United States Department of State
Notice Funding Opportunity for Organizations Qualified Under Request for Statements of Interest and Capacity – Opportunity Number SFOP0005753
Bureau of Conflict and Stabilization Operations (CSO)

FUNDING OPPORTUNITY OVERVIEW

Announcement Type: New Announcement
Funding Opportunity Title: Strengthening the Capacity for Political Dialogue in Cameroon
Awarding Agency/Bureau: Department of State/Bureau of Conflict and Stabilization Operations
Federal Assistance Listing #: 19.121
Number of Awards: One
Funding Amount: $450,000 (Not to exceed)
Funding Authority: FY 2015 Diplomatic and Consular Funds (DC&P)
Source of Funding: Overseas Contingency Operations FY 2015 No Year
Funding Activity Category: Foreign Assistance
Funding Type: Discretionary
Assistance Type: Cooperative Agreement
Eligibility Category: U.S.-based non-profit/non-governmental organizations (NGOs) or education institutions having a 501(c) (3) status with the IRS; commercial entities; for profit organizations; overseas non-governmental organizations; Foreign Public Entities and Public International Organizations (PIOs).
Type of Applicant: Organizations only.
Number of Applications: One (1) per applicant organization

[NOTE: Organizations may form consortia and submit a combined proposal. However, only one organization must be designated as the lead applicant. The lead applicant must meet the eligibility criteria listed above.]

Electronic Requirement: All applications must be submitted through SAMS Domestic. E-mailed or faxed proposal packages will not be considered.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Submission of Applications</td>
<td>For more information, see Proposal Submission Instructions (PSI)</td>
</tr>
<tr>
<td>NOFO Issuance Date</td>
<td>April 15, 2019</td>
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<tr>
<td>Deadline for Receipt of Questions</td>
<td>May 6, 2019 5:00 PM Eastern Standard Time                                                                avery</td>
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<tr>
<td>Submission Due Date</td>
<td>Complete proposal packages must be submitted through SAMS by May 30, 2019; 11:59pm Eastern Standard Time</td>
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<tr>
<td>Anticipated Award Date</td>
<td>Within approximately nine to twelve weeks of the closing of this announcement. The successful applicant will receive notification. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity.</td>
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<tr>
<td>Est. Program Start Date</td>
<td>July 30, 2019</td>
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<td>Est. Program End Date</td>
<td>July 30, 2020 up to January 30, 2021</td>
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<td>Program Duration</td>
<td>12 to 18 Months</td>
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<td></td>
<td>[Pending availability of additional funding and satisfactory performance of the recipient, the award may be extended.]</td>
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<tr>
<td>Cost-Sharing</td>
<td>Not Required</td>
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This funding opportunity is posted on SAMS Domestic and may be amended. Answers to questions from potential applicants will be posted as an attachment to this NOFO. Applicants should regularly check the websites for the most recent information pertaining to this NOFO. **Department of State bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. Incomplete application packages will not be considered.** E-mailed, faxed or mailed documents will NOT be considered.

Applicants must provide a Unique Entity Identifier, or Data Universal Numbering System (DUNS), when submitting application in response to this NOFO.

SAM.gov registration (www.sam.gov) is required. **Applicants that do not have a valid DUNS number and completed www.sam.gov registration will NOT be eligible for consideration.**
It is the responsibility of the applicant to ensure that the application package has been received in SAMS Domestic in its entirety. Incomplete applications will be considered ineligible. Individual e-mailed or faxed documents will not be considered.

The decision for the final eligibility and award determination rests with the Grants Officer.
EXECUTIVE SUMMARY

The mission of the U.S. Department of State’s Bureau of Conflict and Stabilization Operations (CSO) is to help U.S. diplomats anticipate, prevent, and respond to conflicts that undermine U.S. interests or national security. CSO accomplishes this with sophisticated analysis and data visualization, strategic and operational planning capability, civilian operational surge capability, targeted programming, and diplomatic efforts to identify, understand, and address critical conflicts.

CSO announces a limited competition for organizations interested in submitting applications for programs addressing the dynamics of the crisis in the Anglophone Northwest and Southwest Regions of Cameroon.

Pending availability of funds and satisfactory performance, including compliance with the award’s terms and conditions (bureau) may consider adding funds to the award. (Bureau) intends to support one (1) award as a result of this NOFO.

Department of State reserves the right to fund any or none of the proposals submitted and reserves the right to reduce, revise, or increase the budget in accordance with the needs of the project and the availability of funds.

The Federal award signed by the State Department Grants Officer is the only authorizing document.

This NOFO consists of the Overview and Executive Summary, plus the following sections:

TABLE OF CONTENTS

I. PROGRAM DESCRIPTION .............................................................. 5
   BACKGROUND ........................................................................... 5
   PROGRAM GOAL ....................................................................... 6
   PROGRAM OBJECTIVES & ACTIVITIES .................................. 6
   PROGRAM CONSIDERATIONS ................................................... 7

II. FEDERAL AWARD INFORMATION .............................................. 8

III. ELIGIBILITY INFORMATION ...................................................... 9

IV. APPLICATION AND SUBMISSION INFORMATION .................. 5
   PROPOSAL NARRATIVE ............................................................. 10
      ▪ Executive Summary: .......................................................... 10
      ▪ Approach and Methodology: .............................................. 10
CSO NOFO TEMPLATE
FOR USE IN DIRECT ANNOUNCEMENTS IN THE SOICs
(April 12, 2019)

- Implementation Plan ................................................................. 11
- Institutional Capabilities and Past Performance........................... 12
- Performance Monitoring and Evaluation Plan: ................................ 13

ADDITIONAL ATTACHMENTS AND BUDGET COMPONENTS .......... 13
- Additional Attachments: ............................................................... 13
- Budget Components: ................................................................... 14

V. APPLICATION EVALUATION AND SCORING .............................. 15
Quality of Program Idea.................................................................... 15
Program Planning / Ability to Achieve Objectives............................... 15
Cost Effectiveness ........................................................................... 16
Program Monitoring and Evaluation .................................................. 16
Multiplier Effect / Sustainability of Impact ........................................ 16

VI. FEDERAL AWARD ADMINISTRATION INFORMATION: ........... 16
Reporting Requirements..................................................................... 17
Mandatory Disclosures (2 CFR 200.113) .......................................... 17
Federal Awardee Performance and Integrity Information System (FAPIIS).... Error! Bookmark not defined.
Other Information............................................................................ Error! Bookmark not defined.

VII. AGENCY CONTACTS .................................................................. 18

I. FUNDING OPPORTUNITY DESCRIPTION

BACKGROUND
Cameroon consists of ten regions with two predominantly Anglophone regions, the Northwest and Southwest Regions. The so-called “Anglophone Crisis” stems from historical grievances linked to Cameroon’s dual culture, language, and administrative identities as a nation fused from UN mandates governed respectively by the French and the British. According to the Armed Conflict and Event Data Project, the conflict has led to over 1,000 fatalities since violence began in 2017; the UN estimates that more than 437,000 were displaced since the crisis started in late 2016. Core grievances of Anglophones include a belief that the government has steadily removed the regions’ autonomy, seeks to undermine the regions' unique Anglophone culture, shows prejudice against Anglophones, and violates the federal principles of a 1961 conference.

Today, four broad strands of political ideology exist within the two regions: (A) separatism, (B) federalism, (C) greater and more effective decentralization, or (D) status quo. The government is adamant that Cameroon’s unitary state is non-negotiable and
expressed frustration with a perceived absence of reliable Anglophone interlocutors. Although most Cameroonians say separatists represent only a small fraction of citizens in the Anglophone regions, separatists dominate the public discussion as armed groups operating in the region endorse separation. The government sent Anglophone then-Prime Minister Philemon Yang to meet with communities and created a National Commission for the Promotion of Bilingualism and Multiculturalism, which submitted a report to President Biya in June 2018, calling them both dialogue initiatives.

Cameroon is a valuable partner in the fight against Boko Haram and ISIS-West Africa, ensures maritime security in the Gulf of Guinea, and contributes troops to the Multidimensional Integrated UN Mission in the Central African Republic. Cameroon benefits from the U.S. President's Emergency Plan for AIDS Relief and the President's Malaria Initiative. Cameroon makes up forty percent of the Central African Economic and Monetary Community’s economy and enjoys an important regional strategic position with an important deep-sea port in central Africa. CSO supports the broader U.S. government efforts to play a positive role in promoting dialogue.

PROJECT GOAL

The goal of the project is to strengthen civil society’s capacity to organize, reconcile internal divides, and formulate clear grievances and objectives on behalf of affected populations in order to support dialogue and peace initiatives related to the conflict in the Northwest and Southwest Regions of Cameroon.

PROJECT OBJECTIVES & ACTIVITIES

The following objectives and activities are illustrative. The project objectives and activities may include, but are not limited to the following:

Objective 1: Identify key actors who could play positive roles in an eventual peaceful resolution of the crisis in the Northwest and Southwest Regions of Cameroon or act as spoilers working against such a resolution. As appropriate, build awareness of these findings and share potential opportunities for collaboration or cooperation with key international and domestic actors. This will inform objective two and help meet the program’s goals. Activities could include the following:

- Identify actors within the Northwest and Southwest Regions who exert significant – be it a positive or negative – influence over civilians, armed groups, and local or national government.
- Differentiate between actors who can play a positive role in encouraging intra-Anglophone dialogue and those best suited for potential dialogue with the government of Cameroon.
Identify actors within the local, regional, and national government who could be positive interlocutors for potential engagement with civil society on issues related to the problems in the Anglophone regions.

Identify actors within the local, regional, and national government whose interests appear to work against potential engagement with civil society on issues related to the problems in the Anglophone regions.

Collaborate with relevant governmental, civil society, and international organizations to share findings and exchange perspectives and strategies on how to best promote and support dialogue and peace initiatives.

Objective 2: Increased capacity of influential civil society organizations to foster intra-Anglophone and inter-Anglophone-government dialogue; increased communication skills; and, strengthened capacity to incorporate more domestic and diaspora factions into peaceful and constructive dialogue. Activities could include the following:

- Strengthen interest groups’ capacity to differentiate between positions and interests.
- Provide technical support to formulate and aggregate key interests from the diverse domestic and diaspora actors.
- Assist civil society to develop and clarify areas of mutual interest and develop a dialogue strategy.
- Assist civil society to incorporate women and girls into activities and ensure dialogues are accessible, inclusive, and reflect issues important to women; design and implement coalition-management strategies.
- Assist civil society to incorporate youth into activities and ensure dialogues are accessible, inclusive, and reflect issues important to youth; incorporate youth leaders into coalitions.
- Assist civil society in building relationships with global peace and conflict resolution NGOs; and more clearly communicate Anglophone interests to Francophone Cameroonian civil society to build popular support for dialogue.
- Provide assistance to enhance and further develop dialogue between Anglophones within Cameroon and those in the diaspora.

PROJECT CONSIDERATIONS

- **Target groups as appropriate** – Program should include in its group selection peaceful organizations already involved in efforts to coalesce diverse civil society
voices, with a focus on civil society organizations influential with Anglophone communities and Anglophone civil society. Programming should target civil society organizations that work with and organize Anglophone women. Women’s roles and influence in the ongoing Anglophone crisis are not fully understood nor are women in leadership roles central to prominent dialogue initiatives.

- Partnerships – Programming should target members of Cameroonian civil society and take into consideration those already engaged in initiatives. The implementer must ensure that it obtains a degree of buy-in and credibility with influential members of the government of Cameroon. Program success depends on the government seeing the implementer’s actions as strengthening, not weakening the government’s long-run interests in maintaining unity and stability.

- Gender Mainstreaming – Consistent with the Women, Peace, and Security Act of 2017, the United States is committed to the meaningful participation of women in conflict prevention, management, and resolution. This includes promoting the physical safety of women and girls, collecting and analyzing gender data for the purpose of developing and enhancing early warning systems for conflict and violence, and integrating the perspectives and interests of affected women into conflict-prevention activities and strategies.

- Geographic focus, if appropriate – The conflict affects primarily the Northwest and Southwest Regions of Cameroon, so program beneficiaries should be members of civil society active in those two regions. The economic capital of Douala is close to the Anglophone Southwest, hosts many civil society organizations, and enjoys good security, making it a good location for hosting programming. The political capital of Yaoundé may also serve as a good location for engagement, given the political sensitivities and security considerations. Given the influence of diaspora in these communities, digital engagement could be a useful tool.

- Participant Security – Programming should seek to protect target members from potential political repercussions at the hands of government or attacks from armed separatists. Priority should be on information and physical security issues for target members; this entails communicating the expectation of maintaining minimum standard of respect and professionalism on the part of participants.

- Other considerations – The U.S. government advises its citizens against traveling to the Northwest and Southwest Regions. Separatists conduct regular attacks on security forces and government representatives and both separatists and security forces face accusations of extorting civilians, killing or injuring civilians, and destroying private property. Due to political sensitivities, the recipient must take all steps to demonstrate impartiality including ensuring the beneficiaries and government officials do not interpret U.S. funding as support of one party to the conflict.
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(April 12, 2019)

II. FEDERAL AWARD INFORMATION
CSO expects to award one (1) cooperative agreement based on this NOFO and in an amount not to exceed the total ceiling amount of $450,000. Any award would be subject to the availability of funds. The period of performance is 12 to 18 months with an anticipated start date of April 25, 2019. CSO may extend the award up to 12 month(s) or 1 year(s) contingent on CSO priorities, good performance of the recipient, Department of State management approval, and funding availability.

It is Department of State policy that English is the official language and U.S. dollar is the controlling currency. Proposal and related supporting documents must be English and accompanying budget in U.S. dollars.

Eligible applications will be evaluated by an independent review panel consisting of subject matter experts from other DOS bureaus/ offices or other USG agencies.

Cooperative Agreement: This cooperative agreement will include substantial involvement by CSO. For example, CSO will work closely with successful applicants to partner on revisions to the theory-of-change (TOC), design, indicators, and data collection instruments, working to ensure an approach that benefits the wider conflict community. Additionally, CSO seeks to ensure that qualitative and quantitative information from the program is shared with CSO in ways that can feed into the broader analysis of conflict dynamics at subnational, national, and regional levels. As a result, CSO will work with the recipient to develop a documentation and reporting plan that meets those needs.

Due to political sensitivities in Cameroon, a worsening security situation, government restrictions on civil society, and the potential for a drastic change of government through upcoming legislative elections, any decisions to change the scope or purpose of activities in the statement of work or to bring in other organizations to assist with activities and to engage with media will be made in consultation with CSO, Embassy Yaoundé and with Host Nation authorities as appropriate. CSO also expects to assist with the development of in-country partners who would be interested and capable of continuing this effort beyond the duration of the cooperative agreement.

Issuance of the solicitation does not constitute an award commitment on the part of the U.S. government. CSO reserves the right to reduce, revise, or increase application budgets in accordance with the needs of the program evaluation requirements.

All applicants should be familiar with OMB Circular 2 CFR Part 200.

III. ELIGIBILITY INFORMATION
Applicant must have acute awareness of conflict-related sensitivities in Cameroon, through prior work in Cameroon or through thematic expertise. Applicants are encouraged to partner with relevant organizations with the ability to execute such programming throughout Cameroon.
IV. APPLICATION AND SUBMISSION INFORMATION

Please refer to the Proposal Submission Instructions (PSI) for more information and complete instructions on how to apply to this NOFO, including information on proposal’s content and formatting. Please use both the PSI and the NOFO to ensure that the proposal submission is in full compliance with the requirements. Proposal submissions that do not meet all of the requirements outlined in the NOFO and PSI will NOT be considered.

PROPOSAL NARRATIVE

The Proposal Narrative is a key part of the application. The Proposal Narrative (not to exceed ten pages, single-spaced, 12 point Times New Roman font in Microsoft Word, at least one-inch margins) should be organized into the following five components:

- **Executive Summary:**
  - A succinct one-page summary containing information that the applicant believes best represents its proposed program and includes: the name and contact information for the program’s main point of contact; the program’s goal and objectives; program’s approach and methodology; and program’s expected outcomes.

- **Approach and Methodology:**
  - **Conflict/Context Analysis:** Successful applications under this funding opportunity will describe an approach based on a context and conflict analysis that leads to a concrete program change hypothesis. In this section, please provide background on the conflict/context in which the proposed program will be operating.
  
  - **Gender Analysis of Conflict:** Proposals should also include a gender analysis of conflict to address how the programs and analysis will identify the relevance of gender norms and power relations in Cameroon. This includes institutional practices, cultural norms, gender roles, access to and control over assets and resources, and patterns of decision-making. The gender analysis should present how gender norms interact with other factors to drive or mitigate conflict, the differential impact of conflict on women and men, and an understanding of the roles of women and men in conflict and peacebuilding. Refer to the CSO Gender Analysis of Conflict template for sample questions.
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- Program Goal and Objectives: In this section, please fully explain the program’s goal and objectives. The overarching goal statement should be visionary in nature, and outline what the overall activities and objectives should be building towards. It is important that the program goal aligns with (CSO/Department/U.S. government) policy. The objectives of the program should describe where you expect to be by the end of your program. The objectives should be measurable, results-focused, and achievable in within the timeframe of the program.

- Activities: All activities should be clearly developed and sufficiently detailed to understand the resource and time requirements, and how they contribute to the objectives and goal. Please identify: target areas for activities; target participant groups or selection criteria for participants; how the program will engage relevant stakeholders; and local partners as appropriate, among other pertinent details. If partners are included, the narrative should clearly describe the division of labor between the direct applicant and partners.

- Theory of Change: Provide a theory of change for your program that elaborates explicit causal connections between the program’s activities, key intermediate outcomes, objectives, and the long-term goal. Generally, this should involve a chain of “if…then…because…” statements, or something similar. The program theory of change should apply and contextualize any relevant general theory about how this type of intervention works, and how to avoid negative outcomes. It should specify any key assumptions about the context, the program design, or companion interventions that are required for success. It should cogently establish that the activities can reasonably be expected to be sufficient in kind, amount and timing with the resources applied, in this context. In addition, briefly explain how the program theory of change interacts with the broader system of conflict interventions by the U.S. government and others. A useful resource for guidance on developing theories of change is USAID’s Theories and Indicators of Change (THINC).

- Integration of Target Groups: It is likely that will identify groups of individuals who will need special consideration as you develop your program. Please address how you will incorporate these target groups in your planned activities. These groups may include at-risk populations, such as women, ethnic and/or religious minorities, persons with disabilities, or youth.

- Implementation Plan
  - Resources, Key Steps and Timeline for Activities (including sequential logic): Describe the proposed activities and how they will achieve the objectives and goal of this program. In doing so, this section should demonstrate how the proposed activities build upon one another and are logically sequenced to achieve the desired outcomes, based on the proposed approach and methodology. The application must identify and address gaps in current responses to the conflict (as identified in the context and conflict analysis),
including any gender-related opportunities or constraints. The applicant must submit an illustrative first year activity plan, which sets out a realistic outline of tasks and deliverables, anticipated time frames, challenges, opportunities and due dates, and persons responsible for achieving each task. This narrative description will be complemented by a Gantt chart in the Additional Attachments.

- **Do No Harm:** List any significant risks of harm to implementers, participants, beneficiaries or their communities, or of exacerbating conflict or creating new conflicts, which may result from this program. Consider how resources or skills provided might be misused, create grievances among non-recipients, or cause key actors to react in harmful ways. Explain how these risks will be minimized.

- **Local Engagement and Sustainability:** This section must demonstrate a clear understanding of the role that local organizations and institutions are playing or can play in conflict mitigation and peacebuilding. The conflict analysis and the program design should reflect local perspectives, and explain how the program will engage with local partners throughout its lifecycle. Strong proposals will also describe strategies to sustain the activities beyond CSO funding and contribute to building the capacity of communities to address their own concerns in the future. One way this can be done is through subgrants to local organizations, although that is not a requirement; capacity-building and sustainment can be achieved indirectly as well. The proposal should describe how the applicant will work with local entities to build their organizational and technical capacities. Applicants may submit signed Letters of Intent from organizations that will participate in the program. Letters of Intent should address the willingness of partner organizations to participate in the effort, and the understanding all parties have as to their unique roles and responsibilities in terms of the proposed program. In cases where an applicant (i.e., non-local) was not able to partner with a local organization or institution, does not consider it feasible to do so, or does not consider it in the program’s best interest, the applicant must clearly explain the rationale.

### Institutional Capabilities and Past Performance

- **Organization:** Provide a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and programs undertaken.

- **Relevant Programmatic and Thematic Experience:** Applications should demonstrate the ability to develop and implement programs of the kind outlined in this proposal. Previous experience designing and implementing similar programs is highly desirable and should be detailed and documented in the application. Applicants should demonstrate how organizational resources, capabilities, and experience, and lessons learned from literature on this type of endeavor, will enable the applicant to achieve the grant’s stated objectives.
Regional/Country Experience: Applicants should specify relevant experience in the country(ies) identified in the proposal, or in similar situations in other countries. Applicants should be able to legally operate in the country where they propose to work. Identify in-country partners; the successful applicant will already have in place at least one partnership with regional institutions and/or organizations. Specify the expertise that each partner brings.

Key Program Staff: Applications should highlight key staff, their positions, percentage of time devoted to this program, and management structure for the program. The resumes of key staff should highlight relevant educational and field experience and be included as an appendix (see additional attachments below). The person(s) principally responsible for M&E design and technical oversight should be included. The resumes should be no more than two pages and should all follow a consistent format. The applicant should also clarify roles for local partners and staff.

Performance Monitoring and Evaluation Plan:
- CSO considers monitoring to be essential for responsible program management. Successful applicants will submit a draft monitoring plan within 15 days of award notification. After CSO review, a final monitoring plan must be submitted within 30 days of the award notification.
- For the purposes of the application, please submit a notional logic model/PMP (use template provided). This must include notional indicators at each of the following levels: objective, intermediate outcome, and output. Also, describe how any risks of harm listed above will be monitored. In addition, use this section to describe the applicant’s approach to monitoring and evaluation and why this approach is appropriate for this program and context. This may include the type of data you may collect (qualitative and/or quantitative). Also, describe the timing of data collection and analysis and how this information will inform midstream program management decision-making.
- Please describe the resources needed to implement your M&E plan and address these in your budget. In most cases, CSO will fund program evaluations separately. If you want to propose including specific monitoring and evaluation activities in the program budget (outside of monitoring, which is required), please specify whether you are requesting funds for a baseline, mid-term and/or final evaluation. Additionally, please elaborate on the type of evaluation (quasi-experimental, developmental, outcome harvesting, process tracing, etc.).

ADDITIONAL ATTACHMENTS AND BUDGET COMPONENTS

Additional attachments listed below, budget components, and the SF-424s are not part of the proposal narrative and do not count as part of the 10-page limit for the proposal narrative.
Additional Attachments:

- **Logic Model/PMP**: The logic model/PMP should include theories of change; goal and objectives; activities; output and outcome indicators; data collection tools; key definitions and risks and assumptions.

- **Timeline**: The timeline of the overall proposal should include activities, evaluation efforts, and program closeout (not to exceed one [1] page). Please use the GANTT chart template provided.

- **Key Personnel**: Please include CVs of key personnel that highlight relevant professional experience (not to exceed two [2] pages each).

- **Past Performance References (minimum of 3)**: When past performance information is present, applicants shall furnish award numbers and other details with contact information for no more than three similar programs funded over the past three years by the State Department, or any other government entity or third party source. The details shall include the following: name of the organization or agency which funded the program(s), award number, point of contact’s name, mailing address, email address and phone number, and the overall dollar value of the program. The applicant must include information on any problems encountered, and the applicant’s corrective action(s). Applicants must not provide general information on their performance. Applicants may describe any quality awards or certificates that indicate exceptional capacity to conduct the program described in this NOFO. Please use the PPR template provided.

- **Data Collection and Reporting Plan**: Describe how you will collect and share both qualitative and quantitative information from various sources, through your research, activities, and or monitoring efforts.

Budget Components:

- **Budget Appropriateness**: Budgeted items are necessary and sufficient to the achievement of the goal, objectives, activities and program monitoring as presented in the proposal. This should consist of both an Excel budget breakdown and a budget narrative attached as an annex. The budget narrative must include clear, substantive explanations for each line-item and how the amounts were derived, as well as the source and description of all cost-share offered. Refer to the Excel Budget Template for guidance on compiling a budget and associated budget narrative.

- **Cost-effectiveness**: The Department of State must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed program activities. This will consist of a review of the Budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant’s understanding of the allowable cost principles established by Office of Management and Budget (OMB) in 2 CFR 200 (OMB Circular A-122), and if the costs are consistent with the program narrative. Programs
should seek to produce innovative and cost-effective outcomes that reach more beneficiaries. As per Section C2 of 2 CFR 200, cost-share is not required, but funding contributed by the applicant and other partners shows a commitment to the success of the program. Applicants may incorporate cost-share through leveraging existing programs, partnering, and/or providing in-kind goods and services.

Include a PDF file copy of your organization’s most recent program (A-133 /2 CFR 200) audit, if applicable. If not, please include a copy of your most recent independent audit, if available.

V. APPLICATION EVALUATION AND SCORING

Department of State/Bureau will issue an award to the applicant whose proposal represents the best value to the U.S. Government on the basis of technical merit, efficient use of U.S. Government funds, and satisfactory organizational capacity.

The Department of State reserves the right to make an award on the basis of initial application received with or without discussion or negotiations. Therefore, applications should contain the applicants’ best terms from both cost and technical standpoints.

It is Department of State policy that English is the official language and U.S. dollar is the controlling currency. Proposal and related supporting documents must be English and accompanying budget in U.S. dollars.

Eligible applications will be evaluated by an independent review panel consisting of subject matter experts from other DOS bureaus/or offices or other USG agencies.

Bureau will conduct a merit review of all eligible applications as outlined in this NOFO. Applications will be reviewed by an independent review panel consisting of qualified subject matter experts from other DOS bureaus and offices, U.S. Embassies, or other USG agencies. Final approval resides with the DOS Grants Office.

The independent review panel will evaluate each application individually against the following criteria; listed below

Quality of Program Idea

Total Possible = 25 points

- Responsive to the solicitation and appropriate in the country context (10 points)
- Clearly states theory of change (5)
- Establishes direct connection between proposed activities and the desired results (5)
- Exhibits originality, prioritizes innovation, but is feasible (5)
Program Planning / Ability to Achieve Objectives

Total Possible = 30 points

- Includes a clear articulation of how the proposed program activities contribute to the overall program objectives (5)
- Activities are developed and detailed. Objectives are clear, specific, attainable, measurable results-focused and placed in a reasonable time frame (4)
- Addresses need for flexibility and ability to adapt (4)
- Provides a comprehensive quarterly work plan for program activities (3)
- Describes the division of labor among the direct applicant, any partners, and any potential sub-grantees; addresses how the program will engage or obtain support from relevant stakeholders; and identifies local partners where appropriate (3)
- Includes contingency plans for potential difficulties in executing the original work plan (3)
- Demonstrates an institutional record of successful programs in the target country or content area (7)

Cost Effectiveness

Total Possible = 15 points

- Explains and justifies overhead and administration costs of the proposal, including salaries and honoraria. (5)
- All budget items are reasonable, necessary, and linked to program objectives and demonstrate efficient use of U.S. Government funds (10)

**Note:** Cost share is not required. Applicants may offer cost share, but cost share will not be considered or factored in when proposals are reviewed.

Program Monitoring and Evaluation

Total Possible = 20 points

The Monitoring and Evaluation (M&E) Plan includes:

- Explains how monitoring and evaluation will be carried out and who will be responsible for monitoring and evaluation activities (5)
- Robust M&E framework includes output- and outcome-based performance indicators for each program objective with baselines and (yearly and cumulative) targets; data collection tools; data sources; types of data disaggregation, if applicable; and frequency of monitoring and evaluation (15)

Multiplier Effect / Sustainability of Impact

Total Possible = 10 points

- Clearly delineates how elements of the program will have a multiplier effect (5)
- Clearly delineates how impact will be sustainable beyond the life of the grant (5)
VI. FEDERAL AWARD ADMINISTRATION INFORMATION:

Issuance of this NOFO does not constitute a commitment on the part of the Department of State to issue an award nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. Furthermore, award cannot be issued until funds have been fully appropriated, allocated, and committed through internal DOS procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements. All preparation and submission costs are at the applicant’s expense.

Pursuant to 2 CFR 200.400 g, it is U.S. Department of State policy not to award profit under assistance instruments.

2 CFR §200.501 requires domestic/US non-federal entities that expend $750,000, or more, in federal assistance during organization’s fiscal year to have a single or program-specific audit conducted for that year. In addition, the entity must report the collected audit data elements on the form SF-SAC and submit it to the FAC. Any findings such as material weaknesses, significant deficiencies, or material noncompliance are reported on the SF-SAC.

The Federal award signed by the Grants Officer is the only authorizing document.

Reporting Requirements

Recipient will be required to submit Quarterly Progress and Quarterly Financial Reports (SF-425), unless special conditions apply, describing key activities undertaken during the reporting period towards accomplishment of the stated objectives. Financial Reports provide a means of monitoring expenditures. In difficult environments CSO may require additional reporting and briefings in order to monitor program developments. Applicants should account for this in their M&E staffing plans.

NOTE: It is Department’s of State policy that English is the official language of all award documents. If reports or any other supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version. U.S. dollar is the controlling currency. Financial reports must be submitted in U.S. dollars

Mandatory Disclosures (2 CFR 200.113)

Non-federal entity, recipient or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of
federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a Federal award including the term and condition outlined in Appendix XII of the 2 CFR 200—Award Terms and Conditions for Recipient Integrity and Performance Matters -- are required to report certain civil, criminal, or administrative proceedings to www.sam.gov.

Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for Noncompliance, including suspension or debarment.

Federal Awardee Performance and Integrity Information System (FAPIIS)
A federal awarding agency, prior to making a federal award, will review and consider any information about the applicant that is in the designated integrity and performance system accessible through www.sam.gov (currently FAPIIS) (see 41 U.S.C. 2313). Applicant, at its option, may review information in the designated integrity and performance systems accessible through www.sam.gov 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 www.sam.gov. Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance.

Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation. Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

Proposals that reflect any type of support for any member, affiliate, or representative of a designated to terrorist organization or narcotics trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.

VII. AGENCY CONTACTS
Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the deadline for questions specified in the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as a Questions and Answers attachment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

Any questions concerning this NOFO must be submitted in writing by email to:

U.S. Department of State
CSO NOFO TEMPLATE
FOR USE IN DIRECT ANNOUNCEMENTS IN THE SOICs
(April 12, 2019)

Bureau of Conflict and Stabilization Operations (CSO)
c/o Mark Titus Hoover
Hoovermt@state.gov
571-438-1624