

GENDER EQUITY PROGRAM (GEP)

Supported by USAID

Request for Proposals

Program Thematic Area:	Institutional Strengthening and Capacity Building of Critical Partners and Stakeholders, and GBV-Focused Media Campaigns
Grant Cycle:	Two
RFP Number:	GEP/ Grants/ 2011-002
Issued by	Aurat Foundation (GEP)
Issue Date	July 21, 2011
Last Date for Questions	July 24, 2011
Closing Date	July 31, 2011
Who can Apply	NGOs and training institutions having 10 years of working on women rights, gender and capacity building with women's organizations and have an outreach in all four provinces as well as Gilgit & Baltistan.

REQUEST FOR PROPOSALS

**SUBJECT: Request for Proposals/RFP Number: GEP/ Grants / 2011-002
Sub-Grant 52: Capacity Building of Women Organizations**

Under the USAID-supported Gender Equity Program (GEP), Aurat Foundation and The Asia Foundation will award a sub-grant to local Pakistani organization with the objective of affecting real behavioral change and contributing to a productive gender debate within Pakistan. The grant is envisioned to impact on a national level.

Aurat Foundation invites and welcome the submission of proposals against the terms of reference mentioned in Section Three (03) of this RFP by registered civil society not-for-profit organizations and training institutions

Questions regarding GEP and/or the scope of work delineated in this RFP may be submitted by e-mail to info.gep@af.org.pk by. Completed proposals should be submitted via post (hardcopy and CD) by close of business on July 31, 2011 to the postal address given below, and sent via e-mail to procurement.gep@af.org.pk by the same deadline.

This RFP does not constitute a commitment to make an award on the part of GEP or any agency implementing or financing the project. The project will not pay for any cost(s) for the preparation or submission of proposals. The Grants Management Committee (GMC) reserves the right to reject any or all proposals in the best interest of the project objectives.

Grants Management Committee (GMC)
Gender Equity Program (GEP)
Email: info.gep@af.org.pk
procurement.gep@af.org.pk
House 12, Street 12, F7/2, Islamabad 44000

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Section 1: Summary Information

In support of the Government of Pakistan's gender policies (National Plan of Action for Women, National Policy for Empowerment and Development of Women, and Gender Reform Action Plans) the Aurat Foundation (AF) and The Asia Foundation (TAF), with financial support from USAID, will implement a five year, Gender Equity Program (GEP). The program aims at advancing women's human rights and empowerment. Under GEP, a series of sub-grants will be awarded to local Pakistani organizations with the objective of affecting real behavioral change and contributing to a productive gender debate within Pakistan. The Program will work mainly through the award of approximately 400 sub-grants to local organizations over the course of five years, and will mobilize local experience, expertise, and knowledge in pursuit of its Objectives.

1.1 Vision and Goal

The **vision** of the Program is to generate widespread societal demand and commitment for a socially just, democratic, caring and gender-responsive society in Pakistan, where all citizens, women and men, are recognized as equal, with the right to lead their lives with self-respect and dignity. The **goal** of the Program will be to facilitate behavioral change: in particular to facilitate citizens' active participation in the process of social change and governance at all levels, enabling women to access information, resources and institutions, acquire control over their lives and improve attitudes and behavior towards women and their concerns.

1.2 Objectives/Priority Areas

- Objective 1: Enhancing gender equity by expanding women's access to justice and women's human rights.
- Objective 2: Increasing women's empowerment by expanding knowledge of their rights and opportunities to exercise their rights in the workplace, community, and home.
- Objective 3: Combating Gender Based Violence (GBV).
- Objective 4: Strengthening the capacity of Pakistani organizations that advocate for gender equity, women's empowerment and the elimination of GBV.

Section 2: Sub-Grant Information

2.1 Closing Date

The final date for submission of the completed proposal application package and all required documents is July 31, 2011. No extensions will be given.

2.2 Requests for Information

Requests for further information or clarifications may be referred in writing to info.gep@af.org.pk. These requests may not be sent after July 24, 2011. Please note that verbal and telephonic requests will **not** be entertained. All answers will be posted on the GEP webpage on July 26, 2011.

2.3 Award Information

1. Award Type :
Simplified Grant or Fixed Obligation Grant (Simplified Grant Format (ADS 303.3.24)).
2. Timing :
The review process for this-grant will take 2 - 4 weeks, following which successful applicants will be contacted.

Section 3: Scope of Work

3.1 Time Period

This sub-grant has a time period of 3 years. Capacity building is an important component of GEP, therefore it envisions to strengthening the skills of women organizations working at grassroots level on continual basis.

3.2 Location

This Sub-grant have been allocated on National level to be administered in all provinces; Khyber Pakhtunkhwa, Punjab, Baluchistan, Sindh and Gilgit Baltistan (GB).

Applicants are requested to mention sub-grant number clearly in their applications.

3.3 Detailed Scope of Work

1. *Capacity building of women organizations (1 sub-grant up to US \$ 375,000)*

Sub-grant 52: National

Women organizations working at grassroots level often lack capacity in organizational management attributes such as human resource management, organizational behavior, development of staff policies, organizational governance etc. (to name a few). To address this issue, one national sub-grant will be awarded to strengthen the capacity of such organizations by engaging them in a continuous cycle of capacity building. In the initial phase, this sub-grant aims to strengthen the capacity of selected women organizations in:

- Running a gender focused women organization.
- Development and implementation of gender-specific staff policies.
- Improving the overall organizational governance from gender lens.
- Incorporating gender in organizational planning.
- Development of gender friendly organizational behavior.
- Management and analysis of projects from a gender perspective.

Key strategies to be followed by the awardees for the implementation of this sub-grant may include:

- Identification of potential NGOs.
- Assessing the capacity building requirements of the target group related to organizational management from gender lens. Based on the findings of this exercise, capacity building programs would be developed.

- Undertake a desk review of the existing GEP documents related to capacity building and training for obtaining information regarding previously taken initiatives.
- Results of desk review and need assessment activity should form as bases for designing training curriculum that should start from the basic concepts such as mentioned in the first Paragraph above and conclude on more advanced level. The organizations which apply for this sub-grant are expected to come up with an *innovative learning approach, focusing on* the given target trainee group.
- Since it would be a **3 years grant, a retainer ship model would be adopted**. According to this model, selected organization would be asked to deliver its services as and when required rather than being engaged continuously for a period of 3 years.
- In span of 3 years, training workshops would be conducted on regional basis in four provinces as well as Gilgit- Baltistan; Workshops are to be designed keeping in view the cultural traditions, local environment and languages.
- Trainings to be based upon interactive learning methodology comprising of not only lectures and presentations but also individual and group activities/presentations, energizers, and other activity based learning approaches to maintain participants' level of interest and retention.
- Medium of instruction for delivery of trainings would be Urdu, with use of local language as and when necessary.
- Monitoring and evaluation systems to be developed for workshops should include tools for measuring the learning level of participants, quality of workshop, trainers, administrative and logistical arrangements etc.
- Periodic quantitative and qualitative assessment surveys to be conducted for assessing the level of increase in performance of the trained target groups. These surveys would be conducted several months after the trainings and should be designed to obtain maximum data/knowledge about the progress of the target group.
- Sustainability plan to carry this work forward beyond the length of project.
- Document case studies of the best practices over a period of 3 years sub-grant period.

Proposed sub-grant time period: 3 years

Minimum suggested outputs:

- Identification of local organization working on gender issues on continual basis as per requirement and develop a (data base) directory of identified organizations.
- Conducting organizational need assessment exercise of the target group to be trained and report the findings.
- Based on the results of need assessment activity, an outline of training curriculum to be prepared that describes the topics and activities which need to be covered over the duration of this training/capacity building project.
- A complete 3 years training plan to be developed which describes the total number of trainings that are to be conducted at different intervals over the entire duration of project. Plan should follow the approach that in every 2 quarters staff of at least 10 women organizations would be trained.

- A training module of 4 – 5 days duration to be developed, which over a period of time, could be revised by incorporating new topics and skills, based on lessons learned.
- In first two quarters, 10 interactive training workshops conducted on designed module at central locations in four provinces as well as Gilgit & Baltistan.
- Administrative and logistical arrangements of the workshops finalized for each phase.
- At least 200 participants trained with a ratio of 20 participants per workshop in initial phase.
- Consolidated report of all 10 workshops conducted in the initial phase. Consolidated reports to be developed for subsequent workshops conducted after every two quarters or so.
- Monitoring & Evaluation systems to be developed for assessment of participants, workshops and trainers.
- Assessment surveys conducted at various intervals during a period of 3 years. Report for each survey to be developed. Assessment plans to be shared with GEP prior to the start of survey.
- Case studies to be developed for depicting the best practices and lessons learned.
- Per year budget along with one 3 years consolidated budget.
- A plan to be developed to show the sustainability of the initiative beyond project's life span.

Who should apply?

Training institutions and NGOs that possess strong experience of capacity building/training as well as working on organizational development, women rights and gender related issues such as Gender Based Violence, gender equity & equality etc.

Priority would be given to organizations that have demonstrated experience of undertaking projects/initiatives focusing on building the capacity of local organization in areas related to organizational development, gender equity and women's rights, which also includes the development and delivery of national level capacity building programs for women centered grassroots organizations working within Pakistan by aiming to strengthen their skills related to the rational of this grant.

Section 4: Baseline and Reporting

A needs assessment exercise in the form of baseline to be conducted before the start of the project. Therefore, the proposal should incorporate a preliminary pre-training 'baseline' plan which includes design, selected indicators to be measured and geographical area to be covered. Applicants must allocate some percentage of their grant budget for this survey which will allow the project team (GEP) to evaluate the impact of their interventions, after completion of three years sub-grant period. An 'end-line will also be conducted to assess the changes in knowledge, perceptions and skills in the trainees as a result of the intervention carried out under the sub-grant. If the proposal is accepted the selected sub-grantee will be provided with a standardized format for the baseline (also to be used as the tool for the 'end-line) which would include both standardized indicators and proposal specific indicators.

The proposal must also include a detailed monitoring and reporting plan outlining output and outcome indicators (disaggregated by gender) which the proposal seeks to affect for all activities listed. The reporting plan must include a quarterly and yearly progress report and a project completion report at the project conclusion. If the project proposal is accepted the sub-grantee will be required to finalize the reporting indicators and timelines with the Monitoring and Evaluation section of GEP.

Section 5: Proposal Process

5.1 Who should apply

The following types of organizations should apply for the sub-grants in this solicitation:

- NGOs and training institutions

5.2 Eligibility Criteria

The organization:

1. Shall be registered in Pakistan.
2. Shall have a track record of undertaking same type of projects.
3. Have strong background of working on gender issues and women rights
4. Have national outreach.
5. Shall demonstrate financial accountability, preferably audited accounts.

5.3 How to apply

Prospective sub-grantees should submit a completed application package; the proposal form and budget template available in this document. A complete application should include:

1. GEP Proposal Application Form (Section 5.4)
2. Work Plan (Annex 2)
3. Proposal Budget (Annex 3)
4. Reporting plan including a proposal for a baseline study to define key indicators
5. CV's of 3 key staff members
6. Financial audit report for the past 3 fiscal years
7. Copy of Registration
8. Signed and stamped certifications (Available in Annexes)
 - a. Certification Regarding Terrorist Financing
 - b. Narcotics offenses and drug trafficking- key individual certification
 - c. Narcotics offenses and drug trafficking - participant certification
 - d. Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
 - e. Voluntary Population Planning activities
 - f. Initial Environmental Examination

Applications should be submitted both in **hardcopy and CD** formats to the address given below, as well as and in softcopy via email (procurement.gep@af.org.pk). Incomplete applications may be rejected. Applications sent after the last date may also be rejected.

Please address your applications to:
 Grants Management Committee
 Gender Equity Program (GEP)
 House 12, Street 12, F-7/2, Islamabad
 Email: procurement.gep@af.org.pk

5.4 Sub-Grant Application Format

Instructions:

1. Please copy sections A-C below and complete in a new Word document. Section D-E templates are available in the annexes.
2. Application forms (Sections A-C) may NOT exceed 10 pages in length. Please use Times New Roman, Font size 12.
3. In Sections D and E, please add rows as necessary depending on your proposed activities.

Section A: Introductory Information (Cover Sheet)

1. Name and Contact Information of Organization.
2. Sub-Grant Title/Number.
3. Estimated Start/End Dates of the Project.
4. Total Project Cost.

Section B: Organizational Profile.

1.	Full legal name and acronym:
2.	Legal status (type of registration e.g. government body, non-governmental organization, limited liability company, partnership, etc, registration number) & date of registration of organization:
3.	Type of organization (e.g. service delivery, advocacy, research, educational, other):
4.	Organization's outreach (local, provincial, national, and whether urban and/or rural):
5.	Number of offices and appropriate staff strength:
6.	Publications:
7.	Previous Donors (i.e. names of organizations or bodies from which the applicant has received any type of funding):

8.	<p>Previous similar donor-funded projects undertaken in the past 5 years:</p> <p><i>Project Name:</i> <i>Donor Name:</i> <i>Project Duration, i.e. start/end date:</i> <i>Project Rationale, activities conducted and outputs</i> <i>Contact Person/Designation:</i> <i>Email address:</i> <i>Contact Number:</i></p> <p><i>Note: Please provide above details for all previous relevant projects.</i></p>
9.	Members of organizations Board (if any):
10.	Other partners (organizations with which the applicant has collaborated over the last three years. Please indicate nature of links e.g. program implementation, information sharing, technical training etc):
11.	Official street address, telephone, fax and email:

Section C: About the Grant

1.	Grant title:
2.	Grant goals/objectives:
3.	Grant rationale (description of why the project has been proposed, and a short analysis of the problem it is tackling):
4.	Expected impact of the grant:
5.	Target group (number and description of direct and indirect beneficiaries, how they will benefit from the grant and be involved in the project cycle):
6.	Grant location and duration:
7.	Methodology (description of the approach, tools and techniques for implementing the activity):
8.	Key activities and description, including outputs/deliverables and indicators being used:
9.	Implementation plan and schedule (please attach):
10.	<p>Personnel (details of proposed roles and responsibilities of key staff):</p> <p><i>Name:</i></p>

	<i>Proposed designation/responsibilities: Previous relevant experience (gender expertise and experience in gender training areas):</i>
11.	Linkages (with existing or previous work done, indicating the impact of that activity and details of any other opportunities for developing local or national linkages):
12.	Grant partners (other organizations that will be involved in the grant and their role):
13.	Other donors (donors who are either currently funding work related to this grant application or who have been approached for funding for the same grant):
14.	Monitoring & Evaluation Plan and reporting schedule (please attach):
15.	Publicity (plans for highlighting the interventions planned for the grant):
16.	Sustainability (attach your plans, clearly indicating mechanisms for sustainability of grant outputs):
17.	Total grant funding requested in Pak Rupees (attach a breakdown of this amount, indicating which costs, if any, will be covered by the applicant and/or other identified sources):

Section D: Project Work Plan

A sample work plan is available in Annex 2. Work plan for each year should be prepared separately

Section E: Grant Budget

The detailed budget is available in Annex 3. Budget should be prepared for each year separately and total of all three to be mentioned in total project cost for 3 years

5.5 Evaluation Criteria

All proposals will go through a stringent review process. First will ensure that all applications are complete with respect to:

1. Application form with the relevant signatures/stamps.
2. Package that is to be sent before the final deadline. (i.e., July 31, 2011)
3. All supporting documents.

Proposals meeting the eligibility criteria will undergo reviews by the Grants Management Committee (GMC). Sub-grants will be made with a view to those projects deemed most likely to meet GEP objectives.

5.6 Award Criteria

All applications will be reviewed under the following standardized criteria:

1. Previous Experience of same types of projects/programs. (30 marks).
2. Technical Proposal (40 marks).
 - a. Identification and understanding of the specific needs the proposal is intended to address.
 - b. Feasibility of proposed initiative's consistency with the expected outputs, activities and resources.
 - c. Identification of key project outputs and deliverables.
 - d. How many people will benefit from this project? Where are they located? What is their gender ratio?
 - e. Establishment of a mechanism for monitoring project impact, and a comprehensive plan for collecting key baseline data for the activity.
 - f. Time schedule with realistic key milestones.
3. Financial Proposal (20 marks)
 - a. Budget consistency with the proposed activities and cost effectiveness.
4. CVs of core staff proposed on the project (10 marks).

5.7 Notification

All applicants will receive notifications regarding the status of their proposals. Letters of regret will be sent out for all proposals that GEP will not be able to assist for this grant. Notifications will include reasons for regret, encouragement to re-apply in future cycles, and/or referrals to GEP's capacity building workshops.

Finalized applicant will be notified in writing as well as by telephone. The notification will make clear that the sub-grant is pending on adequate results of the pre-award evaluation and final approval by USAID.

Section 6: Certifications

The following certifications must be signed, stamped and submitted along with your application.

1. Certification Regarding Terrorist Financing
2. Narcotics offenses and drug trafficking- key individual certification
3. Narcotics offenses and drug trafficking - participant certification
4. Certification regarding debarment, suspension, ineligibility and voluntary exclusion
lower tier covered transactions
5. Voluntary Population Planning activities
6. Environmental Impact Assessment

All certifications are available in Annex 1

ANNEX 1: Required Certifications

(1)

Certification Regarding Terrorist Financing Implementing E.O. 13224

USAID requires that recipients sign the certification below as a prerequisite to receiving a grant from a U.S. Government source.

CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING E.O. 13224

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

1. The Recipient has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.
2. Specifically, in order to comply with its obligations under paragraph 1, the Recipient will take the following steps:
 - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf> , or (ii) on any supplementary list of prohibited individuals or entities that may be provided by USAID to the Recipient. The Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm> .
 - b. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware or that is available to the public.
 - c. The Recipient will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-
 - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.
 - b. "Terrorist act" means-
 - i. an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

- ii. an act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub national groups or clandestine agents; or
 - iii. any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

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

APPLICANT:

Name:

Signature:

Title:

Date:

(2)

**KEY INDIVIDUAL CERTIFICATION
NARCOTICS OFFENSES AND DRUG TRAFFICKING**

I hereby certify that within the last ten years:

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

Signature:

Date:

Name:

Title/Position:

Organization:

Address:

Date of Birth:

NOTICE:

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

(3)

**PARTICIPANT CERTIFICATION
NARCOTICS OFFENSES AND DRUG TRAFFICKING**

1. I hereby certify that within the last ten years:
 - a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
 - b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
 - c. I am not or have not been a knowing assister, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.
2. I understand that USAID may terminate my sub-grant if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature:

Name:

Date:

Address:

Date of Birth:

NOTICE:

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

(4)

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

(a) Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, has the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. 1/ You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier covered Transaction," 2/ without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other

remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1/ See ADS Chapter 303, 22 CFR 208.

2/ For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the USAID grant standard provision for U.S. nongovernmental organizations entitled "Debarment, Suspension, and Related Matters" (see ADS Chapter 303), or in the USAID grant standard provision for non-U.S. nongovernmental organizations entitled "Debarment, Suspension, and Other Responsibility Matters" (see ADS Chapter 303).

(b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Application Title:

Date of Application/Proposal:

Name of Recipient:

Typed Name and Title:

Signature/Date

(5)

752,7101 VOLUNTARY POPULATION PLANNING ACTIVITIES. (JUNE 2008)

(a) Requirements for voluntary sterilization program

None of the funds made available under this contract shall be used to pay for the performance of involuntary sterilizations as a method of family planning or to coerce or provide and financial incentive to any individual to practice sterilization.

(b) Prohibition on abortion-related activities

1. No funds made available under this contract will be used to finance, support, or be attributed to the following activities:
 - a. Procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning
 - b. Special fees or incentives to any person to coerce or motivate them to have abortions
 - c. Payments to persons to perform abortions or to solicit persons to undergo abortions
 - d. Information, education, training, or communication programs that seek to promote abortions as a method of family planning; and
 - e. Lobbying for or against abortion. The term 'motivate' as it relates to family planning assistance, shall not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.
2. No funds made available under this contract will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortion or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

Name & Title

Signature

Date

C. Summary of recommended determinations

The activity contains. . .	<i>(equivalent regulation 216 terminology)</i>
<input type="checkbox"/> Very low risk sub-activities	<i>categorical exclusion(s)</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have no significant adverse impacts	<i>negative determination(s)</i>
<input checked="" type="checkbox"/> After environmental review, sub-activities determined to have no significant adverse impacts, given appropriate mitigation and monitoring	<i>negative determination(s) with conditions</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have significant adverse impacts	<i>positive determination(s)</i>

D. Certification:

I, the undersigned, certify that:

1. The information on this form is correct and complete
2. The following actions have been and will be taken to assure that the activity complies with environmental requirements for the **(Project name)** under the Code of Federal Regulations 22 CFR 216:
 - These design elements and best practices will be followed in implementing this activity, except with the approval of USAID.
 - Any specific mitigation or monitoring measures described in the attached information will be implemented in their entirety.
 - Compliance with these conditions will be regularly confirmed and documented by on-site inspections during the activity and at its completion.

Signature

Date

BELOW THIS LINE FOR USAID USE ONLY

Approval

USAID Project Officer	(print name)	(signature)
<input type="checkbox"/> Approved		
<input type="checkbox"/> Rejected		
USAID MEO or DMEO	(print name)	(signature)
<input type="checkbox"/> Approved		
<input type="checkbox"/> Rejected		

USAID comments: (if documentation is rejected, comments must be provided to applicant)

ANNEX 3: Sample Budget

Name of Organization:

Project Name:

Sub-grant No:

Line Items	Description	Unit Cost Rs.	Number of Units	Unit	Anticipated Installments		Total Rs.
					Quarter 1	Quarter 2 *	
1.0	Personnel Cost						
1.1	e.g. Program Coordinator <i>(Rs. 15,000 x 1 person x 6 months)</i>	15,000	1	Month	45,000	45,000	90,000
1.2	e.g. Lead Trainer <i>(Rs. 10,000 x 2 persons x 6 months)</i>	10,000	2	Month	60,000	60,000	120,000
1.3					-	-	-
				Subtotal	105,000	105,000	210,000
2.0	Program Activities Cost						
2.1	e.g. Activity 1 Base line Survey <i>(Rs. 45,000 x 1)</i>	45,000	1	Event	45,000	-	45,000
2.2	e.g. Activity 2 Design of training Module <i>(Rs. 50,000x 1)</i>	1,000	1	Module	30,000	30,000	60,000
2.3	e.g. Activity 3 Conduct of training <i>(Activity cost x Number of Activities)</i>	500,000	2	Training	500,000	500,000	1,000,000
2.4					-	-	-
				Subtotal	575,000	530,000	1,105,000
3.0	Administrative Cost						
3.1	e.g. Communication <i>(e.g. Courier charges, Telephone and Internet)</i>	1,000	1	Month	3,000	3,000	6,000
3.2	e.g. Stationery <i>(e.g. to be used in trainings)</i>	5000	1	Month	5,000	5,000	10,000
3.3					-	-	-
				Subtotal	4,500	4,500	9,000
GRAND TOTAL					684,500	639,500	1,311,000

* Increase columns as necessary to add quarters and rows to add program activities

Note: The above is a sample budget and only for guidance. The above figures are not actual for any budgeting purposes.

