the Central Contractor Registration (CCR) through the following Web site: https://www.bpn.gov/ccr/ or by phone at 1-888-227-2423. CCR should become active within 24 hours of completion. For any questions regarding registration, please contact the CCR Assistance Center at 1-888-227-2423. After registration, Applicants will receive a confirmation number. The Point of Contact listed by the organization will receive a confidential password, known as a Trader Partnership Identification Number (TPIN) via mail.

2. Requirements for Application Responsiveness

USDOL's Office of Procurement Services will screen all applications for responsiveness. Applications will be considered non-responsive and will be rejected for any one of the following reasons:

1. Failure to submit application by Grants.gov (http://www.grants.gov) or hard copy via the U.S. Postal Service or other delivery service, such as Federal Express, DHL, or UPS;
2. Failure to include the required DUNS number(s) or proof of OMB exemption(s) from the DUNS number requirement;
3. Failure to submit both a completed cost proposal and a completed technical proposal;
4. Failure to include all of the required documents in the cost proposal or technical proposal, as outlined in section III.F.1. and III.F.2. (and Appendices B and C), respectively;
5. Failure to include all required audit report(s);
6. Submission of an application with budget beyond maximum amount available, $ 4 million for Jordan;
7. For U.S.-based non-profit organizations, failure to comply with annual single audit completion and submission timeframes established in OMB Circular A-133;
8. Inclusion of an audit report(s) that reflects adverse opinions;
9. Failure to designate key personnel candidates or not including résumés and signed letters of commitment for key personnel candidates; or
10. Responses to any country other than that under this solicitation.

If an application is deemed non-responsive, the Office of Procurement Services will send a letter to the Applicant, indicating the reason for the determination of non-responsiveness and explaining that the technical review panel will be unable to evaluate the application. If the application is deemed non-responsive due to being incomplete, this letter will indicate which document was missing from the application.

F. Application Package

This solicitation contains all of the necessary information, including information on required forms, needed to apply for cooperative agreement funding. The application package for this solicitation can be downloaded and viewed from Grants.gov by referencing Funding Opportunity Number 10-10. In order to view the application package and submit applications on Grants.gov, Applicants will need Pure Edge Viewer software, which can be downloaded free from http://www.grants.gov/applicants/apply_for_grants.jsp. A brief synopsis of this solicitation will also be published in the Federal Register. The full-text version of this solicitation may be accessed on Grants.gov and USDOL/ILAB's Web site at http://www.dol.gov/ILAB/grants/main.htm. All applications must be submitted by 5:00 p.m. Eastern Standard Time (EST) on November 5, 2010 via Grants.gov or hardcopy. Submission instructions can be found in section III.G.

The application package must consist of two separate parts: 1) a Cost Proposal and 2) a Technical Proposal, if either is missing, the application will be considered non-responsive and will be rejected. Unless otherwise specified, all documents identified in this section must be included in the application package for the application to be considered complete and responsive. Documents listed as either "optional" or "as applicable," are only required

in cases where Applicants, 1) propose Cost Sharing (See III.F.1.*e*.); 2) are proposing to use subgrantees or subcontractors. Applicants should pay close attention to instructions concerning these documents, in order to ensure that their application package contains all the documents required for their particular situation.

Applicants' Cost and Technical Proposals must address the entire scope of work outlined in section III.A.

Applicants should number all pages of the application. All parts of the application must be written in English. Any additional documentation submitted that is not required or specifically requested under this solicitation may not be considered. Any required or additional supporting documents submitted in languages other than English may not be considered.

1. Cost Proposal Format

Part I of the application, the cost proposal, must address the Applicant's financial capacity to plan and implement the proposed project in accordance with the provisions of this solicitation. The cost proposal must contain the SF-424 Supplemental Key Contacts Information; SF-424 Application for Federal Assistance; the SF-424A Budget Information; a detailed Outputs-Based Budget and an accompanying Budget Narrative; and the Indirect Cost Form and supporting documentation, as applicable. The cost proposal must be organized according to the format provided in Appendix A. All SF-424 forms, including those required for this solicitation are available on Grants.gov. In addition, the SF-424 forms, the Indirect Cost Form, and a sample Outputs-Based Budget are available from USDOL/ILAB's Web site, http://www.dol.gov/ilab/grants/bkgrd.htm.

a. Standard Forms

Applicants must include the SF-424 Supplemental Key Contacts Information in their cost proposal. This form must list the name, position title, address, telephone and fax numbers, e-mail address and other information for a key contact person at the Applicant's organization.

The Applicants' SF-424 Application for Federal Assistance and the SF-424A Budget Information must reflect the entire amount of funds being requested under this solicitation and if applicable, the amount of any cost sharing proposed by the Applicant.

All Applicants are advised that all costs for proposed construction activities that are: 1) over $ 5,000; and/or 2) for the construction of a permanent structure, such as latrines and wells, must be reported on the SF-424A under section B.(6).g.

b. Outputs-Based Budget

The cost proposal must contain a detailed Outputs-Based Budget that corresponds to the Applicant's SF-424A. This budget must comply with Federal cost principles (which can be found in the applicable OMB Circulars) and the requirements listed below in section III.H. All projected costs must be included in the Applicant's Outputs-Based Budget, as this budget will become part of the cooperative agreement in the event of award. Any costs omitted by the grantee may not be allowed to be included after award.

The detailed Outputs-Based Budget must: 1) show how the budget reflects project goals and design in a cost-effective way, and 2) link the budget to the activities, objectives, and outputs reflected in the Project Design Narrative, Work Plan, and Logic Model. The largest proportion of project resources must be allocated to direct educational services for targeted children, services to promote improved livelihoods for their households and other direct services and project interventions aimed at children and members of their households who are targeted as direct beneficiaries of the project, rather than direct and indirect administrative costs. In their proposals, Applicants must provide a breakdown of total administrative costs into direct administrative costs and indirect administrative costs. The Grant Officer reserves the right to negotiate administrative cost levels prior to award.

The Outputs-Based Budget must detail the costs for performing all of the requirements presented in this solicitation and for producing all required reports and other deliverables outlined in section V.C. Therefore, the project budget must include sufficient funds: 1) to develop, implement and sustain a DBMS; 2) to conduct studies

pertinent to project implementation and monitor, report on, and evaluate programs and activities; and 3) to finance appropriate in-country and international travel, including required meetings with USDOL.

Applicants must set aside a total of at least five percent of the project budget to cover the costs associated with project monitoring including: 1) development of DBMS; 2) regular collection and processing of monitoring data for project beneficiaries at the child and the household level; 3) development of monitoring guidelines (in multiple languages, as appropriate) for all project partners responsible for providing direct services to children and members of their households; 4) the development and implementation of a system and process for validating monitoring information; and 5) meeting reporting requirements as discussed in section V.C. Applicants are expected to allocate sufficient resources to conduct proposed studies, assessments, and research activities. This includes costs associated with conducting a needs assessment on school conditions and a research dissemination strategy as described in section III.A. Applicants must also allocate funds for travel by the Project Director and/or other key personnel based in the field to meet annually with USDOL officials in Washington, D.C. or another site determined by USDOL. Applicants based both within and outside the United States must budget for the Project Director and/or another key personnel staff member to travel to Washington, D.C. for a post-award meeting, which will be held within two months of award (*i.e.*, prior to December 31, 2010).

Applicants must also comply with annual single audits or attestation engagements requirements, as applicable. Costs for these audits or attestation engagements may be included in direct or indirect costs, whichever is appropriate, in accordance with the cost allocation procedures approved by the U.S. Federal cognizant agency. Requirements related to annual single audits and attestation engagements can be found in section V.2.

The Applicant's Outputs-Based Budget must include a contingency provision, calculated at five percent of the project's total direct costs, as USDOL will not provide additional funding to cover unanticipated costs. The use of contingency provision funds for USDOL-funded projects is intended to address circumstances affecting specific budget lines that relate to one or more of the following: 1) inflation affecting specific project costs; 2) UN System or foreign government-mandated salary scale or benefits revisions; and 3) exchange rate fluctuations. However, USDOL also recognizes that certain extraordinary and unforeseen circumstances may arise and result in a need for exceptions to these uses of contingency provision funds and a need for budget modifications or time extensions. These include: 1) changes in a country's security environment; 2) natural disasters; 3) civil or political unrest/upheavals or government transitions; or 4) delays related to loss of or damage to project property.

Applicants must provide a justification for any proposed housing costs, housing allowances, and/or personal living expenses in their Budget Narrative. Housing costs, housing allowances, and/or personal living expenses (*e.g.*, dependents' allowance) of project staff may only be included in the project budget if they are accounted for as direct costs of the project, not as fringe benefits or indirect costs.

The project budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) submitted with the application must include all necessary and sufficient funds, without reliance on other contracts, grants, or awards to implement the Applicant's proposed project activities and to achieve proposed project goals and objectives under this solicitation. If anticipated funding from another contract, grant, or award fails to materialize, USDOL will not provide additional funding to cover these costs.

c. Budget Narrative

The cost proposal must include a Budget Narrative that corresponds to the Outputs-Based Budget. The Budget Narrative must include a detailed justification, broken down by line item, of all of the Applicant's costs included in the Outputs-Based Budget.

d. Indirect Cost Information

The cost proposal must also contain information on the Applicant's indirect costs, using the form provided on USDOL/ILAB's Web site at http://www.dol.gov/ilab/grants/bkgrd.htm. Applicants must include one of the applicable supporting documents in their application: 1) a current Negotiated Indirect Cost Rate Agreement (NICRA) or 2) a Certificate of Direct Costs, if no indirect costs are claimed.

e. Cost Sharing (optional)

This solicitation does not require Applicants to share costs or contribute matching funds, in-kind contributions, or other forms of cost sharing. However, Applicants are encouraged to do so. Applicants that propose matching funds, in-kind contributions, and/or other forms of cost sharing must indicate their estimated dollar value in the Standard Form (SF) 424 and SF-424A submitted as part of the cost proposal. In the event of award, these funds will be incorporated into the cooperative agreement and Grantees will be: 1) required to report on these funds to USDOL in quarterly financial status reports (SF-425), and 2) liable for meeting the full amount of these funds during the life of the cooperative agreement. Matching funds, in-kind contributions, and/or other forms of cost sharing indicated on their SF-424 and SF-424A are subject to Federal cost principles and all provisions outlined in section III.H. Applicants must indicate the nature; source(s) of funds and/or in-kind contributions; the amount (or estimated value) in U.S. Dollars; and the proposed project activities planned with these resources. Applicants should clearly describe how the programs, activities, or services provided with these funds or contributions will complement and enhance project objectives.

If proposed matching funds, in-kind contributions, and/or other forms of cost sharing come from subgrantees and/or subcontractors, the value of the cost share must not be directed to the Applicant or its employees for their benefit. The cost share may only be used to support the work of the project or defray its costs. Applicants may not make the award of a subgrant or subcontract contingent upon a subgrantee or subcontractor agreeing to provide matching funds.

Applicants must note the definitions of the following key terms pertaining to cost sharing, and employ these terms effectively in their application as applicable:

- "Cost Sharing" means any method by which the Grantee accomplishes the work of the grant, or work that supports or enhances the goals of the grant, with funds or other things of value, obtained from the Grantee and/or non-Federal third parties. These methods may include, but are not limited to, "matching funds" and "in-kind contributions."
- "Matching Funds" means cash or cash equivalents, committed to the project by the Grantee and/or a non-Federal third party. A grantee will be responsible for obtaining such funds from the third party and applying them to the work of the grant. Failure to do so may result in USDOL's disallowance of costs in the amount of the committed matching funds.
- "In-Kind Contributions" means goods or services, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such goods or services from the third party and applying them to the work of the grant. Failure to do so may result in USDOL's disallowance of costs in the amount of the committed in-kind contributions.

f. Equal Opportunity Survey (optional)

All Applicants are requested, but not required, to complete and include the Survey on Ensuring Equal Opportunity for Applicants (OMB No. 1890-0014) in their applications; this form is provided on USDOL/ILAB's Web site at: http://www.dol.gov/ilab/grants/bkgrd.htm.

2. Technical Proposal Format

Part II of the application, the Technical Proposal, must address the Applicant's technical capacity to plan and implement the proposed project in accordance with the provisions of this solicitation. The Technical Proposal must respond to all of the requirements outlined in the section III, including the scope of work and relationship to USDOL's five goals, target population, and Technical Proposal requirements sections. Applicants must note that *following award*, selected organizations will be required to work with the USDOL-funded external evaluation contractor.

The Technical Proposal must contain all of the documents outlined below in section III.C. (as well as in Appendix C), except those specifically marked as "optional" or "as applicable". To facilitate the review of applications, Applicants must organize their technical proposals in the same order as below and in Appendix C:

a. Executive Summary

The Executive Summary must not exceed two single-sided, (8-1/2" x 11") double-spaced pages with 1-inch margins. Font size should be no less than 11-point and include the following information:

- Project title;
- Name of the Applicant;
- Proposed subgrantees or subcontractors (as applicable);
- Summary of the proposed project design and key project activities;
- Funding amount requested from USDOL (up to $ 4 million); and
- Total dollar value of matching funds, in-kind contributions, and other forms of cost sharing being proposed on the Applicant's SF-424 and SF-424A (as applicable).

b. Table of Contents

A Table of Contents listing all required documents and their corresponding page numbers must be included.

c. Project Design Narrative

The narrative must describe in detail, the Applicant's response to the entire Program Description, including the Scope of Work and Relationship to USDOL's Five Goals, Technical Proposal Requirements, and Target Population. The Applicant's project design narrative must not exceed 50 single-sided, double-spaced (8-1/2" x 11") pages with 1-inch margins. Font size should be no less than 11-point. All required annexes to the technical proposal do not count toward the 50-page limit for the project design narrative.

1. Background and Justification

This section must identify the geographic area(s) and sector(s) of work being targeted by the Applicant and provide a justification for these choices. This section must be based on the Applicant's needs assessment described in section III.A.*d.*, including a thorough review of literature available on child labor, sustainable livelihoods, and education issues in Jordan, and must demonstrate the Applicant's knowledge and understanding of all proposal requirements outlined in section III.C.

2. Project Design and Strategy

This section must discuss the Applicant's proposed project design and strategy for carrying out all requirements outlined in section III.A., including USDOL's Five Goals. In addition, Applicants should include the total number of direct beneficiaries to be served and propose specific criteria and the process for selecting direct beneficiaries, which will be further refined in collaboration with the USDOL external contractor after award. This section should also identify the number of indirect beneficiaries to be served, and describe the types of services these indirect beneficiaries will receive from the project. Applicants should also document their ability to collect and report on the required performance indicators including a description of the data collection plan, management, analysis and reporting. Applicants should describe how data will be used to manage the project and assure continuous quality improvement. Applicants should also describe how it plans to communicate definitions, targeting requirements, and monitoring processes and procedures to its partners to ensure full compliance and adherence with project monitoring and evaluation processes and procedures.

3. Organizational Capacity

This section must present the qualifications of the proposed Applicant and/or any proposed subgrantees and/or subcontractors to implement the project.

International and U.S. Government Grant and/or Contract Experience

This section must provide a brief overview of the information presented by the Applicant in Annex C of their technical proposal. Applicants should highlight any experience they may have with implementing projects to 1) withdraw or prevent children from exploitative child labor through the provision of direct educational services; 2) provide basic, transitional, non-formal and vocational education programs to children; 3) improve country capacity to combat exploitative child labor and/or improve access to, and quality of, basic education; 4) promote sustainable livelihoods including through provision of services related to skills training, micro-lending, micro-savings,

employment generation, alternative/additional income generation, and 5) promote sustainability. Annex C of the Technical Proposal must include information on the Applicants, subgrantees, and subcontractors, if applicable, previous and current grants, cooperative agreements, and/or contracts funded by USDOL, other Federal agencies, and other donors, including the Government of Jordan.

Country Presence and Host Government Support
In this section, Applicants must address their organization's country presence and ability to start up project activities in Jordan prior to signing a cooperative agreement. Applicants should also discuss their ability to work directly with government and NGOs, including local organizations and community-based organizations (CBOs), and their past experience working with these stakeholders. Applicants may submit supporting documentation in Annex F of the Technical Proposal demonstrating country presence and/or outreach to host government ministries and NGOs operating in Jordan.

Fiscal Oversight
In this section, Applicants must provide a narrative description and evidence that their organization has a sound financial system in place to effectively manage the funds requested under this solicitation. Applicants' (including subgrantees and subcontractors, if applicable) most recent audit reports must be submitted in Annex G of the Technical Proposal. See section V.B.2 for specific audit requirements.

Personnel and Project Management Plan
This section of the Technical Proposal must include information on the Applicant's key personnel and other professional personnel, and must address each candidate's level of competence, past experience relevant to this solicitation, and qualifications to perform the requirements outlined in section III.A. It must also include information on the project's management plan. This section should summarize the information presented in Annex D and Annex E of the Applicant's Technical Proposal.

4. Key Personnel
Applicants must identify all key personnel candidates being proposed to carry out the requirements of this solicitation. Together, the Project Director, Education Specialist, Livelihoods Specialist, and Monitoring and Evaluation Officer comprise the key personnel of USDOL-funded child labor projects and are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables.

1) The Project Director is responsible for overall project management, supervision, administration, and implementation of the requirements of the cooperative agreement. The Project Director will establish and maintain systems for project operations; ensure that all cooperative agreement deadlines are met and targets are achieved; maintain working relationships with project stakeholders (including subgrantees and/or subcontractors); and oversee the preparation and submission of technical and financial reports to USDOL. The Project Director must have a minimum of three years of professional experience in a leadership role in implementation of development projects relevant to this solicitation. Fluency in English is required and working knowledge of Arabic is recommended.

2) The Education Specialist is responsible for providing leadership in developing the technical aspects of this project related to education interventions, in collaboration with the Project Director. The Education Specialist must have at least three years experience in basic education projects in developing countries in areas including student assessment, teacher training, educational materials/ curriculum development, educational management, and educational monitoring and information systems. The Education Specialist must have an understanding of child labor issues, particularly the special educational needs of children withdrawn from exploitative child labor when they enter/return to school, and/or have experience working with this target population. This individual must have experience in working successfully with Ministries of Education, networks of educators, employers' organizations, and trade unions or comparable entities. A working knowledge of English and Arabic are recommended.

3) The Livelihoods Specialist is responsible for providing leadership in developing the technical aspects of this project related to sustainable livelihoods interventions, in collaboration with the Project Director. The

Livelihoods Specialist must have at least three years experience in projects promoting livelihoods interventions in developing countries in areas including skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation. The Livelihoods Specialist must have an understanding of child labor issues. This individual must have experience in working successfully with government ministries engaged in promoting improved livelihoods for households and the provision of social protection services, as well as experience working with employers' organizations, trade unions or comparable entities. A working knowledge of English and Arabic are recommended.

4) The Monitoring and Evaluation Officer is responsible for overseeing the implementation of the project's monitoring and evaluation activities, including the DBMS, and will act as the liaison and point of contact between a USDOL external evaluation contractor and the project. This individual must have at least three years progressively responsible experience in the monitoring and evaluation of international development projects or one year relevant experience combined with an advanced degree in statistics, public policy, economics, or related field. Relevant experience can include strategic planning and performance measurement, indicator selection, quantitative and qualitative data collection and analysis methodologies, database management, and knowledge of GPRA. A working knowledge of English and Arabic are recommended.

All key personnel must allocate 100 percent of their time to the project and live in Jordan. Key personnel positions must not be combined. Applicants are required to ensure that all proposed key personnel will be available to staff the project should the Applicant be selected for award. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project and their availability to commence work within 45 days of cooperative agreement award. The application will be considered non-responsive and rejected, if any key personnel candidates are not designated, or if any of the required documents in Annex E of the Technical Proposal are not submitted.

All key personnel should be employed by the Grantee or subgrantee. At a minimum the Project Director must be employed by the Grantee. Applicants proposing to divide key personnel positions between the Grantee and subgrantee must provide justification for why this is the most effective staffing strategy for the project. With the goals of utilizing existing expertise and enhancing local capacity in Jordan and utilizing project resources as effectively as possible, USDOL encourages Applicants to hire national/local staff for key personnel positions, to the extent possible. If either the Education Specialist or Monitoring and Evaluation Officer are not fluent in English, the Grantee must assume full responsibility for ensuring that this staff has a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents produced for submission to USDOL are in fluent English.

5. Other Professional Personnel

In this section, Applicants should identify any other professional program personnel deemed necessary for carrying out the requirements of this solicitation and provide justification for including these individuals together with any past experience and/or qualifications for serving on a USDOL-funded project. For all proposed professional personnel, résumés and personnel descriptions that include the candidates' project roles and responsibilities and their level of effort, must be included in Annex E of the Technical Proposal.

6. Project Management Plan

This section must discuss the Applicant's project management plan. This plan must correspond with Annex E and Annex D of the Technical Proposal and include a narrative description of the roles and responsibilities of and the project's management structure and lines of authority between key personnel, other professional personnel, and other project staff directly responsible for providing direct services to the project's direct beneficiaries. In the case that the project's key personnel would be employed by a subgrantee, the Applicant must provide rationale for this selection and an explanation of the staffing structure, including: lines of authority between key personnel and other staff providing services to project beneficiaries, supervision and performance evaluation for personnel from different organizations, procedures for concurrence on key implementation issues, and conflict resolution mechanisms.

7. Annexes

Annex A: Logic Model
Annex A must include a Logic Model detailing the sequence of actions that describe proposed project activities. The logic model must include inputs, outputs, outcomes, and may also consider assumptions and external factors that may influence the project. After award, the Grantee must use this information to develop a Logical Framework (Logframe) during the development of the M&E plan as described in section III.A.5.*b*. The Logic Model must be no longer than two pages. There are good resources available to help Applicants develop logic models. Two examples are: The University of Wisconsin Extension, available at http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html and The Kellogg Foundation, available at http://www.wkkf.org/knowledge-center/resources/2010/Logic-Model-Development-Guide.aspx.

Annex B: Work Plan
Annex B must contain the Applicant's Work Plan. The Work Plan must identify major project activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities. The Work Plan must correspond to activities identified in the Logframe and the Project Design Narrative. The Work Plan may vary depending on what is determined to be the most logical form (*i.e.,* it may be divided by project component or region depending on the project).

Annex C: Past Performance Table(s)
Annex C must contain the Applicant's Past Performance Table(s). This table must complement section III.F.2.c.3 of the Applicant's Project Design Narrative and provide information on the Applicant's grants, cooperative agreements, and/or contracts with USDOL, other Federal agencies, and other donors that are relevant to this solicitation. Applicants must include the following information in the table:

1. The agency, donor, or organization for which the work was done;
2. Name, phone and fax numbers, and e-mail address for a current contact person in that organization with knowledge of the project;
3. The project's name and instrument number of the grant, contract, or cooperative agreement;
4. The project's funding level, in U.S. Dollars;
5. The country of implementation and period of performance for the project; and
6. A brief summary of the work performed and accomplishments.

Agency/ Donor	**Contact Information**	**Name of the Project and Instrument Number**	**Funding Amount (in USD)**	**Country and Period of Performance**	**Brief Summary of Work Performed and Accomplishments**

* **Note:** A separate Past Performance Table must be completed for each subgrantee and/or subcontractor that will be providing direct services to the project's direct beneficiaries.

Annex D: Project Management Organization Chart
Annex D must contain the Applicant's Project Management Organization Chart. The chart must provide a visual depiction of the project's management structure and lines of authority among all key personnel, other professional personnel, and other project staff being proposed in section III.F.2.*c*.4. This chart must also include lines of authority among all organizations that will be responsible for key elements of project implementation, including providing direct educational services and other direct services to the project's direct beneficiaries (including subgrantees and/or subcontractors, as applicable).

Annex E: Personnel Descriptions, Résumés, and Letters of Commitment
Annex E must contain personnel descriptions (outlining roles and responsibilities) and résumés for all key personnel and other professional personnel being proposed by the Applicant, as well as signed letters from all

proposed key personnel, indicating their commitment to serve on the project and their availability to commence work within 45 calendar days of the cooperative agreement award. Each résumé must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last 5 years of employment to the present, including such information as the employer name, position title, clearly defined duties, and dates of employment;
- Salary information for at least the last 5 years of employment to the present;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the scope of work and perform effectively in the proposed position; and
- English and Arabic language abilities.

Annex F: Documentation of Country Presence and Host Government Support
Annex F must contain documents that corroborate the Applicant's representation in section III.F.2.*c*.3 demonstrating country presence. Such documentation could include official registration of the Applicant's organization in Jordan. Documents indicating the Government of Jordan's support for the Applicant may also be included in this Annex. Documentation can include a current Memorandum of Understanding between the Applicant and the host government and/or letters of support for the proposed project from the national and/or local government of Jordan.

Annex G: Audit Report(s)
Annex G must contain the audit report(s) of the Applicant and any proposed subgrantees and/or subcontractors (as applicable). The following audit attachments are required, depending on the organization's status: 1) the Applicant's most recent single audit, as submitted to the Federal Audit Clearinghouse, if the Applicant is a U.S.-based, non-profit organization already subject to the single audit requirements. In addition, this annex must show that the Applicant has complied with report submission timeframes established in OMB Circular A-133; 2) the Applicant's most current independent financial audit, if the Applicant is a for-profit or foreign-based organization; 3) the most recent single audit report for all proposed U.S.-based, non-profit, subgrantees and/or subcontractors that are subject to the Single Audit Act; and/or 4) the most current independent financial audit, for all proposed subgrantees and/or subcontractors that are for-profit or foreign-based organizations. To expedite the screening of applications and to ensure that the appropriate audits are attached to each application, Applicants must provide a cover sheet to the audit attachments listing all proposed subgrantees and/or subcontractors.

G. Submission Date, Time, Address, and Delivery Method

Applications in response to this solicitation may be submitted in hard copy or electronically via Grants.gov. Applications submitted by other means, including e-mail, telegram, or facsimile (FAX) will be not be accepted. Irrespective of submission method, all applications must be received by USDOL by 5:00 p.m. Eastern Standard Time (EST) on November 24, 2010. Applicants electing to submit hard copies must submit one (1) blue ink-signed original, complete application, *plus* three (3) additional copies of the application. Applicants electing to submit electronically must submit one electronic copy of the complete application via Grants.gov. Applicants submitting via Grants.gov are responsible for ensuring that their application is received by Grants.gov by the deadline. Hard copy applications must be delivered to: U.S. Department of Labor, Procurement Services Center, 200 Constitution Avenue NW, Room S-4307, Washington, DC 20210, Attention: Georgiette Nkpa, Reference: Solicitation 10-10. Applicants are advised to submit their applications in advance of the deadline.

Applicants electing to submit hard copy applications may submit them via the U.S. Postal Service or non-U.S. Postal Service delivery services, such as Federal Express or UPS. Regardless of the type of delivery service selected, Applicants bear the responsibility for timely submission. The application package must be received at the designated place by the date and time specified or it will be considered non-responsive and will be rejected.

Any application received at the Procurement Services Center after the deadline will not be considered unless it is received before the award is made and:

1. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at USDOL at the address indicated; and/or
2. It was sent by registered or certified mail not later than the fifth calendar day before the deadline; or
3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, prior to the deadline.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper on the original receipt from the U.S. Postal Service.

If the postmark is not legible, an application received after the above closing time and date shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (not a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, Applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at USDOL is the date/time stamp of the Procurement Service Center on the application wrapper or other documentary evidence of receipt maintained by that office. Confirmation of receipt can be obtained from Georgiette Nkpa (See section VI. for contact information). Note: Please be advised that U.S. mail delivery in the Washington D.C. area can be slow and erratic due to security concerns. Applicants must consider this when preparing to meet the application deadline.

Applicants submitting their application electronically through Grants.gov should note the following submission instructions: 1) an individual with authority to legally bind the Applicant must be responsible for submitting the application on Grants.gov; 2) applications submitted through Grants.gov do not need to be signed manually; the form will automatically affix an electronic signature for the authorized person identified, and 3) when submitting on Grants.gov, Applicants must save all attachments as a .doc, .pdf, .txt, or .xls file. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent USDOL's ability to consider the application. USDOL will attempt to open the document, but will not take any "corrective" measures in the event of issues with opening. In such cases, the non-conforming application will not be considered for funding.

To avoid unexpected delays that could result in the rejection of an application, Applicants should immediately initiate and complete the "Get Registered" registration steps at http://www.grants.gov/applicants/get_registered.jsp, as registration can take multiple days to complete. Applicants should consult the Grants.gov Web site's Frequently Asked Questions and Applicant User Guide, available at http://www.grants.gov/help/faq.jsp, and http://www.grants.gov/assets/UserGuide_Applicant.pdf. Within two business days of application submission, Grants.gov will send the Applicant two email messages to provide the status of application progress through the system. The first email, almost immediate, will confirm receipt of the application by Grants.gov. The second email will indicate the application has both been successfully submitted and successfully validated or has been rejected due to errors. Only applications that have been successfully submitted and successfully validated will be considered. It is the sole responsibility of the Applicant to ensure a timely submission, therefore sufficient time should be allotted for submission (two business days), and if applicable, subsequent time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered. To ensure consideration of materials submitted through Grants.gov, the components of the application must be saved as either .doc, .pdf, .txt, or .xls files. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent USDOL's ability to consider the application. USDOL will attempt to open the document, but will not take any "corrective" measures in the event of issues with opening. In such cases, the nonconforming application will not be considered for funding.

Applicants can contact the Grants.gov Contact Center at 1-800-518-4726 or support@grants.gov to obtain assistance with any problems related to using Grants.gov, including difficulties downloading the application package; software compatibility questions; and questions on how to assemble electronic application packages. The Contact Center is available 24 hours per day, 7 days per week. USDOL bears no responsibility for data errors resulting from transmission or conversion processes.

H. Funding Restrictions, Unallowable Activities, and Specific Prohibitions

USDOL/ILAB highlights the following restrictions, unallowable activities, and specific prohibitions, as identified in OMB Circular A-122, 29 CFR Part 95, 29 CFR Part 98, and other USDOL/ILAB policy, for all USDOL-funded child labor technical cooperation projects. Applicants' Cost and Technical Proposals must be developed in accordance with the provisions outlined below in sections III.H.1. through III.H.2. If any Applicant has questions regarding these or other restrictions, please e-mail Georgiette Nkpa at nkpa.georgiette@dol.gov.

1. Pre-award Costs

Cooperative agreement funds may not be encumbered/ obligated by a Grantee before the period of performance. Pre-award costs, including costs associated with the preparation of an application submitted in response to this solicitation, are not reimbursable under the cooperative agreement.

2. Direct Cash Transfers to Communities, Parents, or Children

USDOL/ILAB does not allow for direct cash transfers to target beneficiaries. Grantees may not provide direct cash transfers to communities, parents, or children. Purchase of incidental items deemed necessary to ensure direct beneficiaries' withdrawal or prevention from exploitative child labor and their benefit from project-supported direct educational services are allowable. These beneficiary support costs include direct costs such as uniforms, school supplies, books, provision of tuition, and transportation costs. If approved by USDOL, the Grantee or its subgrantees or subcontractor(s) must purchase or directly pay for these items in the form of vouchers or payment to the service provider, as opposed to handing cash directly to children or other individuals. This ensures that the money is used for its intended purpose and is not diverted or lost.

If an Applicant proposes the provision of beneficiary support costs, it must specify: 1) why these activities and interventions are necessary and how they will contribute to the overall project goals; and 2) how the disbursement of funds will be administered in order to maximize efficiency and minimize the risk of misuse. The Applicant must also address how beneficiary support costs will be made sustainable once the project is completed.

3. Construction

Applicants must adhere to requirements for construction outlined in sections III.A and III.F.1. Funds for construction must be clearly specified in the budget. Any activities that lead to the creation of real property (*i.e.*, a new classroom, an addition to an existing building, wells, and latrines) that is of a permanent nature must be classified under construction expenses. Expenses in support of construction cannot be classified as supplies, and should be budgeted under the construction line item. In general, USDOL expects construction to be limited to improving existing infrastructure and facilities of schools and/or other learning environments in the project's target communities. In order to ensure sustainability, USDOL encourages Applicants to secure matching funds, in-kind contributions, or other forms of cost sharing from communities and local organizations when proposing construction activities.

4. Housing and Personal Living Expenses

USDOL funds may only be used to pay for housing costs, housing allowances, and personal living expenses (*e.g.*, dependents' allowance) of project staff if they 1) are separately accounted for as direct costs of the project necessary for the performance of the project and 2) receive prior approval from USDOL. In accordance with federal cost principles, housing and personal living expenses may not be counted as fringe benefits or indirect costs.

Housing and other personal expenses are costs that are appropriately the responsibility of individual employees, whether they are residing in the United States or abroad. In general, housing costs, housing allowances, and personal living expenses will only be authorized under the cooperative agreement if deemed necessary for the performance of the project, in particular, in cases of extraordinary costs of living attributable to unique circumstances affecting a local economy.

5. Subgrants and Subcontracts

Subcontracts awarded after the cooperative agreement is signed, and not proposed in the application, must be awarded through a formal competitive bidding process in accordance with 29 CFR 95.40-48. Subgrants and subcontracts are subject to audit, in accordance with the requirements of 29 CFR 95.26(d).

6. Lobbying and Fundraising

Funds provided by USDOL for project expenditures under cooperative agreements may not be used with the intent to influence a member of the U.S. Congress, a member of any U.S. Congressional staff, or any Federal, State, or Local Government official in the United States (hereinafter "government official(s)"), to favor, adopt, or oppose, by vote or otherwise, any U.S. legislation, law, ratification, policy, or appropriation, or to influence in any way the outcome of a political election in the United States, or to contribute to any political party or campaign in the United States, or for activities carried on for the purpose of supporting or knowingly preparing for such efforts. This includes awareness raising and advocacy activities that include fundraising for, or lobbying of, U.S. Federal, State, or Local Governments. (*See* OMB Circular A-122, as codified at 2 CFR Part 230). This does not include communications for the purpose of providing information about the Grantees and their programs or activities, in response to a request by any government official, or for consideration or action on the merits of a Federally-sponsored agreement or relevant regulatory matter by a government official.

Applicants classified under the Internal Revenue Code as a 501(c)(4) entity [*see* 26 U.S.C. 501(c)(4)] may not engage in any lobbying activities. According to the Lobbying Disclosure Act of 1995, as codified at 2 U.S.C. 1611, an organization, as described in Section 501(c)(4) of the Internal Revenue Code of 1986, that engages in lobbying activities directed toward the U.S. Government is not eligible for the receipt of Federal funds constituting an award, grant, cooperative agreement, or loan.

7. Funds to Host Country Governments

USDOL funds awarded under cooperative agreements are not intended to duplicate existing foreign government efforts or substitute for activities that are the responsibility of such governments. Therefore, Grantees may not provide any of the funds obligated under a cooperative agreement to a foreign government or entities that are agencies of, or operated by or for a foreign state or government, ministries, officials, or political parties. Only after a competitive procurement process is conducted and the Grantee has determined that no other entity in the country is able to provide direct services or undertake project activities, may subcontracts be awarded to foreign government agencies or entities that are agencies of or operated by or for a foreign state or government, ministries, officials, or political parties. In such cases, Grantees must receive prior USDOL approval before awarding the subcontract.

8. Miscellaneous Prohibitions

USDOL funds may not be used to provide for:

- The purchase of land;
- The procurement of goods or services for personal use by the Grantee's employees;
- Entertainment, including amusement, diversion, and social activities and any costs directly associated with entertainment (such as tickets, meals, lodging, rentals, transportation, and gratuities). Costs of training or meetings and conferences, when the primary purpose is the dissemination of technical information including reasonable costs of meals and refreshments, transportation, rental of facilities and other incidentals are allowable. Costs related to child labor educational activities, such as street plays and theater, are allowable; and
- Alcoholic beverages.

9. Prostitution and Trafficking

The U.S. Government is opposed to prostitution and related activities which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. NGOs and their subgrantees and subcontractors, cannot use funds provided by USDOL to lobby for, promote or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign-based NGOs and their subgrantees and subcontractors that receive funds provided by USDOL for projects to combat trafficking in persons cannot lobby for, promote or advocate the legalization or regulation of prostitution as a legitimate form of work while acting as a subgrantee or subcontractor on a USDOL-funded project. It is the responsibility of the Grantee to ensure its subgrantees and subcontractors meet these criteria. This provision must be included in any applicable subgrant and subcontract that the grantee awards using USDOL funds and the Grantee will obtain a written declaration to that effect from the subgrantee or subcontractor concerned. Also, Applicants will be required to adhere to the requirements at 2 CFR Part 175 relating to trafficking in persons, which will be included in the cooperative agreement.

10. Inherently Religious Activities

The U.S. Government is generally prohibited from providing direct financial assistance for inherently religious activities. The Grantee(s) may work with and subgrant to or subcontract with religious institutions; however, Federal funds provided under a USDOL-awarded cooperative agreement may not be used for religious instruction, worship, prayer, proselytizing, other inherently religious activities, or the purchase of religious materials. Neutral, non-religious criteria that neither favor nor disfavor religion will be employed in the selection of Grantees and must be employed by Grantees in the selection of subgrantees and subcontractors. This provision must be included in all subgrants and subcontracts issued under the cooperative agreement.

Any inherently religious activities conducted by the Grantee must be clearly separated in time or physical space from activities funded by USDOL. Grantees must separately account for and segregate from Federal and matching funds (neither of which may be used to fund inherently religious activities), any non-Federal and non-matching funds (or allocable portion of those funds) used for such inherently religious activities. Additionally, direct beneficiaries of the project must have a clear understanding that their enrollment in a USDOL-funded project is not conditioned on their participation in any religious activities and a decision to not participate in any inherently religious activity will in no way impact, or result in any negative consequences to, their project standing. For additional guidance, please consult USDOL's Center for Faith-Based and Community Initiatives' Web site at http://www.dol.gov/cfbci. A Grantee should consult USDOL for prior approval if it is unclear if project activities are allowable

11. Terrorism

Applicants are bound by U.S. Executive Orders and U.S. law that prohibit transactions with and the provision of resources and support to individuals and organizations associated with terrorism. It is the legal responsibility of the Grantee to ensure compliance with these Executive Orders and laws. USDOL policy seeks to ensure that no USDOL funds directly or indirectly used to provide support to individuals or entities associated with terrorism. Applicants responding to this solicitation and Grantees subsequently awarded funding by USDOL under this solicitation must check http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf to assess information available on parties that are excluded from receiving Federal financial and non-financial assistance and benefits. In the event of award, this provision must be included in all applicable subgrants and subcontracts issued under the cooperative agreement.

12. Value Added Tax (VAT)

Applicants should discuss the possibility of obtaining customs and VAT exemptions with host government officials during the preparation of their application. While host governments are encouraged not to apply customs or VAT taxes to USDOL-funded projects, some host governments may nevertheless choose to assess such taxes. When preparing their budgets, Applicants should account for such costs, since USDOL cannot provide assistance in this regard. If these costs are omitted, a Grantee may not be allowed to include them after award.

IV. APPLICATION REVIEW INFORMATION

A. Application Evaluation Criteria

The criteria outlined below will be used to evaluate applications submitted in response to this solicitation on the basis of 100 points, with up to a possible 5 extra points. Only applications deemed responsive will be evaluated (See section III.E.2.). In the evaluation of applications considers all information and requirements presented in this solicitation.

Specific Evaluation Criteria:

1.	Project Design and Budget	65 points
2.	Strategy for Research on Child Labor	10 points
3.	Organizational Capacity	10 points
4.	Personnel and Project Management Plan	15 points

1. Project Design and Budget (65 points)

In evaluating Applicants on this criterion, USDOL will consider the Applicant's Cost and Technical proposals, including the Project Design Narrative, Logic Model (Annex A), and Work Plan (Annex B).

Applicants will be evaluated on the overall quality, effectiveness, relevance, and clarity of their proposed project design and strategy, including the extent to which it responds to all of the requirements outlined in the Program Description for this solicitation, including, the Scope of Work, Technical Proposal Requirements, and Target Population sections. Applicants will be evaluated on the following:

- Proposing effective and relevant strategies for identifying direct beneficiaries; ensuring the long-term reduction of children in exploitative child labor; providing educational services for target children, and promoting sustainable livelihoods for their households as a strategy for removing or preventing children from involvement in exploitative labor.
- The extent to which the project design will: 1) be based on good practices (and innovative approaches, where applicable), and 2) build upon existing efforts and government policies, plans, and/or programs in Jordan.
- Proposing feasible and sensible timeframes for the accomplishment of tasks and the proposed outcomes.
- The extent to which the Cost Proposal is realistic and reasonable. Proposals should reflect consistency between the proposed costs outlined in the budget and the work to be performed, as outlined in the Applicant's Project Design Narrative. The budget should also be reasonable given costs in Jordan. The degree to which cost proposal is responsive to the requirements outlined in the Program Description.
- The degree to which the allocation of resources in the budget and the project's strategy is evident and the extent to which proposed costs will lead to the achievement of identified outputs.
- The extent to which the budget supports a cost-effective plan for ensuring the long-term reduction of exploitative child labor through education and promotion of sustainable livelihoods, taking into account such factors as the sector(s) of work being targeted. Low administrative costs and amount of resources to direct services (*e.g.*, direct educational and livelihoods services) are preferred.
- Strategies proposed for building local capacity and promoting the long-term sustainability of efforts to combat exploitative child labor. USDOL encourages Applicants to consider innovative approaches that reflect a thorough understanding of the implementing environment.

2. Strategy for Research on Child Labor (10 points)

In evaluating Applicants on this criterion, USDOL will consider the Applicants knowledge of exploitative child labor and its root causes in Jordan. USDOL will also evaluate the Applicants ability to propose research that will fill existing gaps in knowledge about child labor, especially exploitative child labor in urban and rural areas. Proposals that engage partnerships with local research organizations, especially universities and think tanks to

design, conduct, and disseminate research, are encouraged. Applicants' dissemination strategies will be evaluated on the use of creative means of ensuring that research is widely distributed and made available to the public. The use of new technologies is encouraged. The relevance of the dissemination strategies to the practical realities and cultural and social context in Jordan will be considered. Finally, USDOL will consider the Applicants strategy to ensure the sustainability and availability of research outputs beyond the life of the project.

3. Organizational Capacity (10 points)

In evaluating Applicants on this criterion, USDOL will consider the Applicant's Cost and Technical proposals, including the Project Design Narrative (Organizational Capacity), Past Performance Table(s) (Annex C), Documentation of Country Presence and/or Host Government Support (Annex F), and Audit Report(s) (Annex G).

Applicants will be rated on their demonstrated capacity to technically, administratively, and financially manage a project of similar type, funding amount, and complexity as proposed in this solicitation. Applicants proposing to utilize subgrants or subcontracts will be evaluated based on their past experience and performance in providing quality technical, administrative, and financial oversight to subgrantees and subcontractors that ensures responsiveness and quality reporting to the donor and that all targets and deliverables are met under the grant, cooperative agreement, and/or contract.

Applicants will be rated on their experience and demonstrated success in implementing development projects that aim to 1) withdraw or prevent children from exploitative child labor through the provision of educational services; 2) provide basic, transitional, non-formal and vocational education programs to children; 3) improve country capacity to combat exploitative child labor and/or improve access to, and quality of, basic education; 4) promote sustainable livelihoods including through provision of services related to skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, and 5) ability to promote sustainability. Applicants will also be evaluated on their ability to commence project activities in Jordan as soon as possible after signing a cooperative agreement with USDOL.

Applicants will be rated on their past performance with implementing grants, cooperative agreements, and/or contracts relevant to this solicitation. USDOL may contact the organizations listed in the Organizational Capacity section of the Project Design Narrative and/or Annex C of Applicants' Technical Proposals and use the information provided in evaluating applications. Past performance will be rated by such factors as:

1. Applicant's demonstrated ability to meet its GPRA targets under past or current USDOL-funded projects, if applicable for a) withdrawal and prevention of direct beneficiaries from exploitative child labor and b) improved country capacity;
2. Quality and timeliness of submitted grant, cooperative agreement, and/or contract deliverables to USDOL and/or other donors;
3. Responsiveness of the Applicant and its staff to USDOL and/or other donors, including the quality and timeliness of communications regarding such deliverables; and
4. Performance of the Applicant's key personnel on projects with USDOL and/or other donors, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel.

4. Personnel and Project Management Plan (15 points)

In evaluating Applicants on this criterion, USDOL will review the Cost and Technical proposals, including but not limited to, the Personnel and Project Management Plan section of the Project Design Narrative, Project Management Organization Chart (Annex D), and Personnel Descriptions, Résumés, and Letters of Commitment (Annex E).

The successful performance of the project depends heavily on the management skills and qualifications of the key personnel who carry out the scope of work, USDOL will emphasize the qualifications, management experience, and commitment of the key personnel identified. USDOL may give preference to Applicants proposing effective staffing strategies that aim to develop the capacity of national and/or local staff over the course of the project.

USDOL will also consider the overall cost-effectiveness of the project's proposed staffing strategy, including other professional personnel proposed by the Applicant.

When evaluating key personnel candidates, USDOL may give preference to individuals demonstrating the criteria outlined in section III.F.2.c.4 for each key personnel, Project Director, Education Specialist, Livelihoods Specialist, and Monitoring and Evaluation Officer.

Given the complex nature of USDOL projects to be funded under this solicitation, Applicants' approach to project management must be clear and effective in carrying out the scope of work. Applicants will be evaluated on the quality and clarity of information provided on their approach to project management and staffing.

B. Review and Selection Process

Each complete and responsive application will be objectively evaluated by a technical review panel against the criteria described in this solicitation. Neutral, non-religious criteria that neither favor nor disfavor religion will be employed in the selection of cooperative agreement awardees. Applicants are advised that panel recommendations to the Grant Officer are advisory in nature. The Grant Officer may elect to select a Grantee on the basis of the initial application submission or the Grant Officer may establish a competitive or technically acceptable range from which qualified Applicants will be selected. If deemed appropriate, the Grant Officer may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above, may be repeated, in whole or in part, to consider such revisions. The Grant Officer will make final selection determinations based on panel findings and consideration of factors that represent the greatest advantage to the Federal Government, including cost, the availability of funds, and, if applicable, the Applicant's past performance on Federal awards. USDOL reserves the right to: 1) solicit information from Federal sources regarding Applicants' past performance on Federal awards—including evaluations, audits, attestation engagements, and questionnaires; 2) assess Applicants' past performance on Federal awards with respect to its potential effect on grant implementation; and 3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, it reserves the right to terminate the competition and not make any award. The Grant Officer's determinations for awards under this solicitation are final.

Applicants should note that the selection of an organization as a potential cooperative agreement recipient does not constitute approval of the cooperative agreement application as submitted in response to this solicitation. Before the actual cooperative agreement is awarded, USDOL may enter into discussions with one or more selected Applicants—known as Best and Final Offer (BAFO)— for any reason deemed necessary, including to negotiate components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement (including relevant issues raised in submitted audit report(s)). If negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiation and decline to fund the application. In the actual cooperative agreement, USDOL reserves the right to place special provisions on Grantees, such as in cases where USDOL has concerns regarding their application, including their audit report(s). USDOL also reserves the right to negotiate program components further after award during the project design consolidation phase.

Award of a cooperative agreement under this solicitation may also be contingent upon an exchange of project support letters between USDOL and the relevant host government ministries in Jordan.

C. Anticipated Announcement and Award Dates

Designation decisions will be made within 45 days after the deadline for submission of applications, where possible. All cooperative agreements will be awarded no later than December 31, 2010. USDOL is not obligated to make any awards as result of this solicitation, and only the Grant Officer can bind USDOL to the provision of funds under this solicitation. Unless specifically provided in the cooperative agreement, USDOL's acceptance of a proposal and/or award of Federal funds does not waive any cooperative agreement requirements and/or procedures.

V. AWARD ADMINISTRATION INFORMATION

A. Award Notices

The Grant Officer will notify Applicants of designation results as follows:

Designation Letter: The designation letter signed by the Grant Officer serves as official notice of an Applicant's designation as Grantee. The designation letter will be accompanied by a cooperative agreement and USDOL/OCFT's most current Management Procedures and Guidelines (MPG).

Non-Designation Letter: Applicants not designated will be notified formally of the non-designation. However, Applicants not designated must formally request a debriefing to be provided with the basic reasons for the determination.

Notification of designation by a person or entity other than the Grant Officer is not valid.

B. Administrative and National Policy Requirements

1. General

Grantees are subject to applicable U.S. Federal laws (including provisions of appropriations laws) and regulations, Executive Orders, applicable OMB Circulars, and USDOL policies. If during project implementation a Grantee is found in violation of any of the foregoing, the terms of the cooperative agreement awarded under this solicitation may be modified by USDOL; costs may be disallowed and recovered; the cooperative agreement may be terminated; and USDOL may take other action permitted by law. Determinations of allowable costs will be made in accordance with the applicable U.S. Federal cost principles.

2. Project Audits and External Auditing Arrangements

In accordance with 29 CFR Parts 96 and 99, USDOL has contracted an independent external auditor to conduct project-specific attestation engagements at USDOL's expense to supplement the coverage provided by the annual audits/engagements that Grantees are required to arrange. Grantees scheduled for examination by USDOL's contractor will be notified approximately 2 to 4 weeks prior to the start of the engagement.

The following requirements related to audits and attestation engagements must be noted:

i. U.S.-based non-profit Grantees whose total annual expenditure of Federal awards is more than $ 500,000 must have an organization-wide audit conducted in accordance with 29 CFR Parts 96 and 99, which codify the requirements of the Single Audit Act and OMB Circular A-133, and must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Grantees must send a copy of each single audit conducted within the timeframe of the USDOL-funded project to their assigned USDOL Grant Officer's Technical Representative (GOTR) at the time it is submitted to the Federal Audit Clearinghouse.

ii. All Grantees, including foreign-based and private for-profit Grantees, are subject to attestation engagements during the life of the cooperative agreement. Such an attestation engagement will be conducted in accordance with U.S. Government Auditing Standards, which includes auditors' opinions on 1) compliance with USDOL regulations and the provisions of the cooperative agreement and 2) the accuracy and reliability of the Grantee's financial and performance reports.

3. Administrative Standards and Provisions

Cooperative agreements awarded under this solicitation are subject to the following administrative standards and provisions outlined in the CFR that pertain to USDOL, and any other applicable standards that come into effect during the term of the cooperative agreement, if applicable to a particular Grantee:

- 29 CFR Part 2 Subpart D – Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- 29 CFR Part 31 – Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- 29 CFR Part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR Part 36 – Federal Standards for Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR Part 93 – New Restrictions on Lobbying.
- 29 CFR Part 94 – Federal Standards for Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- 29 CFR Part 95 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments and International Organizations.
- 29 CFR Part 96 – Federal Standards for Audit of Federally Funded Grants, Contracts and Other Agreements.
- 29 CFR Part 98 – Federal Standards for Government-wide Debarment and Suspension (Non-procurement).
- 29 CFR Part 99 – Federal Standards for Audits of States, Local Governments, and Non-Profit Organizations.

Copies of all regulations referenced in this solicitation are available at no cost, online, at http://www.dol.gov. A copy of Title 29 of the CFR referenced in this solicitation is available from the U.S. Government Printing Office at no cost, online, at http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=5e421ad42692a3a28f382a9aba659b2b&rgn=div5&view=text&node=29:1.1.1.1.39&idno=29.

The terms outlined in this solicitation, the cooperative agreement, and the MPGs are all applicable to the implementation of projects awarded under this solicitation.

C. Reporting and Deliverables

Grantees must submit copies of all required reports and deliverables to USDOL by the specified due dates, unless otherwise indicated. More information on the reports and deliverables and exact timeframes for their completion will be included in the cooperative agreement and the MPGs that are distributed to Grantees prior to signing the cooperative agreement with USDOL.

1. Needs Assessment of Learning Environments and Action Plan

Grantees are required to conduct a needs assessment and develop a plan to inspect schools and other learning environments attended by direct beneficiaries; identify those with conditions that present risk of illness or injury to the health or safety of the children; and develop an action plan for mitigating such conditions, as stated in section III.A.d. This needs assessment and corresponding action plan must be submitted to USDOL within 12 months of award.

2. Logical Framework and Sustainability Matrix

Within 4 months of award, the Grantee must deliver a Logical Framework and Sustainability Matrix and Work Plan (see Appendix A for more information on these deliverables). If the Grantee proposes to issue subgrants or

subcontracts to foreign governments, a table of proposed government subgrants/subcontracts must be submitted. Templates of these deliverables are provided in the MPGs.

3. Technical Progress and Financial Reports

Grantees must submit narrative technical progress reports to USDOL on a semi-annual basis by March 31 and September 30 of each year during the cooperative agreement period. However, USDOL reserves the right to require up to four technical progress reports a year. Technical progress report formats are in the MPG, which are distributed to Grantees after award. Grantees must also submit an electronic financial report (SF-425) to USDOL on a quarterly basis through the E-Grants system. The SF-425 must be submitted no more than 30 days after the end of each quarter, *i.e.*: January 30; April 30; July 30; and October 30. In addition, Grantees are encouraged to submit a semi-annual update to USDOL of the project's detailed Outputs-Based Budget or a Financial Status Report that provides information on total allocations, expenditures, commitment of balances, and project balance by budget categories identified in the SF-424A.

4. Work Plan

Within 4 months of award, the Grantee must deliver an initial draft of the Work Plan covering the life of the project. Grantees must develop a final Work Plan within 8 months of award for approval by USDOL. The final Work Plan must include dates for the mid-term and final evaluations. An annual Work Plan that updates the initial Work Plan must be submitted to USDOL annually with the September technical progress report.

5. Final Report

Grantees must submit a final technical report no later than 90 days after the project completion date. This stand-alone report must provide a complete and comprehensive summary of the progress and achievements made during the life of the project.

VI. AGENCY CONTACTS

All technical questions regarding this solicitation (SGA 10-10) must be sent in writing to Georgiette Nkpa, U.S. Department of Labor's Office of Procurement Services, via e-mail (e-mail address: nkpa.georgiette@dol.gov) no later than October 20, 2010 in order to receive a reply and allow responses to reach all prospective Applicants prior to the submission of their applications. Compiled technical questions received by e-mail will be posted on USDOL/ILAB's Web site at www.dol.gov/ILAB/grants/main.htm within four weeks of this solicitation's publication. A general list of frequently asked questions (FAQs) regarding USDOL's Solicitations for Cooperative Agreements for Child Labor grants will also be posted on USDOL/ILAB's Web site at http://www.dol.gov/ILAB/grants/bkgrd.htm.

VII. OTHER INFORMATION

A. Office of Management and Budget Information Collection

This Solicitation for Cooperative Agreement Applications requests information from Applicants. This collection of information is approved under 1225-0086 OMB Information Collection No 1225-0086 (expires November 30, 2012). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for the grant application is estimated to average 40 hours per response. These estimates include time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and drafting the proposal. Each recipient who receives a grant award notice will be required to submit semi-annual technical progress reports to ILAB. Each report will take approximately 10 hours to prepare. Any comments regarding the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, should be directed to the USDOL, ILAB, OCFT, attention: Malaika Jeter (e-mail: jeter.malaika@dol.gov or phone: (202) 693-4821—please note that this is not a toll-free number); or in the USDOL Office of Procurement Services, attention: Georgiette Nkpa (e-mail: nkpa.georgiette@dol.gov; phone: (202) 693-4570—please note that this is not a toll-free number). All applications should be sent to USDOL

in hard copy by mail or via Grants.gov in accordance with the instructions outlined in section IV.C of this solicitation.

This information is being collected for the purpose of awarding a cooperative agreement. The information collected through this Solicitation for Cooperative Agreement Applications will be used by the USDOL to ensure that cooperative agreements are awarded to the Applicants best suited to perform the functions of these cooperative agreements. Submission of this information is required in order for the Applicant to be considered for award of a cooperative agreement. Unless otherwise specifically noted in this announcement, information submitted in the respondent's application is not considered to be confidential.

B. Privacy Act and Freedom of Information Act

Any information submitted in response to this solicitation will be subject to the provisions of the Privacy Act and the Freedom of Information Act, as appropriate.

Signed at Washington, DC, this 6 of October, 2010.

James Kinslow
Grant Officer

Appendix A: Definitions

"**Acceptable work**," while not specifically defined in the ILO Conventions, is work that is performed by children who are of legal working age, in accordance with national legislation and international standards, namely ILO Conventions 182 and 138; non-hazardous; non-exploitative; and does not prevent a child from receiving the full benefit of an education. For example, "acceptable work" would generally include light work that is compatible with national minimum age legislation and education laws.

"A high-risk" refers to a set of conditions and/or circumstances under which a child lives or to which s/he is exposed, which make it more likely that the child will enter "exploitative child labor." The specific criteria that will be used for identifying children as at "high-risk" are expected to vary according to the country and geographic area being targeted but should take factors such as family situation (*e.g.*, being a sibling of a child currently or formerly engaged in exploitative child labor; being orphaned; living in a single parent or child-headed household; living in extreme poverty) and environment (*e.g.*, living in close proximity to economic activities prone to employ children) into account.

A "**Child**" or "**children**" are individuals under the age of 18 years. For the purposes of this solicitation, this term also includes older children ("**youth**") who are under the age of 18 years.

"Child labor" should, for the purposes of this solicitation, be considered synonymous with the term **"exploitative child labor"**

"Child labor monitoring system" involves the identification, referral, protection, and prevention of exploitative child labor and its roots causes through the development of a coordinated multi-sector monitoring and referral process that aims to cover all children and vulnerable households in a given geographical area, not just those who are direct beneficiaries of a USDOL-funded project.

Characteristics of a comprehensive and credible CLMS can include the following:

- It is focused on the child at work and/or in school;
- It involves all relevant partners in the field, including labor inspectors if appropriate;
- It uses regular, repeated observations to identify children in the workplace and determine risks to which they are exposed;
- It refers identified children to the most appropriate alternative to ensure that they are withdrawn from exploitative work;
- It verifies whether the children have actually been removed and/or shifted from exploitative work to an appropriate situation (school or other);
- It tracks these children after their removal, to ensure that they have satisfactory alternatives;
- It keeps records on the extent and nature of child labor and the schooling of identified child workers;
- It refers households to the most appropriate livelihood service to that addresses the roots causes of child labor (*e.g.* programs to increase household incomes and reduce poverty, insurance, access to healthcare, etc.).; and
- It tracks households and whether they are better off after receiving services through the project.

"**Children withdrawn from exploitative child labor**" (sometimes abbreviated in this solicitation as "withdrawn") and "**children prevented from entering exploitative child labor**" (sometimes abbreviated in this solicitation as "prevented") are mutually exclusive categories—the project can consider a child as either "withdrawn" or "prevented" from exploitative labor, but not both.

In order for children to be counted as "**withdrawn from exploitative child labor**," the project **must** have effected change in two areas of children's lives: their work status and their education status. Children may only be considered "**withdrawn**" if the project is able to verify, through its DBMS, that:

1. The child was found to be working in one of the unconditional worst forms of child labor (as outlined in Article 3(a)–(c) of ILO Convention 182) but, as a result of the project's intervention, has been fully removed from that work, which is required under ILO Convention 182; OR
2. The child was involved in work in violation of the country's minimum age laws and/or other child labor laws but, as a result of project intervention, has been fully removed from that work; OR
3. The child was involved in hazardous work (Article 3(d) of Convention 182 and Section II, Paragraph 3 of ILO Recommendation 190) or exploitative labor that impeded his/her education (ILO Convention 138) but, as a result of the project's intervention, is no longer engaged in hazardous work or exploitative labor, due to improved working conditions (*i.e.*, fewer hours and/or a safer workplace) or because the child has transitioned into a new form of work that is acceptable based on relevant factors including the child's age (*i.e.*, acceptable work); AND
4. The child has been provided with a "direct educational service" by the project.

Note: USDOL would like to stress to Applicants the importance of understanding the two-fold nature of the term "withdrawn," which encompasses both children's work status and educational status. With regards to work status, a child who is engaged in an unconditional worst form of child labor is only considered to be "withdrawn" when s/he is fully removed from that work. In other words, no improvements in the working conditions of children involved in slavery or slavery-like practices, prostitution or pornography, or illicit activities, can ever create an acceptable environment for children to continue working in that unconditional worst form of child labor. This requirement is in contrast to interventions that may be undertaken to assist children who are engaged in "exploitative child labor," including "hazardous work." In some cases, the work conditions of children involved in hazardous work may be improved so as to make the work conditions acceptable for children of legal working age. This may include, for example, reducing the number of hours children work or changing the type of work children perform (*i.e.*, disallowing children in agriculture from working with heavy machinery or pesticide applications). However, conditions can only be improved for children who are of legal minimum working age according to the specific laws of Jordan. If, for example, a child is 9 years old and working in hazardous work in a country where the minimum age is 15 years, this child should be fully removed from that work, since conditions cannot be improved to make it legally acceptable for the child to work. Applicants should note that the process of withdrawing a child from child labor may take some time and that enrollment in a "direct educational service," or merely improving the child's educational status, is not the sole criterion that defines a child as "withdrawn from exploitative child labor." For example, a child who attends a USDOL-supported non-formal education program in the morning and works under hazardous conditions in mining during the afternoon and evening may not be considered "withdrawn" from exploitative child labor for GPRA purposes. That is, if before the project's intervention, a child is not going to school and is working in a worst form of child labor, and, after the project's intervention, the child is now enrolled in school but continues to work in a worst form of child labor, then that child is not, by definition, "withdrawn from exploitative child labor."

"**Children prevented from entering exploitative child labor**" are children who, while not yet engaged in exploitative child labor, are considered to be at "high-risk" of entering such labor. Children may only be counted as "prevented from exploitative child labor" if the project is able to verify, through its DBMS, that they meet the following criteria: 1) the child has not yet entered exploitative child labor but is considered at "high-risk" of doing so, and 2) the child has been provided with a "direct educational service" by the project.

"Cooperative agreement" an award instrument where substantial involvement is anticipated between the donor (USDOL) and the Grantee during the performance of project activities. The level of monitoring and accountability required by USDOL under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.

"**Direct beneficiaries**" are children who, as a result of a USDOL-funded project, have been either "withdrawn from exploitative child labor" or "prevented from entering exploitative child labor" by the project AND provided with a direct educational service. For the purposes of this solicitation, direct beneficiaries may only include individuals who are "children" at the time of enrollment in the project (defined as the time at which the project begins providing the child with "direct services").

"Direct beneficiary monitoring system" [*see* section III.A. e. 4]

"**Direct educational services**" may involve either of the following:

1. The provision of goods and/or services (if lack thereof is a barrier to education) that meets direct beneficiaries' specific needs and results in their enrollment in at least one of the four categories of educational activities listed below. Examples of goods and/or services that may meet the specific gaps/educational needs of targeted children include tutoring, school meals, uniforms, school supplies and materials, books, tuition and transportation vouchers, or other types of non-monetary incentives.

   The four categories of educational activities that qualify are:
   a. Non-formal or basic literacy education- This type of educational activity may include transitional, leveling, or literacy classes so that a child may either be mainstreamed into formal education and/or can participate in vocational training activities;
   b. Vocational, pre-vocational, or skills training- This type of training is designed to develop a particular, marketable skill (*i.e.*, mechanics, sewing);
   c. Formal education - This is defined as the formal school system within Jordan; or
   d. Mainstreaming - This type of educational activity involves transitioning children from non-formal education into the formal education system. Generally, mainstreaming involves the provision of goods and/or services that may assist in placement testing and enable a child to attend and stay in school.

<u>OR</u>

2. The direct provision of at least one of the following two educational activities by the project to its direct beneficiaries:

   a. Non-formal or basic literacy education; or
   b. Vocational, pre-vocational, or skills training.

Grantees must be able to match a particular service or educational or training opportunity to an individual child. Therefore, project interventions such as infrastructure improvements to schools and other learning environments, teacher training, construction of latrines, inclusion of child labor modules in teacher curriculum, or the provision of classroom chalkboards are not considered "direct educational services" as defined above (*see* definition of "other project interventions").

"**Direct services**" is a general category of interventions that includes "direct educational services" and "other direct services" provided by the project.

"Exploitative child labor" is comprised of the "worst forms of child labor" as outlined in ILO Convention 182 Article 3(a)-(d); all types of work by children in violation of national labor laws and international standards, including ILO Conventions 182 and 138; and work that prevents a child from obtaining an education or impedes a child's ability to learn, as outlined in ILO Convention 138. Article 7.1(b) of ILO Convention 138 states that children within a particular age range shall not participate in work that will "prejudice their attendance at school, their participation in vocational orientation or training programs approved by the competent authority or their capacity to benefit from the instruction received.

"Hazardous work". The worst forms of child labor referred to in Article 3(d) of Convention 182 are known as "**hazardous work**." According to ILO Convention 182, hazardous work "shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards. ..." As this suggests, forms of work identified as "hazardous" for children [Article 3(d)] may vary from country to country. ILO Recommendation 190, which accompanies ILO Convention 182, gives additional guidance on identifying "hazardous work." ILO Recommendation 190 states in Section II, Paragraph 3 that, "[i]n determining the types of work referred to under

Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

a. work which exposes children to physical, psychological, or sexual abuse;
b. work underground, under water, at dangerous heights or in confined spaces;
c. work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
d. work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
e. work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer."

ILO Recommendation 190 goes on to state in Paragraph 4 that, "[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers' and employers' organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity."

"**Indirect beneficiaries**" are individuals who may benefit from "other direct services" and/or "other project interventions" provided by the project but who do not receive a "direct educational service." Such individuals would not qualify as direct beneficiaries.

"**Key stakeholders**" can include, but are not limited to: parents, educators, community leaders, national policy makers, and key opinion leaders.

"Livelihood" is defined as a means of living, and the capabilities, assets (including both material and social resources, such as, food, potable water, health facilities, educational opportunities, housing, and time for participation in the community), and activities required for it. A livelihood encompasses income, as well as social institutions, gender relations, and property rights required to support and sustain a certain standard of living. It includes access to and benefits derived from social and public services provided by the state, such as education, health services, and other infrastructure. Sustainable livelihood programs seek to create long-lasting solutions to poverty by empowering their target population and addressing their overall well-being. USDOL child labor elimination projects focus on ensuring that households can cope with and recover from the stresses and shocks and maintain or enhance present and future capabilities and assets in a way that helps them overcome the need to rely on the labor of their children to meet basic needs. (Sources Chambers and Conway, 1992, and Masanjala, 2006, see also http://pdf.usaid.gov/pdf_docs/PNADR399.pdf)

"**Other direct services**" are services, other than "direct educational services," that are 1) considered essential for ensuring reduction of children in exploitative child labor and 2) provided directly to the project's direct beneficiaries. Some examples of "other direct services" would include extracurricular activities during school breaks; and psychosocial counseling or medical care (*e.g.*, for children withdrawn from commercial sexual exploitation, child soldiering). Another example would be providing direct beneficiaries who meet minimum age requirements for employment (particularly children 15-17 years) with occupational safety and/or health interventions that promote safe, acceptable work (*e.g.*, protective masks, goggles, gloves) or job placement services to facilitate children's transition from a vocational or skills training program into acceptable work. If the project provides children with one or more "other direct services" but does not provide them with a "direct educational service," then the project cannot count these children as "direct beneficiaries." However, such children may be considered "indirect beneficiaries."

"**Other project interventions**" are services that benefit children and their families, but do not qualify as either "direct educational services" or "other direct services." Examples of "other project interventions" include such activities as awareness raising and social mobilization campaigns to combat exploitative child labor and promote education; alternative income-generating activities and business/skills training for parents; teacher training; inclusion of child labor modules into teacher curriculum or other curricula improvements; and/or infrastructure

improvements to schools and other learning environments (including the construction of latrines and digging of wells), which are seen as necessary for ensuring the long-term reduction of children in exploitative labor because they increase access to basic education and/or improve its quality. Individuals who do not receive a "direct educational service," but benefit from one or more "other project interventions," cannot be considered "direct beneficiaries" of the project. Such individuals may, however, be considered "indirect beneficiaries" of the project.

"Unconditional worst forms of child labor" The worst forms of child labor specifically identified in Article 3(a)-(c) of ILO Convention 182. Forms of work identified as "unconditional worst forms" do not vary by country; they are universal.

"Worst forms of child labor" are defined in Article 3 of ILO Convention 182 as:

a. all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
b. the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances;
c. the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;
d. work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Appendix B: Cost Proposal Format

I. Cost Proposal

A. Required Standard Forms

1. SF-424 Supplemental Key Contacts Information
2. SF-424 Application for Federal Assistance, including all applicable DUNS Numbers in Block 8 (and as an attachment for each subgrantee or subcontractor, as applicable)
3. SF-424A Budget Information (Non-Construction Programs)

B. Outputs-Based Budget

C. Budget Narrative

D. Indirect Cost Information

1. Indirect Cost Form for the Applicant (including one for each subgrantee and subcontractor, as applicable);
2. One of the following for the Applicant (including one for each subgrantee and subcontractor, as applicable): 1) A current, approved Negotiated Indirect Cost Rate Agreement (NICRA) or 2) A Certificate of Direct Costs.

E. Survey on Ensuring Equal Opportunity for Applicants (Optional)

Note: The SF-424 Supplemental Key Contacts Information Form, SF-424 Application for Federal Assistance, SF-424A Budget Information, Indirect Cost Information Form, Survey on Ensuring Equal Opportunity for Applicants, and a Sample Outputs-Based Budget are available from USDOL/ILAB's Web site at http://www.dol.gov/ilab/grants/bkgrd.htm. All forms in the SF-424 family of forms are also available on Grants.gov.

Appendix C: Technical Proposal Format

I. Technical Proposal

A. Executive Summary
(Maximum 2 single-sided, 8 1/2" x 11" pages with 1-inch margins and font size no less than 11-point)

B. Table of Contents

C. Project Design Narrative
(Maximum 50 single-sided, double-spaced 8 1/2" x 11" pages with 1-inch margins and font size no less than 11-point)

1. Background and Justification
2. Project Design and Strategy
3. Organizational Capacity
    a. International and U.S. Government Grant and/or Contract Experience
    b. Country Presence and Host Government Support
    c. Fiscal Oversight
6. Personnel and Project Management Plan
    a. Key Personnel
    b. Other Professional Personnel
    c. Project Management Plan
7. Cost Sharing (Optional)

II. Annexes to the Technical Proposal
(These do not count towards the 50-page maximum for the Project Design Narrative)

Annex A: Logic Model
Annex B: Work Plan
Annex C: Past Performance Table(s)
Annex D: Project Management Organization Chart
Annex E: Personnel Descriptions, Résumés, and Letters of Commitment
Annex F: Documentation of Country Presence and Host Government Support
Annex G: Audit Report(s) and Cover Sheet for all Subgrantees and Subcontractors, as applicable