DEPARTMENT OF LABOR

Bureau of International Labor Affairs

Global Evaluation and Monitoring (GEM) Project

July 14, 2011

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

Funding Opportunity Number: SGA 11-03.

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

Key Dates: Deadline for Submission of Applications is August 31, 2011 (48 days after publication). Deadline for Submission of All Technical Questions is July 28, 2011 (14 days after publication). All awards will be made by September 30, 2011.

Executive Summary: In FY 2011, the U.S. Department of Labor, Bureau of International Labor Affairs (ILAB) will fund up to $2.5 million for a cooperative agreement to a qualified organization or group of organizations to (1) design and implement impact evaluations for two ILAB-funded FY 2011 projects, (2) develop comprehensive monitoring and evaluation plans for four ILAB-funded FY 2011 projects, and (3) design and implement tracer studies in up to two previous USDOL-funded projects. The organization(s) and their assigned personnel must have significant expertise and experience in designing and implementing impact evaluations using rigorous quantitative methods in developing country contexts. The organization(s) must also have expertise and experience in designing and implementing tracer studies as well as developing comprehensive monitoring and evaluation plans for complex development projects. The organization(s) will accomplish these tasks through close engagement with ILAB monitoring and evaluation staff, project (grantee) staff, host government officials, and other stakeholders.

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List of Acronyms

CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CLMS	Child Labor Monitoring System
CMEP	Comprehensive Monitoring and Evaluation Plan
DUNS	Dun and Bradstreet Number
EST	Eastern Standard Time
FAQ	Frequently Asked Questions
GEM	Global Evaluation and Monitoring Project

GOTR	Grant Officer's Technical Representative
GPRA	Government Performance and Results Act
HHS-PMS	Department of Health and Human Services - Payment Management System
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
IRB	Internal Review Board
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
NGOs	Nongovernmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
PDG	President's Policy Directive on Global Development
SF	Standard Form
TPIN	Trader Partnership Identification Number
USDOL	U.S. Department of Labor
VAT	Value Added Tax

I. FUNDING OPPORTUNITY DESCRIPTION

The U.S. Department of Labor (USDOL), Bureau of International Labor Affairs (ILAB) announces its intent to award up to $2.5 million for a cooperative agreement(s) to one or more qualified organizations to (1) design and implement impact evaluations for two ILAB-funded FY 2011 projects, (2) develop comprehensive monitoring and evaluation plans for four ILAB-funded FY 2011 projects, and (3) design and implement tracer studies to determine the status of beneficiaries in up to two previous USDOL-funded projects. The monitoring and evaluation components to be undertaken under this cooperative agreement include the development of comprehensive monitoring and evaluation plans (CMEP) for four projects and the design and implementation of impact evaluations, including randomized control trials where possible, for two projects. The purpose of these impact evaluations will be to quantify the impact of selected project interventions on reducing the incidence of exploitative child labor and to determine what particular types of interventions are effective.

USDOL/ILAB is authorized to award and administer cooperative agreements for this purpose by the Department of Defense and Full-Year Continuing Appropriations Act, 2011, P.L. 112-10 (2011). 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 up to 4 years. The start date of program activities will be negotiated upon award of an individual cooperative agreement(s), but will be no later than December 31, 2011. Applicants may apply for funding amounts up to, but not exceeding $2.5 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), an estimated 215 million children 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. 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.

For older children of legal working age, child labor often involves work under unsafe conditions in the informal sector. Globally, some 152 million young people work and live in households that earn less than the equivalent of $1.25 per day. Many work in temporary and involuntary part-time or casual work with few benefits and limited prospects for advancement. According to the ILO, in 2009, more than 82 percent of teenagers aged 15-19 years worked in the informal sector. (http://www.ilo.org/wcmsp5/groups/public/---ed_emp/documents/publication/wcms_143477.pdf)

B. Background and Problem Statement

Over the past twelve years, the United States and more than 170 other countries have committed to work toward the prevention and elimination of the worst forms of child labor. But according to recent ILO estimates, the number of child laborers worldwide fell by 3.2 percent between 2004 and 2008, about a third as much as during the previous four years. While the number of children in hazardous work declined by just over 10 percent – representing a decline less than half as steep as during the previous four years—hazardous work increased by 20 percent among children ages 15 to 17. The reasons behind these shifts are not fully understood and empirical evidence on the impact of policies and programs on child labor remains limited.

Many countries, including the United States, have committed significant resources to fund projects to prevent and eliminate child labor around the world. Despite the implementation of many successful pilot projects, there is lack of robust empirical evidence of which strategies and interventions are the most effective in reducing children's involvement in exploitative labor. Research such as impact evaluations and tracer studies are two tools that can help address this gap by studying the impacts of interventions at different points in time.

Oftentimes international development projects focus on monitoring project outputs rather than on outcomes or impacts. While it is important to understand how funds are being spent and the range of activities undertaken, monitoring and reporting only on these issues leaves gaps in understanding the effectiveness of the projects and programs. Therefore, it is also critical to ensure that projects and interventions are being monitored and evaluated in a comprehensive manner. Monitoring and evaluation plans must be incorporated at the project design phase to produce useful results, and must consider all levels of results, from outputs to impact. Additionally, to ensure sustainability and relevance of monitoring and evaluation activities and project interventions, collaboration with stakeholders is crucial.

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.

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[1] International Labor Organization, Accelerating Action against Child Labor Global Report under the Follow-up to the ILO Declaration on Fundamental Principles and Rights at Work 2011. A definition of the term "economically active," can be found in the full of the report at: http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/publication/wcms_126752.pdf

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 No. 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.

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

Since 1995, the U.S. Congress has appropriated over $840 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 nearly 1.5 million children from exploitative labor. For information on USDOL projects, see http://www.dol.gov/ilab/map/countries/map-cont.htm. For information on child labor and recommendations for future action, see U.S. Department of Labor's 2009 *Findings on the Worst Forms of Child Labor Report*, http://www.dol.gov/ilab/highlights/if-20101215.htm.

E. The Goals of USDOL-Funded Projects

All USDOL technical cooperation projects that ILAB implements are intended to 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/.

USDOL projects that ILAB implements also support the President's Policy Directive on Global Development (PDG) issued in September 2010, which recognizes development as vital to U.S. national security and a strategic, economic, and moral imperative for the United States. The PDG calls for the elevation of development as a core pillar of American power and charts a course for development, diplomacy and defense to mutually reinforce and complement one another in an integrated comprehensive approach to national security.

III. INSTRUCTIONS TO APPLICANTS

Applicants must respond to the entire scope of work outlined in this solicitation in order to be considered responsive. Where appropriate, Applicants are encouraged to consider partnering with other organizations in their submission in order to ensure responsiveness to all portions of the scope of work and required components. Applicants will be assessed on the quality of the overall design and the strength of the strategy in the Scope of Work.

A. Scope of Work

Applicants must present a strategy to address the **Objective and Expected Outcomes** and **Major Program Components and Approach** elements, as described below.

Objective and Expected Outcomes: The overall objective of the project is to increase the knowledge base on the effectiveness of various strategies in preventing and eliminating exploitative child labor and to ensure that programs use a comprehensive monitoring and evaluation approach. The expected outcomes are (1) the design and implementation of impact evaluations for two new ILAB-funded projects; (2) the development of comprehensive monitoring and evaluation plans for 4 new ILAB-funded projects; and (3) the design and implementation of tracer studies of direct beneficiaries of up to 2 previously funded USDOL projects.

Major Program Components and Approach:

1. Impact Evaluation: The Grantee selected for this award must design and implement impact evaluations of selected interventions for two FY 2011 ILAB-funded child labor elimination and prevention projects. One impact evaluation will be of selected project interventions to reduce exploitative child labor in the Philippines. The second will be of selected project interventions for a child labor elimination project in a country in South America to be determined by USDOL. Solicitations for both are forthcoming.

The impact evaluation activities to take place under this Cooperative Agreement will help to address existing knowledge gaps on what types of interventions are most effective in preventing or combating exploitative child labor. The results of the impact evaluation work will provide policymakers, donors, project implementers, and other interested parties with tangible evidence of what specific types of interventions (including such services as education, training, and livelihood assistance) have a positive impact on reducing child labor. The information generated through this work will also identify replicable and scalable activities that can be used to guide policies and improve program design and effectiveness.

The Grantee must use the most rigorous design possible and must include beneficiary and counterfactual groups. Baseline and follow-up survey data collection for impact evaluation purposes must be conducted, data must be stored in an electronic format, and separate reports must be produced on baseline and follow-up survey data. The reports should include a thorough analysis of the data and in the case of the follow up survey report(s), clearly explain the impact of the identified program services on reducing exploitative child labor and improving outcomes related to the focus of the intervention (e.g. education outcomes, improved livelihoods, improved health). The follow up survey reports should also include information on the feasibility of replicating or scaling up the evaluated interventions. Acceptable methodological strategies for impact evaluation may include: randomization (preferred), difference-in-difference, propensity score matching, regression discontinuity, instrumental variable estimation, and pipeline methods.

The Grantee must collaborate closely with USDOL, USDOL technical cooperation grantee staff, host government officials, and other stakeholders as appropriate, to determine which aspects of the projects are feasible for impact evaluation, and together determine which component(s) will be evaluated, how they are best evaluated, and when the impact evaluations should occur. In addition, post-award, Grantees should use to the extent possible existing reputable research organizations within the two target countries (the Philippines and a country in South America to be determined by USDOL) to assist in the collection of survey data.

2. Comprehensive Monitoring and Evaluation Plans: Post-award, the Grantees must develop comprehensive monitoring and evaluation plans (CMEP) for four FY 2011 USDOL-funded child labor elimination projects, including the aforementioned projects. The CMEP will be developed in close coordination with USDOL and the Grantee(s) selected by USDOL for each of these awards (hereinafter referred to as "USDOL technical cooperation grantees").

The CMEP is a tool to design and manage the process of monitoring, evaluating and reporting on progress towards achieving project results. Among other things, it is intended to improve service delivery and outcomes. Each CMEP will be adapted and designed to fit the parameters of each of the four individual projects, and will provide a summary of the program logic and theory of change within each project. The CMEP should include monitoring mechanisms and processes, stakeholder roles and responsibilities, project-level performance indicators and targets, evaluation methodologies, data collection procedures, and a timetable and plan for all anticipated monitoring and evaluation activities. In the case of the projects in the two target countries (the Philippines and a country in South America to be determined by USDOL), it should also incorporate the timeline, process and objectives of the impact evaluations. Additionally, the CMEP should describe methods for data storage, processing, analysis, and reporting.

In order to ensure effective use of the CMEP, capacity building and training of the four USDOL-technical cooperation grantees for designing, implementing and updating the CMEP is also critical. Applicants are required to develop a capacity building and training plan for this purpose. The plan should describe specific skill areas that will be developed and should describe how the technical assistance grantees will be able to use and update the CMEP after the Grantee has finished its initial design support.

Given the importance of the CMEP in assisting USDOL technical cooperation grantees in their ability to comprehensively monitor and evaluate project outcomes and results, the CMEP should be completed within 8 months after project award. The CMEP should be adapted and modified as needed and the Applicant should be available to provide additional technical assistance to USDOL technical cooperation grantees when necessary.

*3. **Tracer Studies:*** The Applicant must design and implement tracer studies for up to two previously-funded USDOL child labor elimination projects. Tracer studies look retrospectively at the long term outcomes and impacts of project interventions on a specific population. For this project, the tracer study will assess the impact of previous USDOL-funded project intervention(s) on a sample of child direct beneficiaries and their families.

One study must be conducted of project beneficiaries of the "Combating the Worst Forms of Child Labor through Education in Ecuador" implemented by World Learning and Desarrollo y Autogestión. Information on this project can be found on USDOL's webpage at http://www.dol.gov/ilab/map/countries/ecuador.htm. Applicants should review these publicly available project documents and propose possible interventions and research approaches for the tracer study and describe the possible approach in the technical proposal.

Applicants should propose a second tracer study within the overall cooperative agreement funding amount. Applicants proposing a second tracer study should propose a strategy and possible study countries and interventions based on publicly available information of past USDOL-funded child labor elimination projects (information available at http://www.dol.gov/ilab/map/countries/map-cont.htm). The country and focus of the second study will be finalized post-award in consultation with USDOL.

B. Technical Proposal Requirements

All proposals in response to this solicitation must (1) demonstrate expertise and experience in designing and implementing impact evaluations and tracer studies in an international development context; (2) demonstrate expertise and experience in developing monitoring and evaluation systems for complex development projects; and (3) demonstrate an understanding of the context for exploitative child labor; and (4) outline a strategy for collaboration with the organizations implementing the FY 2011 USDOL-funded child labor prevention and elimination projects, USDOL staff, and other key stakeholders.

Applicants must submit a detailed project strategy demonstrating a thorough understanding of the existing methodologies and studies related to impact evaluation, tracer studies, and CMEPs with appropriate citations.

For the Impact Evaluation component, the Applicant must describe possible approaches to undertaking a sampling and methodological plan for the two projects; a general plan for how the baseline and follow-up surveys will be conducted; a general plan for production of baseline and final impact evaluation analytical report(s); a plan describing consultation and in-country work with stakeholders; a plan for data quality control and storage; and a dissemination strategy for each of the two countries. In describing an approach for impact evaluations, the Applicant must list and describe five major factors that an impact evaluation implementer must take into account to ensure the validity of data and the integrity of the process. Given that the specific interventions to be evaluated will not be decided until post-award, the Applicant should describe overall approaches that can be taken, with the details to be agreed upon at a later time with USDOL and the USDOL technical cooperation grantees.

For the CMEP component, the Applicant must describe their proposed content and structure for the CMEP and their capacity building and training plan. Additionally, a description should be given of a plan for consultation and in-country work with stakeholders, site visit reports, final CMEP, and any follow up technical guidance to USDOL technical cooperation grantees on their CMEPs.

For the tracer study(ies), the Applicant must describe their proposal for identifying and sampling beneficiaries and interventions, and describe how data will be collected and analyzed to demonstrate impact. Information specific to the Ecuador project should be used, as well as any other project/country specific information for additional proposed studies. Additionally, a description should be given of a plan for consultation and in-country work with stakeholders; a plan for data quality control and storage; a plan for final report production; and a dissemination strategy for each of the two countries. As many project/country-specific details as possible should be included, but given that the specific interventions and beneficiaries to be assessed will not be decided until post-award, the Applicant should describe overall approaches that can be taken, with the details to be agreed upon with USDOL post award.

USDOL requires that all methodology descriptions and data and resulting reports and analysis from the components be made publicly available in a user-friendly format. Applicants should ensure that their proposals consider any cost implications and technical needs in relation to this requirement.

Institutional Review Board

Applicants must describe their access to an Institutional Review Board (IRB), or equivalent. An IRB (or equivalent) is meant to protect the rights and welfare of human research subjects and it generally consists of a committee that monitors, reviews, and approves behavioral research involving humans. Applicants must discuss in detail how they will engage with the IRB for both the impact evaluation and tracer study work.

Transparency

USDOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For this grant competition, we will publish the Executive Summary as required by this solicitation for all applications on the Department's website or similar location. Additionally, we will publish a version of the Technical Proposal required by this solicitation, for all those applications that are awarded grants, on the Department's website or a similar location. No other parts of or attachments to the application will be published. The Technical Proposals and Executive Summaries will not be published until after the grants are awarded. In addition, information about grant progress and results may also be made publicly available.

USDOL recognizes that grant applications sometimes contain information that an Applicant may consider proprietary or business confidential information, or may contain personally identifiable information. Information is considered proprietary or confidential commercial/business information when it is not usually disclosed outside your organization and when its disclosure is likely to cause you substantial competitive harm. Personally identifiable information is information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records, or other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.[2]

Executive Summaries will be published in the form originally submitted, without any redactions. However, in order to ensure that confidential information is properly protected from disclosure when DOL posts the winning Technical Proposals, Applicants whose technical proposals will be posted will be asked to submit a second redacted version of their Technical Proposal, with proprietary, confidential commercial/business, and personally identifiable information redacted. All non-public information about the Applicant's staff should be removed as well. The Department will contact the Applicants whose technical proposals will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Technical Proposal. Submission of a redacted version of the Technical Proposal will constitute permission by the Applicant for USDOL to post that redacted version. If an Applicant fails to provide a redacted version of the Technical Proposal, USDOL will publish the original Technical Proposal in full, after redacting personally identifiable information. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including an Applicant's proprietary and confidential information and any personally identifiable information.)

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that truly is proprietary, confidential commercial/business information, or capable of identifying a person. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, USDOL will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR part 70).

Redacted information in grant applications will be protected by DOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If USDOL receives a FOIA request for your application, the procedures in USDOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an Applicant redacted in its "redacted copy."

Key Personnel

Applicants must identify all key personnel candidates being proposed to carry out the requirements of this solicitation. Together, the Project Director, Research Specialist, and Monitoring and Evaluation Specialist comprise the key personnel of this 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

[2] Memorandums 07-16 and 06-19. GAO Report 08-536, *Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008, http://www.gao.gov/new.items/d08536.pdf.

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 five years of professional experience in a leadership role in implementation of development, evaluation, or research projects relevant to this solicitation. Fluency in English is required and in addition, a working knowledge of Spanish is preferred.

2) The Research Specialist will be responsible for leadership in designing and implementing the impact evaluation and tracer components, in collaboration with the Project Director. The Research Specialist will ensure close coordination with the USDOL technical cooperation grantees and will work closely with the Project Director to identify qualified local consultants/organizations to work on the impact evaluations and tracer studies. The individual selected for this position must hold a Ph.D. in economics, applied economics, sociology, or related field and have experience in quantitative research design and impact evaluation methodologies. The person selected should be an experienced researcher with a minimum of five years experience with complex research design and implementation in an international development context. Experience with child labor strongly recommended. The Research Specialist must be fluent in English, and in addition, a working knowledge of Spanish is preferred. Excellent oral and written communication skills, as well as the ability to work effectively in close collaboration with a variety of organizations, are also essential.

3) The Monitoring and Evaluation Specialist (Year 1) will be responsible for leadership in the development of four comprehensive monitoring and evaluation plans, in collaboration with the Project Director. The Monitoring and Evaluation Specialist must be experienced in developing CMEP for education, child labor, and/or international development-related projects. Persons selected should be experienced in M&E systems development with a minimum of five years M&E experience in complex international development projects. The Monitoring and Evaluation Specialist must be fluent in English, and in addition, a working knowledge of Spanish is preferred. Demonstrated ability to work effectively in close collaboration with a variety of organizations is essential.

The Project Director must allocate 100 percent of their time to the project for the duration of implementation. The Research Specialist must allocate 100 percent of their time to the project during the design, implementation, data analysis and report drafting periods for each of the impact evaluation and tracer activities. Applicants may propose a time allocation for the Research Specialist of not less than 80 percent during other times not noted above but must provide a detailed justification for such a proposal. The Monitoring and Evaluation Specialist must devote 100 percent of their time for the first year of implementation (during the period of CMEP development), and should be available for technical assistance as needed after that time. Applicants must describe how CMEP technical assistance/support will be addressed after year one. 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 D of the Technical Proposal are not submitted. (*Please note that all references in this SGA to "Annexes" refer to the Applicant's Technical Proposal as outlined in section III.E.2 Technical Proposal Format*).

All key personnel should be employed by the Grantee or a 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(s) must provide a justification for why this is the most effective staffing strategy.

The Grantee must assume full responsibility for ensuring that all key personnel 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.

C. Eligible Applicants

Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s) capable of carrying out the full scope of work described above. The selected organization(s) must have extensive expertise and experience designing and implementing impact evaluations and tracer studies and developing comprehensive monitoring and evaluation systems in a developing country context. Experience should be child relevant, in particular with child labor and/or child wellbeing.

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 does not bar eligibility or selection under this solicitation.

Applicants must be in compliance with all audit requirements, including those established in OMB Circular A-133. Applications from U.S.-based non-profit organizations that are subject to the Single Audit Act, that fail to include their most recent single audit or fail to demonstrate that they have complied with single audit submission timeframes established in OMB Circular A-133 will be considered non-responsive and will be 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.

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; 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.

D. Other Eligibility Criteria

1. Dun and Bradstreet Number

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 about 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.E.1.-.E.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, $2.5 million;
7. Failure to include most recent single audit or to demonstrate compliance with single audit submission timeframes established in OMB Circular A-133 for applications from U.S.-based non-profit organizations that are subject to the Single Audit Act;
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. Failure to timely submit an application.

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.

E. 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 11-XX. In order to view the application package and submit applications on Grants.gov, Applicants will need Pure Edge Viewer software, available for free download from http://www.grants.gov/applicants/apply_for_grants.jsp. 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 August 31, 2011 via Grants.gov or hardcopy. Submission instructions can be found in section III.F.

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 section III.E.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 sections 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 will not be considered. Any required or additional supporting documents submitted in languages other than English will 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 an SF-424 Supplemental Key Contacts Information; SF-424 Application for Federal Assistance; an 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 B. 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, including if the key person is the signatory of the SF-424.

The Applicant's 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 on line 18.b.

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.E. 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, and Work Plan (see section III.E.2). 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 before 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 to design and implement all activities identified for each of the three components. These activities include, but are not limited to (1) conducting baseline and follow up surveys for the impact evaluations in two countries; (2) conducting tracer studies in up to two countries; (3) building capacity and train grantees on CMEP; (4) monitoring project implementation and reporting on project activities; (5) financing appropriate international travel for implementation of each of the three components, as well as required meetings with USDOL; (6) storing and analyzing data and produce reports for each component; and (7) disseminating data and reports for each component. 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.,* before December 31, 2011).

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.B.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.

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) if no indirect costs are claimed, a Certificate of Direct Costs, found in the above cited form.

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.G. 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 "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 Technical Proposal requirements sections.

The Technical Proposal must contain all of the documents outlined below, in section III.E.2., and 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 $2.5 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. The Applicant's project design narrative must not exceed 40 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 40-page limit for the project design narrative.

1. Background and Justification

This section should describe current good practices and methodologies in the relevant fields for each of the three components. A detailed understanding of the justification and need for carrying out the activities under this project should be clearly articulated.

2. Project Design and Strategy

This section must discuss the Applicant's proposed project design and strategy for carrying out all requirements outlined in sections III.A and III.B.

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. The discussion must include the following topics:

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 B of their Technical Proposal. Applicants should highlight any experience they may have with implementing monitoring, evaluation, or research projects to (1) identify the effect of services and programs on child labor and/or child wellbeing outcomes in complex development projects, (2) develop complex monitoring and evaluation plans and systems for child labor or child relevant development projects, and (3) identify the long-term effects of services and programs on beneficiaries by tracing beneficiaries and their outcomes after services have been provided. Annex B of the Technical Proposal must include information on the Applicant's subgrantees and subcontractors, if applicable, including previous and current grants, cooperative agreements, and/or contracts funded by USDOL, other Federal agencies, and other donors

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 E of the Technical Proposal. See section V.B.2 for specific audit requirements.

4. Personnel and Project Management Plan

This section must discuss the Applicant's project management plan. This plan must correspond with Annex C and Annex D of the Technical Proposal and include a narrative description of the roles and responsibilities of and the project's management structure, address each candidate's level of competence, past experience relevant to this solicitation, and qualifications to perform the requirements outlined in section III.B. It must also describe the lines of authority between key personnel, other professional personnel, and other project staff. In the case that the project's key personnel would be employed by a subgrantee, the Applicant must provide a 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.

5. Other Professional Personnel

In this section, Applicants should identify any other professional program personnel deemed necessary to carry 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 D of the Technical Proposal.

6. Annexes

Annex A: Work Plan

Annex A 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 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 B: Past Performance Table(s)

Annex B must contain the Applicant's Past Performance Table(s). This table must complement section III.E.2. 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 the 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 C: Project Management Organization Chart
Annex C 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.B. 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 D: Personnel Descriptions, Résumés, and Letters of Commitment
Annex D 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 10 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 Spanish language abilities.

Annex E: Audit Report(s)
Annex E 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) for Applicants from U.S.-based non-profit organizations that are subject to the Single Audit Act, include the most recent single audit or demonstrate compliance with single audit submission timeframes established in OMB Circular A-133; (2) for Applicants that are for-profit or foreign-based organizations the Applicant's most current independent financial audit; (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.

F. 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 August 31, 2011 (48 days after publication). 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: Brenda White, Grant Officer, Reference: Solicitation 11-XX. 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, before 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 will be treated 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 Brenda White (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 from considering 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 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 necessary, additional 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.

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. USDOL bears no responsibility for data errors resulting from transmission or conversion processes.

G. 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.G.1. through III.G.12. If any Applicant has questions about these or other restrictions, please e-mail Brenda White at white.brenda.j@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. 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.

3. Subgrants and Subcontracts

Subgrants and 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).

4. 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.

5. 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 this 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 except that where the Grantee has conducted a competitive process to select the awardee and has determined that no other entity in the country is able to provide services or undertake project activities, the grantee may award subcontracts 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.

6. 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.

7. 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. Grantees 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 Grantees 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.

8. 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 or 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. A Grantee should consult USDOL for prior approval if it is unclear if project activities are allowable.

9. 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.

10. 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. Only applications deemed responsive will be evaluated (see section III.E.2.). The evaluation of applications will consider all information and requirements presented in this solicitation.

Specific Evaluation Criteria:

1. Project Design and Budget
   a. Impact Evaluation 25 points
   b. Comprehensive Monitoring and Evaluation Plans 15 points
   c. Tracer Study(ies) 10 points
2. Organizational Capacity 20 points
3. Personnel and Project Management Plan 30 points

1. Project Design and Budget (50 points)

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

Applicants will be evaluated on the overall quality, effectiveness, relevance, and clarity of their proposed project design and strategy for each of the three components, 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 and Technical Proposal Requirements sections.

Applicants will be evaluated on the following:

- Demonstrating a thorough understanding of the different methodological approaches for each of the components, and justifying which approaches are likely to be the most appropriate in the context of complex international child labor elimination projects;
- Demonstration of an understanding of child labor issues;
- For the impact evaluation component, the Applicant's description of the five major factors that an impact evaluation implementer must take into account to ensure that the validity of data and the integrity of the process.
- 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 the proposed countries.
- 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.

2. Organizational Capacity (20 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 B), and Audit Report(s) (Annex E).

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 use 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 managing, designing and/or implementing research designs for the purpose of impact evaluations, including consideration of experience with random, control-trial, quasi-experimental, and natural-experiment designs. They will also be rated on their experience and demonstrated success in managing and designing comprehensive monitoring and evaluation plans. Experience working on child labor, child well-being, education, and/or livelihoods programs will also be assessed as preferred areas of experience.

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 targets under past or current USDOL-funded projects, if applicable for 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 about 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.

3. Personnel and Project Management Plan (30 points)

Applicant's 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.

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 C), and Personnel Descriptions, Résumés, and Letters of Commitment (Annex D).

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, research 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 whose résumés demonstrate that they meet the criteria outlined in section III.B. for each key personnel, Project Director, Research Specialist, and Monitoring and Evaluation Specialist.

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 a Grantee 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 the Applicant's past performance on Federal awards. USDOL reserves the right to (1) solicit information from Federal sources about the Applicant's past performance on Federal awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's 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 for any reason deemed necessary, including negotiating 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 about their application, including in their audit report(s). USDOL also reserves the right to negotiate program components further after award during the project design consolidation phase.

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, 2011. 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, listed in section V.B.3., 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 before 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, For-Profit 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.

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.

Copies of OMB Circulars referenced in this document can be found at:

- OMB Circular A-122 – Cost Principles for Non-Profit Organizations
  http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf

- OMB Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations
  http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

Copies of all regulations referenced in this solicitation are available at no cost, online, at http://www.dol.gov. 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 before signing the cooperative agreement with USDOL.

1. 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.

2. Work Plan

Within 4 months of award, the Grantee must deliver an initial draft of the Work Plan covering the life of the project (a template is provided in the MPG). 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.

3. Final Report

Grantees must submit final technical and financial reports 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.

4. Other Reports (Deliverables)

Impact Evaluation

- Individual workplans for each of the impact evaluations to be carried out in the two target countries.
- Draft research design, including survey methodologies and pilot questionnaires, shared prior to implementation of impact evaluations in all target countries.
- Final research design, including survey methodologies and questionnaires, used to carry out impact evaluations in all target countries.
- Individual draft and final evaluation reports on results analyzing impact of program interventions in the two target countries.
- Public-use datasets, data dictionaries and other material required for data analysis.
- Schedule for any key stakeholder consultations surrounding research strategy and evaluation results.

Comprehensive Monitoring and Evaluation Plan

- Individual workplans for CMEPs in the four target countries.
- Draft and final CMEPs for the four target countries.
- Materials associated with capacity building and training of grantees on use of CMEPs in the four target countries.
- Schedule for all grantee trainings on CMEPs.

Tracer Studies

- Individual workplans for two tracer studies.
- Draft research design, including survey methodologies and pilot questionnaires, shared prior to implementation of tracer studies.
- Final research design, including survey methodologies and questionnaires, used to carry out tracer studies.
- Individual draft and final reports analyzing the results of the tracer studies.
- Schedule for any key stakeholder consultations surrounding research strategy and study results.

VI. AGENCY CONTACTS

All technical questions about this solicitation (SGA 11-XX) must be sent in writing to Brenda White, Grant Officer, U.S. Department of Labor's Office of Procurement Services, via e-mail (white.brenda.j@dol.gov) no later than July 28, 2011 (14 days after publication) in order to receive a reply and allow responses to reach all prospective Applicants before 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) about 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 about 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: Brenda White (e-mail: white.brenda.j@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 III.G. 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 July 14, 2011.

BRENDA J. WHITE
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.

"Area based approach" allows for targeting of all forms of child labor within a defined geographic location.

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" CLMS involves the identification, referral, protection, and prevention of exploitive child labor through the development of a coordinated multi-sector monitoring and referral process that aims to cover all children living in a given geographical area.

Progress in this field can be demonstrated if one or several of the following systems has been established:

- A comprehensive plan and/or pilot program to develop and establish national, local or sector specific CLMS.
- A CLMS covering various forms of child labor at the national level;
- A CLMS covering various forms of child labor at the local level:
- A CLMS in any formal or informal sector, urban or rural; or

A comprehensive and credible CLMS includes the following characteristics:

- The system 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 hazardous work;
- It verifies whether the children have actually been removed and/or shifted from hazardous work to an appropriate situation (school or other);
- It tracks these children after their removal, to ensure that they have satisfactory alternatives; and
- It keeps records on the extent and nature of child labor and the schooling of identified child workers.

Children at high-risk of entering exploitative child labor refers to children who experience a set of conditions or circumstances (family environment or situation, proximity to economic activities prone to employ children, etc.) under which the child lives or to which the child is exposed that make it more likely that the child will be employed in exploitative child labor (e.g. siblings of working children). The definition of high-risk should be defined by the project and used in the baseline survey.

Children engaged in exploitative child labor includes those children (minors under age 18) working in the *worst forms of child labor* as outlined in ILO Convention 182 and children engaged in work that is exploitative and/or interferes with their ability to participate and complete required years of schooling. ILO Convention 182 defines the WFCL 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; and
(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.

Grantees are encouraged to consult Recommendation 190 accompanying C. 182 for additional guidance on identifying hazardous work.

"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.

"Decent work" is an initiative led by the ILO that promotes higher productivity and fair income for all workers. It is based on four components (1) job creation, (2) exercise of labor rights, (3) expansion of social protection programs, and (4) social dialogue.

"**Direct beneficiaries**" are children who have been provided with an education or training service by the project and households who have benefited from a livelihood service.

"**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 the select country; 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.

"**Educational services**" refers to formal or nonformal education:

3. Formal education services refer to education provided and/or recognized by the government. Formal education may include government schools, private schools, religious schools, etc. The support of formal education may involve the provision of goods and/or services including direct costs such as school fees and teaching and learning materials and indirect costs such as school uniforms, transportation costs, etc. These goods and/or services are intended to ensure that the child will attend and stay in school.

4. **Nonformal Education** services refer to education provided by any organization or body outside of the formal school system. This education may include literacy, mainstreaming education, accelerated learning, community-based education, bridge courses, remedial education, life skills, etc. Nonformal education services may lead to mainstreaming into formal education or equivalent school certificates.

5. **Vocational** services refer to education and/or training related to a specific vocation, trade or occupation. Vocational education is differentiated from formal or nonformal education and should **not** be counted under formal and nonformal education services.

"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 No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying "hazardous work." ILO Recommendation No. 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 No. 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.

"Livelihood services" may include, but are not limited to, the provision or linkage to education and training, employment services, economic strengthening services, income smoothing services, and social capital services. Definitions of livelihood services include but are not limited to the following categories:

- **Education and training services** aim to provide adult participants with the basic skills and knowledge necessary to benefit from social services, financial services, and higher education. Education and training services may include the provision or linkage to life skills, leadership training, financial education, and literacy and numeracy programs. Only ***adults***[3] may be counted in this category as receiving education and training services. Please note that children receiving education and training services would be counted under ED1.
- **Income smoothing services** aim to mitigate economic shocks by leveling out the income of participants over time. Income smoothing services may include village savings and loan programs, micro-insurance, micro-savings, (un)conditional cash transfer programs, health services, food programs, housing, and initiatives that aim to diversify the income sources of participants. ***Adults and children*** may receive income smoothing services.
- **Social capital services** aim to expand a participant's connection within and between social networks. Social capital services may include the provision or linkage to support groups and labor sharing arrangements. ***Adults and children*** may receive social capital services.
- **Employment services** aim to increase employment, job retention, earnings, and occupational skills of participants. Employment services may include the provision or linkage to employment assistance programs, vocational and business training, business start-up packages, occupational safety and health training, micro-franchise programs, job placement, apprenticeships and public works programs. ***Adults and children*** of the legal working age may receive employment services.
- **Economic strengthening services** aim to increase the economic well-being of participants. Economic strengthening services may include the provision or linkage to micro-credit, productivity transfers, and cooperatives. ***Adults and children*** of the legal working age may receive economic strengthening services.
- **Productivity transfers** are inputs aimed at improving the productivity and/or efficiency of processes and may include, for example, training, seeds, fertilizers, fuel, and labor-saving technologies.
- **Cooperatives** are groups owned and operated by individuals, organizations or businesses for their mutual benefit. For example, agricultural cooperatives or farmers' co-op, may provide services, such as training, to individual farming members; pool production resources (land, machinery) so that members can farm together; provide members with inputs for agricultural production, such as seeds, fertilizers, and machinery; and engage in the transformation, distribution, and marketing of farm products.

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[3] A legal adult is a person who has attained the age of 18.

"**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.

"**Social-protection programs"** are government interventions that seek to mitigate the impact of economic shocks, promote equity, and reduce poverty by providing social assistance to vulnerable populations. They can include cash transfers, microloans, health insurance, scholarships, savings, vocational training, and temporary jobs. Some of USDOL-funded projects have worked with governments to include project beneficiaries in social protection programs, provide project services to social protection beneficiaries or conduct joint initiatives to combat child labor within the social-protection programs' framework.

"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.

"Youth employment" According to the ILO, approximately 81 million of the unemployed are between 15 and 24 years of age.[4] Youth employment opportunities address this population, which is faced with a lack of sufficient and sustainable decent work and vulnerable barriers, including underemployment, temporary and involuntary work with few benefits, and limited opportunities for advancement. USDOL projects recognize the value of safe work for youth and their families and may support efforts to (1) promote youth employment opportunities that ensure youth can access educational, developmental, vocational, economic and social opportunities, and (2) protect working children from hazards in the workplace.

[4] Youth Employment: The challenge, http://www.ilo.org/employment/Areasofwork/lang--en/WCMS_143354/index.htm

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. Cost Sharing (Optional)

F. 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 40 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. Fiscal Oversight
6. Personnel and Project Management Plan
    a. Key Personnel
    b. Other Professional Personnel
    c. Project Management Plan

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

Annex A: Work Plan
Annex B: Past Performance Table(s)
Annex C: Project Management Organization Chart
Annex D: Personnel Descriptions, Résumés, and Letters of Commitment
Annex E: Audit Report(s) and Cover Sheet for all Subgrantees and Subcontractors, as applicable