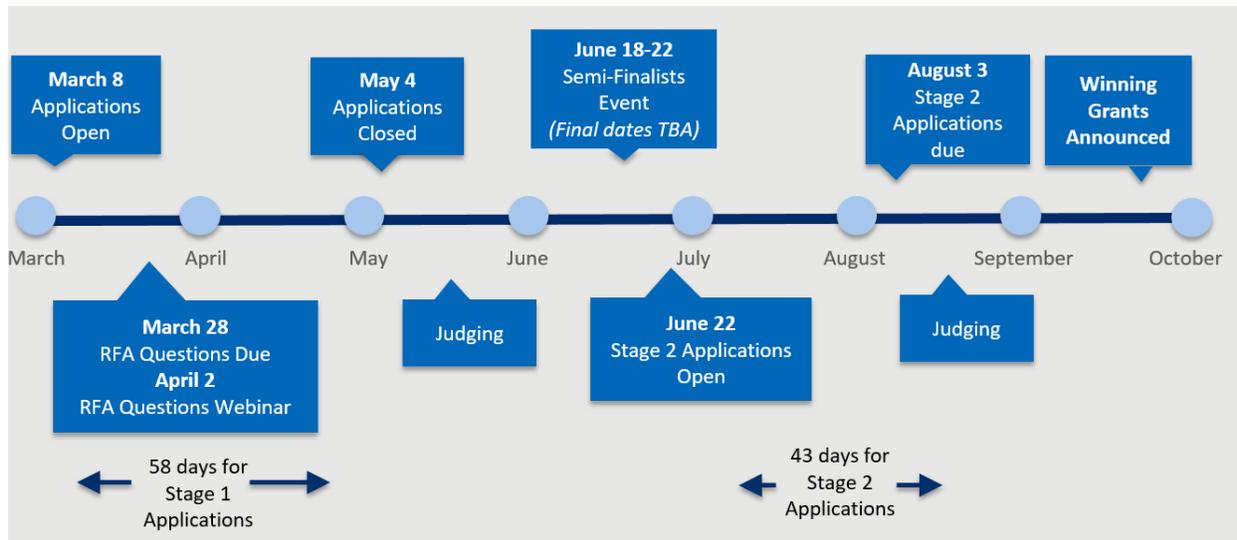


# WomenConnect Challenge Request for Applications (RFA)

<i>RFA Number</i>	2018-01 Issued Under <u>Digital Frontiers</u> USAID Agreement No. <u>AID-OAA-A-17-00033</u>
<i>Title &amp; Application Website</i>	WomenConnect Challenge <a href="http://www.womenconnectchallenge.org">http://www.womenconnectchallenge.org</a>
<b>Important Dates &amp; Deadlines</b>	
<i>Issue Date of RFA</i>	March 8, 2018
Have questions on this RFA? <i>Deadline for submission of RFA Questions</i>	March 28, 2018 at 12:00 pm Eastern Time (ET)
We'll answer your RFA questions. <i>RFA Questions Webinar</i>	April 2, 2018 at 10:00 am ET
<i>Deadline for submission of RFA Stage One: Concept Note</i>	May 4, 2018 at 12:00 pm ET
<i>Anticipated date of 2-3-day Semi-Finalist Event</i>	Open to selected semi-finalists On/around June 18 – 22, 2018
<i>Anticipated date of RFA Stage Two: Full Application opening</i>	Open to selected semi-finalists June 22, 2018
<i>Anticipated Deadline for submission of RFA Stage Two: Full Application</i>	August 3, 2018 at 12:00 pm ET

# WomenConnect Challenge Phase One

## Request for Applications (RFA) Timeline and Cover Letter



Dear Prospective Applicants:

Digital Frontiers with the United States Agency for International Development (USAID) invite eligible Applicants to respond to WomenConnect Challenge Phase One.

Digital Frontiers is a USAID project implemented by DAI to identify the most successful digital solutions and scale up their impact globally, fostering a more inclusive and robust global digital ecosystem. This Request for Applications (RFA) seeks solutions to improve women's participation in everyday life by meaningfully changing the ways women and girls access and use technology. This RFA describes the purpose of the program and the types of activities that it will fund; it indicates the process for preparing and submitting proposals; and outlines criteria that will be used to evaluate the proposals.

During Phase One of the WomenConnect Challenge, Digital Frontiers anticipates disbursing approximately ten grants in award funding globally. Each award amount will be decided according to the proposal budget submitted by the Prospective Applicant. The period of performance for each individual award is up to 18 months. The specific period of performance for each award will be determined at the time of the award. Awards made through this RFA will be in the form of Fixed Amount Award grants.

**DUE DATE for RFA Stage One Applications: Completed RFA Stage One Applications, including Concept Notes, are due May 4 at 12:00 PM ET via the Online Application:**

<http://www.womenconnectchallenge.org>. Applicants should retain a copy of their proposals and accompanying documents for their records.

**For other important dates, please refer to the Important Dates & Deadlines table and Request for Applications (RFA) Timeline above, or the website (online application platform).**

Issuance of this RFA does not constitute an award commitment on the part of Digital Frontiers, nor does it commit Digital Frontiers, DAI, USAID, or any of its funding Partners to pay for costs incurred in the

preparation and submission of proposals. Further, Digital Frontiers reserves the right to reject any or all proposals received. Applications are submitted at the risk of the Applicant. All preparation and submission costs are at the Applicant's expense.

Thank you for your interest in the WomenConnect Challenge.

Sincerely,

Digital Frontiers Team

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## Acronyms and Glossary

### Acronyms

**CAGE/NGAGE** - Commercial and Government Entity/NATO Commercial and Government Entity

**CDD** - Center for Digital Development

**DUNS** - Data Universal Numbering System

**ET** - Eastern Time

**FAA** - Fixed Amount Award

**MEL** - Monitoring, Evaluation, and Learning

**OFAC** - Office of Foreign Assets Control

**RFA** - Request for Applications

**SAM** - System for Award Management

**SME** - Small and Medium Enterprises

**STIP** - Science, Technology, Innovation, and Partnership

**USAID** - United States Agency for International Development

### Glossary

**Digital Frontiers:** The Digital Frontiers project works with USAID to foster powerful networks across the digital ecosystem. Digital Frontiers, managed by DAI, works closely with the U.S. Global Development Lab, the Center for Digital Development (CDD), USAID missions, the private sector, and international and local development organizations to identify successful and sustainable digital approaches and scale their impact globally.

**Fixed Amount Award Grants:** The Fixed Amount Award (FAA) format allows the award of a grant for very specific program elements, without requiring project monitoring of the actual costs subsequently incurred. It is intended to support specific activities, where costs are certain and where the accomplishment of grant "milestones" is readily discernible. Payments are fixed amounts and are made based on the grantee's successful submission or completion of the tasks delineated for that milestone. When used appropriately, a FAA provides several advantages to both the project and the grantee. It focuses on outputs and results, limits risk for both parties, and requires only limited financial and managerial capacity.

**Comprehensive Solutions:** The WomenConnect Challenge will fund comprehensive solutions that improve women's participation in everyday life. We seek to identify and accelerate solutions that empower women and girls to access and use digital technology to drive positive health, education, and livelihoods outcomes for themselves and their families.

**U.S. Global Development Lab:** In April 2014, USAID launched the U.S. Global Development Lab, a new entity that brings together a diverse set of partners to discover, test, and scale breakthrough solutions that will help achieve the Agency's goal of ending extreme poverty by 2030. The **U.S. Global Development Lab** marks a bold new approach to development in accordance with: (i) the President's Strategy for American Innovation that calls for government agencies to increase their ability to promote and harness innovation; and (ii) USAID's Forward reform agenda that brings renewed attention to

science and technology's role in solving international development problems. **The Lab** aims to harness the power of science, technology, innovation and partnership (STIP) to source and scale solutions that accelerate achievement of foreign policy and development goals through a twofold approach: (1) produce breakthrough development innovations; and (2) accelerate the transformation of the U.S. development enterprise.

## Section A – Program Description

### The Problem

Gender equality and female empowerment are fundamental to the realization of human rights and key to effective and sustainable development. As USAID Administrator Mark Green noted at the 2017 Global Entrepreneurship Summit, “Our very future depends upon ensuring that women have the tools and the opportunities that they need that give them and us a real chance to thrive.”

We have seen how providing a woman with opportunities to better her health, education, and well-being have effects far beyond a single individual. A woman multiplies the impact of an investment made in her future by extending benefits to the world around her, creating a better life for her family and building a stronger community.

Yet, just as digital technology has become an increasingly important tool for education, financial inclusion, entrepreneurship, civic participation, and a lifeline for critical health services and information, women are being left behind.

Today, 1.7 billion women in low- and middle-income countries still do not own mobile phones, and the gap between the number of men and women using the internet has grown steadily over the past three years. It is vital that women are actively included in these development gains.

### USAID's Response

USAID is launching a global call for solutions designed to close the digital gender divide. The WomenConnect Challenge (WomenConnect) will identify and accelerate comprehensive solutions that empower women and girls to access and use digital technology to drive positive health, education, and livelihood outcomes for themselves and their families.

Harnessing the power of technology offers USAID new opportunities to utilize partnerships and investments that save lives, reduce poverty, strengthen democratic governance and help people emerge from humanitarian crises and progress beyond assistance.

### WomenConnect Challenge Model

USAID's Challenges are designed to spark a global conversation around a defined problem and build an evidence base of possible solutions. USAID then supports the development of these pilot approaches through technical assistance and monetary support and scales proven solutions for maximum reach and result.

1. **Phase One:** Identifying and Testing Solutions: March 2018 launch. Approximately 10 grants will be distributed among the winning solutions.
2. **Phase Two:** Transitioning Proven Solutions to Scale: January 2019 launch. Additional Awards to be made in Phase Two.

**This RFA is soliciting applications for Phase One.**

### The Solutions We Seek

USAID will identify and support solutions that empower women and girls via access to and the use of digital technology in order to drive positive health, education, and livelihood outcomes for themselves and their families in USAID presence countries<sup>1</sup>.

#### The main themes:

1. Women's access to technology is not an end, but a means to help address development objectives.
2. There is a need to build evidence for approaches that are working.
3. The scope of the digital gender divide requires local solutions that take into account complex cultural and socioeconomic factors.

### The Outcome We Desire

Phase One of WomenConnect will be focused on collecting and building evidence of what it takes to successfully and collaboratively carry out solutions that improve women's opportunities for empowerment via technology. We want to deepen our understanding of the solutions that have the potential to affect the most change through additional scale and support.

## Section B – Application Instructions

### Eligibility Requirements

Applicants must meet the following minimum requirements to participate in the WomenConnect Challenge:

- **Type:** The WomenConnect Challenge is open to registered US or non-US organizations regardless of type (for example: for profit, not-for-profit, civic groups and others). For-profit Applicants must be willing to forego profit per 22 CFR 226.81. Individuals are eligible to apply, though they are required to demonstrate existing partnerships with established organizations (supporting documentation is required and an organization must agree to be the grant signatory).
  - The following are not eligible:
    - Government entities

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<sup>1</sup> Please consult USAID's [Mission Directory](#) for a complete list of USAID presence countries.

- Individuals without demonstrated partnerships with organizations
- **Size:** The WomenConnect Challenge is open to all organizations regardless of size. We encourage applications from small and medium enterprises (SMEs) from around the world.
- **Local Presence:** All Applicants must use WomenConnect funds to implement a solution in a country with USAID presence. Applicants must either already have a presence in that country or must demonstrate they have a local partner (supporting partnership documentation is required).
- **Topical:** Solutions must directly relate to the WomenConnect Challenge goals and funding requirements.
- Applications must be submitted in English.

#### WomenConnect encourages proposals from

- Diverse groups that have clear, strategic, collaborative models to tackle the complexity of the digital gender divide
- Private sector actors, entrepreneurs, and organizations with market-based solutions and/or clear plans for sustainability beyond the point of award
- Proposals that promote more gender equitable access to and usage of existing digital infrastructure (as opposed to solutions that necessitate new infrastructure)
- Organizations with women in leadership positions

#### WomenConnect Challenge will not fund

- Solutions with a strictly research focus
- Solutions in the idea phase with no demonstration of application
- Solutions that center around the provision of free equipment or focus on building new infrastructure
- Solutions that focus on a single component of the issue (for example, standalone digital literacy programs or SIM-card giveaways)
- Solutions that do not establish partnerships with relevant stakeholders
- Solutions that do not address societal perceptions and/or women's trust and safety while online
- Solutions that are a continuation of an existing project without a new component
- Solutions that are affiliated with a political party or engaged in political activity
- Solutions that are focused solely on religious activities

#### Responsibility Determination

Digital Frontiers will not enter into a grant with an Applicant prior to ensuring Applicant responsibility. A basic review will be completed during RFA Stage One. A more detailed review will be conducted for selected Semi-Finalists during RFA Stage Two.

#### For RFA Stage One: Concept Note Application

- Provide evidence of legal documentation or licenses to operate in your country of registration
- Confirm that products or services used in the performance of the grant are not from a Prohibited Country (explained in Section D)

## For RFA Stage Two: Full Application

- Evidence of a Data Universal Numbering System (DUNS) number, CAGE/NCAGE code, and proof of registration with the System for Award Management (SAM) (explained in Annex 2)
- Documentation that the Applicant can comply with the award conditions, has a satisfactory record of integrity and business ethics, and has the required financial capacity (explained in Annex 2)

## Application Submission Requirements

There are two stages of proposal submission: Concept Note and Full Application. Applicants whose proposals are considered successful during the Concept Note stage will be requested to submit supplemental documents and a Full Application. Applicants must apply during the Concept Note stage to be considered for the Full Application stage.

## RFA Stage One: Concept Note Application

The deadline to submit RFA Stage One Applications is May 4, 2018 at 12:00 pm ET using the application website (<http://www.womenconnectchallenge.org>). More details about the RFA Stage One Application can be found in Annex 1. A complete RFA Stage One application consists of the following sections:

- **Basic Applicant Information.** Through the online platform, Applicants are asked to input basic information.
- Upload a concise **Concept Note** (3-5 pages) detailing (1) a comprehensive description of the solution; (2) statement(s) of how the solution addresses the WomenConnect Challenge problem; and (3) a description of how the solution has the potential for large-scale development impact. Included below is a list of helpful questions to consider when formulating a complete concept note. Your concept note will be judged on how well it meets the following three criteria:
  - **Understanding of the Problem and Context.** Solutions demonstrate a clear understanding of the barriers that prevent women and girls from having full access to digital tools, as well as how a lack of access creates challenges for women and girls in realizing their full potential.
  - **Comprehensive Solution.** Solutions must acknowledge and discuss the complexity of community-level gender and power relations and provide holistic solutions to addressing them.
  - **Potential for Large-Scale Development Impact.** Proposals will be measured according to the degree to which the proposed solution is able to impact a development problem affecting women and girls. The proposed solution must also demonstrate the potential to reach additional women and girls through replication or adaptation in new geographies, sectors, or contexts.
- **Answers to substantive questions** about the proposed solution
- **Illustrative budget**, including staff labor, travel, materials, and other direct costs
- **Needs assessment**

- The answers from the needs assessment will be used to help plan activities that will take place during the Semi-Finalist Event. This information will not be shared with judges and will not affect the scoring of an application.
- **Partner Letters of Commitment**
  - For organizations proposing activities in countries and/or communities where they are not located
  - For individual Applicants to demonstrate organizational partnerships

Please note that responses to the Concept Note questions may be used for public communication after the Awards are made. Digital Frontiers reserves the right to make minor edits to the responses to enhance their readability for public communication.

### Semi-Finalist Event

*(Will only be required of Semi-Finalists)*

Semi-finalists identified at RFA Stage One will be invited to attend a mandatory Semi-Finalist Event. The Semi-Finalist event will be a series of high-impact sessions with USAID, Digital Frontiers, partners, experts, and fellow competitors to receive guidance and training around evidence collection, human-centered design, digital best practices, and DAI grantee expectations. The event will also provide opportunities for mentorship, partnership, peer learning, and pitching. Following the Semi-Finalist event, Applicants will be better positioned to successfully complete the full application.

This two to three-day event will take place in Washington, DC on/around June 18-22, 2018, final dates to be determined. The Digital Frontiers project will provide travel with allowance for up to two participants from each Semi-Finalist application. We will notify Semi-Finalists at least two weeks before the event to provide time to make arrangements.

### RFA Stage Two: Full Application Submissions

*(Will only be required of Semi-Finalists)*

Following submission of the Concept Note, a select number of applications (Semi-Finalists) will be invited to submit a Full Proposal. The Full Proposal is meant to provide evaluators with in-depth information about proposed solutions. In some cases, Digital Frontiers may request for Applicants to elaborate on technical proposal submissions. More details can be found in Annex 2.

### Online Application Platform

Proposal submissions must be uploaded into the Online Application (<http://www.womenconnectchallenge.org>). The deadline for the RFA Stage One Application is May 4, 2018 at 12:00 pm ET and the deadline for the RFA Stage Two Application (Full Application, open only to Semi-Finalists) is August 3, 2018 at 12:00 pm ET. Complete instructions regarding how to submit proposals are provided on the application website.

If the Applicant experiences difficulty with submitting a proposal through the Online Application Platform, the Applicant should contact the Application Platform technical support team through the support portal on <http://www.womenconnectchallenge.org>.

Applicants must ensure that their applications are received in their entirety. Digital Frontiers bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions. Proposals submitted via mail, fax, or e-mail will not be accepted.

### Late Applications

Applications for either Stage One or Stage Two which are submitted late or are incomplete run the risk of not being considered during the review process. No additions and/or modifications to applications will be accepted after the submission deadline.

### Questions and Answers

Questions regarding this RFA should be submitted no later than March 28, 2018 12:00 pm ET to the website (<http://www.womenconnectchallenge.org>). Digital Frontiers will host a webinar on April 2, 2018 at 10:00 am ET. We will answer all submitted questions and respond to questions submitted via the webinar platform. A recording of the webinar, as well as the answers to the submitted questions (without attribution), will be reposted on the application website.

Any information given to a prospective Applicant concerning this RFA will be made available to all prospective Applicants as an amendment to this RFA, if the information is necessary for submitting applications or if the lack of this information would be prejudicial to any other prospective Applicant.

## Section C – Selection Process

Digital Frontiers looks forward to receiving your applications proposing solutions that empower women and girls via access to and the use of digital technology to drive positive health, education, and livelihood outcomes for themselves and their families. Throughout the challenge, applications will be judged according to the following evaluation criteria.

### RFA Stage One - Application and Concept Note

#### Eligibility Screen

All Concept Note applications will be screened by Digital Frontiers to ensure they meet WomenConnect's Eligibility Requirements.

#### Selection Criteria

All Concept Note Applications that meet the Eligibility Requirements listed in Section B will be evaluated according to the following evaluation criteria.

<b>Evaluation Criteria</b>	<b>Details</b>	<b>Maximum Points (0-4 scale)</b>
<b>Understanding the Problem and Context</b>	Solutions demonstrate a clear understanding of the local context and barriers that prevent women and girls from having full access to digital tools and demonstrate an understanding of how a lack of access creates challenges for women and girls to realize their full potential.	4 points
<b>Comprehensive Solution</b>	Solutions must acknowledge and discuss the complexity of community-level gender and power relations and provide holistic solutions to addressing them.	4 points
<b>Potential for Large-Scale Development Impact</b>	Proposals will be measured according to the degree to which the proposed solution is able to impact a development problem affecting women and girls. The proposed solution must also demonstrate the potential to reach additional women and girls through replication or adaptation in new geographies, sectors, or contexts.	4 points
<b>Total Points Possible</b>		<b>12</b>

[Semi-Finalist Event](#)

Following submission of the Concept Note, a select number of Applicants will be invited to attend a Semi-Finalist Event, which is detailed above in Section B. During this event, Applicants will receive additional information and guidance on how to submit the full proposal. A question and answer session will also be held.

[RFA Stage Two - Full Proposal](#)

Awardees will be selected by a Judging Panel, according to the following evaluation criteria and scoring system.

<b>Evaluation Criteria</b>	<b>Details</b>	<b>Maximum Points (0-4 scale)</b>
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<p><b>Technical Approach</b></p>	<ul style="list-style-type: none"> <li>• Feasible impact: Degree to which the solution has a technically sound (from both gender and digital perspective) path from intervention to ultimate impact</li> <li>• Comprehensive approach: Solutions must acknowledge the complexity of the issues and provide holistic solutions to addressing them</li> <li>• Potential replicability: Degree to which the solution has the potential to be replicated in new geographies, sectors, or contexts</li> <li>• Long-term viability: Degree to which solution has a feasible plan for continuation of impact beyond WomenConnect funding, including, but not limited, to self-sustaining and market-based models</li> <li>• Human-centered design: Ability to demonstrate engagement with women, girls, and the larger community throughout the design process and outcomes tailored to their needs</li> </ul>	<p>4 points</p>
<p><b>Personnel</b></p>	<ul style="list-style-type: none"> <li>• CVs of principle personnel show required technical and management capacity</li> <li>• Staffing Plan and Organizational Chart are adequate to meet project requirements</li> </ul>	<p>4 points</p>
<p><b>Past Performance and Capability</b></p>	<ul style="list-style-type: none"> <li>• Applicant has necessary financial capacity to implement FAA, as shown in the Financial Capability Questionnaire</li> <li>• Applicant has a record of satisfactory past performance implementing similar projects; Applicant can comply with project requirements as shown by references of past clients/donors</li> </ul>	<p>4 points</p>
<p><b>Monitoring and Evaluation Strategy</b></p>	<ul style="list-style-type: none"> <li>• Impact Framework must present and justify the choice of multiple methods for validating outcomes</li> </ul>	<p>4 points</p>
<p><b>Understanding of Local Context and Partnerships</b></p>	<ul style="list-style-type: none"> <li>• Degree to which the solution is appropriate for specific community or country context and includes partners or team members with local knowledge and connections</li> <li>• Degree to which the solution has identified necessary partners for success and is addressing multiple barriers; Co-funding would be considered an added benefit</li> </ul>	<p>4 points</p>
<p style="text-align: right;"><b>Total Points Possible</b></p>		<p><b>20</b></p>

### Conflict of Interest

Throughout the selection process, Digital Frontiers will take steps to ensure that members of the review panel do not have any conflicts of interest, or the appearance of such, with regard to the organizations whose applications are under review. An individual shall be considered to have the appearance of a conflict of interest if that person, or that person's spouse, partner, child, close friend, or relative works for, or is negotiating to work for, or has a financial interest in (including being an unpaid member of a Board of Directors), any organization that submitted an application currently under the panel's review. Members of the panel shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

### Signing of Grant Agreements

Upon USAID concurrence of the Applicant, a Grant Agreement will be prepared. After Digital Frontiers and the successful Applicant have signed the Grant Agreement, Digital Frontiers may provide training on financial management and reporting on grant funds. All reporting and contractual obligations will be explained to the grant recipients.

## Section D – Award Information

### Fixed Amount Awards

Final Grant Agreements will be Fixed Amount Awards. The final period of performance, specific milestones, timeline, and pay schedule will be determined in collaboration with each Finalist prior to award.

Grant payments will be made according to an installment schedule agreed upon in the Grant Agreement. In no event will more than 90% of the total agreed budget be disbursed prior to receiving and approving the Final Financial and Program Report.

### Special Grant Requirements

The Applicant shall bear in mind the following special requirements for any grants awarded in response to this RFA:

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments such as grant awards. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply. For US organizations, 22 CFR 226 (<http://www.usaid.gov/policy/ads/cfr.html#22>), OMB Circulars (<http://www.whitehouse.gov/omb/circulars/a122/a122.html>), and the Standard Provisions for U.S. Nongovernmental Recipients will apply. Please see Annex 3 for Standard Provisions.

## Prohibited countries

Prohibited countries are countries that the US Government does not do business with, previously referred to as foreign policy restricted countries. The Applicant may not procure goods or services from the Office of Foreign Assets Control (OFAC) comprehensive sanctioned countries: Cuba, Iran, North Korea, Sudan, and Syria. By submitting an application in response to this RFA, the Applicant certifies that proposed equipment will not be procured from vendors located in one the OFAC prohibited countries above, nor will the origin of any of the parts be from a prohibited country.

## Use of Funds

Funds provided under any grant awarded shall be used exclusively to implement proposed solutions as outlined in the Fixed Amount Award Agreement. Diversion of grant funds to other uses will result in cancellation of award and retrieval of funds disbursed to the grant recipient.

## Reporting Requirements

Specific reporting requirements will be stipulated at the time of Award negotiation. Applicants should anticipate the following deliverables to demonstrate the project's progress and success:

- A monitoring, evaluation, and learning (MEL) plan with expected timelines to completion
- Progress reports detailing the technical and programmatic achievements
- A Final Financial and Program Report

In addition, awardees will likely be responsible for the following activities and documentation during the life of program:

- Conducting ongoing assessment of progress by submitting periodic reports and a final evaluation according to the requirements of the Award;
- Briefing Digital Frontiers and partners on project progress and outcomes;
- Cooperating with Digital Frontiers and partners to facilitate rigorous program evaluations;
- Maintaining communication with key Digital Frontiers staff; and
- Attending in person or online activities/events.

## Project Monitoring

Digital Frontiers staff will monitor projects in terms of both programmatic and financial aspects. Grant recipients will be expected to facilitate monitoring by making relevant information available to Digital Frontiers staff.

## Branding & Marking Requirements

All USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is "From the

American people” on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, Digital Frontiers may request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. Digital Frontiers will not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website: [www.usaid.gov/policy/ads/300/320.pdf](http://www.usaid.gov/policy/ads/300/320.pdf).

## Restrictions

The Grant Funds provided under the terms of this Agreement shall not be used to finance any of the following:

1. Goods or services which are to be used primarily to meet military requirements or to support police or other law enforcement activities;
2. Surveillance equipment;
3. Equipment, research and/or services related to involuntary sterilization or the performance of abortion as a method of family planning;
4. Gambling equipment, supplies for gambling facilities or any hotels, casinos or accommodations in which gambling facilities are or are planned to be located;
5. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas;
6. Establishment or development of any export processing zone or designated area where the labor, environmental, tax, tariff, and/or safety laws of the country in which such activity takes place would not apply;
7. Pharmaceuticals;
8. Pesticides;
9. Logging equipment;
10. Luxury goods (including alcoholic beverages and jewelry);
11. Establishing or expanding any enterprise that will export raw materials that are likely to be in surplus in world markets at the time such production becomes effective and that are likely to cause substantial injury to U.S. producers;
12. Activities which would result in the loss of forest lands due to livestock rearing, road construction or maintenance, colonization of forest lands or construction of dams or other water control structures;
13. Activities which are likely to have a significant adverse effect on the environment, including any of the following (to the extent such activities are likely to have a significant adverse impact on the environment):
  - a. Activities which may lead to degrading the quality or renewability of natural resources;
  - b. Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity;
  - c. Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides); or

- d. Activities which may lead to degrading community and social systems, including potable water supply, land administration, community health and well-being, or social harmony.
- 14. Activities which are likely to involve the loss of jobs in the United States due to the relocation or expansion outside of the United States of an enterprise located in the United States;
- 15. Activities which the Grantee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers; or
- 16. Activities to support the production of agricultural commodities for export from Malawi when such commodities would directly compete with exports of similar United States agricultural commodities to third countries and have a significant impact on United States exporters.

## Annexes

**Important Note to Applicants:** For RFA Stage One *only Annex One* is immediately relevant. Annexes 2 – 6 will be relevant for *only selected Semi-Finalists* who advance to RFA Stage Two.

### Annex 1: RFA Stage One Application Details

All Applicants must submit the following contents by May 4, 2018 at 12:00 pm ET using the online application (<http://www.womenconnectchallenge.org>).

#### RFA Stage One Sections

A complete RFA Stage One application consists of the following sections:

- **Basic Applicant Information.** Through the online platform, Applicants are asked to input basic information.
- Upload a concise **Concept Note** (3-5 pages) detailing (1) a comprehensive description of the solution; (2) statement(s) of how the solution addresses the WomenConnect Challenge problem; and (3) a description of how the solution has the potential for large-scale development impact. Included below is a list of helpful questions to consider when formulating a complete concept note. Your concept note will be judged on how well it meets the following three criteria:
  - **Understanding of the Problem and Context.** Solutions demonstrate a clear understanding of the barriers that prevent women and girls from having full access to digital tools, as well as how a lack of access creates challenges for women and girls in realizing their full potential.
  - **Comprehensive Solution.** Solutions must acknowledge and discuss the complexity of community-level gender and power relations and provide holistic solutions to addressing them.
  - **Potential for Large-Scale Development Impact.** Proposals will be measured according to the degree to which the proposed solution is able to impact a development problem affecting women and girls. The proposed solution must also demonstrate the potential to reach additional women and girls through replication or adaptation in new geographies, sectors, or contexts.
- **Answers to substantive questions** about the proposed solution
- **Illustrative budget**, including staff labor, travel, materials, and other direct costs

<i>Item Number</i>	<i>Item Name</i>	<i>Description/Specifications</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Total Price</i>
1	Labor				
2	Travel				

3	Materials				
4	Other costs				
<b>GRAND TOTAL IN Local Currency (specify currency).</b>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					\$

- **Needs assessment**
  - The answers from the needs assessment will be used to help plan activities that will take place during the Semi-Finalist Event. This information will not be shared with judges and will not affect the scoring of an application.
- **Partner Letters of Commitment**
  - For organizations proposing activities in countries and/or communities where they are not located
  - For individual Applicants to demonstrate organizational partnerships

#### Your Concept Note

Your concept note should include: (1) a comprehensive description of the solution; (2) statement(s) of how the solution addresses the WomenConnect Challenge problem; and (3) a description of how the solution has the potential for large-scale development impact.

Please upload (in Word or as a PDF) or type your Concept Note in the space provided. Your concept note should be no more than 3-5 pages, double-spaced, in 12-point font, with one-inch margins.

#### In your concept note we encourage you to address some or all of the following guiding questions:

- **What:** What does your approach, solution, project, or program entail? What projected impact will it have on the lives of women and girls? What evidence do you have to support your claims? What does success look like for your program and how will you measure it?
- **Where:** Where are you operating? What steps have you taken to understand the context in which you are operating? What partnerships have you established to gain resources, access, credibility, and add value for women and girls? What aspects of your solution can be replicated across different sectors, geographies, or contexts, and which are locally-specific?
- **When:** What is your history in the place where you are working? How long will it take for your project to feasibly achieve the results and evidence you seek to obtain?
- **Who:** Who are you serving? What steps have you taken to understand the needs and constraints--from digital and personal well-being perspectives--of the women and girls who may use or benefit from your intervention? What entrenched interests or social norms are you disrupting and what steps will you take to mitigate against backlash?

- **How:** How does your solution address all aspects of digital access (moving beyond connectivity, devices, and cost, to a trusted, valued, locally-appropriate, and accessible solution)? How will you implement your intervention? How do you anticipate your solution getting to market or becoming financially viable? What process will you follow to roll it out, collect evidence and adapt your project as needed? How does your solution incorporate into the daily lives of users? How will you effectively work with partners? How are you financing and budgeting for this work? Is your project capable of successfully continuing or even expanding operations following the competition of the grant?

## Annex 2: RFA Stage Two Application Details

A select number of successful Applicants, the Semi-Finalists, will be invited to submit a Full Proposal. The Full Proposal is meant to provide evaluators with in depth information about your proposed solution.

### Required Components

- The uploading of a full proposal that includes the following sections:
  - **Project Description:** The Applicant must provide a detailed description of the project, specifying its goal, activities and results.
  - **Monitoring, Evaluation & Learning Plan:** Describe how the proposed solution will incorporate monitoring, evaluation, and learning. The Applicant should define results and benchmarks for monitoring the performance towards attainment of program objectives.
  - **Sustainability:** Describe how the solution or its benefits will continue after grant funding ends.
  - **Project Staffing and Partnering Plan:** Provide a staffing plan which outlines principal personnel and describes their ability to perform the duties outlined. Include CVs for principal named personnel and an organizational chart. Please also note how you intend to work with your partners.
  - **Organizational Capability:** Provide three references from partners or clients speaking to your organization's performance, ability to comply with project requirements, and business integrity.
  - **Past Performance:** Describe your past experience, if applicable, in implementing similar programs. Include past projects of similar scope and duration.
  - **Budget:** All proposals must include a completed budget and budget narrative. The template can be found in this Annex.
- Completion of the Financial Capability Questionnaire in the online platform (see Annex 4)

### Full Application Budget Template

See following two pages [page 22 – 23].

Applicant:

Fixed Amount Award Detailed Budget							
Line Item	Year One			Year Two			TOTAL in USD
	Units	Rate	Total	Units	Rate	Total	
<b>I. Salaries and Wages</b>							
A. Full Name, Position Title			\$ -			\$ -	\$ -
B. Full Name, Position Title			\$ -			\$ -	\$ -
C. Full Name, Position Title			\$ -			\$ -	\$ -
D. Full Name, Position Title			\$ -			\$ -	\$ -
E. Full Name, Position Title			\$ -			\$ -	\$ -
<b>Total Salaries and Wages</b>			\$ -			\$ -	\$ -
<b>II. Fringe Benefits on Labor</b>							
A. Health insurance			\$ -			\$ -	\$ -
B. Social security			\$ -			\$ -	\$ -
C.			\$ -			\$ -	\$ -
<b>Total Fringe</b>			\$ -			\$ -	\$ -
<b>III. Supplies &amp; Equipment</b>							
A.			\$ -			\$ -	\$ -
B.			\$ -			\$ -	\$ -
C.			\$ -			\$ -	\$ -
D.			\$ -			\$ -	\$ -
<b>Total Supplies</b>			\$ -			\$ -	\$ -
<b>IV. Travel and Transportation</b>							
A. Meals and Incidentals			\$ -			\$ -	\$ -
B. Lodging			\$ -			\$ -	\$ -
C. Travel to and from x			\$ -			\$ -	\$ -
D.			\$ -			\$ -	\$ -
E.			\$ -			\$ -	\$ -
<b>Total Travel and Transportation</b>			\$ -			\$ -	\$ -
<b>V. Other Direct Costs (ODCs)</b>							
A. Communications (telephone, fax, internet, etc.)			\$ -			\$ -	\$ -
B. Reproduction Costs			\$ -			\$ -	\$ -
C. Bank Charges			\$ -			\$ -	\$ -
D. Expendable Supplies			\$ -			\$ -	\$ -
E.			\$ -			\$ -	\$ -
F.			\$ -			\$ -	\$ -
G.			\$ -			\$ -	\$ -
H.			\$ -			\$ -	\$ -
<b>Total Other Direct Costs</b>			\$ -			\$ -	\$ -
<b>Total Non Labor Costs</b>			\$ -			\$ -	\$ -
<b>VI. Indirect Costs</b>							
A.			\$ -			\$ -	\$ -
<b>Total Indirect Costs</b>			\$ -			\$ -	\$ -
<b>Grand Total</b>			\$ -			\$ -	\$ -

Applicant:

<b>Fixed Amount Award Budget Summary</b>				
	Oine Item	Year One Budget	Year Two Budget	Total
I.	Salaries and Wages	\$ -	\$ -	\$ -
II.	Fringe	\$ -	\$ -	\$ -
III.	Supplies	\$ -	\$ -	\$ -
IV.	Travel and Transportation	\$ -	\$ -	\$ -
V.	Other Direct Costs	\$ -	\$ -	\$ -
VI.	Indirect Costs	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Fixed Amount Award Budget Summary by Milestone**

Year One Milestones	Amount (USD)
<b>Total Y1 Award Amount</b>	<b>\$ -</b>

Year Two Milestones	Amount (USD)
<b>Total Y2 Award Amount</b>	<b>\$ -</b>

<b>Total Award Amount</b>	<b>\$ -</b>
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## Financial and Administrative Documentation

- **Completed Budget.** All budget lines must be clearly linked to specific project activities.

The budget should detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts. Include a breakdown of all costs and supporting justification (justification such as policy, payroll documents, vendor quotes, or specific historical program costs and award number). The funds requested must be reasonable and used in a cost-effective manner. Digital Frontiers will assess whether the overall costs are realistic for the work to be performed, whether the costs reflect that the Applicant understands the requirements of project implementation, and whether the costs are consistent with the technical application. Applications that minimize administrative costs in order to maximize program, outreach, and capacity building activities will generally be considered a better value.

- **Budget Narrative.** The budget must have an accompanying detailed budget narrative and justification that provides in detail the total costs for implementation of the program your organization is proposing. The combination of the cost data and breakdowns specified above and the budget narrative must be sufficient to allow a determination of whether the costs estimated are reasonable. The following is provided as guidance involving specific types of costs:

*Salary and Wages:* Direct salaries and wages should be proposed in accordance with the Applicant's personnel policies.

*Fringe Benefits:* If the Applicant has a fringe benefit rate that has been approved by an agency of the U.S. Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been approved, the application may propose a rate and explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers' compensation, health and life insurance, retirement, etc.) and the costs of each, expressed in dollars and as a percentage of salaries. Alternatively, if the Applicant has no approved rate, it may elect to directly charge all project expenses.

*Travel and Transportation:* The application should indicate the number of trips, domestic and international, and the estimated costs per trip. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling.

*Equipment and Materials:* Specify all equipment to be purchased, including the type of equipment, the manufacturer, the unit cost, the number of units to be purchased and the expected geographic source.

*Communications:* Specific information regarding the type of communication cost (e.g., mail, telephone, cellular phones, internet, etc.) must be included in order to allow an assessment of the realism and reasonableness of these costs.

*Subcontracts/Consultants:* Information sufficient to determine the reasonableness of the cost of each specific subcontract and consultant expected to be hired must be included. Similar information should be provided for all consultants who are provided under the category for personnel.

*Direct Facilities Costs:* Specific information regarding the cost of any facilities needed to perform program activities. The information provided should include the unit cost (rent), the time period the facilities are needed and the number of facilities. Only facilities that directly benefit the program activities should be included in this category; all other facility costs should be included in the indirect cost category.

*Other Direct Costs:* This may include report preparation costs, passports and visas fees, training, medical exams and inoculations, insurance (other than insurance included in the Applicant's fringe benefits), as well as any other miscellaneous costs that directly benefit the program proposed by the Applicant. The narrative should provide a breakdown and support for all other direct costs. If seminars and conferences are included, the Applicant should indicate the subject, venue, and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

*Indirect Costs:* The Applicant should support the proposed indirect cost rate, if any, with a letter from a cognizant U.S. Government audit agency (i.e. its current Negotiated Indirect Cost Rate Agreement) or with sufficient information for DAI to determine the reasonableness of the rates. For the latter, DAI would need:

- Copies of the Applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
- Projected budget, cash flow and organizational chart; and
- A copy of the organization's accounting manual.

Potential for-profit Applicants should note that DAI policy prohibits the payment of fee/profit to the recipient under grants.

- **Completed Financial Capability Questionnaire**, which includes:
  - **Audited Financial Reports:** Copy of the Applicant's most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, a "Balance Sheet" and "Income Statement" for the most current and previous fiscal year.
- **US Government Registrations**
  - There are mandatory requirements for grantees to obtain the following items/registration before a grant can be awarded. Without registering in the required databases, DAI cannot deem an Applicant to be "responsible" to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a grant resulting from this RFA is contingent upon the winner providing a Data

Universal Numbering System (DUNS) number, a Commercial and Government Entity/NATO Commercial and Government Entity) CAGE/NCAGE code, and proof of registration in the System for Award Management (SAM) system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate awardee.

- Finalists need to obtain the following before award:
  - DUNS Number
  - Registration with SAM
  - CAGE/NCAGE
- For those required to obtain a DUNS number, SAM registration, or a CAGE/NCAGE please refer to Annex 5 for detailed instructions on how to do so.

### Annex 3: Mandatory Standard Provisions

- 1) Mandatory Standard Provisions for US Nongovernmental Recipients:  
<http://www.usaid.gov/policy/ads/300/303maa.pdf>
- 2) Mandatory Standard Provisions for Non-US Nongovernmental Recipients:  
<http://www.usaid.gov/missions/sa/usaidsa/mandatorystandard.pdf>

### Annex 4: Financial Capability Questionnaire

The main purpose of this questionnaire is to understand the systems adopted by your institution for financial oversight and accounting of grant funds, especially those provided through the U.S. Federal Government. The questionnaire will assist DAI program and accounting staff to identify the extent to which your institution's financial systems match the requirements of the U.S. Federal Government. This information will help the program staff work with you and your institution to review any problem areas that may be identified; thereby avoiding any problems or oversights which would be reportable should an audit of the program or institution be required.

The questionnaire should be completed by the financial officer of your institution in collaboration with DAI program staff. This questionnaire is informational only, and will not have any bearing on the agreement to support your institution based on the technical merit of the proposal. Therefore, please answer all questions to the best of your knowledge.

While 22 CFR 226 does not cover awards to non-U.S. recipients, DAI shall rely on the standards established in that regulation in determining whether potential non-U.S. recipients are responsible to manage Federal funds. A determination shall be made on the potential recipient's ability, or potential ability, to comply with the following USAID and federal-wide policies:

- 22 CFR 226.20 - 226.28 (Financial and Program Management) (See Mandatory Reference, 22 CFR 226.20 - 226.28);
- 22 CFR 226.30 - 226.37 (Property Standards) (See Mandatory Reference, 22 CFR 226.30 - 226.37);
- 22 CFR 226.40 - 226.49 (Procurement Standards) (See Mandatory Reference, 22 CFR 226.40-226.49);
- 22 CFR 226.50 - 226.53 (Reports and Records) (See Mandatory Reference, 22 CFR 226.50 - 226.53).

### SECTION A: General Information

Please complete this section which provides general information on your institution.

1. Name of Institution:
2. Name and Title of Financial Contact Person:
3. Name of Person Filling out Questionnaire:
4. Telephone:
5. Email:
6. Beginning and Ending Dates of Your Institution's Fiscal Year:
  - a. From: (Month, Day)
  - b. To: (Month, Day)

## SECTION B: Internal Controls

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with U.S. laws, regulations and your institution's policies; 2) assets are maintained safely and controlled; and 3) accounting records are complete, accurate and maintained on a consistent basis. Please complete the following questions concerning your institution's internal controls.

- 1) Does your institution maintain a record of how much time employees spend on different projects or activities?
  - a) Yes
  - b) No
  - c) If yes, how?
- 2) Are timesheets kept for each paid employee?
  - a) Yes
  - b) No
- 3) Do you maintain an employment letter or contract which includes the employee's salary?
  - a) Yes
  - b) No
- 4) Do you maintain inventory records for your institution's equipment?
  - a) Yes
  - b) No
  - c) If no, please explain
- 5) How often do you check actual inventory against inventory records?
  - a) Fill in #
- 6) Are all financial transactions approved by an appropriate official?
  - a) Yes
  - b) No
- 7) The person responsible for approving financial transactions is:
  - a) Name
  - b) Title
- 8) Is the person(s) responsible for approving transactions familiar with U.S. Federal Cost principles as described in OMB Circular A-122?
  - a) Yes
  - b) No
- 9) Does your institution use a payment voucher system or some other procedure for the documentation of approval by an appropriate official?

- a) Yes
  - b) No
- 10) Does your institution require supporting documentation (such as original receipts) prior to payment for expenditures?
- a) Yes
  - b) No
- 11) Does your institution require that such documentation be maintained over a period of time?
- a) Yes
  - b) No
  - c) If yes, how long are such records kept?
- 12) Are different individuals within your institution responsible for approving, disbursing, and accounting of transactions?
- a) Yes
  - b) No
- 13) Are the functions of checking the accuracy of your accounts and the daily recording of accounting data performed by different individuals?
- a) Yes
  - b) No
- 14) Who would be responsible for financial reports?
- a) Name:

### SECTION C: Fund Control and Accounting Systems

Fund Control essentially means that access to bank accounts and/or other cash assets is limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

An Accounting System accurately records all financial transactions, and ensures that these transactions are supported by documentation. Some institutions may have computerized accounting systems while others use a manual system to record each transaction in a ledger. In all cases, the expenditure of funds provided by the USAID-funded program must be properly authorized, used for the intended purpose, and recorded in an organized and consistent manner.

- 1) Does your institution maintain separate accounting of funds for different projects through:
  - a) Separate bank accounts:
  - b) A fund accounting system:
- 2) Will any cash from the grant funds be maintained outside a bank (in petty cash funds, etc.)?
  - a) Yes
  - b) No
  - c) If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds:
- 3) If your institution doesn't have a bank account, how do you ensure that cash is maintained safely?
  - a) Fill in:

- 4) Does your institution have written accounting policies and procedures?
  - a) Yes
  - b) No
- 5) How do you allocate costs that are “shared” by different funding sources, such as rent, utilities, etc.?
  - a) Fill in:
- 6) Are your financial reports prepared on a:
  - a) Cash basis:
  - b) Accrual basis:
- 7) Is your institution's accounting system capable of recording transactions, including date, amount, and description?
  - a) Yes
  - b) No
- 8) Is your institution's accounting system capable of separating the receipts and payments of the grant from the receipts and payments of your institution’s other activities?
  - a) Yes
  - b) No
- 9) Is your institution's accounting system capable of accumulating individual grant transactions according to budget categories in the approved budget?
  - a) Yes
  - b) No
- 10) Is your institution's accounting system designed to detect errors in a timely manner?
  - a) Yes
  - b) No
- 11) How will your institution make sure that budget categories and/or overall budget limits for the grant will not be exceeded?
  - a) Fill in:
- 12) Are reconciliations between bank statements and accounting records performed monthly and reviewed by an appropriate individual?
  - a) Yes
  - b) No
- 13) Briefly describe your institution’s system for filing and keeping supporting documentation.
  - a) Fill in:

#### SECTION D: Audit

The grant provisions require recipients to adhere to USAID regulations, including requirements to maintain records for a minimum of three years to make accounting records available for review by appropriate representatives of USAID or DAI, and, in some cases, may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your institution.

- 1) Is someone in your institution familiar with U.S. government regulations concerning costs which can be charged to U.S. grants (OMB Circular A-122 "Cost Principles for Nonprofit Institutions" and OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Institutions")?

- a) Yes
  - b) No
- 2) Do you anticipate that your institution will have other sources of U.S. government funds during the period of this grant agreement?
- a) Yes
  - b) No
- 3) Have external accountants ever performed an audit of your institution's financial statements?
- a) Yes
  - b) No
- 4) If yes, please provide a copy of your most recent report.
- a) Attachment upload:
- 5) Does your institution have regular audits?
- a) Yes
  - b) No
  - c) If yes, who performs the audit and how frequently is it performed?
- 6) If you do not have a current audit of your financial statements, please provide this office with a copy of the following financial statements, if available:
- a) A "Balance Sheet" for the most current and previous year; and
  - b) An "Income Statement" for the most current and previous year.
- 7) Are there any circumstances that would prevent your institution from obtaining an audit?
- a) Yes
  - b) No
  - c) If yes, please provide details:

### Checklist and Signature Page

DAI requests that your institution submit several documents along with this completed questionnaire. Complete this page to ensure that all requested information has been included.

#### Complete the checklist:

- Copy of your organization's most recent audit is attached
- If no recent audit, a "Balance Sheet" "Income Statement" for the most current and the previous fiscal year
- All questions have been fully answered
- An authorized individual has signed and dated this page
- Optional:*
  - Information describing your institution is attached
  - Organizational chart, if available is attached (if applicable)

The Financial Capability Questionnaire must be signed and dated by an authorized person who has either completed or reviewed the form.

Approved by:

Print Name

Signature

Title

Date

## Annex 5: Instructions for Obtaining a CAGE/NCAGE Code, SAM Registration, and DUNS Number

*US Government Registrations.* There are mandatory requirements for grantees to obtain the following items/registration before a grant can be awarded. Without registering in the required databases, DAI cannot deem an Applicant to be “responsible” to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a grant resulting from this RFA is contingent upon the winner providing a DUNS number, a CAGE/NCAGE code, and proof of registration in the SAM.gov system. Organizations who fail to provide these will not receive an agreement and DAI will select an alternate awardee.

### CAGE/NCAGE Code

The Commercial and Government Entity (CAGE) Code was established by the US. The NATO Codification System developed the NATO Commercial and Government Entity (NCAGE) Code. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type/structure of code but identifies which nation or if the NATO Support Agency assigned the CAGE/NCAGE. You must have a CAGE/NCAGE code **and** a DUNS number before registering in SAM.

- Link to the CAGE/NCAGE Code request:  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Link to CAGE/NCAGE code request instructions:  
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

### System for Award Management (SAM) Registration

You must have an active registration with [www.SAM.gov](http://www.SAM.gov) to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

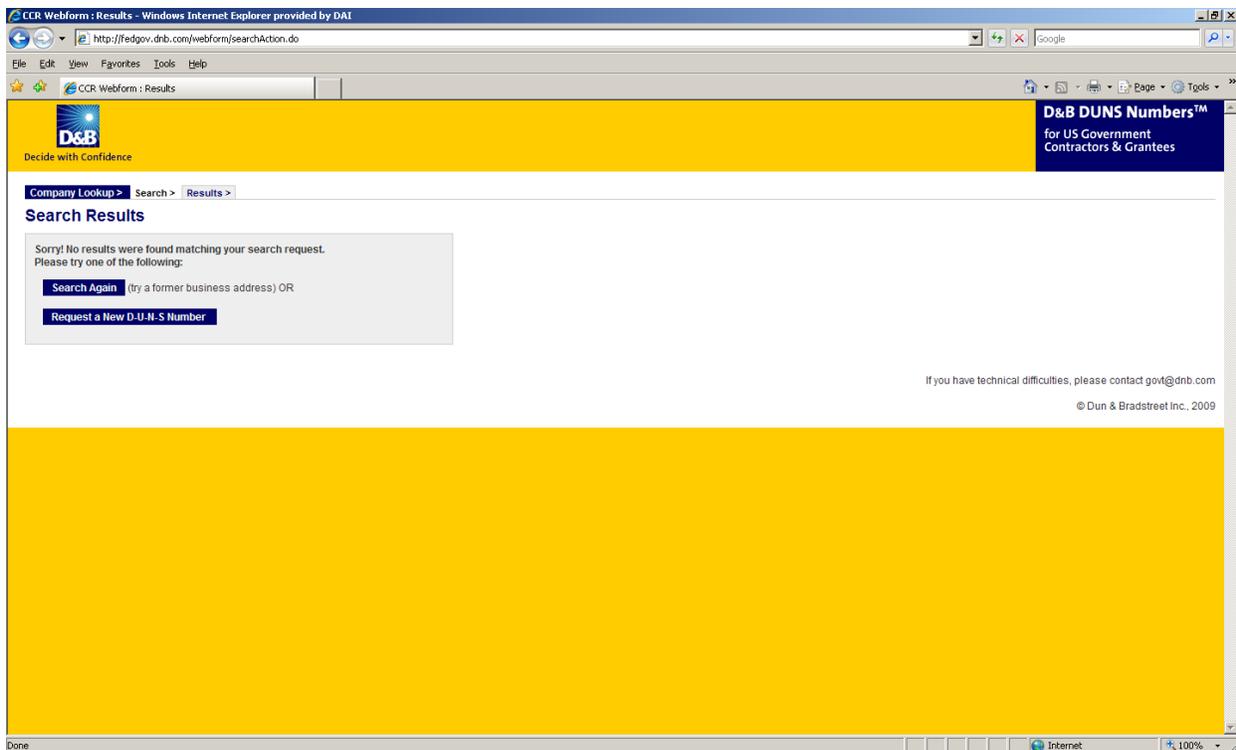
- U.S. Registrants:
  - 1) Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record
  - 2) Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN; Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
  - 3) Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)
- International Registrants:
  - 1) Your NATO Commercial and Government Entity (NCAGE) Code
  - 2) Your DUNS Number, Legal Business Name, and Physical Address from your D&B record; Make sure your DUNS information and NCAGE information match
- Follow this link to create a SAM.gov user account and register your organization:  
[https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS\\_r00ABXdcACJqYXZheC5mYW](https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_r00ABXdcACJqYXZheC5mYW)

[Nlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQpdmldzo5ZTNkNDA3MS1lYzZiLTRjZigtYmQ2Ny03Mjg3Y2EyZjJhMzIAB19fRU9GX18\\*&portal:componentId=1fccbe43-ae5a-4f24-ae71-312126928af8&interactionstate=JBPNS\\_r00ABXcwABBfanNmQnJpZGdlVmld0lkAAAAAQAPL2pzZi9iYW5uZXluanNwAAdfX0VPRi9f&portal:type=action##11](http://Nlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQpdmldzo5ZTNkNDA3MS1lYzZiLTRjZigtYmQ2Ny03Mjg3Y2EyZjJhMzIAB19fRU9GX18*&portal:componentId=1fccbe43-ae5a-4f24-ae71-312126928af8&interactionstate=JBPNS_r00ABXcwABBfanNmQnJpZGdlVmld0lkAAAAAQAPL2pzZi9iYW5uZXluanNwAAdfX0VPRi9f&portal:type=action##11)

### Data Universal Numbering System (DUNS)

The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity.

- All foreign organizations which receive a grant with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Grants to U.S. NGOs/firms **of any value** require a DUNS number prior to signing a grant agreement.
- **Steps for obtaining a DUNS number are as follows:**
  - 1) Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.
    - a) <http://fedgov.dnb.com/webform/index.jsp>
    - b) Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. SWFF is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.
  - 2) Select the Country where your company is physically located.
  - 3) You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity.
    - a) Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
  - 4) Organizations who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



- 5) Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section to ensure successful registration.
  - a) Legal Business Name (commas are allowed, periods are not allowed)
  - b) Address
  - c) Phone
  - d) Name of Owner/Executive
  - e) Total Number of Employees
  - f) Annual Sales or Revenue (US Dollar equivalent)
  - g) Description of Operations
- 6) Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all Applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

**Request for New D-U-N-S Number**

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
Legal Name	DNB TEST, INC
Legal Structure	Proprietorship
Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	20-555-1212
Physical Address	
Street	100 Jalan Abdul Rahman
City	Kabul
State	
Zip Code + 4/Postal Code	
Country	AFGHANISTAN
Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
Street/ P.O. Box	
City	

- 7) You must select the legal structure of your organization from the pull-down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:
- a) Corporation – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
  - b) Government - Central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
  - c) Limited Liability Company (LLC) - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
  - d) Non-profit - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations

which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities. Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit-making organization should select this status, even if your organization is not registered formally in country as an NGO.

- e) Partnership - a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
  - f) Proprietorship - These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
- 8) One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

The screenshot shows a web browser window titled "CCR Webform: New Duns Number Request". The address bar shows a URL from "http://fedgov.dnb.com/webform/newReq.do". The form contains several sections:

- Address:** Street/P.O. Box, City, State, Zip Code + 4/Postal Code, and Country (dropdown menu).
- Organization Information:** Executive Name, Title, Primary SIC code (dropdown menu), Description of Operations, Socioeconomic Data (dropdown menu), Number of Employees (includes owners, partners, and/or officers), and Annual Sales or Revenue.
- Parent Organization (optional):** Name, Street, City, State, Zip Code + 4/Postal Code, and Country (dropdown menu).
- Notes (optional):** A large text area for additional information.

A "Submit Your Request" button is located at the bottom of the form. At the bottom right of the browser window, there is a small text link: "If you have technical difficulties, please contact gov@dnb.com".

- 9) If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website:  
<http://www.osha.gov/oshstats/sicser.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/lms/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

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Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual *by keyword*, to access descriptive information for a *specified 2,3,4-digit SIC*, and to *examine the manual structure*.

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

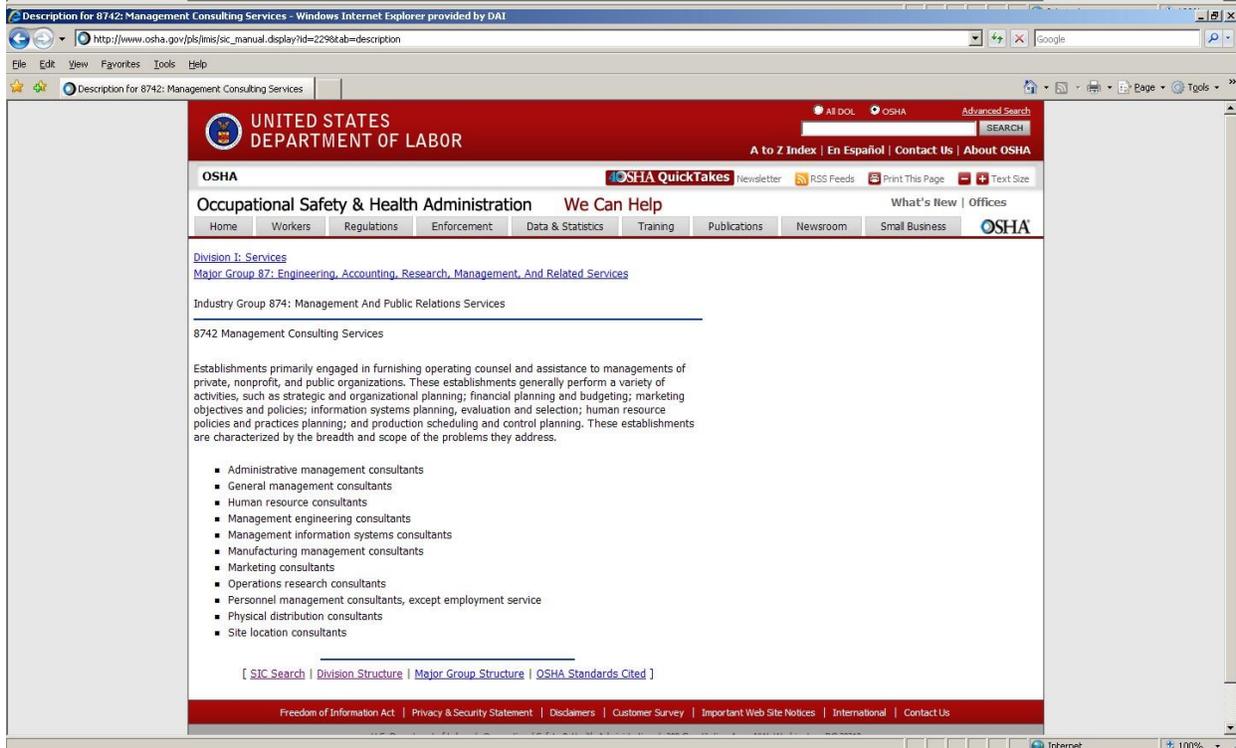
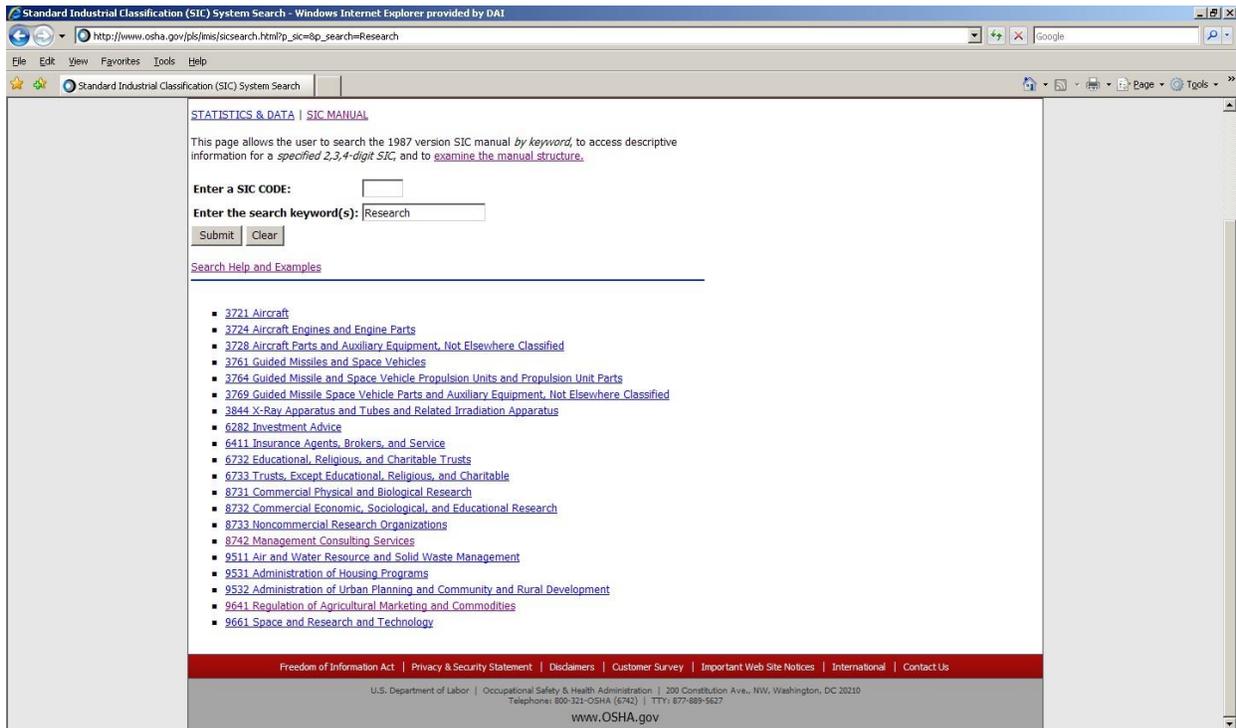
[Search Help and Examples](#)

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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627  
www.OSHA.gov

Internet 100%

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:



10) Description of Operations - Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was

chosen as the primary function of the business.

Country: AFGHANISTAN

Mailing Address (optional)  Same as Physical Address

Street/ P.O. Box:

City:

State:

Zip Code + 4/Postal Code:

Country: Select one

Organization Information

Executive Name: Mohammad Ali

Title: Owner

Primary SIC code:

Description of Operations: Agricultural Technical Assistance

Socioeconomic Data: No special Ownership Status

Number of Employees (includes owners, partners, and/or officers): 10

Annual Sales or Revenue: USD 500,000

Parent Organization (optional)

Name:

Street:

City:

State:

Zip Code + 4/Postal Code:

Country: Select one

Notes (optional)

Submit Your Request

- 11) The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
- 12) Once all the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
- 13) Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
- 14) Once the “Yes, continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

## Annex 6: Certifications, Assurances, Other Statements of the Recipient

In accordance with ADS 303.3.8, DAI will require successful grant Applicants to submit a signed copy of the following certifications and assurances, as applicable:

- 1) Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs (*Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.*)

- 2) Certification Regarding Lobbying *(This certification applies to grants greater than \$100,000.)*
- 3) Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)
- 4) Certification Regarding Terrorist Financing, Implementing Executive Order 13224
- 5) Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013 *(Note: This certification applies if grant for services required to be performed outside of the United States is greater than \$500,000. This certification must be submitted annually to the USAID Agreement Officer during the term of the grant.)*
- 6) Certification of Recipient

In addition, the following certifications will be included

- Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking *(Note: Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries.)*
- Part III – Participant Certification Narcotics Offenses and Drug Trafficking *(Note: Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries.)*
- Part IV – Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction
- Part V – Other Statements of Recipient
- Part VI – Standard Provisions for Solicitations

(Note: Parts V and VI – Are included in the grant file as part of the grant application.)