DEPARTMENT OF LABOR

Bureau of International Labor Affairs

Project to Combat Exploitative Child Labor in Sugarcane Growing Areas of the Philippines

July 14, 2011

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

Funding Opportunity Number: SGA 11-04.

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 award up to $15 million for a technical assistance project(s) to support efforts to eliminate exploitative child labor in the Philippines with a focus on areas of sugarcane production. Projects funded under this solicitation will seek to combat child labor through an innovative, effective, and integrated approach that involves increasing children's access to quality education, promoting sustainable livelihoods for their households, and increasing beneficiaries' access to national social protection programs that help households overcome dependence on children working to meet basic needs. Eligible Applicants must respond to the entire scope of work outlined in this solicitation.

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List of Acronyms

CBOs	Community-Based Organizations
CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CMEP	Comprehensive Monitoring and Evaluation Plan
CLMS	Child Labor Monitoring System
DBMS	Direct Beneficiary Monitoring System
DepEd	Department of Education
DOLE	Department of Labor and Employment
DSWD	Department of Social Welfare and Development
DUNS	Dun and Bradstreet Number
EST	Eastern Standard Time
FAQ	Frequently Asked Questions
GoP	Government of the Philippines
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
IPEC	International Program on the Elimination of Child Labor
MPG	Management Procedures and Guidelines
NGOs	Nongovernmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
PDG	President's Policy Directive on Global Development
PPACL	Philippine Program against Child Labor Strategic Framework
OMB	Office of Management and Budget
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 $15 million for one or more cooperative agreements to qualifying organizations to combat exploitative child labor in sugarcane growing areas of the Philippines. Projects funded under this solicitation will seek to combat child labor by increasing children's access to quality education, promoting sustainable livelihoods for their households, and increasing beneficiaries' access to national social protection programs that help households overcome dependence on children working to meet basic needs. Organizations applying for this award must demonstrate a proven ability to manage complex projects in developing countries that aim to improve the lives of children by increasing their access to quality education and training opportunities and by promoting the sustainable livelihood of their households.

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 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 $15 million.

II. BACKGROUND AND USDOL CHILD LABOR OBJECTIVES

A. Extent of the Problem: Contributing Factors and Root Causes

According to the International Labor Organization (ILO), an estimated 215 million were engaged in exploitative child labor, of which 115 million were estimated to be involved in hazardous work in 2008. 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. A large number of youth work in the informal economy. According to the ILO, in 2009, more than 82 percent of teenagers aged 15-19 years worked in the informal sector.

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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

This solicitation for cooperative agreement applications seeks to address the problem of child labor and the specific contributing factors in sugarcane growing areas in the Philippines.

B. The Philippines: Background and Problem Statement

Overview of Child Labor in the Philippines and in Philippine Sugarcane Production

According to the Philippine 2007 Labor Force Survey, approximately 2.3 million children aged 5-17 years work in the Philippines, or 8 percent of the total age group.[2] Roughly 56 percent of working children work in agriculture, hunting and forestry.[3] In agriculture, children work in the production of bananas, coconuts, corn, rice, rubber, sugarcane, tobacco, and other fruits and vegetables.[4] Children in the Philippines also work in the mining and fishing sectors, in home-based manufacturing industries, and as domestic servants. Other children work on the street, engaged in scavenging and begging. Children are also victims of commercial sexual exploitation, sometimes as a result of trafficking from rural to urban areas.

Children working in the sugarcane sector are involved in planting, weeding, cane cutting, farm clearing, harvesting, hauling, pesticide and fertilizer application, burning, preparation of "cane tops" or "points," and the counting and distribution of seedlings. They often work long hours in extreme weather conditions with few breaks. As a consequence of these jobs, children experience many work-related injuries, such as skin diseases and infections, wounds, dehydration, respiratory complications, snakebites and accidents caused by machinery. While a majority of children working on sugarcane plantations combine study and work, many drop out of school.[5]

Economic Factors Contributing to Child Labor

As in many countries, poverty is one of the major factors contributing to child labor in the Philippines. The Philippines has a poverty index of 22.6 percent, with the highest incidence of poverty found in the regions of MIMAROPA, Bicol, Eastern Visayas and Mindanao.[6] According to the Government of the Philippines (GoP), farmers, children and people who fish for a living, were the three poorest population subcategories in 2006.[7] Vulnerable households in the Philippines, particularly those whose livelihoods depend on the rural/agricultural economy, have been particularly affected by the country's slow income growth, uneven distribution of wealth, natural disasters and rising fuel and food prices. Unemployment and underemployment are also major factors contributing to the vulnerability of households. Between 2006 and 2010, the average unemployment rate in the Philippines was 7.5 percent. Underemployment, including among youth,

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[2] However, LFS data does not provide a sufficient basis for determining the extent of child labor among working children. Department of Labor and Employment (DOLE)-Bureau of Labor and Employment Statistics (BLES) Web site. *2008 Gender Statistics on Labor and Employment.* Retrieved from http://www.bles.dole.gov.ph/2007%20Publications/ 2008%20GenderStat_final/CHAPTER%2012_2.html.

[3] Ibid.

[4] World Vision Development Foundation, Christian Children's Fund, and Educational Research and Development Assistance Foundation, *ABK2 Initiative*, Baseline Report, 2008, page 15. See also ECLT Foundation, *Agriculture and Tobacco,* [online] 2010 [cited May 09, 2011]; available from http://www.eclt.org/about-child-labour/agriculture-and-tobacco. See also Government of the Philippines, *Relevant Information on US DOL's List of Goods Produced by Child Labor or Forced Labor in the Philippines*, submitted in response to U.S. Department of Labor TVPRA Report 2009, April 2010; available from http://www.dol.gov/ilab/programs/ocft/FR20100224/Philippines/ResponseUSDOLwithBWSC6April2010.pdf. See also U.S. Embassy- Manila, *reporting, January 28, 2011.*

[5] World Vision Development Foundation, *ABK2 Initiative Research: Sugarcane Final Output*, 2009.

[6] Government of the Philippines National Economic and Development Authority, *2011-2016 Medium-Term Philippines Development Plan*, 2011, page 38; available from http://www.neda.gov.ph/PDP/2011-2016/default.asp.

[7] Ibid., chapter 8.

meanwhile, is around 20 percent. Underemployment is particularly prevalent in the Philippines in rural areas and in the informal sector.[8]

Philippine Sugarcane Production

Sugarcane represents a major contributor to the livelihood of millions of Filipinos. Seventy thousand farmers (or one percent of all Filipino farmers) are engaged in sugarcane production. At peak season, sugarcane production employs about 600,000 people, including 500,000 in the fields and 100,000 in mills, refineries, and the trade.[9] The total number of individuals who rely on the income earned by individuals employed in the sugar sector in the Philippines is estimated to be 5 million people.[10]

Farm workers on sugar plantations can be divided into two groups—permanent workers and those who work on a seasonal basis. Permanent workers live on the plantation lands with their families and receive a wage. The landowner provides stores that sell food and other basic commodities to workers on credit. Workers' options for buying basic goods elsewhere are limited. Landowners and farm workers see the family as a "production unit," and all members are expected to work to pay off the family's debts, including children and the elderly.[11]

Sugar production, however, relies heavily on seasonal workers. These workers are hired mainly during the peak harvest season and are paid to cut cane and fill the cane trucks through a piece-rate system. The seasonal nature of the work prevents them from getting a permanent job or a steady income. Small land holders often hire seasonal workers at high volume periods. In the off season from June to September, these workers migrate to other farms to look for alternative employment and income. Many seasonal workers have their own plots of land but need to work outside to make additional income. Others are landless peasants who move from one plantation to the next. Men often migrate to cities to look for work, while women tend subsistence garden plots and look for work on other plantations. Some take credit from plantation administrators and then use the family's labor (including that of children) to repay the loans. In some cases, children end up in other forms of exploitative child labor through this process.[12]

Sugarcane production involves 360,000 hectares in the Philippines, making it the country's fourth largest crop by hectarage after coconut, rice and corn.[13] The majority of sugarcane farms are small, family-owned operations. Of the over 60,000 sugarcane farms in the Philippines in 2007, more than 46,000 were between 0.1 and 5 hectares in size, accounting for roughly 21 percent of production. A disproportionate share of sugarcane production, however, occurred on the 1,220 farms over 50 hectares in size; farms that accounted in 2007 for 42 percent of production.[14] These larger farms are commercial agricultural undertakings, including

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[8] Ibid., page 19. Underemployed youth are those seeking to have additional hours of work in their present job, wanting an additional job, or a new job with longer working hours. International Labour Organization, Mark Emmanuel Canlas, and Maria Cristina Pardalis, *Youth employment in the Philippines*, Manila, 2009; available from http://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-manila/documents/publication/wcms_142947.pdf.

[9] Harry Kopp, Representative of the Sugar Alliance of the Philippines,, E-mail communication to USDOL official, April 20, 2011.

[10] Boo Chanco, "Think of the sugar farmers too ", The Philippine Star, [online], February 10, 2010; available from http://www.philstar.com/Article.aspx?articleId=548136&publicationSubCategoryId=66. See also Philippine Partnership for the Development of Human Resources in Rural Areas - National Secretariat, *The Sugar Industry in the Philippines*, January 30, 2009; available from http://phildhrra.net/node/142.

[11] Cynthia A. Deduro, "Exploitation of Farm Workers in Sugar Plantations in the Philippines" (paper presented at the Agricultural Workers Meeting, Penang, May 20-22, 2005); available from http://www.agriworkers.org/html/resources002.htm.

[12] Ibid. See also World Vision Development Foundation, *ABK2 Initiative Research: Sugarcane Final Output*, page 13.

[13] Government of the Philippines National Economic and Development Authority, *2011-2016 Medium-Term Philippines Development Plan*, page 104.

[14] Philippine Sugar Millers Association Inc., *PowerPoint presented by Archimedes B. Amarra, Executive Director* (December 31, 2010). See also Sugar Alliance of the Philippines, *Statement of the Sugar Alliance of the Philippines Submitted to the U.S.*

plantations. Sugarcane production is primarily concentrated in the Western Visayas region on the island of Negros (57 percent). Mindanao in the south accounts for an additional 19 percent and Luzon in the north for about 14 percent. The remaining 10 percent of sugarcane is produced in Panay and the Eastern Visayas.[15]
An issue of major importance to the Philippine sugarcane sector is land reform. The GoP's Comprehensive Agrarian Reform Program, launched in 1988 and extended through 2014, is a massive land redistribution program that aims to promote social justice, security and social stability in the countryside, and to help alleviate social uprising in rural areas.[16] All agricultural lands, regardless of the commodity produced or the type of existing land ownership arrangement, are included. Large plantations in excess of 25 hectares are to be broken down into parcels of 3 to 5 hectares and given to farm workers and other agrarian reform beneficiaries.[17]

The breaking up of these larger farms as a result of land reform has the potential to negatively impact economies of scale for sugarcane production. The growing of sugarcane on large plantations involves the use of fertilizers and irrigation that are more cost-efficient on larger farms. Moreover, once sugarcane is harvested and cut, it needs to be transported rapidly to the mill to be processed into raw sugar. The longer it takes to transport the cane, the lower the yield of sucrose per ton. Again, larger farms allow for more systematic transport and economies of scale.[18] While efforts have been made to organize small holder farmers through cooperatives, these have met with opposition from various groups, including some small holder farmers.[19] Some small-holder farmers have also argued that more focused attention needs to be placed in other areas, such as improving infrastructure to speed up transit from farm to market and making credit more accessible and affordable for farmers to buy inputs such as high-yield seeds, fertilizers, and equipment needed for after the harvest.[20] No studies have been conducted to determine the effects of the land reform program on child labor in the sugarcane sector.

Government and Industry Efforts to Address Child Labor

While children continue to work in exploitative and hazardous conditions in the Philippines, the GoP has taken steps to confront the problem of child labor. The country has ratified ILO Conventions No. 138 and No. 182 and developed a broad framework for policy and action to combat exploitative child labor in the Philippines. The Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child mandates the Government to protect and remove children from the worst forms of child labor. It defines and prohibits worst forms of child labor, barring children from using

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Department of Agriculture Consultative Group to Eliminate the Use of Child Labor and Forced Labor in Imported Agricultural Products, April 28, 2010; available from http://www.fas.usda.gov/info/Child_labor/2010_Statement_for_USDA%20re%20child%20labor.pdf.

[15] U.S. Department if Agriculture Foreign Agricultural Service, *Global Agricultural Information Network (GAIN) Report: Philippines Sugar Annual Report*, 2010; available from http://gain.fas.usda.gov/Recent%20GAIN%20Publications/Sugar%20Annual_Manila_Philippines_4-12-2010.pdf.

[16] Rosanne Rutten, "Who Shall Benefit? Conflicts among the Landless Poor in a Philippine Agrarian Reform Programme ", *Asian Journal of Social Science* 38, no. 2 (2010).

[17] Jose Maria T. Zabaleta, "Will the Philippines Revert to its Net Sugar Exporter Status?" (paper presented at the FAO 1997 Asia Pacific Sugar Conference, Fiji, 1997); available from http://www.fao.org/DOCREP/005/X0513E/x0513e17.htm.

[18] E-mail communication from Kopp, Harry, Representative of the Sugar Alliance of the Philippines, April 20, 2011

[19] Both labor unions and the government promoted the creation of farmer cooperatives. However, to many smallholders, private land ownership equaled independence and an opportunity to separate themselves from their fellow workers. Many failed however, claiming a lack of capital and other support from the government. See also Rutten, "Who Shall Benefit? Conflicts among the Landless Poor in a Philippine Agrarian Reform Programme ".

[20] GMANews.TV, "RP prepares sugar industry for reduced tariffs ", GMA News, [online], August 08, 2010; available from http://www.gmanews.tv/print/198094. See also Government of the Philippines Department of Agriculture Sugar Regulatory Administration, *Mechanization and ethanol production are keys to a more sustainable and globally-competitive sugarcane*, August 09, 2010; available from http://afmis.da.gov.ph/index.php/whats-new/166-mechanization-and-ethanol-production-are-keys-to-a-more-sustainable-and-globally-competitive-sugarca.html.

dangerous machinery or tools, transporting heavy loads, working underground or underwater, handling explosives, or being exposed to unsafe substances, and it prescribes stringent penalties.[21]

The Philippine Program against Child Labor (PPACL) Strategic Framework 2007-2015 lays out the blueprint for reducing the incidence of child labor by 75 percent by 2015.[22] To enhance efforts to address child labor, the country has set up operational child labor coordination mechanisms at the national, regional and provincial levels and taken steps to mainstream the country's child labor reduction goal into many national development agendas. The Philippines also has in place policies to promote the welfare of children that complement child labor efforts. The Philippine National Strategic Framework for Plan Development for Children, 2000-2025, also known as "Child 21," sets out broad goals to achieve improved quality of life for Filipino children by 2025.[23]

The Philippine Department of Labor and Employment (DOLE) supports a number of specific actions to combat exploitative child labor. The Labor Enforcement and Action Program (LEAP) is intended to intensify labor inspections and the enforcement of labor laws including child labor laws. DOLE has also established *Sagip Batang Manggagawa* (SBM-"*Rescue the Child Laborers*") Quick Action Teams (QAT), an innovative regional mechanism for detecting, monitoring, and reporting children working in abusive and risky situations.[24]

The Philippines has also taken actions specifically to address the issue of trafficking. The Inter-Agency Council against Trafficking (IACAT) coordinates, monitors, and oversees ongoing implementation of efforts to combat child trafficking. The National Anti-Trafficking Task Force (NATTF), which was established by the IACAT and the Department of Justice (DOJ), serves as a mechanism for promoting collaboration between the police and prosecutors, as well as social service providers, to develop stronger cases against traffickers.[25]

In the area of education, the GoP has sought to increase children's participation in schooling by building more schools and increasing the number of school years offered to elementary and secondary aged children. The compulsory school age in the Philippines, however, is 11 years, as compared to the country's minimum work age of 15 years. This discrepancy means that children complete their education requirement before they can legally work, increasing the likelihood of entry into exploitative child labor. Other factors affecting children's participation in schooling include natural disasters and an increasing student population, both of which have contributed to a shortage of classrooms and overcrowded school conditions. Net enrolment rates in the 2009-2010 school year were 85 percent at the elementary level and 62.4 percent at the secondary level,

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[21] Government of the Philippines, *Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protections for the Working Child*, Republic Act No. 9231, (December 19, 2003), sections 3 and 6; available from http://www.lawphil.net/statutes/repacts/ra2003/ra_9231_2003.html.

[22] Government of the Philippines Department of Labor and Employment Bureau of Workers with Special Concerns, *Philippine Program Against Child Labor*, May 04, 2010; available from http://www.bwsc.dole.gov.ph/bwscweb/programs/philippine-program-against-child-labor. See also U.S. Embassy- Manila, *reporting, January 28, 2011*, sections VI) 1 and VII) 2.

[23] U.S. Embassy- Manila, *reporting, January 28, 2011*, section VI)1. See also UNICEF, *Child 21. A Legacy to the Filipino Children of the 21st Century, Philippines National Strategic Framework for Plan Development for Children, 2000-2025*, 2000; available from http://www.childfriendlycities.org/en/search-view?ProductID=621. See also Government of the Philippines, *Relevant Information on US DOL's List of Goods Produced by Child Labor or Forced Labor in the Philippines*, pages 3, 9.

[24] U.S. Embassy- Manila, *reporting, January 28, 2011*, section IV) 2. See also ILO-IPEC Philippines, *Philippine Child Labour Laws and Legislation, Part Three: Legal Procedures for the Enforcement of Rights*; available from http://ipecphils.tripod.com/phillaws/p2_4.htm#sagipbm.

[25] U.S. Embassy- Manila, *reporting, January 28, 2011*, section V) 2.

far below the targets set to meet the Millennium Development Goals and the Education For All goals by 2015.[26]

The Filipino social protection system aims to provide the country's most vulnerable with a social safety net in the short term and opportunities for decent work and economic security in the longer term. However, with twenty-one agencies implementing 65 social protection programs across the country, the system suffers from fragmentation and lack of coordination. National spending on social protection programs is also significantly less than that of many other developing and transitional countries, and weak targeting and under-coverage of the poor render these programs less effective than they have the potential to be.[27] In addition, the lack of recent and disaggregated data on vulnerable groups makes it difficult to estimate actual needs.[28]

The Aquino administration, which took office in mid-2010, is making efforts to improve the country's social protection mechanism and encourage broad-based economic growth. The **Philippine Development Plan 2011-2016** highlights many areas where the GoP aims to develop, enhance and improve policies and programs to ensure an enabling policy environment for inclusive growth, poverty reduction, convergence of service delivery, maximized synergies, and active and strategic participation of stakeholders.[29]

The Plan also outlines labor market interventions that the GoP plans to undertake in the next five years to provide greater opportunities for vulnerable households to engage in decent work and support themselves. Activities include:

- Establishing emergency employment/guaranteed employment programs for workers affected by crisis, the seasonally jobless, and the long-term unemployed, particularly youth and women;
- Using labor-intensive techniques, where appropriate, to implement government infrastructure projects in order to create employment opportunities for socially and economically disadvantaged residents in the project areas;
- Making Public Employment Services Offices (PESO) more responsive to the needs of job seekers;
- Providing sustainable microfinance services; and
- Strengthening the Community Based Employment Program (CBEP) to create jobs and sustain labor market programs to prevent the effects of sudden loss of income and to enable vulnerable workers, especially women, to attain economic security.

The Philippine sugarcane industry has also made a number of efforts to address child labor and improve the livelihoods of sugarcane households:

- The **Sugar Industry Foundation, Inc. (SIFI)** conducts a number of social, educational, and health programs for sugar workers and their families. SIFI programs have raised the income level of parents and provided opportunities for children.

- The **National Federation of Sugarcane Planters (NFSP) Sugar Workers Foundation** operates a training center for livelihood and technical skills accredited by the Technical Education and Skills Development Authority (TESDA).

- The **Sugar Tripartite Council**, a national-level inter-agency body composed of DOLE and representatives of workers, owners, and millers, support DOLE's anti-child labor program with

[26] Government of the Philippines National Economic and Development Authority, *2011-2016 Medium-Term Philippines Development Plan*.
[27] Ibid., page 245.
[28] Ibid.
[29] Ibid., page 251.

projects aimed at increasing the incomes of the families of sugar workers. The Sugar Tripartite Council will also fund an in-depth study to measure the scope of the problem of child labor in the sugar industry.

- **Coca Cola Foundation** provides education and development opportunities to Filipino youth (for more information, see http://www.thecoca-colacompany.com/citizenship/foundation_local.html#e-sa-pr.[30]

The Sugar Alliance of the Philippines has also publicly recognized that elimination of child labor in the cultivation of sugarcane remains a major challenge.[31]

Through this cooperative agreement and coordination with the GoP and Philippine sugarcane industry groups, USDOL seeks to support efforts to significantly reduce exploitative child labor in the sector. The project(s) funded under this solicitation is intended to test models involving the participation of government at all levels, employers' and workers' groups, private sector and industry groups, and civil society. These models should demonstrate innovative and cost effective ways to reduce child labor in the sector and enhance sustainable livelihoods of targeted households.

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, 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.

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[30] The Coca-Cola Company, *Regional and Local Foundations*; available from http://www.thecoca-colacompany.com/citizenship/foundation_local.html#e-sa-pr.

[31] An umbrella organization of sugar planters and millers which seeks to promote the development of the sugar industry by working/achieving a more favorable policy environment that protects the interests of the whole industry. It is composed of four national sugar planters' federations and two associations of sugar millers – which includes about 90% of the total industry, 80% of whom are small farmers. See also Sugar Alliance of the Philippines, *Sugar Alliance of the Philippines: About Us,* [2008]; available from http://www.sugaralliance.com.ph/index.php?id=2.

In the Philippines, USDOL has funded multiple projects to combat exploitive child labor and to increase the knowledge base on the topic. Projects have targeted children for withdrawal and prevention from exploitative work in the following sectors: sugarcane and other commercial agriculture, deep sea fishing, footwear, narcotics, commercial sexual exploitation, domestic service, mining and quarrying, pyrotechnics, and garbage scavenging. USDOL supports two active projects in the Philippines: The $5.7 million *Combating Child Labor through Education in the Philippines: The ABK Initiative Phase II* (2007-2011) is implemented by World Vision. The project is increasing awareness on the issue, improving access and quality of education, strengthening the capacity of institutions to enforce relevant policies, and enhancing livelihood opportunities for targeted children and their families. The $4.75 million *Towards a Child Labor-Free Philippines: Supporting the 'Philippine Program against Child Labor' in Building on Past Gains and Addressing Challenges* is implemented by the ILO's International Program on the Elimination of Child Labor (IPEC). This 4-year project (2009-2013) aims to combat exploitative child labor by expanding the knowledge base on the issue in the Philippines; building the capacity of national and local stakeholders in the areas of policy development, enforcement and monitoring; developing service models for providing education and other services to working and at risk children; and integrating the issue into national and local development frameworks. This project should complement these ongoing efforts and build upon past projects funded by USDOL to address exploitative child labor in the Philippines.

For project summaries and evaluations of activities, see http://www.dol.gov/ilab/map/countries/Philippines.htm. U.S. Department of Labor's 2009 Findings on the Worst Forms of Child Labor Report provide more information about child labor in the Philippines, http://www.dol.gov/ilab/programs/ocft/pdf/2009OCFTreport.pdf.

E. The Five Goals of USDOL-Funded Projects

All USDOL technical assistance 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/.

They 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.

OCFT's **technical assistance** projects should employ effective strategies and use an integrated approach to address the root causes of child labor in a given country. All USDOL-funded projects must also promote the following five goals (details on these five goals in the context of the Philippines are provided in section III.A):

1. Reducing exploitative child labor, especially the worst forms, by piloting strategies for addressing its root causes and promoting sustainable livelihoods, including in areas such as education, vocational training, the promotion of decent work opportunities for youth under the age of 18 who are of legal working age[32], and providing or linking to existing social protection programs for children and their households to mitigate vulnerability to child labor;

[32] The Labor Code sets the minimum age for work at 15 and the minimum age for hazardous work at 18. For more information, see Government of the Philippines, *The Labor Code of the Philippines*, (May 01, 1974), chapter II, article 139; available from http://www.cfo.gov.ph/pdf/PD%20No.%20442.pdf.

2. Strengthening the capacity of national institutions to combat child labor, including through improved policies, programs and service delivery in the areas of education, social protection and sustainable livelihoods;
3. Raising awareness of exploitative child labor and its root causes, and the importance of education for all children and mobilizing a wide array of actors to improve and expand education infrastructures;
4. Supporting research, evaluation, and the collection of reliable data on child labor, its root causes, and/or effective strategies, including education and vocational training, microfinance and other income generating activities to improve household income, social protection services and youth employment; and
5. Ensuring the long-term sustainability of these efforts.

III. INSTRUCTIONS TO APPLICANTS

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

A. Scope of Work and Relationship to USDOL's Five Goals

Applicants must present a strategy that will contribute to a significant reduction in exploitative child labor in the production of sugarcane in the Philippines and develop or enhance national and local strategies and direct action programs to address exploitative child labor in this sector. Applicants must use an area-based approach focused specifically on geographic areas engaged in the production of sugarcane. Applicants should identify gaps in child labor-relevant policies, data collection, and social programs. Applicants should propose strategies to secure linkages with government and social partners and draw on proven good practices to build a cost effective model(s) for significantly reducing exploitative child labor in areas of sugarcane production, models that can be scaled up and widely applied to similar vulnerable populations throughout the country. To reduce exploitative child labor, Applicants must propose strategies to promote sustainable livelihoods for households and educational opportunities for children. Applicants must demonstrate a thorough understanding of the cultural, economic, social, and legal contexts of the Philippines and the communities where project interventions would be carried out, as well as specific and contextual factors contributing to children's involvement in exploitative child labor and preventing them from accessing education. Applicants must address all five goals of USDOL-funded projects (as detailed above) in their strategy and project design either through specific activities of the project or by explaining how the project will link to or support existing efforts in each area. In addressing goal two in the context of the Philippines, Applicants should give priority to working with and supporting existing government efforts to combat exploitative child labor, target vulnerable families through social protection programs, and enhance livelihood opportunities for households. Applicants must note that *following award*, selected organizations will be required to work with USDOL-funded external evaluators in the development of a Comprehensive Monitoring and Evaluation Plan and the implementation of an impact evaluation of one or more selected project interventions. The impact evaluation will provide rigorous evidence of the impact of selected interventions on reducing child labor.

Applicants must also demonstrate a solid understanding of child labor in the Philippines, including:

- The root causes of child labor in sugarcane growing regions and how factors contributing to child labor may vary in proposed target geographic areas (*i.e.,* Negros, Mindanao, Luzon, etc.);
- ILO definitions of exploitative child labor and existing national definitions of exploitative and/or hazardous child labor, including those related to sugarcane production;
- Existing gaps in the Philippines' legislation;

- Existing and operational national or local government supported programs and services available to help vulnerable children and their households in targeted areas, or understanding of existing gaps in such services.
- The supply chain for sugarcane production in targeted geographic areas and the points in which children are engaged in exploitative work;
- The production cycle (e.g., for agriculture, the growing seasons, stages of development – planting, pest control, harvesting) in which children are engaged in exploitative labor;
- The prevalence of children engaged in exploitative child labor as family laborers, hired workers or unpaid workers contributing to household work on plantations;
- In the case of children hired to work, understanding of how children are recruited, supervised and remunerated; also understanding of factors contributing to children's recruitment into work;
- Sustainable livelihood gaps and relevant services and opportunities available to children and members of their households in targeted geographic areas;
- The accessibility, quality and relevance of basic education and vocational/skills training for children in targeted geographic areas;

While the Applicant is responsible for developing packages of services based on the needs of the targeted direct beneficiary group, Applicants should note that their implementation strategies will be further refined after award in coordination with the USDOL and USDOL's external evaluators to allow for the implementation of an impact evaluation of selected services to direct beneficiaries. The services to be selected will be determined in consultation with USDOL post-award.

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

a. Education

By promoting access to and quality of educational and training opportunities, USDOL seeks to:

1. Reduce exploitative child labor (as defined by ILO standards and related recommendations) and other work that violates minimum age laws and other child labor-relevant laws in the Philippines;
2. Prevent children from entering exploitative child labor;
3. Promote children's continued enrollment, retention, and completion in educational or vocational training services; and
4. Transition children of legal working age from exploitative labor into acceptable work (including by addressing occupational safety and health issues or reducing hours of works or time of work to conform with international standards and national laws).

Applicants must assess and identify the most significant obstacles preventing children engaged in or at-risk of involvement in exploitative labor from accessing and completing basic education in the Philippines. Applicants must assess major gaps in the quality of available education that may be having a negative impact on retention of children in schooling and their completion of educational requirements in the Philippines. Applicants should propose strategies to address these obstacles and fill these gaps and describe why proposed strategies would be the most effective for direct beneficiaries and the most appropriate, given the implementing environment.

In describing proposed direct beneficiaries (children and members of their households), Applicants should identify geographic areas to be targeted, ages and grade levels of target children, and household income. Applicants should also assess the availability of social protection programs and services in target areas and

direct beneficiaries' access to them. Applicants should note the potential benefit of such social protection program for increasing direct beneficiary children's participation in education and training programs.

Depending on the assessed needs of direct beneficiaries, Applicants should consider proposing direct educational services such as non-formal education, vocational or skills training, and/or referral to formal education. Applicants proposing vocational or skills training should describe how their strategy will take into account labor market needs. Applicants may also propose interventions (see Appendix A) aimed at improving the quality of education and training programs, including teacher training and incorporating child labor issues in school curricula. Where a need exists, Applicants should consider strategies for increasing the perceived relevance of education and vocational training to children, their households, and their communities.

Applicants should consider cost-effective strategies that complement or strengthen ongoing efforts to promote education and vocational training for target beneficiaries in the Philippines as part of an overall strategy to significantly reduce the prevalence of exploitative child labor. This could include replicating, enhancing, or expanding successful models (such as government youth centers, technical and vocational education and training, and enterprise training partnerships) to serve a greater number of children and households.

Applicants should demonstrate a thorough knowledge of the GoP' formal, non-formal, and vocational education systems, school calendar(s), and existing policies and programs addressing the root causes of child labor, especially those specific to regions of sugarcane production. Among the education and training programs in the Philippines that Applicants should consider when developing their proposals are the following:

- The Department of Education's (DepEd) **Alternative Learning System (ALS) Program.** This program has three main targets: (1) making education accessible to out-of-school youth and adults, (2) raising the level of literacy in the target areas, and (3) improving the quality of life of individuals and families in remote and underserved communities. Those eligible include elementary and secondary drop outs and children and youth over-aged for their grade.[33]

- The **Mobile Teacher Program** (one component of the ALS) sends teachers to live among the people in remote areas to provide literacy classes to out-of-school youth and adults.[34]

- The **Food-for-School Program** is the DepEd's short-term food subsidy program. It seeks to address malnutrition, academic performance and attendance of elementary school children nationwide. Under the program, each child receives a ration of one kilo of rice per day for 95 days in five months.[35]

Applicants should also be aware of a DepEd Directive, passed in May 2011, which requires regional and local government and school officials to integrate health and nutrition components into each school, including health checks and education for students and teachers and feeding programs (including school gardens) for all

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[33] Government of the Philippines Department of Education Office of the Secretary, *Memorandum: Guidelines for the 2011 Alternative Learning System Accreditation and Equivalency (ALS A&E) Tests*, May 30, 2011; available from http://www.deped.gov.ph/cpanel/uploads/issuanceImg/DepEd%20Memo%20No.%20123,%20s.%202011.pdf.
[34] Government of the Philippines Department of Education ALS Mobile Teacher Program, "The ALS Mobile Teacher Program," (2011); available from http://alsmobileteachersontheweb.wikispaces.com/The+ALS+Mobile+Teacher+Program.
[35] Philippine Institute for Development Studies, Rosario G. Manasan, and Janet S. Cuenca, *Who Benefits from the Food-for-School Program and Tindahan Natin Program: Lessons in Targeting*, July 2007; available from http://www.dlsu.edu.ph/research/centers/aki/_pdf/philippines/foodForSchoolProgram.pdf. See also Government of the Philippines Department of Education, *DepED launches 'Food for School'*, 2011; available from http://www.deped.gov.ph/e_posts.asp?id=229.

children. The goal of this directive is to enhance motivation and capacity for learning, reduce absenteeism and ensure that school-aged children can remain in school.[36]

Applicants should demonstrate knowledge of gender-related issues and cultural traditions and norms pertaining to and impacting child labor and education in the Philippines and incorporate them into the design of proposed interventions. Applicants should explain the ways in which proposed activities will be made sensitive and responsive to these issues, and especially how they relate to the education and training of girls.

Applicants must propose an approach that seeks to enroll children in direct educational services with minimal delay; ideally, one that ensures children do not miss an academic year or program cycle. USDOL encourages Applicants to provide services, including direct educational services and training to as many beneficiaries as possible within the first year of the project. USDOL, however, recognizes that the timeframe for providing direct educational services will also depend on the date of project funding relative to the school calendar of the Philippines.

Note: Applicants are expected to support the provision of healthy learning environments for children. Applicants must seek to ensure that goods, services, schools, and other learning environments (including classrooms, training facilities, restroom facilities, latrines, and wells), provided or sponsored by the project (the Applicant, its subgrantees and/or subcontractors) or used by the project on the basis of referral of direct beneficiary children, are safe and pose no threat to the mental or physical well-being of children who are direct beneficiaries of the project. Applicants should assess learning environments in target areas and allocate the appropriate resources in their budgets to ensure the safety and health of the direct beneficiary children that will use them. Applicants are required to develop a plan to inspect schools and other learning environments that the Applicant proposes to use either for direct service delivery or for referral to meet the needs of children and their households. Improvements to school infrastructure may include construction of latrines and digging of wells in consultation with local communities. Funding for construction must not exceed 10 percent of the project budget without prior USDOL approval. Applicants unable to adhere to this threshold given the state of school conditions must either (1) consider proposing alternative sites for the delivery of project services, or (2) propose an alternate level of funding for construction, including a justification for the proposed amount in the Budget Narrative of the Cost Proposal. Applicants are encouraged to work with local partners and communities to share costs in order to maximize available resources and promote sustainability.

b. Livelihoods

Applicants must assess and describe the most significant obstacles that keep households of working children or children at-risk of child labor from achieving sustainable livelihoods without depending on child labor. Applicants must propose strategies to address these obstacles and reduce household reliance on exploitative child labor to meet basic needs. Proposed strategies must also include a focus on significantly reducing children's participation in exploitative agricultural labor in the sugarcane sector. Applicants should propose strategies that take into account the need for households to be able to support children's active and regular participation in schooling and their ability to complete and/or exceed the required number of years of schooling.[37] Applicants must identify the specific needs of target households and describe why a proposed strategy(ies) would be effective for promoting sustainable livelihoods for target households and appropriate, given the implementing environment.

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[36] Government of the Philippines Department of Education, *DepEd Order No. 43: Strenthening the School Health and Nutrition Programs for the Achievement of the Education for All (EFA) and Millenium Development Goals (MDGs)*, May 30, 2011; available from http://www.deped.gov.ph/cpanel/uploads/issuanceImg/DO%20No.%2043,%20s.%202011.pdf.

[37] In the Philippines, the compulsory education age is 11. For more information, see ILO Committee of Experts, *Individual Observation concerning Minimum Age Convention, 1973 (No. 138) Philippines (ratification: 1998) Published: 2010*, May 10, 2011; available from http://www.ilo.org/ilolex/english/iloquery.htm.

Applicants should consider proposing interventions aimed at improving the productivity and profitability of family farms. This could include strategies for improving the relevance of education, organizing agricultural cooperatives or extending quality extension services and affordable agricultural technology. It could also involve proposals for alternative and additional livelihood opportunities for rural families, promoting access to social protection programs (see section III.A.1.c and d) and/or access to affordable credit.

Applicants may propose microfinance interventions (e.g., micro-savings, micro-loans) or linkage to existing microfinance program. Applicants proposing to implement micro-finance interventions must clearly describe the assessed need for such interventions among the target population. Applicants must also describe strategies proposed as part of the project for guarding against possible negative impacts of micro-finance on the livelihoods of target beneficiaries or other possible unintended consequences such as the potential of encouraging child labor as a means for households to access microfinance services.

Applicants should propose to link beneficiaries to existing livelihood services or programs in the Philippines and assist project beneficiaries in obtaining services for which they are eligible. Examples of existing sustainable livelihood programs in the Philippines include:

- The DSWD's 3-year (2011-2013) **Convergence Program for Poverty Reduction**, which aims to address the nutrition, health, education and sustainable livelihoods needs of 4.6 million poor families throughout the country by 2015. It includes four programs: the **Conditional Cash Transfer Program (CCT, or 4 Ps)**, the **Self-Employment Assistance-Kaunlaran (SEA-K)** and **Guaranteed Employment Program** and the **Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS).** The Convergence Program is meant to provide support to vulnerable families who transition from poverty to self-sustained development.[38] A first step in this process is targeting the most vulnerable, which the **National Household Targeting System for Poverty Reduction (NHTS-PR)** aims to do through a Proxy Means Test. The system looks at variables such as ownership of assets, type of housing, education of the household head, livelihood of the family and access to water and sanitation facilities.[39] The system was designed to ensure that the most vulnerable are targeted for services that will address their greatest needs.

- The **CCT** is the national government's principal poverty reduction and social development strategy. Its two objectives are short term poverty alleviation and longer term investments in human capital. It provides conditional cash grants to extremely poor households, as targeted through the NHTS-PR,[40] to improve the health, nutrition and education of pregnant women and children aged 0-14. The program is conditional upon regular health checks for pregnant women and children between the ages of 0-14 years and a minimum regular attendance at school of 85 percent.[41]

- **SEA-K** enables CCT households to establish and manage their own micro-enterprises through an entrepreneurial skills training program that includes the provision of loans as seed capital.[42]

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[38] The goal for 2011 is 2.3 million families.
[39] Government of the Philippines Department of Social Welfare and Development, *Pantawid Pamilyang Pilipino Program, About 4Ps*; available from http://pantawid.dswd.gov.ph/index.php/about-us?start=1.
[40] Ibid.
[41] Ibid.
[42] ILO-IPEC, *Towards a Child Labour-Free Philippines: Supporting the 'Philippine Program Against Child labour' in Building on Past Gains and Addressing Challenges Project Document*, 2010.

- The **Guaranteed Employment Scheme** links CCT beneficiaries to locally available jobs through a job network system established in partnership with national government agencies, non-government organizations, and the business sector.[43]

- **KALAHI-CIDSS** uses a community-driven development approach to help poor communities develop necessary skills and provide them with resources to select, implement, and sustain small-scale community infrastructure projects and social services.[44]

- **Tindahan Natin** is a national government food price subsidy program. It operates by lowering the price of rice, noodles, and other basic commodities which results in increased purchasing power and real income of beneficiaries. The program also offers interest-free loans through stores jointly identified and endorsed by the national and local government authorities.

- **"Rice for Work"** aims to augment the incomes of about two million small-scale farmers and fishers nationwide during lean months following the harvest season. The payment is equivalent to their wages for 14 days' work in a month. Like the beneficiaries for the CCT, Rice for Work beneficiaries are selected through the NHTS-PR.[45]

Applicants should describe their strategy for actively promoting and securing the commitment and ownership of government and other local stakeholders for proposed livelihood services in order to enhance the likelihood that effective services or models will continue beyond the life of the project. Applicants must propose an approach that seeks to provide households with livelihood services or to link them to such services with minimal delay in order to help households offset income earned by children and make schooling more accessible. USDOL encourages Applicants to provide livelihood services to as many households as possible within the first year of the project, in line with the overall project strategy.

c. Social Protection

Applicants must assess and describe existing social protection programs in the Philippines that could have a positive impact in reducing child labor, promoting children's participation in schooling, and securing sustainable livelihoods for target households. Applicants should identify the most significant gaps in availability and/or access of direct beneficiaries (target children and their households) to such social protection. Applicants must propose strategies to address those gaps and other obstacles to receipt of social protection services by direct beneficiaries. Applicants must describe why a proposed strategy(ies) would be effective for increasing direct beneficiaries' access to social protection services.

Examples of existing social protection programs in the Philippines that Applicants should consider in developing their proposals include (see also section III.A.1.b.):

- The DSWD **Free Birth Registration Project** facilitates birth documentation to ensure every child's basic rights, including the right to a public education. The project covers the registration of Indigenous Peoples, children of indigent parents, children who are enrolled and will be enrolled in public schools, and all beneficiaries of the CCT program without birth certificates.

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[43] Government of the Philippines Department of Social Welfare and Development, *Pantawid Pamilya Beneficiaries to Avail of Sustainable Livelihood Program*, May 06, 2011; available from http://www.dswd.gov.ph/index.php/component/content/article/1-latest-news/2266-pantawid-pamilya-beneficiaries-to-avail-of-sustainable-livelihood-program.

[44] Government of the Philippines Department of Social Welfare and Development, *About Us: KALAHI-CIDSS* May 06, 2008; available from http://kalahi.dswd.gov.ph/index.php?option=com_content&view=article&id=22&Itemid=21.

[45] Che de los Reyes, "A posse of Pantawids", GMA News, [online], May 30, 2011; available from http://www.gmanews.tv/story/222025/special-reports/a-posse-of-pantawids.

- **Universal Health Care** (through the Philippines Health Insurance Corporation-**PhilHealth**). The GoP's **PhilHealth** provides health insurance to all registered government, private sector, and overseas workers, as well as to social security benefit recipients.[46] However, at the end of 2010, only 53 percent of the Philippine's population was covered by the program.[47] The GOP, in its Development Plan 2011-2016, aims to achieve universal coverage in health (including for the unemployed, underemployed and indigent families) as one of its priority social development strategies for the current period.[48]

In addition, Applicants should also consider the relationship between work in the informal economy and access to social protection services. According to the Philippine Development Plan 2011-2016, workers in the informal economy are characterized by (1) invisibility in government statistics and policy, (2) a lack of access to health and other social protection services, (3) a lack of access to productive resources, and (4) a lack of an organized or coordinated voice.[49]

d. Youth Employment

Applicants must assess the working conditions of older children of legal work age to determine whether they are working under exploitative or unsafe conditions. Applicants should demonstrate a knowledge of laws meant to ensure the safety of children 15 to 17, including laws restricting children of this age from certain types of work, limiting the hours of their work, or prescribing workplace conditions.

Applicants targeting older children or youth of legal working age, particularly children ages 15 to 17 years, should consider providing other direct services, such as occupational safety and health interventions, as a means of addressing exploitative work conditions and transitioning them into safe, acceptable work. Applicants should also propose strategies for promoting opportunities for children/youth of legal working age to secure decent and productive employment that can contribute to sustainable livelihoods of their households (see http://www.ilo.org/employment/Areasofwork/lang--en/WCMS_143354/index.htm).

Applicants should propose linkages to existing programs that protect working children (based on the legal working age in the Philippines up to the age of 18 years) from hazards in the workplace while also recognizing the value of safe work to children and their families. Efforts should include workforce development to prepare youth for 21st century workforce, support existing youth employment laws protecting youth's safety and health, raising awareness on issues of decent work for youth, and focusing on employability, employment creation (and the linkages between the two) and workers' rights.

The newly released **Philippine Labor and Employment Plan 2011-2016: Inclusive Growth through Decent and Productive Work**, outlines a number of areas that the Aquino Administration will prioritize during the next five years to enhance the employability of vulnerable workers and to facilitate labor market (re)integration. Areas include (1) Providing free access to Technical Vocational Education and Training

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[46] Philippine Health Insurance Corporation, *PhilHealth Your Partner in Health,* [2011]; available from http://www.philhealth.gov.ph/index.htm. See also Government of the Philippines National Economic and Development Authority, *2011-2016 Medium-Term Philippines Development Plan*, page 235. See also

[47] Government of the Philippines Department of Health, "The Aquino Health Agenda:Universal Health Care for All Filipinos 1st National Staff Meeting," (2011); available from http://www.doh.gov.ph/files/uhc_sec_ona_presentation.pdf.

[48] Philippine Health Insurance Corporation, *PhilHealth Your Partner in Health.* See also Government of the Philippines National Economic and Development Authority, *2011-2016 Medium-Term Philippines Development Plan*, page 235. See also Government of the Philippines Department of Health, "The Aquino Health Agenda:Universal Health Care for All Filipinos 1st National Staff Meeting."

[49] Government of the Philippines National Economic and Development Authority, *2011-2016 Medium-Term Philippines Development Plan*, page 247.

Program (TESDA-TVET) and increased subsidies for vulnerable groups; (2) Establishing links to companies with Corporate Social Responsibility programs to develop training and workplace programs for vulnerable youth; (3) Advocating for the institutionalization of Government Internship Programs for out-of-school youth at the local level; and (4) Expanding coverage of technical-vocational training, especially on skills required by growth areas.[50]

Examples of existing youth employment programs in the Philippines that Applicants should consider in developing their proposals include:

- The Technical Education and Skills Development Authority's **TESDA-TVET Program.** This program provides skills training to people already in the labor market and to those who need to upgrade or develop new competencies to enhance employability and improve productivity in accordance with the needs of the industry.[51] The TVET program has nearly 3,000 providers, which offer community, company and institution-based programs. Trainings are offered to three different categories of beneficiaries (1) underprivileged individuals (e.g., out-of-school youth, unemployed adults), (2) marginalized individuals (e.g., subsistence farm workers, people who fish for a living), and (3) economic groups (e.g., the informal sector).[52]

- **DOLE's Public Employment Service Offices (PESO)** are community-based and maintained by local government units and other local organizations. Offices serve as a link between people seeking employment and employers looking for workers. PESOs also provide potential entrepreneurs with referrals to livelihood and self-employment programs offered by both government and non-governmental organizations.

- **DOLE's Ye-Ye Program** targets disadvantaged youth, including those who are out-of-school or unskilled; individuals engaged in work in the informal economy or from a low income family; or an ex-child laborer. The program exposes beneficiaries to formal workplace activities to provide them with employability skills to become productive members of the labor force.

- The **PGS Scholarship Program** addresses the government's commitment to job generation through skills enhancement and investment in human capital. It is a scholarship program that links skills training to in-demand jobs.[53]

- The DOLE works closely with the **UN Joint Programme on Youth, Employment and Migration,** which aims to retain children in secondary school through support to teachers and curriculum development, as well as provide vocational and training opportunities to out-school-youth.[54]

Applicants should propose strategies that address the lack of sufficient or sustainable decent work and the mismatch between skills in demand by the private sector and training programs offered by government and other providers and seek to provide youth with decent and productive employment.

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[50] Government of the Philippines Department of Labor and Employment Bureau of Workers with Special Concerns, *The Philippines Labor & Employment Plan 2011-2016 Inclusive Growth Through Decent and Productive Work*, April 2011; available from http://www.dole.gov.ph/fndr/bong/files/PLEP-26%20April%20version.pdf.

[51] APEC Human Resources Development Working Group, *The Role of TVET Providers in Training for Employees,* [2008]; available from http://hrd.apec.org/index.php/The_Role_of_TVET_Providers_in_Training_for_Employees.

[52] Government of the Philippines National Economic and Development Authority, *2011-2016 Medium-Term Philippines Development Plan.*

[53] Ibid., pages 224-280.

[54] ILO-IPEC, *Towards a Child Labour-Free Philippines: Supporting the 'Philippine Program Against Child labour' in Building on Past Gains and Addressing Challenges Project Document.*

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

USDOL considers strengthening country capacity to combat exploitative child labor, and promote education, social protection, sustainable livelihoods, and decent work for children/youth of legal working age as critical for achieving long-term poverty alleviation and the economic development goals of the Philippines. Applicants must contribute to improvements in country capacity to address child labor and its root causes. Projects funded under this solicitation must strengthen the capacity of local and national Filipino institutions to combat child labor in a variety of ways, including by: promoting access to and improving the quality of basic education; supporting efforts to make the country's national education system more responsive to the needs of children formerly engaged in exploitative child labor; increasing capacity to provide social protection, livelihood and youth employment services; improving capacity to enforce child labor and education laws and laws prescribing workplace protections for children/youth of legal working age. To the extent feasible, projects are encouraged to work with the GoP towards the elimination of the costs associated with schooling, which often create a barrier to education in the Philippines. Applicants should also consider strategies to address the relevance of education, including the long term payoff of education in providing school graduates with the skills and knowledge necessary to acquire quality jobs upon completion of their studies.

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

3. Raising Awareness on Exploitative Child Labor, its Root Causes, the Importance of Education, Social Protection and Decent Work for Children/Youth of Legal Working Age

Projects funded under this solicitation must also raise public awareness of exploitative child labor in agriculture in the Philippines, its root causes, the importance of education to combat it, and the existence of government policies and social protection programs to support households with children actively working or at high-risk of working (see Appendix A). As part of their overall strategy, Applicants should propose awareness raising activities and social mobilization campaigns that promote an understanding of child labor and create a sustained impact on key stakeholders' knowledge, attitudes, and practices on these issues. The awareness raising strategy must encourage the removal of children from all worst forms of child labor, and other forms of exploitative or hazardous child labor in the sugarcane growing regions of the Philippines. Applicants should encourage community-led improvements in the quality of education, including activities promoting "safe schools," the adaptation of relevant curricula, and expanded teacher training, and other improvements to existing educational infrastructure that can provide a stronger incentive for children to remain in school rather than drop out to work. Applicants should propose strategies for increasing awareness of the importance and relevance of education to children's long-term welfare and future employability. Applicants should consider the use of new technologies in designing their awareness raising strategies, including those that have a positive impact in promoting schooling or training of children and youth or that can be used to help reduce the use of child labor in a given sector or that help to address a given workplace hazard.

4. Pre-award Needs Assessment and Other Research

In designing the project, Applicants are expected to carry out a pre-award needs assessment to identify key factors contributing to children's involvement in exploitative child labor, including barriers to education, and

gaps in current education, social protection and livelihood service provision. The needs assessment should inform project design and the formulation of relevant and effective interventions. Applicants should assess information on the prevalence of exploitative child labor and the worst forms of child labor occurring in the target geographic area(s) among proposed direct beneficiaries; hours and conditions of work; age and sex distribution of direct beneficiary children; educational performance of beneficiaries relative to other children; an economic and social profile of targeted households; and any research or other data that might indicate correlations between child labor, sustainable livelihoods, and educational performance. The pre-awards needs assessment may also support the Applicant's preliminary identification of potential children and households to be targeted as project beneficiaries and inform proposed selection criteria for direct beneficiaries (both children and households).

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

5. Baseline Survey

All Applicants must budget and plan for the implementation of a post-award baseline survey that collects data on exploitative child labor in the target sector, including working conditions; children's living conditions; and children's participation in education in the project's target areas. The baseline survey will also collect information on households to inform the selection of direct beneficiaries. Information from the project's baseline survey must be used to (a) develop reliable project targets and identify direct beneficiaries; (b) inform project design and activities, including the identification and development of relevant services to direct beneficiaries. Baseline data should be used to establish benchmarks on work status, contribute to the measurement of project impact, and inform management decisions through the period of project performance. Applicants may use information gathered by a baseline survey to adjust project goals, outcomes, and services as appropriate.

For pre-identified interventions, the Applicant must work closely with USDOL's external evaluators to design and collect baseline information for the interventions being studied as part of the project's impact evaluation (see section 6 below for further details on the impact evaluation).

6. Supporting Evaluation and Data Collection in Consultation with USDOL External Evaluators (Funded Separately form this Award)

a. USDOL Expectations for Monitoring and Evaluation

USDOL places a high level of importance on external monitoring and evaluation and uses a variety of methods to undertake these activities. One such tool is the Comprehensive Monitoring and Evaluation (CMEP) Plan that Applicants are required to develop in collaboration with USDOL and USDOL's external evaluators. The CMEP is a tool to design and manage the process of monitoring, evaluating and reporting on progress towards achieving project results.

USDOL also requires projects to undergo external implementation evaluations, usually one at an interim point in the project and a second no later than three months before the project's end, to assess project implementation and progress in meeting goals and objectives.

To assist with the monitoring and evaluation activities described above, USDOL will award a contract(s) and/or grant(s), independent of this solicitation, to external evaluators. Applicants will be required to work with these USDOL funded external evaluators in the development and implementation of monitoring and evaluation-related activities.

b. Development of a Monitoring and Evaluation Plan

During the first year of the project, Grantees will be required to collaborate with a USDOL evaluation team (consisting of USDOL staff and a USDOL-funded external evaluation expert/organization) to develop a CMEP. The CME will include a summary of how project activities will contribute to the project's overall objectives and will specifically identify: what indicators will be reported on; how the indicators will be monitored; how baseline data will be collected; and when and how evaluations will be developed and implemented. The CMEP will clearly outline the roles and responsibilities of the Grantee and the USDOL external evaluators in creating monitoring systems and the design and implementation of evaluations. Additionally, the CMEP will describe methods for data storage, processing, analysis, and reporting. The development of the CMEP will include establishing targets from which to measure project success. The Grantee will be responsible for measuring and reporting on target goals.

c. Impact Evaluations

During the first year of the project, Grantees will be required to participate in a rigorous evaluation process, which will include collaborating closely with USDOL's external evaluators to design an Impact Evaluation (IE) and develop an IE Plan. The IE Plan will clearly outline the roles and responsibilities of the Grantee and the USDOL external evaluation team in the design and implementation of evaluations.

Not all aspects of the project design will be included in the impact evaluation, but rather a specific intervention or set of interventions will be identified and evaluated. Key components of the collaborative process between the Applicant and the experts will include determining which project interventions will be evaluated, determining the evaluation methodology, determining the timeline and sites for the IE baseline and follow up surveys, and generating support and collaboration from local stakeholders. USDOL's external evaluation team will pay for and implement the IE baseline and follow up surveys specifically for the interventions to be included in the IE study. **(Please note, USDOL's external evaluation team will *not* pay for or implement the collection of any non-IE baseline data for the project.)** The impact evaluation will be designed to increase Grantee capacity to implement and sustain rigorous evaluations in future projects after USDOL funding ends. See section III.G.1.b. for information on budget requirements for Monitoring and Evaluation and Data Collection.

7. Performance Monitoring

Technical assistance projects will support USDOL's FY 2011-2016 Strategic Plan (Performance Goals ILAB 1.6 – Improve worker rights and livelihoods for vulnerable populations) and ILAB's **performance goal 3** to reduce the prevalence of the worst forms of child labor and forced labor.

All Applicants are required to budget for, collect and report data as part of their performance reporting requirement to USDOL. USDOL will use data to meet its reporting obligations under the Government Performance and Results Act (GPRA). All grantees will be required to collect and report data every six months on indicators tracking (1) number of direct beneficiary children provided education or vocational training services; (2) number of households receiving livelihood services; and (3) evidence of increased

capacity to address child labor and forced labor as a result of DOL interventions. Grantees are also required to report on the following sub-indicators under the education and livelihoods indicator:

- Number of children engaged in or at high-risk of entering child labor enrolled in formal education services.
- Number of children engaged in or at high-risk of entering child labor enrolled in non-formal education services.
- Number of children engaged in or at high-risk of entering child labor enrolled in vocational services.
- Number of children trafficked or in commercial sexual exploitation, or at high-risk of being trafficked or entering commercial sexual exploitation, provided education or vocational services. (Note: *only applies to projects targeting with children in these areas*).
- Number of individuals provided with employment services.
- Number of individuals provided with economic strengthening services.

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

The project design must include the Applicant's strategy and methodology for monitoring the project's direct beneficiaries and provide details on the components of the Applicant's proposed direct beneficiary monitoring system (DBMS). The Applicant should note that, in order to meet monitoring requirements, post-award, Grantees, with technical support from USDOL's evaluation experts are responsible for developing a final DBMS to be included in the CMEP. The DBMS should aim to ensure that project beneficiaries are benefitting from the educational and livelihood services provided. Applicants must propose an effective strategy for monitoring direct beneficiaries (both children and households) at regular intervals and for specified periods of time (throughout the period of service provision and/or until the end of the project). Applicants must develop indicators to allow them to regularly monitor the work status of each beneficiary child. This information will allow the project to assess whether project beneficiaries demonstrate the intended outcome of the project—reducing child labor—and that children do not revert back to exploitative child labor.

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

Given the limited resources and timeframes of USDOL-funded projects, Applicants must develop strategies and activities to promote the long-term sustainability of efforts to combat exploitative child labor and promote education and livelihood services in the Philippines. Issues of sustainability should be incorporated at all stages of a project; including design, staffing, implementation, and evaluation. For USDOL, sustainability in the Philippines will be linked to project impact and the ability of local actors (individuals, communities, organizations, and the government) to continue activities or efforts initiated by the USDOL-funded project that proved effective and to do so even after the project has ended. Applicants must also propose a comprehensive strategy for building local capacity in the Philippines as a means to promote the sustainability of efforts to combat exploitative child labor beyond the life of the project. Applicants' strategies should explain how sustainability will be achieved by the end of the project according to the project's specific objectives.

As part of their sustainability strategy, Applicants are encouraged to involve and work with local stakeholders. Applicants should identify key individuals and/or organization(s), including national and/or local government ministries, NGOs, and community-based, faith-based, rural, and/or indigenous organizations that could potentially contribute to long-term efforts to combat exploitative child labor and work to build their capacity over the course of the project. Applicants must design projects that will complement existing efforts to combat exploitative child labor and promote education and sustainable livelihoods in the Philippines, and, to the extent possible, collaborate and coordinate with stakeholders currently engaged in these efforts and secure assistance from third parties in support of these purposes. Where appropriate, Applicants are encouraged to facilitate the use of successful models to serve a greater number of children and communities.

Though Applicants cannot award subgrants or subcontracts to the GoP, to the extent possible, Applicants should consider partnering with other individuals and/or organizations through these mechanisms. Such partnerships may be used to promote sustainability by strengthening the capacity of such organizations in areas including: administrative and financial management, technical assistance, project management, advocacy, and awareness-raising on child labor issues. In order to achieve sustainability, Applicants should consider linking children and members of their households to existing services, and expanding, extending, and/or scaling up the services provided to the target beneficiaries.

B. Target Population

1. Beneficiaries

Based on a needs assessment, Applicants must present a clear indication of the defining characteristics and specific criteria they plan to use to identify (1) children engaged in exploitative child labor; and (2) children at "high-risk" of entering exploitative child labor; and (3) households to receive livelihood services that will help make them less reliant on child labor to meet basic needs. The target populations must be classified in two ways, children and households. Children must be under the age of 18 years, and either engaged in exploitative labor in sugarcane producing areas of the Philippines or at high-risk of becoming engaged in exploitative labor in those areas. An overall assessment of each child and their household will determine the most appropriate type of educational and/or livelihood service to be provided. Applicants must provide an initial set of criteria that will be used to categorize a child as "engaged in exploitative work" and "at high-risk of becoming engaged in exploitative labor." In addition, Applicants will be expected to provide a specific set of criteria used to define work in agriculture as "exploitative." Children working under specifically defined exploitative conditions in the sugar supply chain (e.g., packing, processing, transport, markets) may also be considered.

2. Household Profile

Applicants are expected to outline criteria that will be used to identify the households that will be served in their original proposal. The pre-award criteria for identifying households should include an analysis of household incomes and exposure to other risks, including, among others, food insecurity, inability to meet basic needs, poor health, and limited access to healthcare. Applicants should consider the Filipino National Household Targeting System for Poverty Reduction (NHTS-PR) which identifies all households living below the poverty threshold. After award, the methodology for the final selection of households will be cooperatively determined by the Applicant and the USDOL-funded external evaluators.

C. Technical Proposal Requirements

All proposals in response to this solicitation must (1) demonstrate an understanding of the context for exploitative child labor in the sugar sector in the Philippines; (2) specify the education services (formal, non-formal, vocational and skills training) to be included as a component of all proposed direct intervention(s) for

child beneficiaries; (3) define the target populations for the project and livelihood strategies to support their households; (4) demonstrate specifically how the project would link to OCFT's five goals for eliminating exploitative child labor; and (5) confirm commitment to collaborate with a USDOL external evaluator(s) on the development and implementation of an impact evaluation of the project.

Applicants must submit a detailed program strategy demonstrating a thorough understanding of the context and the implementing environment in their proposed regions of intervention, with appropriate citations. Proposals must include a clear and logical link between the gaps and the realities that exist in these regions and rationale for selecting areas of intervention

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.[55]

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

[55] 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.

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."

Host Government

USDOL has informed host government ministry officials of the proposed award. Applicants are encouraged to discuss proposed interventions, strategies, and activities with host government officials and work cooperatively with government stakeholders at the national and/or local level, including relevant ministries or government bodies during the preparation of their applications and in developing project interventions. Efforts should be made to avoid duplication, enhance collaboration, and develop synergies with government efforts, Applicants should consider coordination or collaborative efforts with relevant government agencies/ministries, including:

- The Department of Labor and Employment to build on efforts to fulfill commitments made as part of the PPACL and on providing decent work to vulnerable youth and families;
- The Department of Education, at the local level, to increase access and quality of basic education and ALS services to targeted beneficiaries;
- Local Government Units in targeted geographic areas to link beneficiary children and households with available sustainable livelihoods programs and social protection schemes;
- The Department of Social Welfare and Development (DSWD) to target beneficiaries in targeted areas and to provide or extend poverty alleviation efforts to targeted children and households; and
- The Department of Agriculture in linking project beneficiaries to the "Sugar Program" which includes the establishment of small farmer/workers cooperatives for block farming and for livelihood activities to increase income.[56]

Working with other key stakeholders

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

[56] http://www.da.gov.ph/n_sub.php?pass=programs/n_sugarcane/sugar1.html#targets

Applicants must also coordinate with and seek to complement or build upon existing USDOL-funded child labor activities in the country, including World Vision and ILO-IPEC projects. Applicants are encouraged to coordinate with projects funded by relevant U.S. Government agencies, such as those of the U.S. Department of State, the U.S. Agency for International Development (USAID), the U.S. Department of Agriculture (USDA), and the Millennium Challenge Corporation whose current activities include work in the areas of rural and market development and improved access to health and basic education. Applicants must explain clearly how they intend to coordinate with and/or complement existing USDOL-funded child labor projects and other relevant initiatives funded by U.S. Government agencies.

D. Personnel Requirements and Project Management Plan

1. Key Personnel

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

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

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

3) The Livelihoods Specialist is responsible for providing leadership in developing the technical aspects of this project related to sustainable livelihoods interventions, in collaboration with the Project Director. The Livelihoods Specialist must have at least three years experience in projects promoting livelihoods interventions in developing countries in areas including skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, youth employment and social protection. The Livelihoods Specialist must have an understanding of child labor issues. This individual must have experience in working successfully with government ministries engaged in promoting improved livelihoods for households and the provision of social protection services, as well as experience working with employers' organizations, trade unions or comparable entities. A working knowledge of English is preferred.

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

All key personnel must allocate 100 percent of their time to the project and live in the Philippines. Key personnel positions must not be combined. Applicants are required to ensure that all proposed key personnel will be available to staff the project should the Applicant be selected for award. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project and their availability to commence work within 45 days of cooperative agreement award. The application will be considered non-responsive and rejected if any key personnel candidates are not designated, or if any of the required documents in Annex E of the Technical Proposal are not submitted (see section III.G.5.E.).

All key personnel should be employed by the Grantee or a subgrantee (not by a subcontractor). At a minimum the Project Director must be employed by the Grantee. Applicants proposing to divide key personnel positions between the Grantee and subgrantee must provide justification for why this is the most effective staffing strategy.

With the goals of using existing expertise and enhancing local capacity in the Philippines and using project resources as effectively as possible, USDOL encourages Applicants to hire national/local staff for key personnel positions, to the extent possible. If either the Education Specialist or Monitoring and Evaluation Officer are not fluent in English, the Grantee must assume full responsibility for ensuring that this staff has a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents produced for submission to USDOL are in fluent English.

2. Other Professional Personnel

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

3. Project Management Plan

This section must discuss the Applicant's project management plan. This plan must correspond with Annex E and Annex D of the Applicant's Technical Proposal (see section III.G.5.) and include a narrative description of the roles and responsibilities and structure of the project's management team and the lines of authority between key personnel, other professional personnel, and other project staff directly responsible for providing direct services to the project's direct beneficiaries. If any of the project's key personnel would be employed by a subgrantee, the Applicant must provide rationale 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.

E. Eligible Applicants

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

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

For the purposes of this solicitation and cooperative agreement awards, the Grantee will be the sole-entity (1) to act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project; (2) with authority to withdraw or draw down funds through the Department of Health and Human Services-Payment Management System (HHS-PMS); (3) responsible for submitting to USDOL all deliverables, including all technical and financial reports related to the project; (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.

F. Other Eligibility Criteria

1. Dun and Bradstreet Number(s)

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

Requests for exemption from the DUNS number requirement must be made to the Office of Management and Budget (OMB), Office of Federal Financial Management at 202-395-3993. Any Applicant that does not already have a DUNS number should consider starting the process of obtaining their DUNS number as soon as possible in order to avoid delays that could result in the rejection of an application.

After receiving a DUNS number, Applicants must also register as a vendor with the Central Contractor Registration (CCR) through the following Web site: https://www.bpn.gov/ccr/ or by phone at 1-888-227-2423. CCR should become active within 24 hours of completion. For any questions 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 sections III.F.1-2. (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, $15million for the Philippines;
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;
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.

G. 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 H.

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.G.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. and III.B.

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 the SF-424 Supplemental Key Contacts Information; SF-424 Application for Federal Assistance; the SF-424A Budget Information; a detailed Outputs-Based Budget and an accompanying Budget Narrative; and the Indirect Cost Form and supporting documentation, as applicable. The Cost Proposal must be organized according to the format provided in Appendix 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 Applicants' SF-424 Application for Federal Assistance and the SF-424A Budget Information must reflect the entire amount of funds being requested under this solicitation and if applicable, the amount of any cost sharing proposed by the Applicant in section 18.b.

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

b. Outputs-Based Budget

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

The detailed Outputs-Based Budget must (1) show how the budget reflects project goals and design in a cost-effective way, and (2) link the budget to the activities, objectives, and outputs reflected in the Project Design Narrative, Work Plan, and Logic Model (see section III.G.5.). The largest proportion of project resources must be allocated to direct educational services for targeted children, services to promote improved livelihoods for their households and other direct services and project interventions aimed at children and households which are targeted as direct beneficiaries of the project, rather than direct and indirect administrative costs. In their Cost 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 (1) to develop, implement and sustain a DBMS; (2) to conduct studies pertinent to project implementation and monitor, report on, and evaluate programs and activities; and (3) to finance appropriate in-country and international travel, including to required meetings with USDOL.

Applicants must set aside a total of at least five percent of the project budget to cover the costs associated with project monitoring including (1) development of DBMS; (2) regular collection and processing of monitoring data for project beneficiaries at the child and the household level, including monitoring the work status of each beneficiary; (3) development of monitoring guidelines (in multiple languages, as appropriate) for all project partners responsible for providing direct services to children and members of their households; (4) the development and implementation of a system and process for validating monitoring information; and (5) meeting reporting requirements as discussed in section V.C. Applicants must include a budgetary allocation in the amount of $70,000 for implementation evaluation costs. Applicants are expected to allocate sufficient resources to conduct proposed studies, assessments, and research activities. This includes costs associated with conducting a baseline study, a needs assessment on school conditions, and a research dissemination strategy as described in section III.A.4. 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.

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

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

c. Budget Narrative

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

d. Indirect Cost Information

The Cost Proposal must also contain information on the Applicant's indirect costs, using the form provided on USDOL/ILAB's Web site at http://www.dol.gov/ilab/grants/bkgrd.htm. Applicants must include one of the applicable supporting documents in their application (1) a current Negotiated Indirect Cost Rate Agreement (NICRA) or (2) 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.H. Applicants must indicate the nature; source(s) of funds and/or in-kind contributions; the amount (or estimated value) in U.S. Dollars; and the proposed project activities planned with these resources. Applicants should clearly describe how the programs, activities, or services provided with these funds or contributions will complement and enhance project objectives.

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

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

- "Cost Sharing" means any method by which the Grantee accomplishes the work of the grant, or work that supports or enhances the goals of the grant, with funds or other things of value, obtained from the Grantee and/or non-Federal third parties. These methods may include "matching funds" and "in-kind contributions".

- "Matching Funds" means cash or cash equivalents, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such funds from the third party and applying them to the work of the grant. Failure to do so may result in USDOL's disallowance of costs in the amount of the committed matching funds.
- "In-Kind Contributions" means goods or services, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such goods or services from the third party and applying them to the work of the grant. Failure to do so may result in USDOL's disallowance of costs in the amount of the committed in-kind contributions.

f. Equal Opportunity Survey (optional)

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

2. Technical Proposal Format

Part II of the application, the Technical Proposal, must address the Applicant's technical capacity to plan and implement the proposed project in accordance with the provisions of this solicitation. The Technical Proposal must respond to all of the requirements outlined in the section III, including the scope of work and relationship to the USDOL five goals, target population, and Technical Proposal requirements sections. An Applicant must agree that *following award*, it will work with the USDOL funded external evaluators to development CMEPs, and impact evaluations (where applicable).

The Technical Proposal must contain all of the documents outlined below, in section III.C. 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 $15 million); and
- Total dollar value of matching funds, in-kind contributions, and other forms of cost sharing being proposed on the Applicant's SF-424 and SF-424A (as applicable).

b. Table of Contents

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

c. Project Design Narrative

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

1. Background and Justification
This section must identify the geographic area(s) and sector(s) of work being targeted by the Applicant and provide a justification for these choices. This section must be based on the Applicant's pre-award needs assessment described in section III.A.4., including a thorough review of literature available on child labor, sustainable livelihoods and education issues in the Philippines, and must demonstrate the Applicant's knowledge and understanding of all proposal requirements outlined in section III.A-C.

2. Project Design and Strategy
This section must discuss the Applicant's proposed project design and strategy for carrying out all requirements outlined in sections III.A-B, including the five goals of all USDOL-funded projects. In addition, Applicants must include the total number of direct beneficiaries to be served by the project and propose specific criteria and the process for selecting direct beneficiaries. The total number of direct beneficiaries must be broken down into (1) the total number of children to whom the project will provide education and/or training services and (2) the total number of households to which the project will provide livelihood services. As applicable given the Applicant's project strategy, this section should also identify the number of indirect beneficiaries to be reached by the project, and describe the types of project services from which these indirect beneficiaries are expected to benefit.

Applicants must document their ability to collect and report on the required performance indicators including a description of the data collection plan, management, analysis and reporting. Applicants must describe how data will be used to manage the project and assure continuous quality improvement. Applicants must also describe how they plan to communicate definitions, targeting requirements, and monitoring processes and procedures to their partners to ensure full compliance and adherence with project monitoring and evaluation processes and procedures.

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

International and U.S. Government Grant and/or Contract Experience
This section must provide a brief overview of the information presented by the Applicant in Annex C of their Technical Proposal. Applicants must highlight any experience they may have with implementing projects to (1) reduce exploitative child labor through the provision of direct educational services; (2) provide basic, transitional, non-formal and vocational education programs to children; (3) improve country capacity to combat exploitative child labor and/or improve access to, and quality of, basic education; (4) promote sustainable livelihoods including through provision of services related to skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, and (5) promote sustainability. Annex C of the Technical Proposal must include information on the Applicant's subgrantees and subcontractors, if applicable, previous and current grants, cooperative agreements, and/or contracts funded by USDOL, other Federal agencies, and other donors, including the GoP.

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

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

Personnel and Project Management Plan
This section must discuss the Applicant's project management plan as described in section III.D.5. 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.D. 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.

4. Key Personnel
Applicants must identify all key personnel candidates being proposed to carry out the requirements of this solicitation as described in section III.D.

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: Logic Model
Annex A must include a Logic Model detailing the sequence of actions that describe proposed project activities. The logic model must include inputs, outputs, outcomes, and may also consider assumptions and external factors that may influence the project. The Logic Model must be no longer than two pages. There are good resources available to help Applicants develop logic models. Two examples are: The University of Wisconsin Extension, available at http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html and The Kellogg Foundation, available at http://www.wkkf.org/knowledge-center/resources/2006/02/WK-Kellogg-Foundation-Logic-Model-Development-Guide.aspx.

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

Annex C: Past Performance Table(s)
Annex C must contain the Applicant's Past Performance Table(s). This table must complement section III. G.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 instrument number of the grant, contract, or cooperative agreement;
4. The project's funding level, in U.S. Dollars;
5. The country of implementation and period of performance for the project; and
6. A brief summary of the work performed and accomplishments.

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

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

Annex D: Project Management Organization Chart

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

Annex E: Personnel Descriptions, Résumés, and Letters of Commitment

Annex E must contain personnel descriptions (outlining roles and responsibilities) and résumés for all key personnel and other professional personnel being proposed by the Applicant, as well as signed letters from all proposed key personnel, indicating their commitment to serve on the project and their availability to commence work within 45 calendar days of the cooperative agreement award. Each résumé must include:

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

Annex F: Documentation of Country Presence and Host Government Support

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

Annex G: Audit Report(s)

Annex G must contain the audit report(s) of the Applicant and any proposed subgrantees and/or subcontractors (as applicable). The following audit attachments are required, depending on the organization's

status (1) 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.

H. 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. 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.

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

USDOL/ILAB does not allow for direct cash transfers to target beneficiaries. Grantees may not provide direct cash transfers to communities, parents, or children. Purchase of incidental items is allowable if necessary for direct beneficiaries' participation in project activities and as a means of promoting sustainable reduction of exploitative child labor amongst the target group. These beneficiary support costs could include direct costs such as uniforms, tool kits for livelihood interventions, school supplies, books, provision of tuition, or transportation costs. If approved by USDOL, the Grantee or its subgrantees or subcontractor(s) must purchase or directly pay for these items in the form of vouchers or payment to the service provider, as opposed to handing cash directly to project beneficiaries or other individuals. This ensures that the money is used for its intended purpose and is not diverted or lost. Applicants may, however, propose microfinance interventions (e.g., micro-savings and micro-loans) or linkages to existing microfinance programs.

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

3. Construction

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

4. Housing and Personal Living Expenses

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

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

5. Subgrants and Subcontracts

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).

6. Lobbying and Fundraising

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

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

7. Funds to Host Country Governments

USDOL funds awarded under cooperative agreements are not intended to duplicate existing foreign government efforts or substitute for activities that are the responsibility of such governments. Therefore, Grantees may not provide any of the funds obligated under 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.

8. Miscellaneous Prohibitions

USDOL funds may not be used to provide for:

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

9. Prostitution and Trafficking

The U.S. Government is opposed to prostitution and related activities which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. 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.

10. Inherently Religious Activities

The U.S. Government is generally prohibited from providing direct financial assistance for inherently religious activities. The Grantee(s) may work with and subgrant to or subcontract with religious institutions; however, Federal funds provided under a USDOL-awarded cooperative agreement may not be used for religious instruction, worship, prayer, proselytizing, other inherently religious activities, or the purchase of religious materials. Neutral, non-religious criteria that neither favor nor disfavor religion will be employed in the selection of Grantees and must be employed by Grantees in the selection of subgrantees 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. Additionally, direct beneficiaries of the project must have a clear understanding that their enrollment in a USDOL-funded project is not conditioned on their participation in any religious activities and a decision to not participate in any inherently religious activity will in no way impact, or result in any negative consequences to, their project standing. For additional guidance, please consult USDOL's Center for Faith-Based and Community Initiatives' Web site at http://www.dol.gov/cfbci. A Grantee should consult USDOL for prior approval if it is unclear if project activities are allowable

11. Terrorism

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

12. Value Added Tax (VAT)

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

IV. APPLICATION REVIEW INFORMATION

A. Application Evaluation Criteria

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

Specific Evaluation Criteria:

A. Project Design and Budget *(including Child Labor Monitoring Strategy, Education and Livelihoods Strategy)*	65 points
B. Strategy for Research on Child Labor	10 points
C. Organizational Capacity	10 points
D. Personnel and Project Management Plan	15 points

1. Project Design and Budget (65 points)

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

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

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

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

In evaluating Applicants on this criterion, USDOL will consider the Applicants knowledge of exploitative child labor and its root causes in the Philippines. USDOL will also evaluate the extent to which the Applicant proposes research that will fill existing gaps in knowledge about child labor, especially exploitative child labor in the sugar cane industry in the Philippines. Proposals will be evaluated on the extent to which they propose to engage partnerships with local research organizations, especially universities to design, conduct, and disseminate research. Applicants' dissemination strategies will be evaluated on the use of creative means of ensuring that research is widely distributed and made available to the public. The use of new technologies is encouraged. The relevance of the dissemination strategies to the practical realities and cultural and social context in the Philippines will be considered. Finally, USDOL will consider the Applicant's strategy to ensure the sustainability and availability of research outputs beyond the life of the project.

3. Organizational Capacity (10 points)

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

Applicants will be rated on their demonstrated capacity to technically, administratively, and financially manage a project of similar type, funding amount, and complexity as proposed in this solicitation. Applicants proposing to 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 implementing development projects that aim to (1) reduce exploitative child labor through the provision of direct educational services; (2) provide basic, transitional, non-formal and vocational education programs to children; (3) improve country capacity to combat exploitative child labor and/or improve access to, and quality of, basic education; (4) promote sustainable livelihoods including through provision of services related to skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, and (5) ability to promote sustainability. Applicants will also be evaluated on their ability to commence project activities in the Philippines as soon as possible after signing a cooperative agreement with USDOL.

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

1. The Applicant's demonstrated ability to meet its project targets (including those related to GPRA) under past or current USDOL-funded projects, if applicable for (a) reducing exploitative child labor and (b) improving country capacity;
2. The Applicant's demonstrated experience promoting sustainable livelihoods, including through skills training, income generation interventions, increasing access to social protection programs, and promoting decent work opportunities for adults and youth of legal working age;
3. The quality and timeliness of submitted grant, cooperative agreement, and/or contract deliverables to USDOL and/or other donors;
4. The responsiveness of the Applicant and its staff to USDOL and/or other donors, including the quality and timeliness of communications about such deliverables; and
5. The performance of the Applicant's key personnel on projects with USDOL and/or other donors, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel.

4. Personnel and Project Management Plan (15 points)

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.

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

The successful performance of the project depends heavily on the management skills and qualifications of the key personnel who carry out the scope of work, USDOL will emphasize the qualifications, management experience, and commitment of the key personnel identified. USDOL may give preference to Applicants proposing effective staffing strategies that aim to develop the capacity of national and/or local staff over the course of the project. USDOL will also consider the overall cost-effectiveness of the project's proposed staffing strategy, including other professional personnel proposed by the Applicant.

When evaluating key personnel candidates, USDOL may give preference to individuals whose résumés demonstrate that they meet the criteria outlined in section III.D. for each key personnel, Project Director, Education Specialist, Livelihoods Specialist, and Monitoring and Evaluation Officer.

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.

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

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 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 before signing the cooperative agreement with USDOL.

1. Needs Assessment of Learning Environments and Action Plan

Grantees are required to conduct a needs assessment and develop a plan to inspect schools and other learning environments attended by direct beneficiaries of the project; identify those with conditions that present risk of illness or injury to the health or safety of the children; and develop an action plan for mitigating such conditions, as stated in section III.A.1.a. This needs assessment and corresponding action plan must be submitted to USDOL within 12 months of award.

2. Technical Progress and Financial Reports

Grantees must submit narrative technical progress reports to USDOL on a semi-annual basis by April 30 and October 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.

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)

Final reports from all small-scale research studies proposed in the application.

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 (e-mail address: 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

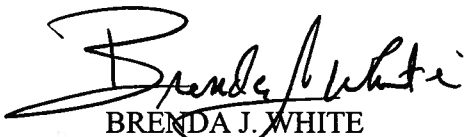
This Solicitation for Cooperative Agreement Applications requests information from Applicants. This collection of information is approved under 1225-0086 OMB Information Collection No 1225-0086 (expires November 30, 2012). According to the Paperwork Reduction Act of 1995, no persons are required to respond 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***[57] 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,

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

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.

"**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.

"South-South cooperation" refers to partnerships between developing countries in which the parties share lessons learned. For the purposes of this SGA, the focus is on lessons learned to address the worst forms of child labor and provide support to vulnerable households.

"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.[58] 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.

[58] 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 50 single-sided, double-spaced 8 1/2" x 11" pages with 1-inch margins and font size no less than 11-point)

1. Background and Justification
2. Project Design and Strategy
3. Organizational Capacity
    a. International and U.S. Government Grant and/or Contract Experience
    b. Fiscal Oversight
4. 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 50-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
Annex F: Documentation of Country Presence and Host Government Support