

U.S. DEPARTMENT OF STATE U.S. EMBASSY RABAT

Notice of Funding Opportunity

Funding Opportunity Title: Coalition Training for Women Parliamentarians

Funding Opportunity Number: PAS-MOROCCO-FY22-06

Deadline for Applications: Sunday July 24, 2022

CFDA Number: 19.040

Total Amount Available: \$65,000

A. PROGRAM DESCRIPTION

The Public Affairs Office of the U.S Embassy in Morocco announces an open competition for a three-day coalition training for up to 40 Moroccan women parliamentarians to be held in Morocco over the calendar year 2023.

The training will bring together women parliamentarians from across the political spectrum to enhance coalition-building skills to advance a common legislative goal in the field of women's and girls' rights, personal freedoms, family law, or penal code reform. Besides focusing on capacity-building and networking, the event will also bring public attention to a legislative reform issue agreed upon by the participants in consultation with the U.S. Embassy and the implementing partner, and result with a viable strategy to achieve legislative wins.

The U.S. Embassy intends to issue awards in an amount not to exceed \$65,000, pending availability of funding. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.

This opportunity is open to qualified U.S. and international non-profit/non-governmental organizations (NGOs) registered in Morocco and Moroccan NGOs.

Priority Region: *Morocco*

Program Objectives:

The event seeks to bring together women parliamentarians from across the political spectrum to 1) form meaningful professional ties; 2) enhance skills necessary to form effective coalitions to advance a common legislative cause; 3) identify an area for collaboration and draw an effective strategy with a clear timeline and outcomes; 4) bring public attention to a legislative reform issue of common interest in one of the fields described below; 5) provide continued support and training, as needed; 6) track and publicize eventual outcomes.

The grantee will work with participants to identify a common reform issue in the field of women's and girls' rights, personal freedoms, family law, or the penal code, and will provide training and facilitate discussions on effective strategies and tactics to achieve legislative outcomes. Trainings may focus on communications, leadership skills, organizational and networking skills, strategic planning, media training, or any other area that would be beneficial to enhance effectiveness in coalition building towards a common reform goal. The grantee will facilitate the design of an effective strategy, and a clear timeline and outcomes.

Follow on trainings or activities to bring the group together for further meaningful interactions and provide support can also be proposed. The grantee will also design a monitoring and evaluation plan to measure the impact and eventual outcomes of the trainings.

Organizations are encouraged to submit proposals with a detailed budget for the above activities. These proposals should outline how the applicant will provide the following:

- **Logistical Support:** Guarantee transportation arrangements or reimbursement to cover travel to and from the event, hotel accommodation, conference space, meals, receptions, and supplies.
- **Content and Training.** Design training content, networking events, identify resources, trainers, speakers, and facilitators, and implement the trainings. Design any follow-on activities or support.
- **Monitoring and Evaluation:** Develop a monitoring and evaluation plan to measure the impact of these activities using before and after surveys as well as qualitative feedback.
- **Social Media and Media:** Develop a media and social media plan in conjunction with the U.S. Embassy press office. Provide a photographer and videographer to create visual content.

We will review each proposal based on these following components:

REVIEW AND EVALUATION CRITERIA:

1. **Professional capacity and record on previous grants:** The organization has expertise in its stated field and has demonstrated its ability to implement the program, including strong financial management and appropriate personnel. (10 points)
2. **Quality, feasibility, and clear American connection:** The program idea is well developed with details about how program activities will be carried out. The proposal includes a reasonable implementation timeline. The proposal includes an American cultural element or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policies and perspectives. (20 points)
3. **Goals and objectives:** Goals and objectives are clearly stated, and the program's approach is likely to provide maximum impact in achieving the proposed results. (20 points)
4. **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Mission priority areas or target audiences. (20 points)
5. **Budget:** The budget justification details reasonable and appropriate costs in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed goals and objectives. (10 points)

6. **Monitoring and evaluation plan:** Applicant demonstrates ability to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when they will be measured. (10 points)
7. **Sustainability:** Program activities will continue to have a positive impact after the end of the program. (10 points)

Review and Selection Process

The Public Affairs Section will evaluate all eligible applications. The evaluation process will consist of two stages. First, a technical review will be completed to ensure that proposals and organizations meet the criteria set forth above. Second, a Grant Review Committee comprised of personnel from the U.S. Mission Morocco will evaluate eligible proposals based on the criteria identified above.

B. FEDERAL AWARD INFORMATION

- Length of performance period: *12-18 months*
- Number of awards anticipated: *one award*
- Award amounts: up to \$65,000
- Total available funding: \$65,000
- Type of Funding: *FY22 Smith Mundt Public Diplomacy Funds*
- Anticipated program start date: a mutually agreed upon date during the *calendar year 2022*

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement. The Public Affairs Office will be actively involved in the award's implementation. The Public Affairs Office will provide input on the participants, program and speakers; and will consult with the awardee on venues and other logistical details.

Program Performance Period: Proposed program activities should be completed in 12 month or less.

C. ELIGIBILITY INFORMATION

The following organizations are eligible to apply:

1. Eligible Applicants

This opportunity is open to qualified U.S. non-profit/non-governmental organizations (NGOs) registered in Morocco and Moroccan NGOs or Association. **All grantees must have a non-profit status.**

Other Eligibility Requirements: Applicants should carefully review all elements of this NOFO and be sure to fulfill all “Eligibility Requirements” – including obtaining UEI and NCAGE numbers – before applying (See bottom of the Announcement for more details on the eligibility requirements and see under Additional resources for guidance on how to apply for UEI and NCAGE codes)

2. Cost Sharing or Matching

There is no minimum or maximum percentage required for this competition.

D. APPLICATION AND SUBMISSION INFORMATION

- Applications are due **by Sunday July 24, 2022**
- The proposal should be **\$65,000 or less**.
- Complete UEI, NCAGE and SAM registration.
- The project should not have an intended start date before January 15, 2023.
- All proposals must adhere to this Notice of Funding Opportunity (NOFO) including the “eligibility requirements.” Please review these requirements carefully.

Upload and complete these required forms:

- SF424 (Application for Federal Assistance)
- SF424A (Budget Information)
- SF424B (Assurances)
- Project Narrative Form (in English)
- Applicant Organizational Information Form
- Budget Proposal (in USD)

Submit all forms in electronic format to Rabatgrants@state.gov no later than **Sunday July 24, 2022**, at midnight.

All questions about the Coalition Training for Women Parliamentarians should be addressed to:

Rabatgrants@state.gov

Content of Application

Please ensure that:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. Dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

Eligibility Requirements:

Any applicant listed on the Excluded Parties List System (EPLS) 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.” Additionally, no entity

listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Entity Identifier (UEI) from SAM.gov
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a UEI number and an NCAGE number (these can be completed simultaneously)

UEI application: Organizations must have a Unique Entity Identifier from SAM.gov. If your organization has not yet been assigned a UEI number (if you have had U.S. government funding before and had a DUNS number, you should have been assigned a UEI number) you may obtain one by visiting: <https://sam.gov/content/home>.

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. SAM registration must be renewed annually.

If you encounter any error, please contact the SAM Federal Service Desk to report problem at <https://www.fsd.gov/clients>. There is a standard (not toll free) number that customers can use 334-206-7828.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

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 program 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.

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.

2. 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 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:
<https://www.statebuy.state.gov/fa/pages/home.aspx>

*Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award provisions document will specify how often these reports must be submitted. 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. 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. 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