

FUNDING OPPORTUNITY DESCRIPTION

U.S. DEPARTMENT OF STATE

U.S. MISSION IN MOROCCO PUBLIC DIPLOMACY GRANT PROGRAM Notice of Funding Opportunity for Fiscal Year 2023

Funding Opportunity Title: Women in STEM Mentorship Program
Funding Opportunity Number: PAS-MOROCCO-FY23-05
Deadline for Applications: April 24, 2023
Assistance Listing Number: 19.040
Email: Rabatgrants@state.gov

A. PROGRAM DESCRIPTION

The *U.S. Embassy Morocco* is pleased to announce an open grant competition to award a cooperative agreement to organize a Women in STEM Mentorship Program. The Embassy's Public Affairs Office invites proposals from established Moroccan associations, committed, and organized civil-society organizations to implement a Women in STEM mentorship program, an initiative designed to address the underrepresentation of women in the STEM fields. The program will foster a community of women in STEM and will provide a platform for young women to connect with each other, share their experiences and support one another. Please follow all instructions below.

Priority Region: *Morocco*

Program Objectives

The program's goals and objectives are to:

- 1. Increase the representation of women in STEM fields:** The program aims to increase the number of women pursuing careers in STEM by providing mentorship support and resources to young women interested in these fields.
- 2. Promote gender equality in STEM:** The program aims to address the barriers and biases that prevent women from participating in STEM fields and to create a more inclusive and equitable environment for women in STEM.
- 3. Enhance the employability of young women in STEM:** The program aims to provide young women in STEM with the skills and experiences needed to succeed in the workforce and to increase their chances of getting hired in STEM fields.
- 4. Promote STEM education and awareness:** The program aims to promote STEM education and awareness among young women and to encourage more girls to pursue studies in STEM fields.

The applicant must meet the specific criteria below:

- **Project design and preparation:** The Recipient will define, in consultation with the U.S. Embassy, the project scope, main outcomes and outputs including participants, projects, and participants' profiles. The recipient will also handle all project logistics including venues, training dates, facilitators, trainers, and volunteers.
- **Call for applications:** The Recipient will advertise the application to become a mentor and mentee using social media and direct engagement and outreach through their own youth networks. The Recipient will also develop and implement a competitive established recruitment process to select 200 female university students, create mentor-mentee teams, and make sure each team of mentor's recruits and works with 15 mentees to develop pertinent technology projects.
- **Design of training:** The Recipient will provide continuous training and support to the teams and complement the trainings with team building and leadership activities.
- **Program delivery:** The Recipient will organize a three-day training of trainers for a selected number of mentors. Four months later, the recipient will organize regional and national events where teams will benefit from additional training and will pitch their projects.
- **Program locations and logistical support:** The Recipient will select target (under-represented, under-served and at-risk) cities/regions/populations for recruitment and delivery of the training in coordination with the Public Affairs Section. The Recipient will be responsible for all logistics for the trainings including securing training facilities, hotel accommodation for staff and trainers, and arranging for the procurement of meals and supplies.
- **Monitoring and evaluation:** The Recipient will develop a monitoring and evaluation plan. This M&E plan will consist of pre-training and post-training surveys to measure the impact of the program on the beneficiaries in consultation with PAS. The recipient will be responsible for sending an update about the participants' projects six months after the national competition.
- **Sustainability:** The Recipient will develop a sustainability plan to maintain close contact with participants and provide mentorship to the beneficiaries and include them in future events.

Applicants are encouraged to submit proposals that use a mix of interactive activities and learning experiences to help participants develop their skills. All proposals should contain a proposed syllabus covering the title and content of sessions and how each relates to the overall program objectives. Proposals should also include a detailed explanation of how applicants will be recruited and a description of how program activities will bring about the intended results. All program activities should have a strong American focus. Curriculum modules should include U.S. models, examples, and precepts.

GUIDELINES:

B. FEDERAL AWARD INFORMATION

Length of performance period:	<i>10 to 12 months</i>
Number of awards anticipated:	<i>1 award</i>
Award amounts:	The award may range from a minimum of \$60,000 to a maximum of \$70,000
Type of Funding:	<i>FY23 Smith Mundt Public Diplomacy Funds</i>
Anticipated program start date:	<i>October 2023</i>

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. The Public Affairs Office will be actively involved in the award implementation. U.S. Embassy staff will:

- a. Provide standardized logos/branding guidelines for promotional materials
- b. Approve marketing materials and participating in promotional activities of the program and utilizing the U.S. Mission's social media platforms and media contacts.
- c. Approve the selection of the venue.
- d. Approve participant and trainer recruitment and selection plans.
- e. Assist in identifying and contacting alumni of U.S. government exchange program, representatives of U.S. companies, and U.S. Mission personnel as potential speakers or trainers.
- f. Review and approve proposed program speaker and trainer rosters and activity/workshop/site visit topics and formats.

Program Performance Period: Proposed programs should be completed in *twelve months* or less. 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.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Only Moroccan associations and committed and organized civil-society organizations with full SAM registration and experience executing youth STEM programs will be eligible to receive funding.
- ***U.S. organizations and NGOs are not eligible.***

2. Cost Sharing or Matching

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

3. Other Eligibility Requirements

To be eligible to receive an award, all organizations must have a unique entity identifier as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

- Applications are due by **April 24, 2023**.
- The proposal should be \$60,000-\$70,000.
- Acquisition of a UEI number and a SAM.gov registration is required.
- The project should not have an intended start date before October 2023.
- All proposals must adhere to the policy explained in the Women in STEM Mentorship Program Notice of Funding Opportunity (NOFO) including the “eligibility requirements.” Please review these requirements carefully.

Upload, complete, and return these required forms:

- SF424 (Application for Federal Assistance)
- SF424A (Budget Information)
- SF424B (Assurances)
- Project Narrative Form (in English)
- Applicant Organizational Information Form
- Detailed proposed program
- Budget Proposal (in USD) (please use \$1 = 10 MAD as exchange rate)
- CVs for Director and key project personnel
- Final registration papers for the organization (وصل نهائي)

Submit all forms in electronic format to Rabatgrants@state.gov no later than April 24, 2022, at midnight. All questions about this NOFO should be addressed to:

Rabatgrants@state.gov

D.1 Content of Application

Please ensure:

- 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.

D.2 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. Both are free of charge:

- Unique Entity Identifier (UEI) from SAM.gov
- www.SAM.gov registration

Step 1: Validate your organization.

UEI application: Organizations must have a Unique Entity Identifier from SAM.gov. If your organization has not yet been assigned a UEI number, you may obtain one by visiting: <https://sam.gov/content/home>. Follow instructions for validating your organization; see necessary documentation that must be submitted before your UEI number can be assigned. If you have had U.S. government funding before and had a DUNS number, you should have been assigned a UEI number. In this case just proceed with Step 2.

Step 2: Register in SAM.gov.

After receiving your UEI number, begin your registration in SAM.gov by logging onto: <https://www.sam.gov>. Your 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.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below.

Quality and Feasibility of the Proposed Program: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline, including for recruitment of participants and trainers. Goals and objectives are clearly stated, and program outline is likely to provide maximum impact in achieving the proposed results.

Organizational Capacity and Record on managing STEM program for Women and Girls:

The applicant should have a proven track record of managing a large network of women in STEM and possess an extensive network of the target audience. The applicant should have

experience in building and maintaining relationships with diverse groups of potential participants and be able to leverage these connections to achieve program goals. The applicant needs to have presence in major Moroccan universities and engineering schools. Strong outreach and communication strategies targeting women in STEM fields are highly desirable. Additionally, experience in organizing events and initiatives to advance women in STEM is important. The ability to work collaboratively and effectively with other organizations and stakeholders is also crucial. Overall, this organization should have a passion for advancing women in STEM and a strong commitment to achieving diversity, equity, and inclusion in these fields.

USG Alumni Involvement:

Applicant should also have an extensive network of USG exchange program alumni who can be involved as trainers and mentors. The organization should have a strong relationship with the alumni community and the ability to effectively engage and mobilize this group in support of the program. The ability to identify, cultivate, and maintain relationships with USG alumni who have expertise in STEM fields is essential.

U.S. Component: There is strong participation of trainers with a connection to the United States, application of U.S. models, or approaches typically applied in the United States.

Budget: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan: Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

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 and after the Kickoff meeting has taken place.

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 applying, 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.