DEPARTMENT OF LABOR
Bureau of International Labor Affairs

Project to Reduce Child Labor in Burkina Faso

ANNOUNCEMENT TYPE: New Notice of Availability of Funds and Solicitation for Cooperative Agreement Applications.

FUNDING OPPORTUNITY NUMBER: SGA 12-09

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: Not applicable.

TOTAL FUNDING AVAILABLE FOR AWARD: $5 million.

NUMBER OF ANTICIPATED FUNDING AWARDS: One or more.

EXECUTIVE SUMMARY: In FY 2012, the U.S. Department of Labor's (USDOL) Bureau of International Labor Affairs (ILAB) will award up to $5 million for one or more cooperative agreements to fund a technical assistance project(s) to support efforts to reduce child labor in geographic areas of Burkina Faso cotton farming and informal artisanal gold mining. The project will support efforts to work with government at the local, regional, and national level to improve methods for reducing child labor in both sectors. The project will support the direct delivery of services to children engaged in child labor or at risk of child labor and their households in communities dependent on cotton or gold production.

KEY DATES:
- **Issuance Date**: August 30, 2012
- **Closing Date**: October 15, 2012.
- **Closing Time**: 5:00 PM EST.
- **Deadline for Submission of Technical Questions**: September 21, 2012.
- **Date of Award**: No later than December 31, 2012.

Applications will be accepted via electronic submission via www.grants.gov or by hardcopy (to include electronic copy/CD) hand delivered or mailed to the Grant Officer at the following address:

USDOL/ Office of Procurement Services
Attn: Brenda White, Grant Officer
200 Constitution Avenue NW, Room S-4307
Washington, DC 20210
Reference: SGA 12-XX

AGENCY CONTACTS:

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Technical questions received by e-mail will be posted on USDOL/ILAB's Web site at www.dol.gov/ILAB/grants/main.htm. A list of frequently asked questions (FAQs) about USDOL's Solicitations for Cooperative Agreements for Child Labor grants will be posted on USDOL/ILAB's Web site at http://www.dol.gov/ILAB/grants/bkgrd.htm.

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LIST OF ACRONYMS

CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CLMS	Child Labor Monitoring System
CMEP	Comprehensive Monitoring and Evaluation Plan
DBMS	Direct Beneficiary Monitoring System
DUNS	Dun and Bradstreet Number
FOIA	Freedom of Information Act
GoBF	Government of Burkina Faso
GOTR	Grant Officer's Technical Representative
GPRA	Government Performance and Results Act
GPC	Village Cotton Producer Groups
HHS-PMS	Department of Health and Human Services-Payment Management System
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
ILO-IPEC	ILO's International Program on the Elimination of Child Labor
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
NGOs	Nongovernmental Organizations
NAP	National Action Plan against the Worst Forms of Child Labor
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
OSH	Occupational Safety and Health
PDDEB	Ten-Year Education Development Plan
PDG	President's Policy Directive on Global Development
SF	Standard Form
SGA	Solicitation for Grant Applications
SOW	Scope of Work
TDA	Trade and Development Act
TPIN	Trader Partnership Identification Number
TVPRA	Trafficking Victims Reauthorization Act
UN	United Nations
UNICEF	United Nations Children’s Fund
UNPCB	Union des Product de Coton du Burkina Faso
USAID	United States Agency for International Development
USDOL	U.S. Department of Labor
VAT	Value Added Tax

* Definitions used in this SGA can be found in Appendix A.

I. FUNDING OPPORTUNITY DESCRIPTION

USDOL/ILAB will award up to $5 million for one or more cooperative agreements to fund a technical assistance project(s) to support efforts to reduce child labor in Burkina Faso through an area-based approach in geographic areas where there is a prevalence of child labor in cotton farming and artisanal gold mining. The project will support efforts to work with government at the local, regional and national level to improve methods for reducing child labor in these sectors. It will also pilot a child labor monitoring system in cotton growing areas. Using an area-based approach, the project will support the direct delivery of services to children, engaged in child labor or at risk of child labor, and their households, in areas of cotton and gold production. In determining how to allocate funding for different areas within its proposal, the Applicant should seek to maximize, as appropriate and in line with its overall project strategy, the amount of funding dedicated to delivery of services for children and their households in order to reduce child labor.

USDOL's Office of Child Labor, Forced Labor and Human Trafficking (OCFT) conducts and funds research, develops strategic partnerships, and funds an international technical cooperation program to eliminate worst forms of child labor, forced labor, and human trafficking internationally. To learn more about our work, please see http://www.dol.gov/ilab/programs/ocft/.

In Burkina Faso, USDOL has funded two regional projects which provided direct services to combat child labor. One of these projects, implemented from 2005-2010, targeted child labor in mining near the 3-country juncture of Mali, Niger and Burkina Faso. The other was a 9-country project focused on child trafficking. This project was implemented from 2001-2007. Currently, USDOL funds two regional projects that include a component to enhance policies in Burkina Faso to address child labor. Applicants should consult project summaries and evaluations of activities in Burkina Faso, see http://www.dol.gov/ilab/map/countries/burkina_faso.htm. Applicants should also consult the Burkina Faso section of the U.S. Department of Labor's 2010 Findings on the Worst Forms of Child Labor Report (TDA), http://www.dol.gov/ilab/programs/ocft/PDF/2010TDA.pdf and U.S. Department of Labor's 2011 List of Goods Produced by Child Labor or Forced Labor (TVPRA), http://www.dol.gov/ilab/programs/ocft/PDF/2011TVPRA.pdf.

USDOL/ILAB is authorized to award and administer cooperative agreements by the Consolidated Appropriations Act, 2012, P.L. 112-74 (2012). Cooperative agreements awarded under this solicitation will be managed by OCFT. The duration of the project(s) funded by this solicitation is four (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, 2012.

A. Overview of Child Labor in Burkina Faso

An estimated 1.25 million children between the ages of 5 and 14 (or 37.8 percent of children aged 5 to 14) in Burkina Faso work.[1] Various factors contribute to child labor in Burkina Faso, including poverty, food insecurity, barriers to education, a lack of awareness of the dangers of child labor, and limited inspection and enforcement of labor standards.[2]

By law, education is compulsory for children up to age 16. The law states that primary education is free. However, the law includes exceptions, such as allowing schools fees to be charged, which are a significant obstacle for many children and their families.[3] The requirement to show a birth certificate to enroll in school also

[1] UCW, *Analysis of Child Economic Activity and School Attendance Statistics from National Household or Child Labor Surveys*, February 2, 2012.
[2] ILO, "Child Labor in Agriculture," (2012); available from http://www.ilo.org/ipec/areas/Agriculture/lang--en/index.htm. See also ILO Committee of Experts, *Individual Observation concerning Labour Inspection (Agriculture) Convention, 1969 (No. 129) Burkina Faso (ratification: 1974) Published: 2011* [online] [cited February 8, 2012]; available from http://www.ilo.org/ilolex/english/iloquery.htm. See also USDOL Official, *Burkina Faso Trip Report*, 2012.
[3] *Loi n° 13-2007-065 AN du 30 juillet 2007 portant loi d'orientation de l'éducation*, (September 5, 2007); available from http://www.sp-pddeb.org/data/systeme_educatif/loi_d'orientation_education.PDF. See also UN Committee on the Rights of the Child, *Summary of the Record of the 1463rd (Chamber B) Meeting*, September 7, 2010. See also Geoffrey York, *Iamgold's growing investment in Burkina Faso*, 2012; available from http://www.theglobeandmail.com/report-on-business/industry-news/energy-and-resources/i/.

represents a major impediment for many children to enroll in school.[4] Thus, only 43 percent of children in Burkina Faso between the ages of 5 and 14 attend school. More than 13 percent of children between the ages of 5 and 14 who attend school combine school and work.[5] Although the government has heavily invested in the education system, children's access to schooling is limited by the country's overall lack of school infrastructure.[6] In addition, for older children who have missed years of schooling, there is also a lack of viable schooling options. [7]

For more information on child labor in Burkina Faso, see the TDA and TVPRA reports.

B. Child Labor in Cotton

Burkina Faso is West Africa's largest producer of cotton. Cotton accounts for 5-8 percent of the country's GDP and 60-70 percent of its export earnings.[8] More than 90 percent of Burkina Faso's working population is engaged in agriculture. Cotton farmers are the largest segment of the workforce in Burkina Faso, representing 15-20 percent of the active labor force. Over 250,000 households work in the production of cotton, supporting nearly 3 million people through cotton earnings.[9] Since 1994, around 200,000 new workers, including children and migrants returning from Côte d'Ivoire, began farming cotton as a result of the growth in the cotton sector.[10]

Research indicates that child labor and forced labor in the production of cotton is endemic.[11] Child labor is prevalent on unregulated smallholder farms in communities where livelihoods are largely dependent on the production of cotton as a cash crop.[12] The production of cotton is highly labor intensive. Children are involved in all phases of the agricultural cycle, including clearing the land, sowing, weeding and harvesting. Children working in the production of cotton often work long hours, carry heavy loads, work with dangerous tools, and are exposed to dangerous pesticides.[13] While work safety issues affect adult and child workers, children are generally at greater risk for harm. Occupational safety and health (OSH) issues in agriculture are rarely addressed due to

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[4] Nikki Jecks, "Reclaiming Burkina Faso's Children", BBC News, [online], May 8, 2009 [cited February 22, 2012]; available from http://news.bbc.co.uk/2/hi/africa/8038125.stm. See also U.S. Department of State, "Burkina Faso," in *Country Reports on Human Rights Practices- 2011*, Washington, DC, May 24, 2011; available from http://www.state.gov/j/drl/rls/hrrpt/humanrightsreport/index.htm#wrapper. See also IRIN, "Burkina Faso: Education, Not Handouts," May 12, 2010; available from http://www.irinnews.org/Report/89071/BURKINA-FASO-Education-not-handouts.

[5] UNESCO Institute for Statistics, *Gross intake ratio to the last grade of primary*, March 29, 2012, available from http://www.uis.unesco.org/Pages/default.aspx?SPSLanguage=EN.

[6] International Center on Child Labor and Education, *Burkina Faso Points for Consultation in the Local Education Group on Inclusion*; available from http://www.iccle.org/images/reports/Burkina%20Faso.pdf.

[7] USDOL Official, *Burkina Faso Trip Report*.

[8] U.S. Department of State, *Bureau of African Affairs Background Note: Burkina Faso*, 2012; available from Http://www.state.gov/r/pa/ei/bgn/2834.htm.

[9] CIA, "CIA Factbook: Burkina Faso," (2012); available from https://www.cia.gov/library/publications/the-world-factbook/geos/uv.html. See also Jonathan Kaminski, *Cotton Dependence in Burkina Faso: Constraints and Opportunities for Balanced Growth*, 2010; available from http://siteresources.worldbank.org/AFRICAEXT/Resources/258643-1271798012256/Burkina-cotton.pdf.

[10] International Food Policy Research Institute (IFPRI), "Institutional Reform in the Burkinabè Cotton Sector and its Impacts on Incomes and Food Security 1996–2006," (2009); available from http://www.ifpri.org/publication/institutional-reform-burkinab-cotton-sector-and-its-impacts-incomes-and-food-security.

[11] U.S. Department of Labor, *Executive Order 13126 List* [2011]; available from http://www.dol.gov/ILAB/regs/eo13126/main.htm.

[12] USDOL Official, *Burkina Faso Trip Report*. See also International Food Policy Research Institute (IFPRI), "Institutional Reform in the Burkinabè Cotton Sector and its Impacts on Incomes and Food Security 1996–2006."

[13] Mamadou Kologo, *Exploitation des Garibous dans les Champs de Coton*, online; available from http://www.maisonesperance.com/index.php?post/2009/06/Exploitation-des-Garibous-dans-les-champs-de-Coton. See also Albertine de Lange, *"Going to Kompienga" A Study on Child Labour Migration and Trafficking in Burkina Faso's South-Eastern Cotton Sector*, International Research on Working Children, 2006; available from http://www.childlabour.net/documents/traffickingproject/albertinedelangetraffickingburkina.pdf. See also Y. Diallo, *Les Activites des Enfants en Afrique Subsaharienne: Les Enseignements des Enquetes sur le Travail des Enfants en Afrique de l'Ouest*, July 2008; available from http://www.ucw-project.org/attachment/STyacouba_SSA_act_enf20110224_151654%5B1%5D20110420_120304.pdf.

minimal government enforcement efforts.[14]

C. Child Labor in Gold Production

A number of internationally operated gold mines have recently opened in Burkina Faso since the government took steps to encourage foreign investment. This increased international interest in Burkinabé gold production has led to an expansion of informal, artisanal gold mining. The majority of children active in the gold mining sector work in these informal, artisanal gold mines.[15] These informal artisanal mines often function under the radar of the federal government and few official actions are taken to enforce safety regulations.[16]

According to Terre des Hommes, thousands of children live and work on gold mining sites, migrating from rural Burkina Faso or neighboring countries. The children move to new sites when veins of gold are discovered. [17] Children as young as age 5 work 6-14 hour days and sometimes sleep underground. They are exposed to dangerous chemicals such as mercury.[18] Children are involved in all aspects of artisanal mining, including drilling wells, extracting and dressing minerals, and breaking, transporting, washing, and crushing rocks. In particular, children are used to gather underground gold deposits as their small size allows them to work in the narrow shafts and galleries.[19] Children working underground are often forced to undertake strenuous work under extremely hazardous conditions and use tools and equipment that strain their bodies.[20] Girls also experience commercial sexual exploitation at the mining sites.[21]

D. Government Efforts to Address Child Labor

The Government of Burkina Faso (GoBF) has implemented several policies that have contributed to the fight against child labor. In February 2012, Burkina Faso adopted a National Action Plan to Combat the Worst Forms of Child Labor to significantly reduce exploitative child labor by 2015. In the past, the National Poverty Reduction Strategy and the Ten-Year Education Development Plan (PDDEB) addressed key areas important for reducing child labor.[22] The PDDEB is credited with greatly improving the primary education infrastructure of Burkina Faso, as well as with improving and expanding teacher training.[23] The GoBF is currently implementing a National Action Plan Against Trafficking in Persons, and it recently adopted the National Action Plan against the Worst Forms of Child Labor (NAP).[24] Despite some progress, the various plans and policies have reportedly led

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[14] U.S. Environmental Protection Agency, *Children are at Greater Risk from Pesticide Exposure*, [2012]; available from http://www.epa.gov/opp00001/factsheets/kidpesticide.htm. See also ILO Committee of Experts, *Individual Direct Request C81: Burkina Faso (2011)*.

[15] USDOL Official, *Burkina Faso Trip Report*. See also Associated Press, "Mudslide kills 31 at illegal mine in Burkina Faso," *San Diego Union Tribune*, 2012; available from http://www.utsandiego.com/uniontrib/20080810/news_1n10mine.html. See also Geoffrey York, *Iamgold's growing investment in Burkina Faso*.

[16] Associated Press, "Mudslide kills 31 at illegal mine in Burkina Faso."

[17] Terre des Hommes, *Burkina Faso: Ganzourgou, Gold mine and Child Exploitation*, [2012 [cited June 5 2012]; available from http://tdh.ch/en/news/Burkina Faso-ganzourgou-gold-mine-and-child-exploitation.

[18] ILO, "Child Labor in Gold Mining," (2006). See also A. Ouattara, "La ruée vers l'or, une tragédie sociale," *L'hebdomadaise du Burkina* (2004). See also UNICEF France, "Burkina Faso: 190 enfants retirés du travail grâce à un programme Unicef," 2007. See also ILO-IPEC, "Report on Child Labor in Gold Mining Triborder Study," (2009).

[19] Terre des Hommes, *Burkina Faso: Ganzourgou, Gold mine and Child Exploitation*. See also ILO, "Child Labor in Gold Mining." See also UNICEF France, "Burkina Faso: 190 enfants retirés du travail grâce à un programme Unicef." See also ILO-IPEC, "Report on Child Labor in Gold Mining Triborder Study."

[20] Terre des Hommes, *Burkina Faso: Ganzourgou, Gold mine and Child Exploitation*. See also ILO, "Child Labor in Gold Mining." See also UNICEF France, "Burkina Faso: 190 enfants retirés du travail grâce à un programme Unicef." See also ILO-IPEC, "Report on Child Labor in Gold Mining Triborder Study."

[21] Terre des Hommes, *Burkina Faso: Ganzourgou, Gold mine and Child Exploitation*.

[22] IMF, *Poverty Reducation Strategy Paper: Burkina Faso*, 2000; available from http://www.imf.org/external/np/prsp/2000/bfa/01/#execsummary. See also Government of Burkina Faso, *Le plan décennal de développement de l'éducation de base (PDDEB)*, 2002; available from http://www.sp-pddeb.org/.

[23] Pierre Kouraogo and Ambroise Y. Dianda, "Education in Burkina Faso at Horizon 2025," *Journal of International Cooperation in Education* 11, no. 1 (2008); available from http://home.hiroshima-u.ac.jp/cice/11-1Kouraogo_Dianda.pdf.

[24] U.S. Department of State, "Burkina Faso (Tier 2)," in *Trafficking in Persons Report- 2011*, Washington, DC, June 27, 2011; available from http://www.state.gov/g/tip/rls/tiprpt/2010/142759.htm. See also du Travail et de la Sécurité Sociale

to the creation of multiple coordinating mechanisms, resulting in a cumbersome coordination process.[25]

Since 1999, the GoBF has made efforts to restructure, decentralize and privatize the cotton industry with the end goal of growing the industry and providing greater international appeal for Burkinabé produced cotton.[26] Efforts included collaboration with NGOs, foreign governments, and international organizations to provide technical assistance on modern farming practices.[27] As a result, cotton production and exports have grown.

Government decentralization efforts have resulted in the development of a cotton sector system organized through village cotton producer groups (GPCs); departmental, provincial, regional and national associations; and a national cotton union, the Union des Product de Coton du Burkina Faso (UNPCB). GPCs sell cotton directly to ginneries.[28] Ginneries then sell the cotton as raw fiber on the international market to a variety of global cotton traders.[29] Although the cotton sector is now well organized, few efforts have been made to reduce the prevalence of child labor in cotton production. However, the UNPCB and some farmer associations have programs that include income smoothing efforts. Some farmer groups have also supported efforts to eliminate the worst forms of child labor, including through awareness raising.

Burkina Faso's heavy reliance on cotton has left the country vulnerable to external shocks such as drought, reduced global demand for cotton, and fluctuations in global cotton prices.[30] Such external shocks in turn have contributed to the prevalence of child labor in the cotton industry. Moreover, neither the GoBF nor cotton producers in the sector have developed an overarching strategy to eliminate child labor in cotton production.[31]

In the gold sector, the GoBF has partnered with other governments and international organizations to remove children working in gold mining. From 2005-2010, the Government participated in a USDOL-funded project to combat the worst forms of child labor in gold mining in Burkina Faso and Niger. The project withdrew or prevented over 4,000 children from engaging in child labor in mining in the two countries.[32] The GoBF is also

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(MFPTSS) Ministère de la Fonction Publique, "Plan d'Action National 2011-2015 de Lutte Contre les Pires Formes de Travail des Enfants au Burkina Faso," (2012).

[25] U.S. Embassy - Ouagadougou, *reporting*, January 20, 2012. See also UN Economic and Social Council, *Summary of midterm reviews of country programmes: West and Central Africa region: Burkina Faso*, July 2009 available from http://www.unicef.org/about/execboard/files/09-PL21-WACARO-ODS-English.pdf.

[26] Jonathan Kaminski, *Cotton Dependence in Burkina Faso: Constraints and Opportunities for Balanced Growth*. See also International Food Policy Research Institute (IFPRI), "Institutional Reform in the Burkinabè Cotton Sector and its Impacts on Incomes and Food Security 1996–2006."

[27] USAID, *Evaluation of USAID/West African Cotton Improvement Program*, August 2010. See also IRIN, "Burkina Faso: French Boost Cotton Sector," October 10, 2006; available from http://www.irinnews.org/Report/61292/BURKINA-FASO-French-boost-to-cotton-sector. See also International Fertilizer Development Center, *Burkina Faso: Organic Cotton Farmers*, [2012]; available from http://www.ifdc.org/Nations/Burkina_Faso. See also African Development Group, "ADF Supports the Cotton/textile sector in Four African Countries," (2006); available from http://www.afdb.org/en/news-and-events/article/adf-supports-the-cotton-textile-sector-in-four-african-countries-3507/. See also World Bank, "Burkina Faso Country Assistance Strategy," (2012); available from http://web.worldbank.org/WBSITE/EXTERNAL/COUNTRIES/AFRICAEXT/BURKINAFASOEXTN/0,,menuPK:343889~pagePK:141132~piPK:141105~theSitePK:343876,00.html.

[28] International Food Policy Research Institute (IFPRI), "Institutional Reform in the Burkinabè Cotton Sector and its Impacts on Incomes and Food Security 1996–2006." See also UNCTAD, *Market Information in the Commodities Area*, [2012]; available from http://r0.unctad.org/infocomm/anglais/cotton/chain.htm.

[29] International Food Policy Research Institute (IFPRI), "Institutional Reform in the Burkinabè Cotton Sector and its Impacts on Incomes and Food Security 1996–2006." See also Reinier de Man, *Promoting Sustainable Cotton Production in West Africa: Potential Supply Chain Strategies*, 2006. See also Sustainable Cotton, "Alok Industries, Visctoria's Secret and Burkina Faso," 2012; available from http://www.sustainablecottons.com/658/.

[30] U.S. Department of State, *Bureau of African Affairs Background Note: Burkina Faso*. See also CIA, "CIA Factbook: Burkina Faso." See also Jonathan Kaminski, *Cotton Dependence in Burkina Faso: Constraints and Opportunities for Balanced Growth*.

[31] USDOL Official, *Burkina Faso Trip Report*. See also International Food Policy Research Institute (IFPRI), "Institutional Reform in the Burkinabè Cotton Sector and its Impacts on Incomes and Food Security 1996–2006." See also UNCTAD, *Market Information in the Commodities Area*.

[32] U.S. Department of Labor, *West Africa Regional Mining Technical Cooperation Project Summary*, 2010; available from

collaborating with UNICEF on a project that targets children in gold mining. The project has built schools, provided skills and income generating training to youth and mothers, and collaborated with various government ministries to reduce child labor in gold mining.[33] In addition, the Government is working with NGOs to guard against children working in the newly opened international gold mines.[34]

E. Scope of Work

Applicants must respond fully to the Scope of Work (SOW) outlined below in order to be considered responsive. This section provides information on the target populations to be served by the project and key areas of interventions. The section also notes a number of ongoing efforts that Applicants must take into account in developing their project strategy.

Applicants must demonstrate an in-depth knowledge and understanding of the child labor situation in Burkina Faso. As part of pre-application requirements, Applicants should consult with the GoBF to ensure that their proposed strategies are relevant to the country's needs and supportive of the Government's efforts to combat child labor. Proposals should be developed based on the findings of the Applicant's pre-application needs assessment, and Applicants should propose strategies that (1) are based on good practices (and innovative approaches, as applicable), and (2) build upon existing efforts and government policies, plans, and/or programs. For information on pre-application requirements, see Section I.I on Award Administration Information.

Applicants' proposals should (1) demonstrate a thorough understanding of the cultural, economic, social, and legal contexts of Burkina Faso and the communities where project interventions would be carried out, and contextual factors contributing to children's involvement in child labor and preventing children from accessing education; (2) address existing gaps in child labor policies and programs, enforcement of relevant laws, and coordination of relevant efforts; and (3) promote sustainability and long-term progress toward a significant reduction in child labor in target areas. Promotion of sustainability should be incorporated at all stages of a project, including design, staffing, implementation, and evaluation. Sustainability must be linked to project impact and the ability of local stakeholders to continue successful efforts initiated by the USDOL-funded project after the project has ended. Applicants should work to build the capacity of key individuals and/or organization(s) that can potentially contribute to long-term efforts to combat child labor. Applicants should also propose strategies for supporting the GoBF's efforts to act upon relevant recommendations to the GoBF within the current TDA.

F. Project Target

Applicants must target children engaged in or at-risk of becoming engaged in child labor and their households in areas of cotton farming and gold mining. Applicants must target such children and households within at least three areas within the following locations: the northern area of the Haute Bassins region, the Boucle de Mouhoun region and the northern and central-northern areas of the Cascades region of Burkina Faso.

Applicants must propose an area-based approach in their proposal in order to mitigate potential negative effects that could result from focusing on combating child labor in only one sector in a targeted geographical region (e.g., an increase in child labor in a target sector as families seek to gain access to project services, an increase in child labor in other sectors as children are removed from work in a given sector). The area-based approach must include a focus on the reduction of child labor in cotton production and gold mining, but also allows for the provision of services to children engaged in other kinds of child labor in target areas. This could include child labor in other forms of agriculture, quarrying, the informal sector, begging, domestic service, and commercial sexual exploitation. Provisions of services to households should likewise involve such an area-based approach.

Applicants must present a clear indication of the defining characteristics and specific criteria they plan to use to identify project beneficiaries including: (1) children engaged in child labor in areas of cotton production and artisanal gold mining; (2) children at "high-risk" of entering child labor in targeted sectors/geographic areas, and (3) households to receive livelihood services to make them less reliant on child labor to meet basic needs. The

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http://www.dol.gov/ilab.

[33] UNICEF, "Burkina Faso: Putting an end to Child Labour in Mines," (2012); available from http://www.unicef.org/bfa/english/4468.html

[34] U.S. Department of State, "Country Reports- 2011: Burkina Faso."

target populations must be classified in two ways, children and their households. Children must be 5 years of age or older and under the age of 18 and either engaged in or at high-risk of entering labor in target areas in order to be considered direct beneficiaries of the project. An overall assessment of each child and their household will determine the most appropriate type of educational and/or livelihood service to be provided and may include services for at-risk children between the ages of 5 and 18 years, including siblings of child laborers. Applicants must provide an initial set of criteria that will be used to categorize a child as "engaged in child labor" and "at high-risk of becoming engaged in child labor." In addition, Applicants must provide a specific set of criteria by which they would define work in sectors targeted by the project as forms of child labor. The set of criteria must, at a minimum, incorporate international standards on child labor (ILO Conventions 182 and 138), as well as the country's existing regulatory framework defining child labor.

In their proposal, Applicants must outline criteria to identify households that will be served in the project. The criteria should include an analysis of household incomes and exposure to food insecurity, inability to meet basic needs, poor health, natural disasters and other factors related to vulnerability. Applicants may only serve households with children who are assessed as either engaged in child labor or at-risk of becoming engaged in child labor.

Applicants may provide services to former USDOL project beneficiaries under the age of 18. However, they must provide a justification for doing so and seek agreement from USDOL on how the project will report on such beneficiaries.

Applicants should demonstrate knowledge and incorporate issues of gender and cultural traditions and norms pertaining to and impacting child labor and education in target areas, including how these issues will be considered while implementing project activities.

G. Project Interventions

In responding to this solicitation, Applicants must:

1. Propose strategies for direct provision of education, livelihood and other relevant services to combat child labor using an area-based approach with a focus on child labor in cotton and gold production in the northern area of the Haute Bassins region, the Boucle de Mouhoun region and the northern and central-northern areas of the Cascades region of Burkina Faso.
2. Propose strategies to develop, implement, and institutionalize a child labor monitoring system in cotton growing communities in cooperation with actors from the cotton industry, such as international, national and local cotton companies; farmer groups and associations, unions (including the UNPCB).
3. Propose an awareness raising strategy that targets specific hazards found in the production of cotton and gold, but also focuses awareness on the dangers of child labor generally.

In addition, Applicants must address the following eight major strategic areas:

1. Education

Applicants must propose strategies for promoting children's access to education and training opportunities as a means of reducing child labor. Applicants must support the provision of healthy learning environments for children and take steps to ensure that goods, services, schools (including classrooms, training facilities, restroom facilities, latrines, and wells), and other learning environments provided by, used or sponsored by the project (the Applicant, its subgrantees and/or subcontractors) are safe and do not pose a threat to the mental or physical well-being of project beneficiaries.

As part of a strategy to provide educational services, Applicants must:

1. Demonstrate knowledge of Burkina Faso's formal, non-formal, and vocational education systems, school calendar(s), and existing policies and programs that seek to (1) promote children's access to education and (2) combat child labor.
2. Identify and assess the most significant obstacles preventing children engaged in or at-risk of becoming engaged in child labor from accessing and completing primary and secondary school.

3. Propose strategies that complement or strengthen ongoing government efforts to promote education and vocational training for target beneficiaries in Burkina Faso (e.g., government youth centers, technical and vocational education and training, enterprise training partnerships, support for children obtaining birth certificates to facilitate access to education).
4. Propose strategies that promote children's continued enrollment, retention and completion in educational or vocational training programs and services.
5. Propose direct delivery of education and training services using an area-based approach that includes a focus on children involved in cotton production and gold mining.
6. Describe why the strategies proposed under items 4 and 5 would be effective.
7. Propose strategies to promote community involvement in providing children access to education and healthy learning environments and in improving the quality of education and training programs, including through teacher training and incorporating child labor issues into school curricula.
8. Develop a plan to assess the safety of schools and other learning environments that the Applicant proposes to use either for direct service delivery or for referral.

Applicants are encouraged to:

1. Assess the availability of sufficient classrooms in target areas and consider proposing strategies to increase school infrastructure as needed. This could include working with the local government and communities to provide support towards renovating classrooms, building latrines or digging wells. In cases where no classroom structures exist, Applicants may propose the construction of new structures, including structures for secondary schools. All construction conducted by the project must adhere to national building standards and 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.
2. Consider proposing sustainable strategies to provide care for young children to overcome the need for older siblings to provide child care in their households instead of attending school, so that the older siblings can attend school. Strategies might include, for example, mother-child care co-ops.

USDOL encourages Applicants to provide direct educational services and training to as many beneficiaries as possible beginning in the second year of the project while recognizing that the Applicant's ability to do so may be effected by the date of project funding relative to the school calendar. During the first year, applicants are expected to begin building the networks necessary to place children in educational opportunities during the final three years of the project.

2. Livelihoods

Applicants must propose strategies to promote improved livelihoods for households of target children, to begin implementation in the second year, in order to help households offset income currently earned by children. Livelihood services may include education, training, income smoothing, social capital, and employment services, as well as economic strengthening, productivity transfers, and cooperatives. However, for the purposes of this solicitation, education and vocational training for children under 18 years are covered under the previous section on education.

Applicants should consider proposing creative ideas that address the nexus between the reduction of child labor, the improvement of educational opportunities, and the promotion of sustainable livelihoods for children and households. As part of a strategy to provide livelihood services, Applicants must:

1. 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.
2. Propose strategies that address those obstacles and provide livelihood services to households according to their needs.
3. Propose direct delivery of livelihood services to households of target children.
4. Propose a strategy to link beneficiaries to existing livelihood services or programs in Burkina Faso and assist project beneficiaries in obtaining services for which they are eligible.

5. Propose a strategy for actively promoting and securing the commitment and ownership of government and other local stakeholders for the proposed livelihood services in order to enhance the likelihood that effective services or models will continue beyond the life of the project.
6. If proposing to implement micro-finance interventions (e.g., micro-savings and micro-insurance), Applicants must include a description of the assessed need of these interventions among the target population and a strategy for guarding against possible negative impacts 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.

3. Social Protection

As part of a strategy to link project beneficiaries with social programs, Applicants must:

1. Identify and assess the availability of social protection programs and services in target areas and direct beneficiaries' access to those programs, including an explanation of how they could increase children's participation in education.
2. Identify the most significant gaps in availability and/or access to social protection affecting target beneficiaries (children and their households).

Applicants may propose activities that link project beneficiaries with existing social programs in Burkina Faso that have the potential to have a positive impact in reducing child labor, promoting children's participation in schooling, and securing sustainable livelihoods for target households. If social protection services are identified in the target areas, Applicants must:

1. Propose strategies to address obstacles currently faced by proposed direct beneficiaries when seeking social protection services.
2. Describe why proposed strategies would be effective for increasing direct beneficiaries' access to social protection services.

4. Youth Employment

Applicants must propose strategies to promote safe and sustainable youth employment. Applicants targeting older children or youth of legal working age, particularly children ages 16 to 17 years, should consider providing direct services, such as OSH interventions and other direct services, as a means of transitioning children in unsafe working conditions into safe, acceptable work. Strategies must be based on labor market research in order to ensure youth are not trained to begin work in over-saturated markets. As part of a strategy to promote safe youth employment, Applicants must:

1. Assess the working conditions of children of legal work age to determine whether they are working under unsafe conditions.
2. Demonstrate knowledge of laws meant to ensure the safety of children ages 16 to 17, including laws restricting children of this age from certain types of work, limiting the hours of their work, and prescribing workplace conditions.
3. Demonstrate knowledge of the current policies and institutional efforts, both public and private, that seek to improve linkages between labor-market needs and the educational system.

Applicants are encouraged to:

1. Propose a strategy to link project beneficiaries of legal working age with existing programs and, if applicable, aim to protect working children from hazards in the workplace.
2. Propose a strategy to transition children of legal working age from child labor into acceptable work, including by addressing occupational safety and health issues or by reducing hours worked or shifting the time of day worked to conform to international standards and national laws.
3. Propose strategies that address any lack of sufficient or sustainable decent working conditions for youth and any assessed mismatches between their skills (or training offered to them) and decent work opportunities/demand in the job market.

4. Propose strategies to develop and institutionalize youth training programs on safe, decent, and sustainable work for youth, including youth working in agriculture. Strategies may involve vocational education and farmer field schools. Strategies targeting agriculture should include components of OSH, farm management, and crop rotation and diversification.
5. Propose strategies that work in coordination with the Ministry of Youth, Professional Training and Labor.

5. Strengthening Institutional Capacity and Policies

Applicants must propose activities that strengthen country capacity to combat child labor. Applicants may propose capacity building strategies that contribute to the (1) implementation of policies and enforcement of laws relevant to child labor; (2) integration and/or expansion of child labor into specific social policies or programs; (3) establishment or improvement of pilot child labor monitoring systems (CLMS) in target cotton-producing areas; (4) development and implementation of models that demonstrate innovative and cost effective ways to reduce child labor and enhance sustainable livelihoods of targeted households, or (5) development of the capacity of government, employers' and workers' groups, the private sector, and civil society. In particular, Applicants should propose strategies to build the capacity of the Ministry of Labor, Ministry of Agriculture, Ministry of Gender and Development, Ministry of Youth, Professional Training and Labor, Ministry of Commerce, Ministry of Education, and Ministry of Justice to address child labor and worker safety issues. As part of a strategy to strengthen institutional capacity, Applicants must:

1. Identify and assess gaps in child labor-relevant programs and policies.
2. Identify and propose strategies to fill the most significant needs in terms of institutional capacity at all levels of government.
3. Describe why proposed strategies would be effective for building institutional capacity.

Applicants are also encouraged to:

1. Propose strategies to secure linkages with government and social partners and draw on proven good practices to build a cost effective model(s) to significantly reduce child labor, which can be scaled up and widely applied to similar vulnerable populations throughout the country.
2. Propose strategies to enhance government efforts to keep children in primary school, especially in gold mining areas.
3. Propose strategies to institutionalize the awareness of the dangers of hazardous labor, including by incorporating child labor modules into teacher training curricula.

6. Raising Awareness

Applicants must propose awareness raising activities and social mobilization campaigns that promote understanding of child labor, its impact and potential solutions, including the importance of education to children's long-term welfare and future employability. Specifically, targeted awareness raising should provide information about specific dangers experienced by those working in the cotton and gold sectors. As needed, Applicants should propose ways of raising awareness of the risks of child labor among children, households, and communities. Applicants should consider the use of new technologies in designing their awareness-raising strategies. Applicants should consider strategies that have a positive impact in promoting schooling or training of children and youth, that can be used to help reduce child labor in a specific sector, or that addresses a specific workplace hazard. As part of a strategy to raise awareness, Applicants must:

1. Demonstrate knowledge of past and current awareness-raising efforts to combat child labor or child labor-related issues in target areas.
2. If applicable, propose linkages to existing awareness-raising campaigns, such as the cotton association efforts, that promote children's rights, including access to education.
3. Identify the most significant gaps in raising awareness of child labor and propose a strategy to fill those gaps and promote community involvement in target areas.
4. Describe why proposed strategies are needed and would be effective for raising awareness of child labor and mobilizing communities.
5. Include a strategy that targets specific hazards found in the production of cotton and gold, in addition to general awareness raising of the dangers of child labor and of Burkina Faso's hazardous activities list.

Applicants are also encouraged to:

1. Include children and schools in the awareness raising campaign.
2. Institutionalize knowledge about the dangers of child labor, for example, through the inclusion of child labor modules in teacher training curricula and union and association training and materials.

In order to enhance the effectiveness of delivery of services to reduce child labor, Applicants should seek to begin awareness raising efforts within the first year of the project or at the earliest possible date. If possible, awareness raising should begin before delivery of services.

7. Supporting Research, Evaluation and Collection of Reliable Data on Child Labor

Applicants must propose a strategy and methodology for monitoring the project's direct beneficiaries, including the educational and work status of child beneficiaries. Applicants must provide details on the components of their proposed direct beneficiary monitoring system (DBMS) including at a minimum, systems/tools for collecting and storing data, sources of data, proposed frequency for data collection, and staff responsible for monitoring and data quality control. The DBMS monitors provision of educational and livelihood services provided to direct beneficiaries and monitors children's education and work status. Direct beneficiaries must be monitored at 6-month intervals and for specified periods of time (throughout the period of service provision and/or until the end of the project). Applicants must develop initial indicators to allow them to monitor the work status of each beneficiary child based on a 6-month monitoring cycle. Applicants must also develop monitoring guidelines for all project partners responsible for providing direct services to children and household members and validate monitoring information.

All of the above will be integrated into the Comprehensive Monitoring and Evaluation Plan (CMEP), and where necessary, will be refined through the CMEP process (see Section VI on Award Administration Information). As part of their strategy to support data collection, Applicants must confirm a commitment to collaborate with USDOL External Monitoring and Evaluation Experts to develop a CMEP and carry out implementation evaluations after award. In addition, Applicants must commit to producing a document on child labor and occupational and safety standards in the agriculture sector, focusing on the cotton sector, and in the mining sector, focusing on gold, based on research and in-country experiences and expertise.

As part of post-award requirements, Grantees must engage in a number of data collection and research activities, including baseline and follow-up surveys, data collection for performance monitoring, research on outcomes of interventions, and reporting evaluation described in Section VI on Award Administration Information. During the first year, applicants are expected to conduct the baseline survey.

8. Promoting Transparency and Accountability

Given that transparency and accountability are key components of the U.S. Global Development Policy and long-term sustainability of efforts to combat child labor, Applicants should explain how their proposed projects will promote transparency and accountability, including by holding public meetings to present project results to key stakeholders, including teachers, children and parents. Applicants are encouraged to use innovative tools and participatory approaches to ensure transparency and accountability.[35]

H. Ongoing Efforts to Address Child Labor

In designing their project strategy, Applicants should consider existing or recently ended policies and programs relevant to efforts to address child labor, including those established by government, private sector and civil society organizations. Where applicable, Applicants should give priority to working with and supporting existing or newly proposed efforts to combat child labor, target vulnerable families through social protection programs, and enhance livelihood opportunities for households. Applicants must consider the sustainability of all efforts in the design of the proposal. Key programs include:

[35] U.S. Government, *Fact Sheet: U.S. Global Development Policy*, September 22, 2010; available from http://www.whitehouse.gov/the-press-office/2010/09/22/fact-sheet-us-global-development-policy.

Existing Policies and Programs

- The **National Action Plan Against the Worst Forms of Child Labor in Burkina Faso** (2012-2015), which aims to promote improved application of legislation to address the worst forms of child labor, improve access to education and social services, and enhance coordination of government efforts, among other initiatives.
- The **World Food Program**, which supports primary education and provides nutritional support and food and cash transfers to vulnerable communities.
- The **Ministry of Agriculture's Farmer Field Schools**, which provide technical education to youth agricultural workers, but do not include cotton farmers.
- **UNPCB and Farmer Association's** programs which include income smoothing efforts. Some farmer groups have also supported efforts to eliminate the worst forms of child labor, including through awareness raising.

Recently Ended Policies and Programs

- The **National Action Plan Against Trafficking in Persons** (2008-2012), which calls for awareness raising and improving interagency coordination in the fight to reduce trafficking, among other measures.
- The **National Employment Policy and Action Plan** (2008), which includes provisions on providing training and apprenticeships for children working in mines, quarries, domestic service, agriculture and the informal sector, in order to remove them from the worst forms of child labor. Safe work for youth and livelihood strategies are also included.
- The **National Poverty Reduction Strategy** (2007–2011), which provided infrastructure for education. It also addressed safe work for children and promoted youth employment. The strategy invested in the agricultural sector, including in infrastructure, crop production and crop diversification.
- The **PDDEB** (2002-2011), which focused on providing quality primary education for all. The plan significantly contributed to nation-wide education infrastructure and teacher training programs.
- The **MCC BRIGHT I, BRIGHT II, and Agricultural Programs** which contributed to school infrastructure, social mobilization campaigns for education, the formation of PTAs, and crop production strategies.

I. Pre-Application Requirements

1. Host Government Consultations

USDOL has informed host government ministry officials of the proposed award. Applicants should 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 seek opportunities to coordinate and/or collaborate, as appropriate, with relevant government agencies/ministries at the national, regional, and local level, including the following:

- Ministry of Civil Service, Labor and Social Security including the National Commission on Child Labor and the Anti-Human Trafficking Task Force;
- Ministry of Gender and Development, including the Child Protection Network;
- Ministry of Education;
- Ministry of Health and Social Welfare;
- Ministry of Justice, including the Women and Children Protection Section; and
- Ministry of Agriculture, including the Sector Development Authority and the Cooperative Development Authority;
- Ministry of Youth, Professional Training and Labor.
- The Ministry of Social Action and National Solidarity
- The Ministry of Decentralization and Security
- The Ministry of Commerce, Office of the Permanent Secretary for Cotton

2. Working with Other Key Stakeholders

During the preparation of their applications and in developing project interventions, In preparing their applications, Applicants are 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-based organizations and community development associations; trade unions; employers' and teachers' organizations; and children engaged in child labor and members of their households. USDOL encourages Applicants to establish public-private partnerships, soliciting assistance from non-Federal third parties who support the goals of this solicitation. Applicants must also coordinate with and seek to build upon previous USDOL-funded child labor activities in the country, as well as current child-labor related initiatives carried out by other organizations. Applicants must coordinate with projects funded by relevant U.S. Government agencies.

3. Needs Assessment

In designing the project, Applicants must carry out a preliminary needs assessment to identify key factors contributing to children's involvement in child labor, including barriers to education, and gaps in current education, social protection and livelihood service provision. The assessment should inform project design and determine relevant and effective interventions. Applicants must preliminarily identify the types of work in which children engage in the proposed geographic regions and sectors. Other factors that may be included in the assessment are: hours and conditions of work; age and sex distribution of beneficiary children; educational performance of proposed beneficiaries relative to other children; economic and social profiles of targeted households; and research or other data that might indicate correlations between child labor, sustainable livelihoods, and educational performance. The preliminary needs assessment will serve as a basis for a more detailed baseline assessment to be conducted post-award.

II. AWARD INFORMATION

Through this announcement, USDOL/ILAB expects to award up to $5 million for one or more cooperative agreement(s) to support efforts to reduce child labor in cotton farming, artisanal gold mining, and other sectors in Burkina Faso. The duration of the projects funded by this solicitation is four (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, 2012. Applicants must respond to the scope of work outlined in this SGA. Current USDOL/ILAB grantees are eligible to submit applications in response to this SGA. See Section VI.C on Reporting for more information on USDOL/ILAB's involvement with the recipient(s) of the cooperative agreement(s).

III. ELIGIBILITY INFORMATION

A. 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 child labor, and developing and implementing educational and livelihoods programs to serve them is eligible to apply. Organizations applying for this award must demonstrate a proven ability to manage complex projects in developing countries through actions that support these aims. Lack of past experience with USDOL cooperative agreements, grants, or contracts does not bar eligibility or selection under this solicitation.

Applicants and any proposed subgrantees or subcontractors must comply with all audit requirements, including those established in OMB Circular A-133. Applicants must also demonstrate presence in Burkina Faso — 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 (see Section IV. Application and Submission Information).

The following Applicants (including subgrantees/subcontractors) will not be considered:

- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government.
- Organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended.

- Applicants charging a fee (profit) associated with a project funded by USDOL under this award.

B. Cost Sharing or Matching

No cost share is required (including in-kind contributions or matching fund contributions). However, USDOL welcomes applications that include cost share. Applicants that propose cost share must indicate the nature; source(s) of funds and/or in-kind contributions; the amount/estimated value in U.S. dollars; and the proposed project activities to be performed with these resources. They must also explain how these activities will complement and enhance project objectives. After award, cost share will be incorporated into the cooperative agreement. Grantees will be required to report on these funds in their quarterly SF-425 and are liable for the full amount of these funds during the life of the cooperative agreement.

Cost sharing from subgrantees and/or subcontractors must not be directed to the Applicant or its employees for their benefit and 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.

C. Other

USDOL's Office of Procurement Services will screen all applications for responsiveness. If deemed non-responsive, the office will send a letter to the Applicant, indicating the reason for the determination of non-responsiveness. The letter will indicate which document was missing from the application, if the application was deemed non-responsive due to being incomplete.

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 Technical Proposal and a completed Cost Proposal;
4. Failure to include all of the required documents and annexes in the Technical Proposal and Cost Proposal;
5. Failure to demonstrate country presence;
6. Submission of an application with budget beyond maximum amount available, $5 million for Burkina Faso;
7. Failure to include all required audit report(s) or 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. 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;
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; and
10. Failure to submit an application by the deadline specified in this SGA.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

The SGA application package and any amendments can be downloaded and viewed from Grants.gov by referencing Funding Opportunity Number 12-09. In order to view the SGA and submit applications on Grants.gov, Applicants must download free Pure Edge Viewer software, available from http://www.grants.gov/Applicants/apply_for_grants.jsp. The full-text version of and the SGA is also available on USDOL/ILAB's Web site, http://www.dol.gov/ILAB/grants/main.htm. All necessary information, including required forms, needed to apply for cooperative agreement funding is included in this solicitation.

B. Content and Form of Application Submission

Applications must consist of two separate parts (1) a Technical Proposal and (2) a Cost Proposal. If either part is missing, the application will be considered non-responsive and will be rejected. Unless specified as "optional" or "as applicable," all documents identified in this section must be included in the application package to be considered complete and responsive. Applicants' Technical and Cost Proposals must address the entire SOW outlined in the SGA. Applications must be organized as outlined below. All parts of the application (including required or additional supporting documents) must be written in English. All pages of the application must be numbered. Any additional documentation submitted that is not required or specifically requested under this solicitation will not be considered.

1. Technical Proposal

Applicants must prepare a technical proposal as Part I 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 in the SOW. The Technical Proposal must contain all of the documents outlined below unless marked as "optional" or "as applicable". Applications must be no more than 50 single-sided, double-spaced pages (8-1/2" x 11" with 1" margins). Font size should be no less than 11-point Times New Roman. The Abstract, Table of Contents and required annexes to the Technical Proposal do not count toward the page limit.

a. Abstract

The Abstract must not exceed two pages and must include: project title; name of the Applicant; proposed subgrantee(s) or subcontractor(s); summary of the proposed project design and key project activities; funding amount requested from USDOL (up to $5 million); and total dollar value of cost share (if applicable).

b. Table of Contents

The Table of Contents must list all required documents and include their corresponding page numbers.

c. Project Design Narrative

The Project Design Narrative must describe in detail, the Applicant's response to the SOW. The Project Design Narrative must contain the following sections:

(1) Background

This section must not exceed three pages. Applicants must describe the child labor situation in the target areas and identify significant gaps in terms of policies and programs, coordination, and enforcement that need to be filled by the project. This section should also describe key aspects of the implementing environment that contribute to child labor. Applicants must provide an overview of their selected strategy.

(2) Project Design and Strategy

Applicant must outline a project strategy that fully responds to the SOW and addresses the major gaps discussed in Section I.A-D. as well as those identified by the Applicants. Applicants must also justify their selected strategy and explain how it will fill identified gaps and contribute to reducing child labor.

(3) Organizational Capacity

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

(4) International and U.S. Government Grant and/or Contract Experience

Applicants must describe any experience they have with implementing projects relevant to child labor.

(5) Country Presence and Host Government Support

Applicants must address their organization's existing presence and ability to start up project activities in Burkina Faso upon signing a cooperative agreement. Applicants should also discuss their ability to work directly with relevant government agencies and NGOs, including local organizations and community based organizations, and their past experience working with these stakeholders. Applicants must submit supporting

documentation in Annex F which demonstrates country presence and outreach to host government ministries or agencies and NGOs operating in Burkina Faso.

(6) Fiscal Oversight

Applicants must provide a narrative description and supporting documentation that demonstrate their organization has a sound financial system in place to effectively manage the funds requested under this solicitation.

(7) Key Personnel

Applicants must identify no less than four key personnel candidates to fulfill the functions listed below that are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. The four positions considered key personnel are: Project Director, Education Specialist, Livelihoods Specialist, and Monitoring and Evaluation Officer all of whom must allocate 100% of his/her time to the project and live in Burkina Faso. Fluency in English and French is required, and working knowledge of relevant national languages is preferred. Applicants must address candidates' level of competence, past experience relevant to this solicitation and qualifications to perform the requirements outlined in the SOW, and language ability.

USDOL encourages Applicants to propose staffing strategies that aim to develop the capacity of national and/or local staff over the course of the project.

Key personnel positions must not be combined. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project for a stated term of service and their availability to commence work within 45 days of cooperative agreement award. USDOL encourages Applicants to hire national/local staff for key personnel positions. The Grantee must assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English and French. The application will be considered non-responsive and rejected if any key personnel candidates are not designated. Applicants must propose candidates with qualifications to successfully implement the proposed strategy and specific job functions outlined below. The qualifications and requirements for the individual positions are as follows:

Project Director:

- Minimum of five years of experience in project management, supervision, administration, and implementation of cooperative agreement and contracts requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports).
- Must be employed by the Grantee (not subgrantees/subcontractors).
- Establishes and maintains systems for project operations.
- Maintains working relationships with all project stakeholders, including coalition building and public-private partnerships promotion.
- Experience in a leadership role in implementing development projects relevant to this solicitation.

Education Specialist:

- Minimum of three years of experience in a leadership position responsible for developing education interventions and the technical aspects related to the proposed strategy, including student assessment, teacher training, educational materials/curriculum development, educational management, and educational monitoring and information systems.
- Experience in basic and secondary education projects.
- Understanding of child labor issues, including special educational needs of children removed from child labor when they enter/return to school.
- Experience working with vulnerable children and their households, preferably in Burkina Faso. .
- Experience working successfully with Ministry of Education and other government agencies, networks of educators, employers' organizations, and trade unions or comparable entities.
- Must be employed by the Grantee, subgrantee, or subcontractor.

Livelihoods Specialist:

- Minimum of three years of experience in a leadership position responsible for developing livelihood interventions and the technical aspects related to the proposed strategy, including skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, youth employment and social protection.
- Experience in projects promoting livelihoods interventions.
- Understanding of child labor issues, including youth employment.
- Experience working successfully with government agencies and private organizations engaged in promoting improved livelihoods for households and the provision of social protection services.
- Experience working with employers' organizations, trade unions or other civil society organizations.
- Must be employed by the Grantee, subgrantee, or subcontractor.

Monitoring and Evaluation Officer:

- Minimum of three years of experience in a leadership position responsible for implementing the project's monitoring and evaluation activities, including the DBMS.
- 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.
- Experience in strategic planning and performance measurement, indicator selection, quantitative and qualitative data collection and analysis methodologies, database management, and familiarity with impact evaluation or similar research methodologies. Knowledge of GPRA is preferred.
- Must be employed by the Grantee, subgrantee, or subcontractor.

* Note: The selected monitoring and evaluation officer will act as liaison and point of contact between a USDOL external evaluation contractor and the project.

(8) Other Professional Personnel

Applicants must identify any other professional program personnel deemed necessary to carry out the proposed strategy and provide justification for including these individuals.

Applicants must hire Local Coordinators who will live in areas of intervention and be responsible for implementing project activities at the regional and local levels. These individuals must have at least five years of experience working with authorities and vulnerable and excluded local populations. The Local Coordinators must have an understanding of child labor issues among indigenous groups in the targeted regions and a strong capacity to generate dialogue among a diverse range of groups. These individuals must have experience in working successfully with indigenous groups, government ministries, agencies, and private organizations engaged in promoting child protection priorities at the local levels. Fluency in English and French and working knowledge of local languages is preferred. Among the responsibilities of the Local Coordinators will be to (1) facilitate communication with regional and local authorities, local child-related committees, and regional offices of the Ministry of Labor, Education, and other national government agencies; (2) coordinate activities with local subgrantees or subcontracts; (3) design consultations and raise awareness of child labor among local communities and help design local child-labor plans; and (4) promote project sustainability and partnerships with the private sector and other organizations that work on child-labor related issues.

(9) Project Management Plan

Applicants must discuss their project management plan. This plan must correspond with Annex E and Annex D of the Applicant's Technical Proposal. It must also include a narrative description of the structure of the project's management team, key personnel roles and responsibilities and the lines of authority between key personnel and other project staff directly responsible for providing direct services to project beneficiaries. If any of the project's key personnel would be employed by a subgrantee, the Applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

d. Annexes

(1) Annex A: Logic Model

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. The logic model will serve as an input into the CMEP and will be refined and finalized during that process. Examples of logic models can be found at: The University of Wisconsin Extension (http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html) and The Kellogg Foundation (http://www.wkkf.org/knowledge-center/resources/2006/02/WK-Kellogg-Foundation-Logic-Model-Development-Guide.aspx).

(2) Annex B: 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 for the entire life of the project. The work plan must correspond to activities identified in the logic model and the project design narrative. Applicants may choose the most appropriate format of the work plan.

(3) Annex C: Past Performance Table(s)

Applicants must list grants, cooperative agreements, and/or contracts with USDOL, other Federal agencies, and other donors that are relevant to this solicitation within the past five years beginning with the issuance date of the SGA. This information must be provided for the Applicant(s), and any proposed subgrantee(s)/subcontractor(s) that will provide direct services, and must be presented in the following table. The table must include no more than a total of six references/projects.

Name of Applicant/ Subgrantee/ Subcontractor	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in USD)	Country of Implementation and Period of Performance	Brief Summary of Work Performed and Accomplishments

(4) Annex D: Project Management Organization Chart

The project management organization 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.

(5) Annex E: Personnel Descriptions, Résumés, and Letters of Commitment

This annex must contain personnel descriptions (outlining roles and responsibilities) and résumés for all key personnel and other professional personnel being proposed by the Applicant. It must also include signed letters of commitment from all proposed key personnel. Each résumé must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five 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 five years of employment to the present;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- English and French language skills (speaking, listening, reading, writing) as well as skills in relevant national languages, if any.

(6) Annex F: Documentation of Country Presence and Host Government Support

This annex must contain documents that demonstrate country presence. This annex should also contain documents that corroborate host government support (national and/or local). Documentation may include official registration of the Applicant's organization in Burkina Faso. Applicants with a current Memorandum of Understanding between the Applicant and the host government, letters of support for the proposed project from the national and/or local governments and other relevant documentation may include this information in this annex.

(7) Annex G: Audit Report(s)

This annex must contain the audit report(s) of the Applicant and any proposed subgrantees and/or subcontractors (as applicable). It must include a cover sheet for the audit attachments listing all proposed subgrantees and/or subcontractors. The following audit attachments are required, depending on the organization's status (1) for Applicants from U.S.-based non-profit organizations and all proposed U.S.-based, non-profit, subgrantees and/or subcontractors that are subject to the Single Audit Act, include the most recent single audit and demonstrate compliance with single audit submission timeframes established in OMB Circular A-133; and (2) for Applicants and all proposed subgrantees and/or subcontractors that are for-profit or foreign-based organizations, submit the most current independent financial audit.

2. Cost Proposal

Applicants must prepare a cost proposal as Part II of the application. Applicants must describe their financial management systems and professional expertise to plan and implement the proposed strategy in accordance with the provisions of this solicitation. The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the project design narrative of the Applicant's technical proposal. The cost proposal must contain the following: (1) an SF-424 Supplemental Key Contacts Information; (2) an SF-424 Application for Federal Assistance; (3) an SF-424A Budget Information; (4) a detailed outputs-based budget and an accompanying budget narrative; (5) an indirect cost form and supporting documentation; and (6) cost sharing information, if applicable.

a. Dun and Bradstreet Number(s)

Applicants must include their unexpired Dun and Bradstreet/ DUNS number in the organizational unit section of Block 8 of the Standard Form (SF)-424. Applicants proposing subgrantees or subcontractors must submit each organization's DUNS number as an attachment to the Cost Proposal.

Organizations that do not have a DUNS number can receive a DUNS number at no cost by calling the dedicated toll-free number request line at 1-866-705-5711 or by using the web-based form available at http://fedgov.dnb.com/webform. Registration is brief and can be completed immediately when requested by phone, or within 1-2 business days when requested through the webform.

Applicants must be registered with the Central Contractor Registration (CCR). A DUNS number is required to register with CCR. Online registration for CCR is available through its home page https://www.bpn.gov/ccr/default.aspx. Completing and submitting the registration takes approximately one hour and your CCR registration will take 3-5 business days to process. After registration, Applicants will receive a confirmation number. The Point of Contact listed by the organization will receive a confidential Trader Partnership Identification Number (TPIN) via mail. For any questions about registration, please contact the CCR Assistance Center at 1-888-227-2423.

In addition, for all U.S. organizations, an Employer Identification Number (EIN) is also required. The EIN is issued by the Internal Revenue Service and may take an additional 2-5 weeks to become active.

b. Required Standard Forms

(1) SF-424 Supplemental Key Contacts Information: This form must include name, position title, address, telephone and fax numbers, e-mail address, and other relevant information for the Applicant's designated key contact person**.**

(2) SF-424 Application for Federal Assistance: This form 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 must be shown in Section 18.b. All applicable DUNS Numbers must be listed in Block 8 (and as an attachment for each subgrantee or subcontractor, as applicable).

(3) SF-424A Budget Information (Non Construction Programs): This form must include all costs for proposed activities. If applicable, in line 6 Applicants must include construction activities that are: 1) over $5,000; and/or 2) for the construction of a permanent structure (latrines, wells) reported on the SF-424.

c. Outputs-Based Budget

The outputs-based budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) must comply with Federal cost principles. (The cost principles applicable to various types of organizations are listed in Section VI.B.3.). This budget will become part of the cooperative agreement in the event of award. Any costs omitted by the Applicant may not be allowed to be included after award. The budget 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 strategy. USDOL will not provide any additional funding to cover unanticipated costs. If anticipated funding from another contract, grant, or award fails to materialize, USDOL will not provide additional funding to cover these costs.

The detailed Outputs-Based Budget must:

- Show how the budget reflects project goals and design in a cost-effective way.
- Link to the activities, objectives, and outputs reflected in the project design narrative, work plan, and logic model.
- Allocate the largest proportion of project resources to direct intervention rather than direct and indirect administrative costs. Applicants must provide a breakdown of total administrative costs into direct and indirect administrative costs. The Grant Officer reserves the right to negotiate project and administrative cost levels before award.
- Include sufficient funds to finance appropriate in-country and international travel.
- 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.
- 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., after December 2012).
- Set aside at least three percent of the project budget to cover the costs associated with project monitoring activities including (1) development and implementation of DBMS; (2) regular collection and processing of monitoring data for project beneficiaries at the child and the household level, including any necessary travel to monitor 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; (5) support to the CMEP process including in-country travel to two workshops, costs of hosting workshops, training partners, and any other logistical/administrative costs (Please see Section VI on Award Administration Information.); and (6) meeting reporting requirements as discussed in the SGA. This allocation should not include costs associated with Monitoring and Evaluation (M&E) personnel. This three percent should be included as its own line item/category within the outputs-based budget. On the Standard Form 424A, this amount can be included in budget category “6h-other”.
- Allocate at least $70,000 to support the external interim and final implementation evaluations. Resources permitting, USDOL will directly contract the external evaluators to design and implement the evaluations. The project will be responsible for certain support costs to each evaluation such as translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholder’s participation in the meeting. This $70,000 is distinct from the three percent budget to cover costs associated with project monitoring activities.
- Allocate a minimum of $250,000 for conducting a baseline survey, a follow-up survey, a needs assessment on school conditions, outcome-based research, and a research dissemination strategy as well as other proposed studies, assessments, and research activities (see Section VI on Award Administration Information). This $250,000 is distinct from the three percent budget to cover costs associated with project monitoring activities.
- Include costs for single audits as direct or indirect costs, whichever is appropriate, in accordance with the cost allocation procedures approved by the U.S. Federal cognizant agency.
- Include a contingency provision, calculated at five percent of the project’s total direct costs to address circumstances affecting specific budget lines related to (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 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.

- Allocate funds for promoting healthy learning environments if applicable.
- Include a justification for any proposed housing costs, housing allowances, and/or personal living expenses in the budget narrative, which is described below.

d. 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.

e. Indirect Cost Information

(1) Indirect Cost Form for the Applicant (*including one for each proposed subgrantee and subcontractor as applicable*): 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**.**

(2) Indirect Cost Supporting Documentation *(including one for each proposed subgrantee and subcontractor, as applicable*): The cost proposal must include a current, approved Negotiated Indirect Cost Rate Agreement (NICRA) or a Certificate of Direct Costs if no indirect costs are claimed.

f. Survey on Ensuring Equal Opportunity for Applicants (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.

C. Submission Dates and Times

All applications must be received by the closing date and time on the cover page of this announcement.

D. Funding Restrictions

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' Technical and Cost 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 and/or James Kinslow.

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 SGA, 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 child labor among 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 subgrantee(s) 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 propose microfinance interventions 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 Section this paragraph and in Section I.F.1 of this SGA. 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, including local coordinators, 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.

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. In such case, the Grantee may award subgrants/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 subgrant/subcontract.

8. Miscellaneous Prohibitions

USDOL funds may not be used to provide for:

a. The purchase of land;
b. The procurement of goods or services for personal use by the Grantee's employees;
c. 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
d. Alcoholic beverages.

9. Prostitution, Forced Labor, 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. Further, U.S. Grantees and their subgrantees and subcontractors cannot engage in "severe forms of trafficking in persons" during the period of time the award is in effect, nor use forced labor in the performance of an award or subawards under the award, as these terms are defined by 2 CFR Part 175 and the Trafficking Victims Protection Act of 2000 (22 USC 7102). It is the responsibility of the Grantee to ensure that 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 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. 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 are 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 SGA 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 applied by the host government but are omitted in an Applicant's budget, a Grantee will not be allowed to include them after award.

E. Other Submission Requirements

Applications 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.

1. Electronic Submission

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.

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/general_faqs.jsp, and http://www.grants.gov/assets/ApplicantUserGuide.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.

2. Hardcopy Submissions

Applicants electing to submit hard copies must submit one (1) blue ink-signed original, complete application, *plus* one (1) copy of the application, along with a CD that includes the Technical and Cost Proposals saved as .doc, .pdf, .txt, or .xls files. Hard copy applications must be delivered to the address on the cover page of this announcement. Applicants are advised to submit their applications in advance of the deadline. Applications may be hand delivered or submitted 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.
4. It was sent by non-U.S. Postal Service Next Day Service-carrier facility 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. For Applications submitted through other delivery services such as Federal Express or UPS, the only acceptable evidence to establish the date of the mailing is the tracking number, which contains detailed information about the mailing.

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.

Confirmation of receipt can be obtained from Brenda White and James Kinslow (see cover page 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.

V. APPLICATION REVIEW INFORMATION

A. Criteria

The criteria outlined below will be used to evaluate applications submitted in response to this solicitation on the basis of 100 points. In addition to the specific criteria in Section IV, Applicants will be evaluated on the following:

Project Design and Budget (60 points)

Applicants will be evaluated and rated on (1) the overall quality, effectiveness, relevance, and clarity of their proposed project design and strategy and outputs-based budget; (2) the extent to which it responds to all of the requirements outlined in the SGA; (3) how cost effective and realistic the proposed costs are for achieving the proposed strategy; and (4) the extent to which the proposed strategy will promote long-term sustainability of efforts to reduce child labor in target areas. Applicants will be evaluated on the innovation of their strategy, including what makes the project distinctive from ongoing initiatives relevant to child labor.

Organizational Capacity (20 points)
Applicants will be evaluated and rated on their demonstrated capacity to implement a project of similar type, funding amount and complexity. Applicants may be rated on their past performance over the past five years with implementing grants, cooperative agreements, and/or contracts relevant to this SGA. USDOL may contact the organizations listed in the Applicant's past performance table. Past performance will be rated by the following factors:

- Demonstrated capacity to manage projects of similar type, funding amount, and complexity.
- Demonstrated ability to meet its project targets under past or current projects funded by USDOL or other donors.
- Demonstrated experience promoting sustainable livelihoods.
- Quality and timeliness of submitted grant, cooperative agreement, and/or contract deliverables to USDOL and/or other donors.
- Demonstrated experience in providing quality technical, administrative, and financial oversight to subgrantees and subcontractors as applicable.
- Performance of the Applicant's key personnel on current and past projects with USDOL and/or other donors.
- Demonstrated ability to effectively manage project personnel, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel, as necessary.
- Demonstrated ability to work with national, regional and local governments and other key stakeholders.

Personnel and Project Management Plan (20 points)
Applicants will be evaluated and rated on (1) the quality and clarity of their project management plan, (2) the quality, relevant experience and demonstrated effectiveness of proposed staffing for implementing the proposed strategy, and (3) the extent to which their staffing strategy promotes development of the capacity of local staff.

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 SGA. 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 and/or non-Federal sources about the Applicant's past performance on any awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's past performance on 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.

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 Burkina Faso.

C. Anticipated Announcement and Award Dates

Designation decisions will be made within 45 days after the deadline for submission of applications, where possible. 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.

VI. 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). The MPG provides general management procedures and guidelines for Grant and Cooperative Agreements in areas that may not be explicitly detailed in the solicitation.

Non-Designation Letter: Applicants not designated will be notified formally of the non-designation. Applicants not designated must formally request a debriefing if they would like to be provided with the basic reasons for their non-designation.

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

B. Administrative and National Policy Requirements

1. General Requirements

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

2. Project Audits and External Auditing Arrangements

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.

In accordance with 29 CFR Parts 96 and 99, USDOL has contracted with an independent external auditor to

conduct project-specific attestation engagements at USDOL's expense to supplement the coverage provided by the annual audits that Grantees are required to arrange, which are referenced in the preceding paragraph. 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 administrative standards and provisions that pertain to USDOL, and any other applicable standards that come into effect during the term of the cooperative agreement. Title 29 of the CFR is available from the U.S. Government Printing Office, 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 all regulations referenced in this solicitation are available at no cost, online, at http://www.dol.gov.

- 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.

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
- OMB Circular A-21 – Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions
- OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations http://www.whitehouse.gov/omb/circulars_a110/

4. 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 Abstracts required by Section V and selected information from the SF-424 for all applications on the Department's public website or similar publicly accessible location.

Additionally, we will publish a version of the Technical Proposal required by Section V for all those applications that are awarded grants, on the Department's website or a similar location. Except for the Abstract, none of the Attachments to the Technical Proposal described in Section IV will be published. The Technical Proposals and Abstracts 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. Proprietary or business confidential information is information that is not usually disclosed outside your organization and disclosing this information is likely to cause you substantial competitive harm. Personally identifiable information is any 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; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.[36]

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or personally identifiable information in this summary. In the event that an Applicant submits proprietary or confidential business information or personally identifiable information, USDOL is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes a waiver of the Applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the Applicant is responsible for obtaining all authorizations from relevant parties for publishing all personally identifiable information contained within the Abstract. In the event the Abstract contains proprietary or confidential business or personally identifiable information, the Applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the Applicant agrees to indemnify and hold harmless the United States, the U.S. Department of Labor, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the Applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or personally identifiable information is properly protected from disclosure when USDOL 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 any proprietary or confidential business information and personally identifiable information redacted. All non-public information about the Applicant's and consortium members' staff (if applicable) should be removed as well.

USDOL 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 make the redacted version publicly available. USDOL will also assume that by submitting the redacted version of the Technical Proposal, the Applicant has obtained the agreement of all persons and entities whose proprietary, confidential business information, or personally identifiable information is contained in the Technical Proposal about what material to redact. If an Applicant fails to provide a redacted version of the Technical Proposal by the deadline established by USDOL, USDOL will publish the original Technical Proposal in full, after redacting only 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 business 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 clearly is proprietary, confidential commercial/business information, or capable of identifying a person. The redaction of entire pages or sections of the Technical

[36] Office of Management and Budget, *OMB Memorandum 07-16 and 06-19. GAO Report 08-536, Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008; available from http://www.gao.gov/new.items/d08536.pdf.

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 USDOL 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."

5. Transparency Act Requirements

Applicants must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) as follows:

- All Applicants, except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- Upon award, Grantees will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

(1) Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
(2) Federal awards to entities that had a gross income, from all sources, of less than $300,000 in the entities' previous tax year; and
(3) Federal awards, if the required reporting would disclose classified information.

C. Reporting and Post-Award Requirements

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. Grantees must comply with the following reporting and post-award requirements:

1. Subgrant/Subcontract Agreement

Within 60 days of signing the cooperative agreement, the Grantee must provide either a written subgrant or subcontract agreement with all subgrantees(s)/subcontractor(s) listed in the Application, acceptable to USDOL, or an explanation as to why a subgrantee(s)/subcontractor(s) 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 a subgrantee/subcontractor's status and may terminate the award if deemed appropriate.

2. Post-award Consultation with Host Government and Key Stakeholders

After award, the GoBF must formally recognize the Grantee using the appropriate mechanism (e.g., Memorandum of Understanding, local registration of the organization) within 60 days of the signing of the cooperative agreement. Grantees are required to hold a meeting to discuss the overall project strategy with key stakeholders and, if necessary, refine it. This activity will need to be conducted during the first quarter of 2013.

3. Baseline and Follow-up Surveys

All Grantees must budget and plan for the implementation of a post-award baseline survey at the start of implementation that collects data on child labor in target regions and anticipated sectors, 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 and (b) refine 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 outcomes, and inform management decisions through the period of project performance. Grantees may use information gathered by a baseline survey to adjust project goals, outcomes, and services as appropriate.

Post-award, USDOL will provide additional technical information to help inform the design of the baseline survey, including examples of child labor survey questionnaires and minimum data collection requirements. In addition to a baseline survey, grantees must budget for, conduct, and analyze a follow-up (end line) survey towards the end of the project. The survey should be conducted at least 4-6 months before the end of project implementation. The follow up survey should be a modified repetition of the baseline survey that should allow the Grantee to determine certain outcomes and possible impacts of the project interventions and determine the working and educational status of direct beneficiaries, the changes in socio-economic status of households, and changes in other areas such as attitudes towards child labor. The results of the survey will not be able to directly attribute the identified outcomes and impacts to the project, but will help understand the changes surrounding child labor that occurred in the communities during the life of the project. An analysis of the results of the follow-up survey in relation to the baseline must be submitted to USDOL before to the end of the project.

4. Household Selection

After award, the methodology for the final selection of households that will receive project services will be cooperatively refined by the GoBF, the Grantee and USDOL.

5. Comprehensive Monitoring and Evaluation Plan (CMEP)[37]

All Grantees must work closely with USDOL External M&E Experts and USDOL in developing the project's CMEP, which will guide the process of monitoring, evaluating, and reporting progress toward achieving intended results and outcomes of the project. The CMEP has multiple components that will require Grantee involvement, including significant staff time at the beginning of the project. Independent of this SGA, USDOL will award a contract(s) to External M&E Experts to assist the project in developing their CMEP through facilitating training workshop(s), supplying templates and initial drafts of CMEP components, and providing technical support throughout the process. While the External M&E expert(s) will be responsible for developing and delivering the final CMEP, Grantees will be required to work closely with them and USDOL throughout the eight month process, to develop draft documents, respond to comments, revise documents, and participate in trainings. The M&E Officer will be the primary point of contact for the CMEP process, but other staff (at a minimum the other Key Personnel) will also need to be involved. Therefore, the project must ensure that sufficient staff time is allocated to collaborate with the External M&E Experts and USDOL to meet all agreed-upon deadlines, including developing the CMEP within eight months of project start-up. For more information about the components of the CMEP and the process for developing the CMEP, please see Appendix B.

6. Interim and Final Implementation Evaluations

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 the degree to which a project is meeting (in the case of an interim evaluation) or has met (for final evaluations) its goals and objectives. USDOL will award a contract(s), independent of this SGA, to an external evaluator to complete these interim and final evaluations.

[37] The CMEP will be funded separately from this award.

While the external evaluators will design and implement the evaluations, Grantees must provide input into the evaluation Terms of Reference and assist in the planning and finalization of the evaluator's itinerary. In-country fieldwork for these evaluations typically lasts two weeks and there is a stakeholder workshop at the end of the two-weeks. The M&E Officer and/or the Project Director will be the main point of contact for the external evaluators. Grantees should ensure that staff time is allocated for supporting the above activities.

7. Research to Support Information Gathering on Outcomes of Project Interventions

Grantees must conduct additional research and/or data collection to assist in determining the outcomes of one or more interventions identified in the logic model/CMEP where the project believes it will have an effect. The research/data collection can be qualitative, quantitative, and/or mixed-methods to concretely analyze the outcomes of the proposed interventions in more depth. For example, the research could look at outcomes such as how attitudes have changed, how project-supported policies or programs have been implemented by government, or changes in agricultural production.

8. Performance Monitoring

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 outcome goal 3 to reduce the prevalence of the worst forms of child labor and forced labor.

Grantees must budget for, collect and report data to USDOL as part of their performance reporting requirement. USDOL will use this data to meet its reporting obligations under the GPRA. Grantees must report on a set of indicators every six months. All required performance indicators will be specified in the project CMEP, which will include both a set of common ILAB indicators and sub-indicators as well as project-specific indicators. The ILAB required indicators include: (1) number of direct beneficiary children provided education or vocational training services; (2) number of households receiving livelihood services; and (3) evidence of increased country capacity to address child labor and forced labor as a result of USDOL interventions. For more information on ILAB required indicators and sub-indicators, please see Appendix C.

In addition, Grantees must collect information and report on the work status as part of their project-specific monitoring requirements.

9. Assessment of Learning Environments

Grantees must 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. This needs assessment and corresponding action plan must be submitted to USDOL within 12 months of award.

10. Project-Specific Research

After award, Grantees must develop a best practices document discussing collaboration and/or partnership models for engagement with country governments, local unions and industry and civil society on child labor and worker safety practices, based on research and in-country experiences and expertise. Applicants must also produce a document on child labor and occupational and safety standards in the agriculture sector, focusing on the cotton sector, and in the mining sector, focusing on gold, based on research and in-country experiences and expertise.

As needed, Grantees should consider engaging local research organizations, especially universities to design and conduct the proposed research activities. The Grantee's dissemination strategy should ensure that the project's research outputs including data sets and reports, endure beyond the life of the project. USDOL expects Grantees to propose dissemination strategies that will ensure that research is widely distributed and available to the public, including through the use of creative means such as web-based platforms. Dissemination strategies should be practical and appropriate, given the implementing environment and cultural and social context in target areas.

11. Sustainability Strategy

Grantees must refine and submit to USDOL within seven months of award their strategy for promoting

sustainability, including for building local capacity as a means to promote the sustainability of efforts to combat child labor beyond the life of the project. Grantees' strategies should explain how sustainability will be achieved by the end of the project according to the project's specific objectives.

Although, Grantees generally cannot award subgrants or subcontracts to the GoBF, to the extent possible, Grantees 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.

As part of a sustainability strategy, Grantees should also aim to work with companies and/or industry groups to develop and/or improve their voluntary social compliance practices regarding child labor, including such elements as:

- Codes of conduct
- Supply chain mapping and risk assessment of child labor
- Complaint and grievance mechanisms for workers and community members
- Social monitoring and auditing of supply chains
- Remediation of problems found relating to child labor
- Independent third-party review/verification of child labor practices
- Public reporting on voluntary social compliance efforts, as applicable.

12. Reporting and Deliverables

Grantees must submit copies of all required reports and deliverables to USDOL by the specified due dates. 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.

13. 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 is 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, USDOL encourages Grantees 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.

14. Final Technical and Financial Reports

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

15. Other Reports (Deliverables)

If applicable, final reports from all small-scale research studies proposed by the Grantee must be submitted. Grantees and USDOL will establish due dates according to project activities.

VII. AGENCY CONTACTS

Primary: Brenda J. White, Grant Officer
Email: white.brenda.j@dol.gov
Telephone: 202.693.4570

Alternate: James Kinslow, Grant Officer
Email: kinslow.james@dol.gov
Telephone: 202.693.4570

VIII. OTHER INFORMATION

A. Office of Management and Budget Information Collection

This SGA 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 to the USDOL Office of Procurement Services, attention: Brenda White and James Kinslow (contact information is available on the cover page of the SGA and Section VII.). All applications should be sent to USDOL via Grants.gov or in hard copy by mail in accordance with the instructions outlined in the SGA.

This information is being collected for the purpose of awarding a cooperative agreement. The information collected through this SGA 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.

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.

APPENDICIES

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; that is 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" targets 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" refers to children's (minors under age 18) involvement in the *worst forms of child labor* as outlined in ILO Convention 182 and children engaged in work that is dangerous and/or interferes with their ability to participate and complete required years of schooling, in line with ILO Convention 138. 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, for 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 forms of 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:

- work which exposes children to physical, psychological, or sexual abuse;
- work underground, under water, at dangerous heights or in confined spaces;
- work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- 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;
- 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."

"Child labor monitoring system" (CLMS) involves the identification, referral, protection, and prevention of 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 developing a CLMS 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 removed from child labor;
- It verifies whether the children have actually been removed and/or shifted from child labor 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 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 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.

"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.

"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."

"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 and households that have been provided with educational and livelihood services.

"**Direct Beneficiary Monitoring System (DBMS)"** is a system-tool that monitors provision of educational and livelihood services provided to direct beneficiaries and monitors children's education and work status.

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

- 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:
  - 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;
  - Vocational, pre-vocational, or skills training- This type of training is designed to develop a particular, marketable skill (*e.g.*, mechanics, sewing);
  - Formal education - This is defined as the formal school system within the select country; or
  - 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>

- The direct provision of at least one of the following two educational activities by the project to its direct beneficiaries:
  - Non-formal or basic literacy education; or
  - 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**" are interventions that include educational and livelihood services provided by the project.

"**Educational services**" refers to formal or non-formal education:

1. **<u>Formal education services</u>** 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.

2. **<u>Non-formal education services</u>** 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. Non-formal education services may lead to mainstreaming into formal education or equivalent school certificates.

3. **<u>Vocational services</u>** refer to education and/or training related to a specific vocation, trade or occupation. Vocational education is differentiated from formal or non-formal education and should **not** be counted under formal or non-formal education services.

"**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.

"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.

"**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:

1. **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*** may be counted in this category as receiving education and training services. A legal adult is a person who has attained the age of 18.
2. **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.
3. **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.
4. **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.
5. **Economic strengthening services** aim to increase the economic well-being of participants. Economic strengthening services may include the provision or linkage to micro-credit, productivity transfers, and cooperatives. ***Adults and children*** of the legal working age may receive economic strengthening services.
6. **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.
7. **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.

"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.

"**Monitoring and evaluation**" Monitoring and evaluation consists of two basic components —performance monitoring and evaluation— each of which serve distinct purposes. Performance monitoring of changes in performance indicators reveals whether desired results are occurring and whether implementation is on track. In general, the results measured are the direct and near-term consequences of project activities. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or inform decisions about current and future programming.

"**Occupational safety and health**" encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases, and death.

"**Other direct services**" are (1) considered essential for ensuring reduction of children in 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."

"**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 in the past to include vulnerable children and households 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.

"**Youth**" is defined as persons between the ages of 15 and 24 years, in accordance with the United Nations.

"**Youth employment**" seeks to provide employment opportunities for youth ages 15 to 24, who currently lack decent work and face 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**.**

APPENDIX B: COMPREHENSIVE MONITORING AND EVALUATION PLAN

The CMEP is a tool to design and guide the process of monitoring, evaluating, and reporting on project progress toward achieving intended results and outcomes. The CMEP helps identify the linkages between the problems a project aims to address and project activities through a visual and narrative theory of change. It contains indicators to track project efforts at the output, outcome, and impact levels. The CMEP includes a formal plan and framework for data collection of the developed indicators that clearly defines the different levels of indicators (e.g., output, outcome), which indicators will be tracked and reported upon, how (sources of data), why (purpose/usage), by whom (responsible parties for gathering, analyzing, and disseminating data), and the regularity of data collection. The CMEP is also intended to improve project implementation and outcomes by generating greater holistic understanding of a project's activities and goals with a greater focus on measuring outcomes. It promotes a strong link between project monitoring and evaluation activities, including designing all such activities to be implemented in an appropriately timed manner and to build-off of each other.

The CMEP includes:

- Project theory of change (including a diagram of problems to be addressed and desired outcomes, as well as a narrative explanation of the theory of change);
- Results or outcome measurement framework of performance indicators at the output, outcome, and impact levels (with a focus on outcomes);
- Indicator definitions and targets;
- A plan for collecting data that includes, at minimum: the relationship of the indicator to the theory of change, the methods to be used to gather data, identification of responsible parties, and the frequency of data collection;
- Key project assumptions, risks, and mitigation strategies;
- Overall plan for project evaluation, including project monitoring and evaluation mechanisms and processes; and
- Internal project guidelines to outline methods and rules of data collection, storage, processing, analysis, and reporting, including responsible parties and the frequency of reporting.

It is critical that the CMEP and its individual components be developed as early as possible post-award given that the indicators should inform the basis for the Grantee's baseline data collection and also support ongoing monitoring and evaluation efforts.

As mentioned in Section VI on award administration information, the development of the CMEP will be done with the support of an External M&E Experts, which will be awarded thorough a separate Solicitation. The CMEP should be completed within the eight months of project start-up and the Grantee will be required to work closely with the External M&E Experts in all monitoring and evaluation-related activities

Process of Developing CMEPs

The Grantee will collaborate with the External M&E Experts and USDOL to develop, implement, and update the CMEP, beginning with an initial consultative workshop within two months of project start-up. The Grantee should be prepared to dedicate up to one work week of key staff time (including the project director, M&E specialist, and any area specialists) to this workshop, and should allocate budget resources as described in the Cost Proposal section. At the workshop, the External M&E Experts will provide the Grantee with technical training to introduce key concepts of the CMEP, and will work with the Grantee to develop initial drafts of the theory of change and results framework components of the CMEP. The Grantee, the external M&E Experts, and USDOL will develop a detailed workplan to schedule and track the development of the CMEP at the consultative workshop.

After the workshop, through phone calls, video conferencing, and/or emails, the Grantee will revise and finalize the components outlined above in collaboration with USDOL and the External M&E Experts within the allotted timeframes. This will generally entail providing a complete first draft of each of the components, reviewing comments provided by the External M&E Experts and USDOL and revising draft components as needed, and undertaking technical consultations with the External M&E Experts as needed. This will require dedicated staff

time in the first several months of the project, and depending on the CMEP component being drafted, could involve one to two weeks of staff time per month.

The External M&E Experts will conduct a second in-country workshop (2-3 days in duration) to provide further technical assistance in support of CMEP finalization and implementation, including refinement of data collection mechanisms. The timing of the second workshops will be determined in consultation with the Grantee and USDOL, but generally will occur towards the end of the eight month drafting period.

The External M&E Experts will be responsible for collating all of the components into the overall CMEP, which the Grantee will them be required to implement and update as needed.

APPENDIX C: ILAB COMMON INDICATORS AND SUB-INDICATORS

Due to performance reporting requirements under GPRA, ILAB has developed the following indicators and sub-indicators:

INDICATORS

- Number of direct beneficiary children provided education or vocational training services.
- Number of households provided livelihood services.
- Evidence of increased country capacity to address child labor and forced labor.

SUB-INDICATORS

Education

- 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 children in these areas).

Livelihoods

- Number of adults provided with employment services.
- Number of children provided with employment services.
- Number of individuals provided with economic strengthening services.
- Number of individuals provided with services other than employment and economic strengthening.

Country Capacity

- The adaptation of the legal framework to meet international labor standards.
- Formulation and adoption of specific policies, plans or programs to combat child labor or forced labor.
- The inclusion of child labor or forced labor concerns in relevant development, education, anti-poverty, and other social policies and programs.
- Establishment of a child labor monitoring system (CLMS).
- Institutionalization of child labor and forced labor research (including evaluation and data collection).
- Institutionalization of training on child labor or forced labor issues within government agencies.