Department of State
Embassy of the United States in Islamabad, Pakistan
Notice of Funding Opportunity (NOFO)

Program Office: Public Diplomacy Section, U.S. Embassy Islamabad

Funding Opportunity Title: Pakistan English Language Professional Development for Teachers, Students, and Young Professionals

Announcement Type: Cooperative Agreement

Funding Opportunity Number: SCAISB-23-AW-013-03032023

Deadline for Applications: Wednesday, May 3, 2023 (23:59 Eastern Standard Time)

Assistance Listing Number: 19.501 – Public Diplomacy Programs for Afghanistan and Pakistan

Total Amount Available: $500,000

CONTACT INFORMATION

- For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- For assistance with the requirements of this solicitation, contact PakistanGrants@state.gov
- To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at HunterDS@state.gov.

In order to be eligible to receive an award under this NOFO, organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. **Please begin the registration processes immediately to ensure the registrations are completed well in advance of the submission deadline**. The process can require several **weeks** for the registrations to be validated and confirmed. See *Section D: Submission Requirements* for further details.

Due to the volume of applicants and inquiries, Public Diplomacy Section (PDS) **does not** accept letters of intent, concept papers, or requests for meetings or phone calls prior to application.

It is the responsibility of the applicant to ensure that the application package has been received in its entirety. Incomplete applications will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

A. PROGRAM DESCRIPTION

Executive Summary:

The Regional English Language Office (RELO) in the Public Diplomacy Section of the U.S. Embassy Islamabad of the U.S. Department of State (hereafter referred to as "RELO Pakistan") is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO). RELO Pakistan's purpose in funding projects under this opportunity is to improve human capacity by creating a better educated and more skillful workforce. This program will increase participants' English language proficiency, employability, and leadership and critical thinking skills, enabling them to become productive members of their community and society.

PDS Islamabad invites all eligible organizations (see Section C for Eligibility Requirements) to submit proposals for grants that address the project components listed below.

Proposed budget cannot exceed **$500,000** and will have a project duration of up to three (3) years. Each proposal should address the ability to implement all three program components outlined in this NOFO.

Effective English language teachers can prepare Pakistanis, especially youth, to better participate in the global community and prepare them for success in the workplace, thus contributing to economic growth. The three program components announced in this Notice of Funding Opportunity (NOFO) include (1) Professional Development for English Language Teachers from Non-Mainstream Institutions; (2) Professional Development for novice Pakistani English language teachers; and (3) Professional Development for Transgender Youth and for Afghan Teachers, Students, and Young Professionals Residing in Pakistan. These program components will expand language learning opportunities for the Pakistani people, especially youth and marginalized populations. The award seeks a U.S. or Pakistani partner to promote the development of English language skills, knowledge of current English Language Teaching (ELT) pedagogies, and the leadership skills of select English language teachers, students, and young professionals, particularly from underserved, minority communities.

This NOFO aims to support the Department of State's initiatives to promote and strengthen English language teaching and learning in Pakistan through the following program components:

1. Professional Development for English Language Teachers from Non-Mainstream Institutions

2. Professional Development for Novice English Teachers

3. Professional Development for Transgender Youth and for Afghan Teachers, Students, and Young Professionals Residing in Pakistan.

Public Diplomacy Goals
Public Diplomacy programming prioritizes communications and interaction with international audiences, educational and cultural programming, and professional and educational exchanges.

English language programs are a key component of U.S. Government Public Diplomacy efforts in Pakistan, creating valuable opportunities for the Mission to engage key audiences, as well as providing lasting and meaningful professional, educational, and personal opportunities for Pakistan-based program participants.

Proposals funded under this award will further the U.S. Mission to Pakistan's following public diplomacy goals:

1. <u>Strengthen people-to-people ties between the United States and Pakistan</u> through shared information, experiences, exchanges, and/or expertise.
2. <u>Strengthen civil society and local organizations</u> to build long-term, self-sustaining relationships and institutional linkages between U.S. and Pakistani organizations, including capacity building for Pakistani organizations.
3. <u>Promote community cohesion</u> through positive messages and inclusive perspectives that increase social tolerance and counter extremist narratives.

More information about the Regional English Language Office can be found at:

https://pk.usembassy.gov/education-culture/relopakistan/

RELO Islamabad's purpose in funding three program components under this NOFO is to improve human capacity by creating a better educated, inclusive, and more skilled workforce. Professional development for English language teachers and students in Pakistan will improve teachers' and students' English language proficiency and increase their classroom effectiveness, particularly for participants from marginalized and underserved communities. To this end, RELO Islamabad invites proposals that address all three program components listed in the NOFO.

Purpose and Background:

Program components and target audiences are described in detail below. Applicants should clearly specify how they plan to carry out all three program components as part of this NOFO.

<u>Program Component 1</u>. Professional Development for English Teachers from Non-Mainstream Institutions

RELO Islamabad seeks partners that share an interest in improving the teaching and communication skills of Pakistani English language teachers from non-mainstream institutions, which in turn helps the students at these institutions to be more competitive for educational and career opportunities.

Program Goals & Objectives

Goal: Strengthen English language learning by improving the capacity of Pakistani educators.

> **Objective 1:** Participants improve their English language communication skills as measured by a pre-test and a post-test after each two-week program is completed.

> **Objective 2:** Through trainings, participants are better prepared on how to respond to the needs of their students, and develop updated, customized curricula that focuses on student-centered learning while incorporating American English resources in the classroom.

> **Objective 3:** Participants share what they learned in workshops with English-language professional colleagues, thereby influencing pedagogy in their schools and home communities.

Program Activities:

To address these goals, RELO Islamabad seeks a partner to convene and organize training for Pakistani teachers of English from non-mainstream institutions throughout Pakistan for intensive **two-week workshops**. There will be no more than fifty (50) teachers attending each session. Overall, there should be a minimum of four (4) separate workshops reaching a minimum of two hundred (**200)** Pakistani teachers. Separate workshops will be held for male and female participants. The workshops will improve the English language communication skills of teachers and improve teachers' pedagogical skills for English language instruction. Ideally, not more than two (2) teachers from any one non-mainstream institution would participate. Each training session will be led by a minimum of two (2) or more teaching experts from the United States and Pakistan.

The projected budget for Program Component 1 has a floor of **$200,000** and a ceiling of **$250,000**. These funds will cover all logistical costs (including accommodation and travel for trainers and participants, educational materials, and compensation for trainers and coordinators, as well as all operating expenses). Proposals must include an implementation plan that addresses the objectives and activities described below:

- Recruitment of teacher participants from a wide cross-section of Pakistani non-mainstream institutions in coordination with RELO.
- Roundtrip travel for participants and trainers within Pakistan, and for the U.S. English Language Specialist (s) coming from the U.S. to Pakistan, which will also include their visa(s) and the formal letters of invitation for visa applications.
- Logistical and technical arrangements for any U.S. English Language Specialist who will participate virtually or in-person.

- Procurement of educational materials for participants for use during and after the program.
- Arrangements for training venues, A/V equipment, accommodations, meals, airport transfers as needed, and other logistics during the course of the program.
- Organization of cultural events on weekends between sessions, such as field trips to local points of interest (museums, mosques, etc.).
- Material support, such as workshop supplies, language/curriculum books, etc.

Participants and Audiences:

The target demographic for this project are Pakistani English language teachers from non-mainstream institutions who teach underserved populations. The applicant must also explain how the non-mainstream institutions and the teachers will be identified and selected.

Monitoring and Evaluation

Applicants should include a Monitoring and Evaluation (M&E) workbook in their proposal, which addresses the following:

1. Follow the instructions outlined in NOFO Part D, section 2. Completing the suggested, auto-populated workbook in Attachment 3, "Professional Development for Teachers from Non-Mainstream Institutions," will constitute a complete M&E submission for the purposes of the NOFO.
2. The Data Collection Methods listed below:
   a. Demographics: The selected grantee will plan to collect demographic information on all participants, to include: gender, age range, home district, level of formal education, profession, etc.
   b. Learner progress: The selected grantee will document learner progress by assessing their level/communicative ability before, during, and after any course, with pre-testing, mid-term exams, and post-testing, as appropriate.
   c. Follow up survey: At the end of the program activity, the selected grantee will administer a survey to determine outcomes achieved as a result of the activity. In addition, the applicant will send an additional survey six (6) months after the program ends to determine how, if at all, each participant is utilizing knowledge and skills gained from the program. PD M&E may help the selected grantee create the surveys; however, collecting, entering the data for, and reporting the survey results is the applicant's responsibility.

Program Component 2. Professional Development for Novice English Teachers (PDNET):

Proposals for Program Component 2 will be accepted for a maximum of $200,000 to implement intensive **one-week** professional development courses for a minimum of two hundred and forty (240) and a maximum of three hundred (300) novice and prospective English language teachers

from public sector schools and colleges, as well as private schools, which serve underprivileged students from across Pakistan

Program Goal: Strengthen English language learning by improving the capacity of Pakistani educators.

> **Objective 1**: Participants adapt their own curriculum to incorporate lessons, principles, and concepts learned during PDNET workshops, for the benefit of their students.
> **Objective 2:** Participants share what they learned in PDNET with English-language professional colleagues, thereby influencing pedagogy in their schools and home communities.
> **Objective 3**: PDNET participants become members of the alumni network and understand how to use it as a professional resource and how to leverage the network to connect with and/or collaborate with other ELT professionals.

Program Activities: Proposals should plan for American English Language Specialists to work with Pakistani co-trainers to develop and lead the PDNET workshops. The workshops should equip participants with the necessary skills to teach English language more effectively and efficiently, such as: classroom management, syllabus and material development, assessment and evaluation, error analysis, use of IT in language teaching, teaching basic language skills, and student-centered teaching methods and approaches.

In developing proposals, applicants should consider:

- The multiplier effect. What is the most effective way to reach the greatest number of teachers from diverse locations across Pakistan?
- Will the program be a one-off event at a single location, or will it be decentralized at locations around Pakistan?
- Will the training be face-to-face, online, or blended?
- How will the grantee track the program's progress towards the outlined objectives? What tools will the grantee use to measure the indicators required in the NOFO? What other indicators/outcomes will the grantee track?
- What follow-up activities will be included and how will they be monitored and evaluated (post-training activities, individual action plan, etc.)?

The successful grantee shall:
- Have strong links with the Pakistan education community (elementary, secondary, and tertiary levels).
- Have strong program management experience and the ability to convene and facilitate large scale projects with complicated logistics.

- Assist in the recruitment and selection of participants and provide logistical support (domestic transportation, accommodation, food) and an outline of plans and ideas that include evaluation of the project and a list of suggested follow-up activities.

Monitoring and Evaluation
1. Follow the instructions outlined in NOFO Part D, section 2. Completing the suggested, auto-populated workbook in Attachment 3 for "Professional Development for Novice English Teachers" will constitute a complete M&E submission for the purposes of the NOFO.
2. The Data Collection Methods listed below:
   a. Demographics: The selected grantee plans to collect demographic information on all participants, to include: gender, age range, home district, level of formal education, profession, etc.
   b. Pre-Test/Post-Test: The grantee will administer a pre-test to determine the participants' base-line knowledge of the subject. At the conclusion of the program, the grantee will administer a post-test to determine what the participants learned as a result of participating in the program. If needed, PD M&E may assist the selected grantee to create the pre-/post- tests; however, collecting, entering, and reporting the data to RELO Islamabad is the grantee's responsibility.

Follow up survey: At the end of the program activity, the selected grantee will administer a survey to determine outcomes achieved as a result of the activity. In addition, the applicant will send an additional survey six (6) months after the program ends to determine how, if at all, each participant is utilizing knowledge and skills gained from the program. PD M&E may help the selected grantee create the surveys; however, collecting, entering the data for, and reporting the survey results is the applicant's responsibility.

Program Component 3: Professional Development for Transgender Youth and for Afghan Teachers, Students, and Young Professionals Residing in Pakistan:

Program Component 3 proposals will be accepted for a minimum of $25,000 and a maximum of $75,000 to implement: (1) intensive professional development courses for Pakistani transgender youth from the ages of 13-25, and (2) and intensive professional development courses for Afghan teachers, students, and young professionals residing in Pakistan.

Program Goal: Strengthen English capacity and professional capability of Pakistani transgender youth and of Afghan teachers, students, and young professionals residing in Pakistan.

Objective 1: Participants improve their English language communication skills, confidence, and leadership abilities as measured by a comparison between the results of the pre-test and post-test.

Objective 2: Participants who work in academia share what they learned in these trainings with English-language professional colleagues, thereby influencing pedagogy in their schools and communities.

Objective 3: Participants become members of the alumni network, and understand how to use it as a professional resource and how to leverage the network to connect and collaborate with other professionals.

Program Activities: RELO Islamabad is seeking a partner who can develop and deliver courses for Pakistani transgender youth and for Afghan teachers, students, and young professionals residing in Pakistan. These courses should help participants increase their confidence, English communication skills, critical thinking, and leadership abilities. Separate courses can be designed for each audience, with the underlying shared goal of strengthening the English language capacity of participants for professional development.

In developing proposals, applicants should consider:

- The multiplier effect. What is the most effective way to reach the greatest number of Pakistani transgender youth and Afghan teachers, students, and young professionals from diverse locations across Pakistan?
- How many separate courses and program locations will be offered? Will the training be face-to-face, online, or blended?
- How will the grantee track the program's progress towards the outlined objectives? What tools will the grantee use to measure the indicators required in the NOFO? What other indicators/outcomes will the grantee track?
- What follow-up activities will be included and how will they be monitored and evaluated (post-training activities, individual action plans, etc.)?

The successful grantee shall:
- Have strong links with the Pakistan education community (elementary, secondary, tertiary levels, traditional and non-traditional schools).
- Have strong program management experience and the ability to convene and facilitate large scale projects with complicated logistics.
- Assist in the recruitment and selection of participants and provide logistical support (domestic transportation, accommodation, food) and an outline of plans and ideas that include evaluation of the project and a list of suggested follow-up activities.
- Have strong ties to the Pakistan NGO community to facilitate successful design and implementation of courses.

Monitoring and Evaluation
- Follow the instructions outlined in NOFO Part D, section 2. Completing the suggested, auto-populated workbook in Attachment 3 for "Professional Development for Transgender Youth and for Afghan Teachers, Students, and Young Professionals Residing in Pakistan," will constitute a complete M&E submission for the purposes of the NOFO.
- The Data Collection Methods listed below:

- o Demographics: The selected grantee plans to collect demographic information on all participants, to include: gender, age range, home district, level of formal education, profession, etc.
- o Pre-Test/Post-Test: The grantee will administer a pre-test to determine the participants' base-line knowledge of the subject. At the conclusion of the program, the grantee will then administer a post-test to determine what the participants learned as a result of participating in the program. If needed, PD M&E may assist the selected grantee to create the pre-/post-tests; however, collecting, entering, and reporting the data to RELO Islamabad is the grantee's responsibility.
- o Follow up survey: At the end of the program activity, the selected grantee will administer a survey to determine outcomes achieved as a result of the activity. In addition, the applicant will send an additional survey six (6) months after the program ends to determine how, if at all, each participant is utilizing knowledge and skills gained from the program. PD M&E may help the selected grantee create the surveys; however, collecting, entering the data for, and reporting the survey results is the applicant's responsibility.

The duration of all program components within this NOFO will be a minimum of twenty-four **(24) months to a maximum period of thirty-six (36) months**, starting on or before September 30, 2023.

B. FEDERAL AWARD INFORMATION

Length of performance period:	*Minimum twenty-four (24) and maximum thirty-six (36) months*
Number of awards anticipated:	1 award
Award amounts:	May range from a minimum of $300,000 to a maximum of $500,000
Total available funding:	*$500,000*
Type of Funding:	*FY23 Smith Mundt Public Diplomacy Funds*
Anticipated program start date:	*September 30, 2023*

The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement

Cooperative Agreement: Under the terms of the Cooperative Agreement, RELO Pakistan is substantially involved in the Pakistan English Language Professional Development for Teachers, Students, and Young Professionals program, above and beyond routine monitoring. RELO

Pakistan, with the extended team in country, provides overall program and policy design and direction with substantial involvement at all levels of the program.

RELO Pakistan activities and responsibilities for the Pakistan English Language Professional Development for Teachers and Students program include but are not limited to:

1) Determine which initiatives to pursue;

2) Help select the recipients who receive the training;

3) Approve proposals, official documentation, and reports for all programming under this cooperative agreement;

4) Direct all phases of planning and development, and approve design of the activities where feasible;

5) Approve all major personnel changes in the recipient organization that are directly involved with this cooperative agreement;

6) Provide certificates signed by a Public Diplomacy Section representative to all the participants at the end of the program.

Cooperative Agreement Recipient Responsibilities include but are not limited to:

1) Program recruitment:

   a. The recipient organization will recruit participants for each of the above-mentioned opportunities.

   b. Select (in close consultation with PD's Islamabad's Regional English Language Office) a diverse representative of participants from regions identified by RELO Pakistan to participate in each opportunity;

   c. Closely monitor programs and participants (which can include frequent phone calls to candidates and participants to help problem solve issues with regards to absences in the courses)

2) Fiscal Management:

   a. The recipient will draft and finalize official documentation as needed, before disbursing funds.

   b. The recipient will collect, review, and seek revisions to written and financial reports on a schedule agreed to by the U.S. Embassy and Consulates.

3) Seek Guidance and Clearance from RELO Pakistan: The recipient will request guidance and clearance on all aspects of the program, which includes but is not limited to:

a. Recruitment announcements: The recipient will seek approval of social media/print media announcements ahead of releasing them;

b. Data Management: The recipient will create and maintain a financial management system related to this cooperative agreement.

c. Participant information: The recipient will create and maintain files of participants for each of the programs for use in alumni outreach. RELO Pakistan will work with the recipient on the information to collect for each program.

4) Other:

a. Additional Programming: The recipient will support in-country, regional or U.S. programming for alumni, teachers, directors, administrators, and ministry officials as requested by RELO Pakistan. The recipient will support programming for other relevant audiences and age ranges as designated by RELO Pakistan.

b. Information Sharing Platform: The recipient will create and maintain at least one information sharing platform for best practices to be shared with students, teachers, administrators, and other relevant audiences.

Program Performance Period: Proposed programs should be completed in minimum of twenty-four (24) months to a maximum period of thirty-six (36) months.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

Support for Diversity, Equity, Inclusion, and Accessibility (DEIA): All programs should consider strategies for expanding the pool of individuals/organizations/beneficiaries to afford opportunities for as diverse and inclusive population as is feasible to bring diverse perspectives based on religion, sex, disability, race, ethnicity, sexual orientation, gender identity, gender expression, sex characteristics, national origin, and age to implementation of the program.

C. ELIGIBILITY INFORMATION

1. The following organizations are eligible to apply:

- *Not-for-profit organizations*
- *Civil society/non-governmental organizations*
- Public and private educational institutions

2. Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting

with other entities, the responsibilities of each entity must be clearly defined in the proposal.

3. Cost-sharing or matching is welcomed but not required for this funding opportunity.

4. Pre-award costs are not an allowable expense for this funding opportunity.

5. In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

6. This award does not allow:
   - Projects relating to partisan political activities;
   - Charitable or development activities;
   - Construction projects;
   - Projects that support specific religious activities;
   - Fund-raising campaigns;
   - Lobbying for specific legislation or programs;
   - Scientific research or surveys;
   - Commercial projects;
   - Projects intended primarily for the growth or institutional development of the organization;
   - Projects that duplicate existing projects; or
   - Illegal activities.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

   Application forms required below are available at www.grants.gov

2. Content and Form of Application Submission

   Please follow all instructions below carefully. <u>Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.</u>

   Applicants must ensure:

   - Proposal <u>clearly</u> addresses the goals, audiences, and objectives of this notice.
   - All documents are in English.
   - All budgets are in U.S. dollars.
   - All pages are numbered.

- All applicant authorized signatures are provided where indicated on the various, required forms.
- Special Characters in Submissions: Grants.gov does not accept all UTF-8 special characters in file attachment names. Applicants are able to enter all special characters from the UTF-8-character set when submitting applications and information to Grants.gov. However, if the grantor's system is not yet compatible with these special characters, the grantor system may produce garbled or missing text in the application. As a result, the application may be rejected.

The following documents and components are **required and must be included in the applicant's submission**:

Section 1. **Mandatory application forms**
- SF-424 *(Application for Federal Assistance – organizations)*
- SF-424A *(Budget Information for Non-Construction programs)*
- SF-424B *(Assurances for Non-Construction programs) (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov)*

All submissions must include the SF-424 Application for Federal Assistance and the SF-424A Budget Information—Non-Construction. These forms and the instructions for completing them are available at http://www.grants.gov/web/grants/forms.html under the heading "SF-424 Family." NOTE: The SF-424B is required only for those applicants who have not registered in SAM.gov. An authorized signature by the applicant must be provided on this form.

Section 2. **Technical Proposal (12 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Organizational Description and Capacity**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies as well as experience with and expertise in areas related to those described in the NOFO. You may use the attached Applicant Organization Information Survey form to provide this information.
- **Program Methods, Design, Activities, and Deliverables**: A description of how the program is expected to work to solve the stated problem and achieve the goal. Describe the program activities and how they will help achieve the objectives.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. Include the proportion of their time that will be used in support of this program.
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees, if applicable.

- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
- **Support of Equity and Underserved Communities:** A description of how the applicant plans on incorporating principles of Diversity, Equity, Inclusion and Accessibility (DEIA) and engaging underserved communities in their program's administration, design, and implementation. For more information, please reference Section F. Federal Award Administration Information.
- **Monitoring & Evaluation:** Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E PMP should show how applicants intend to measure and demonstrate progress towards the project's objectives and goals. Attachment 3 of this funding opportunity contains a template that may be used to fulfill this requirement. While the grantee is free to create their own template, completing Attachment 3 will ensure a thorough PMP.

  The key components to the PMP are as follows:

  a. **Monitoring and Evaluation Narrative:** In narrative form, applicants should describe how they intend to monitor and evaluate the activities of their award and collect data that tracks award performance. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program's staff structure), technology, and as well provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program's budget. Submission should demonstrate an ability to adjust project activities based on new information. If the proposal is from a prior grantee, the proposal discusses how the grantee has adapted, improved or otherwise modified their approach based on learning from previous experience. This narrative is limited to two pages.

  b. **Theory of Change Diagram:** Applicants will be expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes. Attachment 3 includes a suggested format for these requirements.

  c. **Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet's purpose is to explicitly illustrate how a project's activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PDS objective. For more information, please see Attachment 3.1: Instructions.

  The selected applicant's M&E PMP is subject to review and approval before any award will be issued under this NOFO. The selected applicant will be required to work with PDS Monitoring and Evaluation Specialist to ensure the applicant's M&E PMP achieves an expected level of expertise and meets PDS objectives.

Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.

Section 3. — Detailed Budget and Budget Narrative:

- Detailed Budget - Applicants must submit a detailed line-item budget. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so (Attachment 4). Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. See Annex Section H for a description of the types of costs that should be included in each category. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to 2CFR§200.68. **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
- Budget Justification Narrative – Applicants must submit a budget justification narrative to accompany the detailed line-item budget. The purpose of the budget justification narrative is to supplement the information provided in the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget justification narrative is a tool to help PDS staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the requested costs beyond the constraints of the budget template. Together, the detailed budget spreadsheet, the budget justification narrative, and the SF-424A should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's proposal.

    Additional Budget Notes:
    - Audit Requirements: Please note the audit requirements for Department of State awards in the Standard Terms and Conditions https://www.state.gov/m/a/ope/index.htm and 2CFR200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization's established indirect costs in the award's detailed budget.

    - Visa Fees: Include all visa application and related fees in your budget as applicable. Please note DS-2019s for post-funded programs must be submitted directly by the award recipient. If you anticipate your program will include the DS-2019 visa processing, your organization must be a registered Designated

Sponsoring Organization. For more information go to:
https://j1visa.state.gov/sponsors/become-a-sponsor/

Section 4. - Required Attachments:

a. **Key Personnel Resumes**: A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.

b. **Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.

c. **Negotiated Indirect Cost Rate Agreement (NICRA):** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included in the application submission.

d. **Proof of Registration:** Proof of Non-profit Status –Documentation to demonstrate the applicant's non-profit status (e.g., U.S.-based organizations should submit a copy of their 501(c)(3) Internal Revenue Service determination letter, and non-U.S. organizations should provide evidence of non-profit status issued by a government entity).

e. **Security Package:** The safety and security of all participants and activities under this project are the sole responsibility of the award recipient. Due to the security climate in Pakistan, we require all proposals to include a security package to accompany appropriate programmatic elements within their proposal. The security package must include but is not limited to: secure transportation; lodging, and emergency accountability and evacuation for any non-Pakistani n personnel living or working in Pakistan, as well as a copy of your organization's security operational procedures for high-risk environments. Reasonable costs for necessary security are allowable expenses and should be included in the proposed budget. If a security company is engaged and funded under the award, it must be registered by the Government of Pakistan to operate in Pakistan. We require award recipients to notify the Public Diplomacy Section in advance when U.S. citizens are traveling to Pakistan.

f. **Risk Analysis Management:** To qualify for final consideration, certain applicants must undertake the Risk Analysis Management (RAM) vetting process by providing Risk Analysis Information (RAI) about their "key individuals" (i.e., individuals with the

ability to control applicant organizations' funds), including "key individuals" from selected sub-recipients. **Please note: these individuals _could_ be different from the key personnel listed in the section 4 of required documents.** The purpose of vetting potential contractors and grantees is to reduce the risk that foreign assistance funding is provided to terrorists or their supporters. **Potential grantees will be notified separately if RAI is required.** Applicants submit key individuals' RAI by completing the Risk Analysis Information Form, DS-4184, through the secure web portal at https://ramportal.state.gov. The DS-4184 requests the following RAI for each key individual: Full Name; Aliases; Gender; Birth Place; Birthdate; Home/Work Addresses; Phone Numbers; Employer; Professional Title; Email Addresses; Skype ID (if included, email address is also required); Numbers from All Official IDs (e.g., passports, ID cards, etc.); Nationalities; and Social Security Number (if U.S. person). Questions about the DS-4184 form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

Other items <u>NOT</u> required/requested with the application submission, but which _may_ be requested if your application is approved to move forward in the review process include:

   a. Copies of an organization or program audit within the last two (2) years
   b. Copies of relevant human resources, financial, or procurement policies
   c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.
   d. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
   e. The Embassy/consulate reserves the right to request any additional programmatic and/or financial information regarding the proposal.

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registration: All organizations applying for grants (except individuals) must obtain a SAM.gov registration as well as a Unique Entity Identifier Number (UEI). Registration through www.SAM.gov is free of charge.

Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension."

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal

awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews it's registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at https://login.gov/.   As a reminder, organizations need to renew its sam.gov registration annually.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application could be deemed **ineligible.** All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

4. Submission Dates and Times

Application Submission Process:

Submission Method: Submitting all application materials through Grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application process are available at http://www.grants.gov. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 or go to https://www.grants.gov/support.html. Please note that PakistanGrants@state.gov is unable to assist with technical questions or problems applicants experience with Grants.gov.

Submission Deadline: All applications must be received by Wednesday, May 3, 2023 (23:59 Eastern Standard Time). For the purposes of determining if an award is submitted on time, PDS will utilize the timestamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

5. Funding Restrictions:

Pre-award costs are not an allowable expense for this funding opportunity.

6. Other Submission Requirements

Applicants must acquire all required registrations and rights in the United States and Pakistan. All intellectual property considerations and rights must be fully met in the United States and Pakistan.

Any sub-recipient organization must also meet all the U.S. and Pakistan requirements described above.

E. APPLICATION REVIEW INFORMATION

1. Criteria: Each application submitted under this announcement will be evaluated and rated based on the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Quality and Feasibility of the Program Idea – 20 points:** The program idea should be innovative and well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.

- **Organizational Capacity and Record on Previous Grants – 20 points:**
    o The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project.
    o The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
    o The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.
    o Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
    o Where partners are described, the applicant details each partner's respective role and provides résumé for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.

- **Project Planning/Ability to Achieve Objectives – 15 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
    o A media or amplification plan (if appropriate) that shows how the organization will use social or traditional media or otherwise increase the number of people

who gain exposure to the issue and knowledge of the activities beyond the core participants.

- **Budget – 10 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.

- **Monitoring and Evaluation - 15 points:** Points for M&E will be awarded by considering three subset criteria within the narrative: (1) Technical M&E; (2) Program Design; and (3) Learning. Specifically, scoring will be based on the following:

   o **Technical M&E:** A submission will be considered technically sound if there is a complete and thorough draft submission of a M&E Performance Monitoring Plan (PMP). This will include a list of proposed project activities, corresponding milestone, output, and outcome indicators, a description of data collection methods, and a timeline for collecting such information. Use of the suggested template (Attachments 3 & 3.1) will satisfy these requirements. Funded projects will have their plans finalized during the negotiation phase, and monitoring plans may be subject to periodic updates throughout the life of the project.

   o **Program Design:** A submission will be considered well designed if the proposal addresses a significant problem, identifies an appropriate target audience, and presents a clear theory of change on how the program will address that problem. Whether through a logical framework, theory of change diagram, or a set of if-then statements, the proposal should state in some form "*If* these activities are completed, *then* these outcomes will result". Further, if the project requires selecting participants, or beneficiaries, the proposal should articulate how the selection will be done in an equitable way.

   o **Learning:** A submission will satisfy the learning component by demonstrating an ability to adjust project activities based on new information. Does the design incorporate community or participant feedback to allow for adjustments? If the proposal is from a prior grantee, does the proposal discuss how the grantee has adapted, improved, or otherwise modified their approach based on learning from previous experience/past performance? If this is a new grantee or new project, has the proposal demonstrated that the applicant used desk research, prior experience, or other evidence to directly inform program design?

   Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the

total budget amount directly associated with monitoring and evaluation activities.

- **Sustainability – 10 points:** The project proposal clearly describes the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

- **Support of Equity and Underserved Communities – 10 points:** Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

2. **Review and Selection Process**

   a. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.

   b. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed above in Section D, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.

   c. Follow up notification. Applicants will generally be notified within 120 days after the NOFO deadline regarding the results of the review panel.

3. **Federal Awardee Performance & Integrity Information System (FAPIIS)**

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

   a. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

   b. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

c. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Administrative and National Policy Requirements

Terms and Conditions:

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Diversity, Equity, Inclusion, and Accessibility
The Bureau of South and Central Asian Affairs (SCA) prioritizes inclusive and integrated programs that address barriers to access for individuals and groups based on their religion, gender, disabilities, ethnicity, or sexual orientation and gender identity. In accordance with the Executive Order on Advancing Racial Equity and Underserved Communities, proposals should demonstrate how the program will advance principles of Diversity, Equity, Inclusion, and Accessibility (DEIA) related to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and/or disability.

Proposals should demonstrate how addressing racial equity and/or the status of underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in the program's administration, design, and implementation phases.

Diversity:
The term "diversity" means the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of a community.

Equity:
The term "equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as ethnic minorities, and indigenous persons, members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Inclusion:
The term "inclusion" means the recognition, appreciation, and use of the talents and skills of persons of all backgrounds.

Accessibility:
The term "accessibility" means the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them.

Underserved communities:
The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of "equity."

Reporting
Recipients are required to submit quarterly program progress and financial reports throughout the project period. The quarterly progress report should include an up-to-date copy of the PMP datasheet. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy/consulate on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

Foreign Assistance Data Review

As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about this funding opportunity or the grant application process, please contact: *PakistanGrants@state.gov*.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy/consulate.   It also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

Branding Requirements
As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Copyrights and Proprietary Information
If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

STEP Enrollment
U.S. citizens who travel to Pakistan are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: https://step.state.gov/step/. Enrollment enables citizens to receive security-related messages from the Embassy/consulate and makes it easier for us to locate you in an emergency. The Embassy/consulate also recommends that all travelers review the State Department's travel website at travel.state.gov for the Worldwide Caution, Travel Warnings, Travel Alerts, and Pakistan Specific Information.