



November 10, 2009

RFA Number: USAI D-TANZANIA-10-001-RFA
Issuance Date: November 10, 2009
Deadline for Questions: November 25, 2009
Closing Date: December 11, 2009
Closing Time: 11:30 am Hours Tanzania Time

SUBJECT: Request for Applications (RFA) Number USAI D-TANZANIA-10-001-RFA
Civic/Voter Education in Preparation of 2010 General Elections

Dear Prospective Applicant:

The United States Agency for International Development in Dar es salaam, Tanzania (USAID/Tanzania) is seeking applications for a Cooperative Agreement from qualified Registered Local Tanzania Non-Governmental Organizations (NGOs) to implement a project entitled "Civic/Voter Education in Preparation Of 2010 General Elections" in Tanzania. The authority for this RFA is found in the Foreign Assistance Act of 1961, as amended.

The successful Applicant will be responsible for ensuring achievement of the program objectives. Please refer to the Program Description in Section C of this RFA for a complete statement of goals and expected results.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, direct and indirect, which are related to the Cooperative Agreement and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 regarding for-profit organizations) may be paid under the Award.

Subject to the availability of funds, USAID intends to provide approximately **\$620,000** in total USAID funding for this activity to be allocated over a period of up to one-year period. USAID reserves the right to fund any or none of the applications submitted. Although it is planned to make an award of one or two cooperative agreement under this RFA, USAID in its discretion may make awards to more than one organization or no award.

This RFA consists of this cover letter and the following:

1. Section A – Instructions to Applicants
2. Section B -- Selection Criteria
3. Section C -- Program Description
4. Section D --Certifications and Assurances
5. Section E -- Standard Provisions

USAID/Tanzania
686 Old Bagamoyo Road, Msasani
P.O. BOX 9130
DAR ES SALAAM

Tel: 255-22-2668503/07/08/12/13/19/20;266849
Fax: 255-22-2668421
www.usaid.gov/Tanzania

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

To be eligible for an award, the applicant must provide all required information in its application, including the requirements found in any attachments to this [Grants.gov](http://www.grants.gov) opportunity. Applications that are submitted late, incomplete or are non-responsive will not be considered. Award will be made to the responsible applicant(s) whose application(s) best meet(s) the requirements of this RFA and the selection criteria contained herein.

The preferred method of distribution of USAID Requests for Application (RFA) is electronically via [Grants.gov](http://www.grants.gov). This RFA and any future amendments can be downloaded from <http://www.grants.gov>. It is the responsibility of the recipient to ensure that it has received the RFA and any future amendments from <http://www.grants.gov> in its entirety. All interested parties are encouraged to register on <http://www.grants.gov> to receive automatic notification of amendments to this RFA.

Applicants may upload applications to <http://www.grants.gov>; however, USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. **Additionally, USAID/Tanzania requires that applications be submitted both electronically (e-mailed) AND in hard copy.**

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. **In addition, final award of any resultant cooperative agreement(s) cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.** Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's own expense.

USAID requests that all questions regarding this RFA be submitted in writing in accordance with instructions contained in Section A – Instructions to Applicants.

Applicants should retain for their records one copy of all enclosures which accompany their application.

Thank you for your interest in USAID's programs.

Sincerely,

/S/

Kenneth P. LuePhang
Agreement Officer
USAID D/Tanzania

Table of Contents	Page
SECTION A - INSTRUCTIONS TO APPLICANTS	4
I. PREPARATION GUIDELINES	4
II. TECHNICAL APPLICATION FORMAT	5
III. COST APPLICATION FORMAT	7
IV. APPLICATION SUBMISSION PROCEDURES	9
V. AWARD AND ADMINISTRATION INFORMATION	11
SECTION B - SELECTION CRITERIA	12
SECTION C - PROGRAM DESCRIPTION	15
SECTION D – CERTIFICATIONS & ASSURANCES	21
SECTION E – STANDARD PROVISIONS	35

SECTION A - INSTRUCTIONS TO APPLICANTS

Civic/Voter Education in Preparation of 2010 General Elections
USAID-TANZANIA-10-001-RFA

I. PREPARATION GUIDELINES

1. Points of Contact:

Monica Gindo, A&A Specialist
USAID D/Tanzania
[E-mail: mgindo@usaid.gov](mailto:mgindo@usaid.gov)

Samuel Kiranga, Sr. A&A Specialist
USAID/Tanzania
[E-mail: skiranga@usaid.gov](mailto:skiranga@usaid.gov)

2. Questions & Answers:

Any questions regarding this RFA should be submitted in writing to Kenneth P. LuePhang, contracting Officer and copy to Samuel Kiranga, Senior A&A Specialist, Monica Gindo, A&A Specialist, via e-mail to kluophang@usaid.gov; skiranga@usaid.gov and mgindo@usaid.gov respectively.

Questions regarding this RFA should be submitted **no later than 17:00 hrs East Africa local time on November 20, 2009** to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. Verbal explanations or instructions given before award shall not be binding. Any information given to a prospective applicant concerning this RFA shall be furnished promptly to all other prospective applicants as an amendment to this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

3. Preparation of Applications:

a. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.

b. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application form (SF 424) and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

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

i. Mark the title page with the following legend:

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

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

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

d. Applicants should retain for their records one copy of the application and all enclosures which accompany it.

II. TECHNICAL APPLICATION FORMAT

Technical applications should be specific, complete and presented concisely. Applications should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Applications shall take into account the technical evaluation criteria found in Section B.

Applicants are invited to 1) present an innovative technical approach and an effective implementation strategy to achieve the Civic/Voter Education in Preparation of Tanzania 2010 General Elections objectives set forth in Section C. USAID's relationship under this award will be with the prime recipient.

Technical Application shall be written in English and shall not **exceed 12 single-spaced typed pages**. Page limitations include the following requirements: single-spaced text printed on one side of the page only, one-inch (1") margins, 12-point (minimum) font. It shall include an executive summary, not to exceed 2 pages. The executive summary shall provide a clear overview of the results to be achieved, milestone or benchmark measures of progress towards achievement and brief summary of applicant's experience in initiating and administering activities like those described on the program description.

Past performance references, the performance monitoring and evaluation plan, the letters of intent and personnel resumes are excluded from the 12-page limitation and may be included as annexes to the technical application. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the prospective recipient's lack of cost consciousness and control.

1. Technical Approach

The technical approach must demonstrate an in-depth understanding of the Civic/Voter Education to Tanzania communities in Preparation of 2010 General Elections, a realistic assessment of opportunities to support the electoral process, and a focus on results. The approach should outline specific activities and explain how and at what pace they are intended to achieve the results of the Civic/Voter Education in Preparation of 2010 objectives. Applicants are encouraged to propose innovative yet realistic approaches that are most appropriate in the context of Tanzania the technical approach should address the factors outlined in the evaluation criteria in Section B of this RFA.

As part of the technical approach, the applicant shall also include a Performance Monitoring and Evaluation Plan, as an annex to the application.

2. Management Plan

- a. The applicants should propose a management plan and describe how the proposed plan will contribute towards achieving the objectives and results described in the program description. The proposed plan should specifically state and justify the composition and organizational structure of the entire project team. It should also describe how the technical expertise and experience of all staff members will achieve the expected results in the program description.
- b. The management plan shall include the mobilization plan. This should provide a step-by-step outline of how the applicant will get the activity underway and include a clear timeline. The management plan should also describe how the Applicant would coordinate its activities with stakeholders that are conducting Civic/Voter education.

3. Personnel

Applicants must propose which positions should be designated as Key Personnel and specify the qualifications and abilities of proposed key personnel that are suited to successfully implement the proposed technical approach. The applicant shall also include, in an annex, resumes for all key personnel candidates and any other personnel proposed for significant positions. Resumes may not exceed three pages in length and shall be in chronological order starting with most recent experience.

4. Institutional Capacity

Applicants must demonstrate technical and managerial expertise that would directly benefit Civic/Voter Education beneficiaries in Preparation of 2010 elections. Information in this section should include (but is not limited to) the following: Brief description of organizational history/expertise;

- (1) Relevant experience with proposed approaches;
- (2) Institutional strength as represented by personnel experience in managing successful programs of similar scope and complexity;
- (3) Proposed field management structure and financial controls.

5. Past Performance

Applicants must provide evidence of pertinent past performance and clearly describe examples of successful development and implementation of programs similar to what is required under this RFA with an experience of seven years minimum.

6. The suggested outline for the technical application is:

- I. Table of Contents, listing all page numbers and attachments
- II. Executive Summary
- III. Technical Approach
- IV. Management Plan
- V. Personnel
- V. Institutional Capacity
- VI. Past Performance
- VII. Annexes:

- a. Implementation Plan; Performance Monitoring & Evaluation Plan
- b. Relevant Past Performance Information (Recipient and Key Partner Organizations);
- c. Curriculum Vitae for Key Personnel;

7. Assurances, Certifications and Representations

Required assurances, certifications and representations as indicated in 424 B entitled Assurances-Non Construction Programs and the certifications identified in Section D.

8. Marking under Assistance Instruments

USAID's mandatory branding/marketing requirements became effective on January 2, 2006. The Applicant may review and download the regulations, guidance, and graphics at www.usaid.gov/branding. Applicant(s) selected for award will be required to provide a "Branding Strategy" and a "Marking Plan" for review and inclusion in the final award by the Agreement Officer. See Section E for the full text of the Branding and Marking provisions under Assistance Instruments.

III. COST APPLICATION FORMAT

The Cost or Business Application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources. There is no page limitation on the Cost Proposal.

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

1. The budget must have an accompanying detailed budget narrative and justification that provides in detail the total costs for implementation of the program your organization is proposing. Budget notes should provide information regarding the basis of estimate for each line item, including references to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, vendor quotes, etc.).

In addition to the detailed budget, a summary of the budget must be submitted using Standard Form 424 and 424A which can be downloaded from the following web site:

http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1

2. The cost/business application should contain the following budget categories:
 - a) Direct Labor - Direct salaries and wages for this Agreement shall be in accordance with the organization's established personnel policies and salaries for cooperating country. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure its uniform enforcement, and result in costs which are reasonable and allowable in accordance with applicable cost principles. The narrative should include a level of effort analysis specifying personnel, rate of

- compensation, and amount of time proposed. Anticipated salary increases during the period of the Agreement should be included.
- b) Fringe Benefits - If accounted for as a separate item of cost, fringe benefits should be based on the Applicant's audited fringe benefit rate, supported by historical cost data.
 - c) Supplies and Equipment - Differentiate between expendable supplies and nonexpendable equipment (NOTE: Equipment is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
 - d) Allowances must be broken down by specific type and by person and must be in accordance with the Applicant's established policies.
 - e) Travel and Per Diem - The narrative should indicate number of trips, domestic and the estimated unit cost of each travel. Proposed per diem rates must be in accordance with the Applicant's established policies and practices that are uniformly applied to federally-financed and other activities of the Applicant.
 - f) Other Direct Costs - This could include any miscellaneous costs such as office rents, communications, transportations, supplies and utilities, report preparation costs,. The narrative, or supporting schedule, should provide a complete breakdown and support for each item of other direct costs.
3. Required assurances, certifications and representations as indicated in 424 B entitled Assurances-Non Construction Programs and the certifications identified in Section D.
4. Applicants should submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:
- a. has ability to mobilize financial resources or the ability to obtain such resources as required during the performance of the award;
 - c. has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental;
 - d. has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
 - e. has a satisfactory record of integrity and business ethics; and
 - f. is otherwise qualified and eligible to receive a grant under applicable laws and regulations.
5. Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal office has a copy.
6. Cost-Share: Cost sharing is encouraged but not required under this solicitation. However,

if cost share is proposed, the applications should estimate the amount of cost-sharing resources to be mobilized over the life of the Agreement and specify the sources of such resources, and the basis of calculation in the budget narrative.

IV. APPLICATION SUBMISSION PROCEDURES

Applicants may upload applications to <http://www.grants.gov>. Additionally, a separate electronic (e-mailed) AND a hard copy submission are still required by USAID/Tanzania. All applications received by the submission deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. No addition or modifications will be accepted after the submission date.

1. Submission of Hard Copy Applications start here

Hard copies of applications and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in below, and (2) showing the date and time specified for receipt (i.e., the due date and time), the RFA number, and the name and address of the applicant.

Applications submitted via courier service or mail, shall be submitted in two separate parts and delivered in two separate envelopes: (a) technical and (b) cost or business application. The hard copy technical application shall consist of one original and two copies. The cost or business application shall also consist of one original and one copy. Applications shall be submitted with the name and address of the applicant and RFA # (referenced above) inscribed thereon, to:

By Courier Service/Hand Delivery

(By U.S. Mail)

Agreement Officer
USAID/Tanzania
2140 Dar es Salaam Place
Washington D.C. 20521-2140

(By hand delivery Tanzania Office)

Agreement Officer
USAID/Tanzania
Office of Acquisition and Assistance,
686 Old Bagamoyo Road, Msasani
P.O. BOX 9130
DAR ES SALAAM
Tel: 255-22-2668503/07/08/12/13/19/20, 266849
Fax: 255-22-2668421 www.usaid.gov/Tanzania

Hard copies of submissions must arrive by the due date and time. It is recommended that applicants use courier service instead of international mail for the hard copy submission.

Faxed proposals are not acceptable.

Please be advised that in the past some firms have experienced delays with international air courier services. Applications received after the closing date and time will be processed as late. Also, if you utilize the services of an independent agent in Dar es Salaam to deliver your application, please be certain that he/she understands additional time may be needed to allow for security review of any packages and that the closing date and time are firm.

Note: Delivery to the air courier representative does not constitute meeting the statutory requirement that applications are received on time at the designated office. For purposes of recording the official receipt of applications, the date/time stamp of the Office of the Acquisition & Assistance at USAID/Tanzania will govern.

2. Submission of Electronic Applications:

Applications submitted by e-mail **AND** in hard copy, are still required by USAID/Tanzania. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

Applications shall be submitted with the name and address of the applicant and the RFA number (referenced above) inscribed thereon, to Kenneth P. LuePhang, Monica Gindo and Sam Kiranga, via e-mail to kluephang@usaid.gov, mgindo@usaid.gov and skiranga@usaid.gov respectively.

For electronic submissions, your organization must ensure that the applications are received at USAID in its entirety. No addition or modifications will be accepted after the submission date. E-mail attachments should be formatted in Microsoft Word and/or Microsoft Excel format with **2 MB limit per e-mail**. Please convert your documents to one of these formats before sending them to USAID, or provide scanned copies of pages if they include signatures or forms. **USAID cannot accept .zip files, as they will be blocked by USAID's firewall.**

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

- i. Applications submitted electronically must be in either Microsoft Word (for narrative text) or Excel (for tables), unless you are providing scanned copies of pages that include signatures or forms. The summary budget in excel format should interact with the detailed budget.
- ii. After you have sent your applications electronically, please immediately check your own email to confirm that the attachments you intended to send were indeed sent. If you discover an error in your transmission, please send the material again and note in the subject line of the email that it is a "corrected" submission.
- iii. Please do not send the same email more than once unless there has been a change, and if so, please note that it is a corrected email.
- iv. If you send your application by multiple emails, please indicate in the subject line of the email whether the email relates to the technical or cost application, and the desired sequence of multiple emails (if more than one is sent) and of attachments (e.g. "no. 1 of 4", etc.). For example, if your cost application is being sent in two emails, the first email should have a subject line which says: "[organization name], Cost Application, Part 1 of 2".

Our preference is that the technical application and the cost application be submitted as single email attachments, e.g. that you consolidate the various parts of a technical application into a single document before sending it. If this is not possible, please provide instructions on how to collate the attachments. USAID will not be responsible for errors in compiling electronic applications if no instructions are provided or are unclear.

3. Receipt of Applications:

Applications must be received at the place designated and by the date and time specified in the cover letter of this RFA. Applications which are submitted late or are incomplete run the risk of not being considered in the review process. Late applications will be considered for award if, in the sole discretion of the Agreement Officer, it is determined that it is in the U.S. Government's interest and if the evaluation process has not yet commenced.

The Applicant must ensure that applications sent electronically are received at USAID in its entirety. Applicants shall confirm with Monica Gindo or Sam Kiranga that their electronic submissions (either via mail or via email) were successfully received at USAID/Tanzania by the required due date.

V. AWARD AND ADMINISTRATION INFORMATION

1. Award: The Government may award one or more cooperative agreement(s) resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value (see also Section B of this RFA on evaluation criteria). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

2. Authority to Obligate the Government - The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Cooperative Agreement may be incurred before receipt of either a fully executed Cooperative Agreement or a specific, written authorization from the Agreement Officer.

- END OF SECTION A -

SECTION B - SELECTION CRITERIA

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, Applicants are requested to organize the narrative sections of technical applications according to the evaluation criteria set forth below.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Cost applications will be evaluated for general reasonableness, allowability, and allocability. Award will be made to the responsible applicant(s) whose application best meets the requirements of the RFA.

USAID intends to make this award without any discussion. To the extent that they are necessary, negotiations will be conducted with the applicant(s) whose application(s), has or have a reasonable chance of being selected for award. The final award decision is made by the Agreement Officer, with consideration of the Technical Evaluation Committee recommendations.

The criteria listed below are presented by major category, so that applicants will know which areas require emphasis in the preparation of the technical application. The selection will be based upon the following factors. To be selected for the award, the application must contain, at a minimum, these elements. The maximum point value that can be awarded in evaluating each element is provided below. Organization whose application does not meet the following criteria shall not be considered.

The specific evaluation criteria are as follows:

1.	Technical Approach	30%
2.	Past Performance	25%
3.	Plan for Monitoring, Reporting and Assessment	25%
4.	Personnel	10%
5.	Marginalized Groups	10%
	Total Score	100

Particular attention will be given to:

1. Technical Approach 30%

Responsiveness to the program description and realistic linkages between expected results (listed under Section C) and the application's proposed interventions through innovative but feasible sets of activities that demonstrate Applicant(s)' strategic approach, clarity in scope and focus of activities to be carried out,.

- the technical approach demonstrates an understanding of effective/innovative programming approaches and practicability of approaches and strategies to achieve the project's objectives.

2. Past Performance 25%

- Demonstrated knowledge and expertise in the delivery of civic education;
- Demonstrated ability to engage with stakeholders of all levels including youth and women; and
- Experience in working with donors for a minimum of seven (7) years.

3. Plan for Monitoring, Reporting and Assessment 25%

- Evidence of well-defined project objectives that describe planned activities and expected outcomes/results of those activities;
- Evidence of a mechanism and plan to evaluate impact of the activities related to stated goals and objectives; and
- A clear monitoring plan that tracks progress of the activities related to stated goals and objectives.

4. Personnel 10%

Staffing plans and proposed personnel must offer an effective combination of management and technical skills. Technical qualifications, professional competence, appropriate academic background, and demonstrated experience are key considerations in reviewing staffing plans.

5. Marginalized Groups 10%

- Technical approach effectively targets youth and women, and monitoring and evaluation plan clearly describes how the impacts on these groups will be tracked and assessed.

II. Cost Evaluation:

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism, allowability and the applicant's understanding of the requirements. This will consist of a review of the cost portion of the application to determine if the overall proposed costs are realistic for the work to be performed, if the costs reflect understanding of the requirements, and if the costs are consistent with the technical application. Effective cost saving measures to improve cost efficiency of the program will also be considered. Given the nature of this activity, USAID will weigh carefully potential benefits from the proposed staffing plans and level of effort. While cost may be a determining factor in the final decision of an awardee, especially between closely ranked applicants, the technical merit of applications is substantially more important under this RFA.

III. Cost Sharing:

Although there is no requirement that applicants propose a specific cost share, USAID policy is that cost sharing is an important element of the USAID-recipient relationship. USAID encourages applicants to demonstrate their commitment to program success by addressing the issue of cost-sharing. The amount of cost sharing, i.e. cash and/or in-kind contributions, will be evaluated in accordance with 22 CFR 226.23.

IV. Branding and Marking

In accordance with ADS 303.3.6.3.f and 22 CFR 226.91, the “apparent successful applicant “ must submit a Branding Strategy and a Marking Plan for evaluation and approval by the Agreement Officer before an award under this solicitation will be made.

- END OF SECTION B -

SECTION C - PROGRAM DESCRIPTION

Civic/Voter Education in Preparation of 2010 General Elections Project

I. SUMMARY AND PURPOSE

The United States Agency for International Development (USAID) is seeking assistance through several agreements with up to two Registered Local Tanzania Non-Governmental Organizations (NGOs) to implement a \$620,000 voter support and civic education program for a period of up to one year.

Under this Request for Applications and subject to the availability of funds, the United States Agency for International Development (USAID) intends to provide up to two awards to Registered Local Tanzania Non-Governmental Organizations (NGOs) to implement a one-year, estimated \$620,000 voter support and civic education program. Each award is estimated to be in the range of \$310,000. Applicants will need to identify the regions that they will cover associated with the cost. USAID reserves the right to add or omit some regions to avoid duplication.

The purpose of this USAID Request for Applications (RFA) is to procure the services of local Tanzanian Civil Society Organizations to deliver civic/voter education to the Tanzanian public focusing on rural areas, women and youth.

II. BACKGROUND

The United Republic of Tanzania (URT) will hold its next Presidential and Parliamentary Elections in October 2010. This will be the fourth multiparty election since a major policy change and a constitutional amendment in 1992 liberalized the political system to end the three-decade old one-party socialist state. The National Electoral Commission (NEC) was established the same year and became effective in 1993. Since then political pluralism has grown steadily and the country currently boasts eighteen registered political parties five of which have elected representation in the national legislature. Ever since the first multiparty elections in October 1995, observers have commended the country for conducting generally free and fair elections, despite persistent challenges.

Acknowledging the centrality of credible and legitimate elections in democratic consolidation and based on the needs identified by the Government, its key partners and stakeholders during a recent assessment by UNDP, the URT and the Government of Zanzibar (GOZ), through NEC and ZEC, have requested support from the donor community to enhance the relevant national capacities for the preparation, management, conduct and supervision of the 2010 elections. The request was based on the recognition of the need to address effectively the persistent electoral challenges and to fully meet the high expectations of the electorate for credible elections.

One of the crucial problems that have been identified in the UNDP assessment and various evaluations is the inadequate and timely delivery of civic and voter education. There is low awareness among citizens of their rights and duties, of how the state should function to advance their rights and duties, and how to constructively engage with political actors at all levels, including during elections, in pursuit of rights and human development. The Tanzania Election Monitoring Committee (TEMCO) report on 2005 elections together with the Electoral Institute for Southern Africa (EISA) and other organizations that were involved in the monitoring of the last three multi-party elections concluded that Tanzania, like many other African countries that embarked on democratic elections in mid 1990's, has not given sufficient attention to civic and voter education. This omission has affected the quality of elections as well as other political activities that have taken place in most of the countries including Tanzania.

The reports also noted that women participation in local and national political processes is much lower compared to men. They have little access to information. More gender sensitive radio programs, gender sensitive popular drama and theatre were recommended as effective strategies to encourage women's access to relevant, interesting and gender sensitive information. A similar situation of disadvantage in terms of political participation exists for youth (who comprise 33% of the population) and disabled members of Tanzanian society.

Recent by-elections that took place this year in Busanda, Mbeya rural, Tarime and Biharamulo indicate extremely low voter turn out as shown in the table below:

Constituency	Eligible/Registered Voters	Actual Voters	%
Busanda	135,168	55,000	40.69
Mbeya Rural	127,780	44,855	35.10
Tarime	149,919	64,795	43.22
Biharamulo	87,000	34,000	33.50

The figures in this table are alarming. If voter turnout is this low during the 2010 elections, then Tanzania will have leaders who are elected by a minority, which could potentially put Tanzania's democracy at risk. Therefore, it is critical to optimize public participation in the electoral process and safeguard the democratic process. This can be accomplished by ensuring that the general population is informed adequately of their rights and obligations as well as about election laws, rules and procedures. In addition, the public should have an opportunity to raise their concerns about the democratization processes in their communities, as one of the ways of building a culture of working together despite having different political affiliations.

As in previous elections, these challenges are being addressed through a dedicated voter education program sponsored by donors including USAID. Both the NEC and ZEC acknowledge their mandate to provide voter education, and have indicated their willingness to lead a vigorous and effective voter education initiative. To this end, both bodies have identified a need to build upon the successes of the 2005 civic/voter education support program that relied exclusively on local civil society organizations.

III. PROGRAM DESCRIPTION

The activity is focused on civic education related to voter education and election processes. The program aims at promoting issue-based elections by helping men, women and youth to define priorities and engage candidates on those issues. It should also create unique opportunities for the people to be more actively engaged in the growing democratization process in Tanzania, with methodologies that can promote face to face voter education in Tanzania. The program should also reach as many potential voters as possible, especially women, youth and other marginalized communities. Women focused outreach approaches on their rights and civic duties in the democratization processes in Tanzania are encouraged.

The impact of this activity should be:

- Increase in voters' understanding of the electoral process and an increase in the likelihood of participation.
- Build the capacity of women to engage with elected officials in the electoral process by identifying priority issues and interacting with candidates.
- Increased understanding of democratic and electoral processes.
- Build capacity among young people to engage in political dialogue as a basic foundation for the future of democracy in Tanzania.
- Increase the participation of youth in the democratization process, especially registering and voting.
- Illustrative Indicators should include "The number of People Reached by USG Assisted Voter Education".

Methodologies proposed should be innovative and should indicate how and to what extent the above suggested impact will be achieved.

V. OBJECTIVES

The activity seeks to achieve the following objectives:

Objective number 1:

- To support the process of civic/voter education and ensure that the electorate (with targeted support for women, youth, people living with disabilities and other marginalized groups) is educated on its right to vote including why, how and where to vote and the significance of public participation in the electoral process as a key requirement for democracy.

Objective number 2:

- To enhance civic competence among citizens so as to increase their political awareness and participation rate in the upcoming elections.

Objective number 3:

- To enable citizens to acquire critical knowledge, information and principles related to constitutional rights and obligations which in turn will influence citizens' behavior.

Objective number 4:

- To stimulate debate about the election while upholding democratic norms, values and patriotism in the political processes.

VI. PERFORMANCE MONITORING AND EVALUATION

Monitoring of results is a key element of USAID programs. USAID seeks data and information to improve performance and effectiveness as well as to inform planning and management decisions. Accurate and timely monitoring will enable the project to adapt to changing conditions and make mid-course corrections as necessary.

A Performance Monitoring Plan (PMP) is required as part of applications under this RFA. The Performance Monitoring Plan (PMP) should be aligned with Foreign Assistance Framework standard indicators and include performance measures that can be used to capture the overall expected results. Foreign Assistance Framework standard indicators are available at <http://www.state.gov/f/indicators/index.htm>. The PMP submitted by the implementing partner will be subject to approval by the Agreement Officer's Technical Representative (AOTR).

Indicators and targets for each result should illustrate how the project will contribute to improved participation in 2010 Tanzania General Elections.. Measurement of achievements under the award should directly relate to the technical identification, development and application of best practices.

VII. USAID MANAGEMENT

The Cooperative Agreement for Civic/Voter Education in Preparation of 2010 General Elections will be managed by the Office of Democracy and Governance Education (DG) of USAID/Tanzania. USAID/Tanzania will assign an Agreement Officer's Technical Representative (AOTR) who will handle day-to-day oversight of the Agreement and manage the overall activity. The AOTR will retain substantial involvement for activities conducted directly under the Award. S/he will regularly meet with Project senior leadership and staff to track program and activity design, implementation, progress, and evaluation; and conduct periodic management reviews and budgetary analysis.

VIII. SUBSTANTIAL INVOLVEMENT

In addition to the requirements in 22 CFR 226, USAID shall be substantially involved during the implementation of this Cooperative Agreement in the following ways through the Agreement Officer's Technical Representative (AOTR):

- 1) Approval of annual work plans, and all modifications, which describe the specific activities to be carried out under the Agreement;
- 2) Approval of key personnel and any changes in key personnel;
- 3) Approval of monitoring and evaluation plans;

IX. REPORTING REQUIREMENTS

The recipient will adhere to all reporting requirements listed below. All reports as required under Substantial Involvement shall be submitted by the due date. Additional reports requiring review and clearances, when necessary, are listed under each requirement.

1. Financial Reporting

Financial reporting requirements will be in accordance with 22 CFR 226.52.

2. Periodic Progress Reports

The recipient will submit reports to the USAID AOTR as described below.

a) Quarterly Report

The recipient shall submit a Performance Monitoring Report on progress toward agreed performance targets every three (3) months. This will include information on program activities undertaken in the reporting period and those planned for the following three (3) months. Reports must also include the following: 1) explanation of quantifiable output of the programs or projects, if appropriate and applicable; 2) reasons why established goals were not met, if appropriate; and 3) analysis and explanation of cost overruns or growing pipelines (recipients must immediately notify USAID of developments that have a significant impact on award-supported activities). Further, notification must be given immediately in the case of problems, delays or adverse conditions which materially impair the ability to meet the objectives of the award. These notifications must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.

b) Final Report (2 Copies)

Within 90 days after the completion date of this Cooperative Agreement the Recipient shall submit a final report which includes an executive summary of the Recipient's accomplishments in achieving results and recommendations about areas in need of future assistance; an overall description of the recipient's activities and attainment of results, as appropriate during the life of the Cooperative Agreement; an assessment of the progress made toward accomplishing the objective and expected results and significance of these activities; important research findings, comments and recommendations, and a fiscal report that describes how the recipient's funds were used. See 22 CFR 226.51.

X. MANAGEMENT REVIEWS AND EVALUATIONS

At any time during program implementation, USAID may conduct field visits to review overall progress. USAID will utilize the results of the field visits to recommend any mid-course changes in the activity if needed and to help determine appropriate future directions. Site visits may occur anytime after the onset of the project.

XI. KEY PERSONNEL

Key personnel include full-time and long-term professional personnel proposed by the applicants, whose participation in the proposed activities is considered to be essential. Applicants may propose up to two key personnel position for managing the Civic/Voter Education in Preparation of 2010 General Elections project. The proposed Project Team Leader or Project Director must have intellectual leadership skills and a minimum of 5 years involvement in democracy and governance related activities.

- END OF SECTION C -

SECTION D – CERTIFICATIONS & ASSURANCES

PART I - CERTIFICATIONS AND ASSURANCES

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

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

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

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

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

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

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

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

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

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance

will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

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

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

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

4. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING E.O. 13224

Certification

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

4. CERTIFICATION OF RECIPIENT

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

RFA No. _____

Application No.

Date of Application

Name of Recipient

Typed Name and Title

Signature

Date _____

**PART II - KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG
TRAFFICKING**

I hereby certify that within the last ten years:

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

Signature:

Date:

Name:

Title/Position: _____

Organization: _____

Address:

Date of Birth:

NOTICE:

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

**PART III - PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG
TRAFFICKING**

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

a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.

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

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

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

Signature:

Name:

Date:

Address: _____

Date of Birth:

NOTICE:

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

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

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

PART IV - SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Grant Name:

CFDA Number:

1. Does the applicant have 501(c) (3) status?

4. Is the applicant a faith-based/religious organization?

2. How many full-time equivalent employees do

Yes No

the applicant has? (Check only one box).

3 or Fewer

5. Is the applicant a non-religious community based organization?

4-5

Yes No

6-12 15-50
 51-100

Yes No

3. What is the size of the applicant's annual budget?
(Check only one box.)

Less than \$150,000

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

\$150,000 - \$299,999

Yes No

\$300,000 - \$499,999

\$500,000 - \$999,999

\$1,000,000 - \$4,999,999

\$5,000,000 or more

8. Is the applicant a local affiliate of a national organization?

Yes No

over 100

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

**Survey Instructions on Ensuring
Equal Opportunity for
Applicants** provide the applicant's
(organization) name and DUNS
number and the grant name and
CFDA number.

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c) (3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
2. Annual budget means the amount of money our organization spends each year on all of its activities.
3. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

Paperwork Burden Statement

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. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725.

PART V - OTHER STATEMENTS OF RECIPIENT

1. AUTHORIZED INDIVIDUALS

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.

2. TAXP

AYER IDENTIFICATION NUMBER (TIN)

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

TIN:

3. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

4. LETTER OF CREDIT (LOC) NUMBER

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

5. PROCUREMENT INFORMATION

(a) **Applicability.** This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute U SAID approval.

(b) **Amount of Procurement.** Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$

(c) **Nonexpendable Property.** If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED UNIT COST
---------------------------	----------	---------------------

(d) **Source, Origin, and Componentry of Goods.** If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry, which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID financing. The "origin" of a commodity is the country or area in which commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items do not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods, which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED GOODS	PROBABLE GOODS
PROBABLE (Generic)		UNIT COST COMPONENTS	SOURCE COMPONENTS ORIGIN

(e) **Restricted Goods.** If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber

Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION QUANTITY ESTIMATED PROBABLE INTENDED USE
 (Generic) UNIT COST SOURCE ORIGIN

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION QUANTITY ESTIMATED PROBABLE SLUPPI ER NATIONALITY
 RATIONALE
 (Generic) UNIT COST (Non-US Only) for NON-US

(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

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

6. PAST PERFORMANCE REFERENCES

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

7. TYPE OF ORGANIZATION

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

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

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

8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

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

PART VI - ASSURANCES

Please sign SF 424B entitled Assurances -Non-Construction Programs. This form can be downloaded from the following URL:

http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1

- END OF SECTION D-

SECTION E – STANDARD PROVISIONS

I. All applicable standard provisions shall be incorporated into the resultant award. The standard provisions for U.S., Non-US Nongovernmental and Public International Organizations may be accessed at the following location:

1. Standard Provisions for U.S. Nongovernmental recipients can be accessed through following URL:

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

2. Standard Provisions for Non-U.S., Nongovernmental recipients can be accessed through the following URL:

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

3. Standard Provisions for PIO recipients can be accessed through the following URL:

<http://www.usaid.gov/policy/ads/300/308mab.pdf>

II. The following Standard Provisions which are indicated below in full text should be specially noted by the prospective applicants.

1. MARKING UNDER ASSISTANCE INSTRUMENTS:

I. BRANDING STRATEGY - ASSISTANCE (December 2005)

(a) Definitions

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

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

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

(b) Submission

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

(c) Submission Requirements

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

(1) P o s i t i o n i n g *What*

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

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

If it would be inappropriate or is not possible to "brand" the project this way, such as when rehabilitating a structure that already exists or if there are multiple donors, please explain and indicate how you intend to showcase USAID's involvement in publicizing the program or project. *For example: School #123, rehabilitated by USAID and [Apparently Successful Applicant]/ [other donors].* Note: the Agency prefers "made possible by (or with) the generous support of the American People" next to the USAID Identity in acknowledging our contribution, instead of the phrase "funded by." USAID prefers local language translations.

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

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

(2) P r o g r a m C o m m u n i c a t i o n s a n d

P u b l i c i t y *Who are the primary and secondary audiences for this*

project or program?

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

What communications or program materials will be used to explain or market the program to beneficiaries? **Guidelines:** These include training materials, posters, pamphlets, Public Service Announcements, billboards, websites, and so forth.

What is the main program message(s)?

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

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

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

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

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

(3) Acknowledgements

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

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

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

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

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

II. MARKING PLAN – ASSISTANCE (December 2005)

(a) Definitions

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

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

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

A **Presumptive Exception** exempts the applicant from the general marking requirements for a *particular* USAID-funded public communication, commodity, program material or other deliverable, or a *category* of USAID-funded public communications, commodities, program materials or other deliverables that would otherwise be required to visibly bear the USAID Identity. The Presumptive Exceptions are: Presumptive Exception (i). USAID marking requirements may not apply if they would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials, such as election monitoring or ballots, and voter information literature; political party support or public policy advocacy or reform; independent media, such as television and radio broadcasts, newspaper articles and editorials; and public service announcements or public opinion polls and surveys (22 C.F.R. 226.91(h)(1)).

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

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

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

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

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

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

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

(c) Submission Requirements.

The Marking Plan will include the following:

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

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

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

(iii) events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences, and other public activities; and (iv) all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies and other materials funded by USAID, and their export packaging.

(2) A table specifying:

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

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

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

(3) A table specifying:

(i) what program deliverables will not be marked with the USAID Identity, and (ii) the rationale for not marking these program deliverables.

(d) Presumptive Exceptions.

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

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

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

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

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

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

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

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

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

(3) The Agreement Officer will review the request for adequacy and reasonableness.

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

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

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

(a) Definitions

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

Principal Officer means the most senior officer in a USAID Operating Unit in the field, e.g., USAID Mission Director or USAID Representative. For global programs managed from Washington but executed across many countries, such as disaster relief and assistance to internally displaced persons, humanitarian emergencies or immediate post conflict and political crisis response, the Cognizant Principal Officer may be an Office Director, for example, the Directors of USAID/W/Office of Foreign Disaster Assistance and Office of Transition Initiatives. For non-presence countries, the Cognizant Principal Officer is the Senior USAID officer in a regional USAID Operating Unit responsible for the non-presence country, or in the absence of such a responsible operating unit, the Principal U.S Diplomatic Officer in the non-presence country exercising delegated authority from USAID.

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

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

Public communications are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional materials used in

connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

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

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

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

(b) Marking of Program Deliverables

(1) All recipients must mark appropriately all overseas programs, projects, activities, public communications, and commodities partially or fully funded by a USAID grant or cooperative agreement or other assistance award or sub-award with the USAID Identity, of a size and prominence equivalent to or greater than the recipient's, other donor's, or any other third party's identity or logo.

(2) The Recipient will mark all program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) with the USAID Identity. The Recipient should erect temporary signs or plaques early in the construction or implementation phase. When construction or implementation is complete, the Recipient must install a permanent, durable sign, plaque or other marking.

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

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

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

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

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

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

(9) Sub-recipients. To ensure that the marking requirements "flow down" to sub-recipients of sub-awards, recipients of USAID funded grants and cooperative agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded sub-award, as follows: *"As a condition of receipt of this sub-award, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, sub-recipient's, other donor's or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the sub-recipient, USAID may, at its discretion, require marking by the sub-recipient with the USAID Identity."*

(10) Any 'public communications', as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer: *"This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."*

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

(c) Implementation of marking requirements.

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

(2) When the grant or cooperative agreement does not contain an approved Marking Plan, the recipient will propose and submit a plan for implementing the requirements of this provision within **60 days** after the effective date of this provision. The plan will include:

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

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

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

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

(i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;

(ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;

(iii) USAID marking requirements would undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as "by" or "from" a cooperating country ministry or government official;

(iv) USAID marking requirements would impair the functionality of an item;

(v) USAID marking requirements would incur substantial costs or be impractical;

(vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;

(vii) USAID marking requirements would conflict with international law.

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

(d) Waivers.

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

the request through the Cognizant Technical Officer. The Principal Officer is responsible for approvals or disapprovals of waiver requests.

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

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

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

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

(e) Non-retroactivity.

The requirements of this provision do apply to any materials, events, or commodities produced prior to January 2, 2006. The requirements of this provision do not apply to program, project, or activity sites funded by USAID, including visible infrastructure projects (For example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) where the construction and implementation of these are complete prior to January 2, 2006 and the period of the grant does not extend past January 2, 2006.

- END OF SECTION E -

[END OF PROVISION]