



USAID
FROM THE AMERICAN PEOPLE



USAID Promoting the Rule of Law in Myanmar Activity

Request for Applications (RFA) No. 01

Issuance Date: January 03, 2019

Dear Applicant:

The USAID Promoting Rule of Law in Myanmar Activity, implemented by Chemonics International, is seeking grantees for implementation of activities that address human trafficking and provide victims’ assistance in Myanmar. The grants will be awarded and implemented in accordance with USAID and U.S. Government regulations governing grants under contracts and the Activity’s internal grant management policies.

The Activity will hold identical pre-application workshops around the country to allow eligible and interested applicants the chance to ask questions about this RFA and receive guidance on how to complete the application forms. These pre-application workshops will be held as follows:

Location	Date
Yangon	January 23, 2019
Dawei, Tanintharyi Region	January 25, 2019
Myitkyina, Kachin State	January 29, 2019
Myawaddy, Kayin State	January 29, 2019
Mandalay, Mandalay Region	January 30, 2019
Tachileik, Shan State	February 1, 2019

Interested applicants that meet the eligibility requirements defined in Section III below and that would like to attend one of the pre-application workshops must confirm their attendance by sending participant name(s) and email addresses, the organization’s name, and which session they will attend to prlmgrants@prlmyanmar.com. A maximum of two people may attend from each organization. The Activity will share via email the time and venue for each session with those who RSVP. The Activity will not reimburse participants for any costs of attendance, including travel or mileage costs. For interested applicants that are unable to attend a pre-application workshop, the information provided at the session will be available at <https://www.chemonics.com/our-procurements/>.

The Activity and Chemonics employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to BusinessConduct@chemonics.com.

The following Annexes are included with this RFA:

- **Annex A** – Phase 1 Grant Idea Snapshot Form (To be completed and submitted by all applicants participating in Phase 1)
- **Annex B** – Phase 1 Required Certifications (To be completed and submitted by all applicants participating in Phase 1)
- **Annex C** – Phase 2 Grant Concept Paper Form (To be completed and submitted only by the applicants selected to proceed to Phase 2. This form is provided at this time for informational purposes only.)
- **Annex D** – Phase 2 Grant Budget Template (To be completed and submitted only by the applicants selected to proceed to Phase 2. This form is provided at this time for informational purposes only.)
- **Annex E** – Phase 2 Required Certifications (To be completed and submitted only by selected grantees prior to grant award. These required certifications are provided at this time for informational purposes only.)
- **Annex F** – Mandatory and Required As Applicable Standard Provisions

SECTION I. PROGRAM DESCRIPTION

IA. OBJECTIVE

The Promoting the Rule of Law in Myanmar Activity plans to award grants to Myanmar organizations to mitigate the impacts of trafficking. The objective of the grant activities is twofold: first, to provide specialized training on trafficking issues for legal providers and community advocates and, second, to provide victims' assistance. Work with police and/or military groups is excluded.

IB. BACKGROUND

The Promoting the Rule of Law in Myanmar Activity is a five-year project (2018-2023) financed by USAID and implemented by Chemonics International Inc. The goal of the Activity is to strengthen transparency and accountability in the legal system to protect the fundamental rights of Myanmar's people. The Activity has four main objectives/outcomes that will be achieved:

- Objective 1: Strengthen the administration of justice
- Objective 2: Improve the quality of professional legal education
- Objective 3: Strengthen access to justice services
- Objective 4: Mitigate the impacts of trafficking, corruption, and support to transitional justice

One of the Expected Results under Objective 4 is, "Drivers of trafficking mitigated and awareness of rights and services for trafficking victims increased." Grants resulting from this RFA will contribute to this Expected Result.

IC. DETAILED PROGRAM DESCRIPTION

The goal of this RFA is to identify grantees who will build the capacity of legal professionals—including paralegals and lawyers and community advocates as providers of legal assistance to victims. Grant activities shall result in well-trained and effective legal providers and community advocates. Work with police and/or military groups is excluded.

The target geographical areas of this activity is countrywide.

The specific scope of work of grants resulting from this RFA may include:

1. Training legal providers in witness and victim identification and in provision of legal assistance to victims
2. Training community advocates in witness and victim identification and in facilitation of links to legal services

The above is an illustrative, not exhaustive, list of areas that may be supported through this RFA. Applicants are free to present other related activities that suit their respective context and mandate, and that also fit under this RFA's program guidelines. Indeed, applicants are encouraged to be creative and responsive to the needs of beneficiaries in formulating ideas for grant activities.

PRLM expects that selected grantees will implement their own training plans/programs, which may include:

- a series of progressive, in-depth training sessions
- a mentoring component, whereby the grantee develops partnerships between trainees and trainers or experienced professionals. Mentors could attend hearings or committee sessions along with trainees to ensure that trainees are able to apply their learnings in their day-to-day work
- providing ongoing legal assistance (including advice and representation) to victims
- other elements

The following parameters are required for selected grantees' capacity building efforts:

- To the extent that it is relevant, grantees shall incorporate the USAID-funded Legal Aid Toolkit (https://pdf.usaid.gov/pdf_docs/PBAAJ647.pdf) into their training plans/programs.
- The training program shall be ongoing until trainees can successfully demonstrate the use of the knowledge, skills, and abilities in their daily work.
- Grantees shall identify how they will measure trainees' ability to apply their learnings in their daily work.
- The training shall include a plan for how the grantee's efforts under the grant will continue following the grant's completion.

The following information will be determined by each grantee:

- the method for selecting trainees
- the number of trainees that will be trained
- the training approach/techniques (including trainers and their qualifications)
- the elements of the training curriculum
- the proposed duration of the training
- how the grantee will ensure that trainees have absorbed skills and can integrate them in their daily work (including the USAID-funded Legal Aid Toolkit (https://pdf.usaid.gov/pdf_docs/PBAAJ647.pdf))

Proposed grant activities may be related to an organization's primary objective, or may be related to a special function of an organization that is otherwise largely dedicated to other objectives.

Grant activities funded by USAID through the Activity must meet the following general criteria:

- Grants must promote the overall goal of the Activity and further one or more of the specific objectives of the Activity, as described above in Section IB.
- Execution of grant activities must take place in Myanmar.
- Grant activities shall be results-oriented or performance-based, emphasizing achieving results that are relevant and technically sound; show a clear relationship between tasks, milestones, and payment; contain verifiable results; and can be measured by means of verifiable indicators.
- Grant awards will cover only necessary and allowable costs linked to the execution of the activity, such as program staff salaries, consultant fees, training, meetings and seminars, publications, purchase and/or rental of equipment, office and travel expenses, and other direct costs. The specific costs to be funded must conform to the USAID guidelines for funding activities.
- Should it be deemed necessary by the Activity, grants will also cover costs of activities associated with mitigating the environmental impact of grant activities.

The Activity recognizes that some grantees may need technical assistance to more effectively carry out the proposed activity. Consequently, applicants are encouraged to specify their needs for technical assistance, training, and/or organizational capacity building in their application.

ID. AUTHORITY/GOVERNING REGULATIONS

The Activity's grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Advanced Directive System (ADS) 302.3.5.6, "Grants Under Contracts." Awards made to non-U.S. organizations will adhere to guidance provided under [ADS Chapter 303](#), "Grants and Cooperative Agreements to Non-Governmental Organizations" and will be within the terms of the USAID Standard Provisions (see Annex F), as well as the Activity's grants procedures.

ADS 303 references additional regulatory documents issued by the U.S. Government's Office of Management and Budget (OMB) and the U.S. Agency for International Development, including:

- 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](#)

The full text of 2 CFR 200 can be found at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

The Activity is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards.

Under the Activity's grant program, USAID retains the right at all times to terminate, in whole or in part, the Activity's grant-making authorities.

SECTION II. AWARD INFORMATION

PRLM anticipates awarding up to 775,000,000 MMK under this RFA. The number of anticipated grant awards is undetermined. The estimated value of each grant award is unknown, as it is dependent on the scope of the proposed activities. The final amount of each grant award will be dependent upon grant activities. The duration of any grant award under this solicitation is expected to be up to 3 years.

SECTION III. ELIGIBILITY

In general, the Activity's grant support may be extended to Burmese not-for-profit and for-profit NGOs, associations, and firms. Illustrative types of organizations may include:

- NGOs (not-for-profit and for-profit), Community-based organizations (CBOs) and Civil Society Organizations (CSOs)
- Industry/sector, trade, or other private sector associations or syndicates
- Educational institutions
- Private sector entities

For this RFA, targeted grant recipients include local private sector organizations (PSOs); associations; NGOs and community-based organizations (CBOs); civil society organizations (CSOs); and education and training institutions.

Grantees may be newly-emerging groups who are working with donors for the first time; well-established organizations with a long history of implementing USAID-funded programs; or organizations somewhere in the middle.

This grant opportunity is not open to Myanmar government entities or international organizations.

Applicants must:

- Be a local organization operating in Myanmar.
- Be able to demonstrate potential and relevant capability and performance related to the Activity's priority areas, and/or actual successful past performance in implementation of integrated development programs related to the Activity's priority areas.
- Demonstrate outreach capabilities with linkages to the beneficiary group(s) identified in the program description. This should be reflected by the incorporation of the beneficiary perspective in the application.
- Display sound management in the form of financial, administrative, and technical policies and procedures, as well as present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. The Activity will assess this capability prior to awarding a grant. The Activity will build the capacity of nascent organizations during the life of a grant award. All applicants are encouraged to specify their needs for technical assistance and/or training in their application.
- Sign and submit—as part of the application package in response to this RFA—the following certifications found in Annex B.
 - Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction (AAPD 14-03, August 2014)
 - Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (May 2017)
- Be prepared to sign the following required certifications prior to receiving a grant, as applicable. The certifications are attached to this solicitation (Annex E) for informational purposes only. The Activity will review them with selected grantees prior to signing.
 - Certification on Lobbying
 - Certification Regarding Terrorist Financing
 - Certification of Recipient

Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in ADS 303.3.28, except for faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.

The Activity encourages applications from new organizations who meet the above eligibility criteria.

Sustainability is a core part of the Activity’s implementation principles. For the purpose of this activity, sustainability will be achieved when local counterparts and beneficiaries are empowered to take ownership of development processes, and maintain project results and impacts beyond the life of any USAID activity. The Activity’s focus is on building institutional and individual capacity, which ensures USAID’s investments are sustainable over the long-term.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

IVA. INSTRUCTIONS TO APPLICANTS

Applicants must propose strategies for the implementation of the program description described above in Section IC, introducing innovations that are appropriate to their organizational strengths.

IVB. QUESTIONS

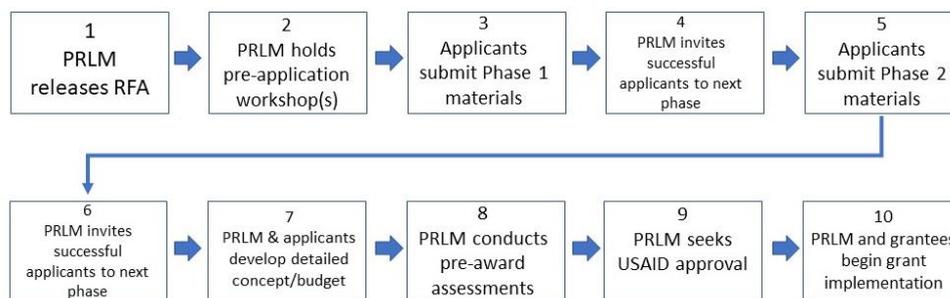
Please submit all questions concerning this solicitation via email to prlmgrants@prlmyanmar.com. The Activity cannot respond individually to each question submitted. Instead, answers to all questions will be posted at <https://www.chemonics.com/our-procurements/>.

Questions received by 17:00 pm local time on February 04, 2019 will be answered on the website by 17:00 pm local time on February 08, 2019. Questions and answers from the pre-application sessions as described on page 1 of this document will also be posted at <https://www.chemonics.com/our-procurements/>. Subsequent questions will be accepted, and answers will be posted on the website, on a rolling basis through the RFA’s closing date or when funding is no longer available. Interested applicants are encouraged to periodically check the website for responses. The website is the only way responses to questions shall be shared with all interested parties.

IVC. APPLICATION PROCESS

This will be a two-stage application process. During Phase 1, applicants will submit a “grant idea snapshot” (maximum 3 pages) as well as required certifications. Applicants selected to proceed to Phase 2 will submit a concept paper (maximum 10 pages) and budget. The RFA will be open for 45 days after the release date.

Applicants will be selected for grant award through a multi-tiered process, including:



Additional details and instructions regarding each phase of this solicitation are included below.

Evaluation Phase 1: Applicants will submit a Phase 1 Grant Idea Snapshot Form (Annex A) and the Phase 1 Required Certifications (Annex B). Applicants shall present their information in the formats provided and shall follow the instructions and guidelines therein. The Grant Idea Snapshot Form must be signed by an authorized agent of the Applicant. Grant Idea Snapshot Forms will be evaluated against the merit review criteria listed in

Section V below. Applicants who successfully meet or exceed the merit review criteria will be invited to participate in Phase 2.

Evaluation Phase 2: Only those applicants whose Phase 1 materials meet or exceed the merit review criteria will be invited to participate in Phase 2. Qualified applicants will be invited to submit a Phase 2 Grant Concept Paper Form (Annex C) and Phase 2 Budget (Annex D). The Grant Concept Paper Form must be signed by an authorized agent of the Applicant. Grant Concept Paper Forms and Budgets will be evaluated against the merit review criteria listed in Section V below. Applicants who successfully meet or exceed the merit review criteria will be selected to move forward with the Activity's grantee assessment and grant negotiation process.

Following Evaluation Phase 2, selected grantees will:

- Work with the Activity to refine and finalize the concept, budget, and implementation plan, which will be incorporated into the grant agreement.
- Assist the Activity in conducting a pre-award risk assessment (a financial and administrative assessment which the Activity conducts to ensure each selected grantee has the necessary management and technical competence to plan and carry out the grant). As part of this process, selected grantees may be asked to undergo an Organizational Capacity Assessment (OCA), which identifies institutional strengths, weaknesses, and priorities in key areas like governance; human resources; financial, institutional, and performance management; communications; and service delivery. Results from the OCA will guide the Activity's capacity building support to the grantee.
- Work with the Activity to draft a branding and marking plan which will be annexed to the grant agreement.
- Sign the Phase 2 Required Certifications, as specified in Section III and attached for reference in Annex E.

IVD. APPLICATION AND SUBMISSION INFORMATION: PHASE 1

For Evaluation Phase 1, application materials shall be submitted in English or Burmese.

Applicants should submit the following to the Activity:

- Phase 1 Grant Idea Snapshot Form (Annex A)
- Phase 1 Required Certifications (Annex B)
- A copy of the Applicant's valid legal registration, if applicable

The completed Phase 1 Grant Idea Snapshot Form may not be more than 3 pages. Responses must be in 12-point font.

Applicants should not submit the Phase 2 Grant Concept Paper Form (Annex C), Phase 2 Grant Budget Template (Annex D), or Phase 2 Required Certifications (Annex E) included in this RFA unless the Activity has indicated that your organization has moved to Evaluation Phase 2.

Materials should be submitted in electronic copy only to prlmgrants@prlmyanmar.com. Please reference RFA No. 01 and the name of your organization in the message's subject line.

Applications will be accepted and evaluated on a rolling basis through **17:00 pm local time on February 18, 2019** or until funds are no longer available. Late or unresponsive applications will not be considered.

Organizations may only submit one application in response to this RFA.

IVE. APPLICATION SUBMISSION INFORMATION: PHASE 2

This information only applies to applicants who have been informed by the Activity that they have been selected to proceed to Evaluation Phase 2.

For Evaluation Phase 2, application materials shall be submitted in English or Burmese.

Applicants should submit the following to the Activity:

- Phase 2 Grant Concept Paper Form (Annex C)
- Phase 2 Grant Budget Template (Annex D)

The Phase 2 Grant Concept Paper Form shall be submitted in English or Burmese and may not be more than 10 pages. Responses must be in 12-point font.

The Phase 2 Grant Budget Template shall include the expected costs of the proposed grant activity. Applicants should take care to thoughtfully include detailed costs for all elements of the grant concept. Budgets should be submitted at the same time as the Phase 2 Grant Concept Paper Form.

Materials should be submitted in electronic copy only to prlmgrants@prlmyanmar.com. Please reference RFA No. 01, Phase 2, and the name of your organization in the message's subject line.

The timeframe for submission of Phase 2 materials will be communicated to those organizations invited to participate.

SECTION V. APPLICATION MERIT REVIEW CRITERIA

As described above in Section IVC, applications will be evaluated in two distinct phases. The first step is for applicants to submit a grant idea snapshot form. The Activity will invite applicants whose snapshots meet or exceed the evaluation criteria to submit more detailed information through a grant concept paper and grant budget.

All application information (grant idea snapshots, grant concept papers, and grant budgets) will be reviewed by an internal review panel comprised of the Activity's technical implementation staff, and recommendations may be vetted by a larger group. The specific merit review criteria are as follows for each phase:

Evaluation Phase 1

- Does the organization meet the eligibility requirements (as described in Section III)?
- Does the proposed activity align with the goal of this RFA (as described in Section 1C)?
- Does the proposed activity demonstrate a viable technical approach?
- Does the applicant's technical approach deliver a viable method to measure skills absorption/implementation by trainees?
- Do the applicant's materials highlight relevant past performance in the geographical area(s) and/or the technical area, or demonstrate potential and relevant capability and performance related to PRLM's priority areas?
- Is the request for funding commensurate with the potential impact?

Evaluation Phase 2

Full applications will be evaluated against the merit review criteria in the table below.

Merit Review Category	Rating (Points)
A. Technical Approach & Impact on Target Group	50
B. Management & Programmatic Capacity	30
C. Cost Effectiveness	10
D. Awareness of Gender & Women's Empowerment	10
Overall Rating (out of 100 points)	100

These merit review criteria elements are described more fully below.

A. Technical Approach & Impact on Target Group. The quality and feasibility of the concept in terms of the viability of the proposed technical approach (i.e., the proposed technical approach can reasonably be expected to produce the intended outcomes), appropriateness of the proposed methodology, and the work plan for achieving the project objective of building the capacity of legal professionals and community advocates. The extent to which the proposed activity corresponds to the needs of target group(s) and will directly benefit legal providers,

community advocates, and victims and witnesses. The quality of the applicant's plan to measure the impact of their trainings on participants' day to day work. Proposed mechanisms for monitoring and evaluation with objectively measurable indicators will also be appraised. **50 points**

B. *Management & Programmatic Capacity*. Evidence of the organization's capability to undertake, oversee, accomplish, and sustain the proposed activities on time and within budget. Appraisal will be based principally on the background, qualifications, reputation, and skills of the organization's key personnel. Previous or ongoing experience implementing similar activities OR potential and relevant capability to carry out activities in support of PRLM's targeted reforms. **30 points**

C. *Cost Effectiveness*. The degree to which budgeting is clear and reasonable and reflects best use of organizational and grant resources. **10 points**

D. *Awareness of Gender and Women's Empowerment*. The extent to which the proposed activity represents a strong commitment to women as beneficiaries or includes a commitment to advance gender equality and women's empowerment. **10 points**

Additionally, the Activity will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

SECTION VI. AWARD AND ADMINISTRATION INFORMATION

Grant applications must be supported by a detailed and realistic budget as described below.

The budget presented with the concept paper (Phase 2) will be subject to adjustment during the evaluation and/or grant negotiation processes, and the cost may be increased or reduced.

All grants will be negotiated, denominated, and funded in Myanmar Kyat.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

All costs funded by the grant must be allowable, allocable, and reasonable, as defined here:

- An *allowable cost* must be reasonable for the performance of the award and conform to any limitations/exclusions in the award. An allowable cost must be consistent with the organization's policies and procedures and, as a result, be accorded consistent treatment in their application.
- *Allocable costs* must have a direct relationship with a grant-specified cost objective.
- *Reasonable costs* are considered ordinary and necessary to implement the activity and must be budgeted at a rate realistic within the local market. An organization should not include costs that deviate from their established practices and procedures.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of the Activity, nor does it commit the Activity to pay for costs incurred in the preparation and submission of an application. Further, the Activity reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the offerors. Applicants will be informed in writing of the decision made regarding their application.

SECTION VII. INELIGIBLE EXPENSES

The Activity's grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind.
- Ceremonies, parties, celebrations, or "representation" expenses.
- Purchases of restricted goods—such as restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, pesticides, used equipment, U.S. Government excess property, and fertilizers—without the previous approval of the Activity.
- Purchases of prohibited goods under USAID regulations, including but not limited to the following: military and surveillance equipment, police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment.

- Alcoholic beverages.
- Purchases of goods or services from restricted or prohibited sources under the prevailing USAID source/nationality regulations (Cuba, Iran, North Korea, and Syria).
- Any purchase or activity which has already been made.
- Purchases or activities unnecessary to accomplish grant purposes as determined by the Activity.
- Payments to the Government of Myanmar.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Creation of endowments.

ANNEXES

- **Annex A** – Phase 1 Grant Idea Snapshot Form (To be completed and submitted by all applicants participating in Phase 1)
- **Annex B** – Phase 1 Required Certifications (To be completed and submitted by all applicants participating in Phase 1)
- **Annex C** – Phase 2 Grant Concept Paper Form (To be completed and submitted only by the applicants selected to proceed to Phase 2. This form is provided at this time for informational purposes only.)
- **Annex D** – Phase 2 Grant Budget Template (To be completed and submitted only by the applicants selected to proceed to Phase 2. This form is provided at this time for informational purposes only.)
- **Annex E** – Phase 2 Required Certifications (To be completed and submitted only by selected grantees prior to grant award. These required certifications are provided at this time for informational purposes only.)
- **Annex F** – Mandatory and Required As Applicable Standard Provisions

PHASE 1 GRANT IDEA SNAPSHOT FORM

Please answer the following questions. Responses must not exceed 3 pages total and must be in 12-point font.

1. Organization name and description:
2. Contact information:

Organization address:	
Organization phone:	
Organization website:	

An agent of the organization shall be responsible for communications between the Activity and the Applicant. This applies to all aspects of the grant application, from initial idea snapshot through negotiation and award. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.

Name of agent:	
Title of agent:	
Phone:	
Email:	

3. Describe the proposed grant idea.
 - a. How will a grant from the Promoting Rule of Law in Myanmar Activity help the organization build the capacity of legal providers in witness and victim identification and in provision of legal assistance to victims? How will a grant help the organization build the capacity of community advocates in witness and victim identification and in facilitation of links to legal services?
 - b. What elements form the training curriculum? How will the training be implemented?
 - c. Who are the beneficiaries of this opportunity? How will they be selected? How many beneficiaries will there be?
 - d. Where/when will activities take place? What is the proposed duration of the capacity building efforts?
 - e. What are the expected results of this opportunity? How will the organization ensure that trainees have absorbed skills/information from the training, and that trainees can integrate and apply new skills/information into their daily work?
4. Describe the organization’s relevant past performance in the proposed geographical area and/or the proposed technical area(s). If the organization does not have relevant past performance, describe the organization’s potential and relevant capability and performance related to the Activity’s priority areas.
5. Estimate the approximate cost of the proposed grant idea, using the format below. An exact detailed budget is not necessary at this point, only a plausible estimated calculation, which should be realistic and within 15 percent (+/-) of the final approved budget. Note that the budget must be provided in MMK.
 - a. How much funding is requested from The Activity and for what items/activities?
 - b. What contribution (cash or monetized in-kind services or equipment) could you provide as the grantee?
 - c. Will any funding come from other sources? If so, what other sources and how much?

Annex A
(to be completed and submitted by all applicants)

<i>Budget Category</i>	<i>Applicant Resources (in MMK)</i>	<i>Third Party Resources (identify source) (in MMK)</i>	<i>Total Resources Needed from the Activity (in MMK)</i>
Salaries:			
Other Direct Costs:			
Training:			
Travel and Transportation:			
Supplies and Materials:			
<i>[Add more rows as needed.]</i>			
Total Estimated Costs (in MMK)			

6. Signature:

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): _____

Signature: _____ Date: _____

PHASE 1 REQUIRED CERTIFICATIONS

Please complete and sign the following two required certifications:

- 1. Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction*
- 2. Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements - Representation*

Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction (August 2014)

(a) In accordance with section 7073 of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

For the purposes of section 7073, it is USAID’s policy that no award may be made to any organization covered by (1) or (2) above, unless the M/OAA Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Applicant Representation:

(1) The Applicant represents that it is is not an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) The Applicant represents that it is is not an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Signature

Type or Print Name

Position Title

Date of Execution

Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (May 2017)

(a) Definitions.

“Contract” has the meaning given in 2 CFR Part 200.

“Contractor” means an entity that receives a contract as defined in 2 CFR Part 200.

“Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the recipient requires any of its employees or subrecipients to sign regarding nondisclosure of recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that recipient employees or subrecipients sign at the behest of a Federal agency.

“Subaward” has the meaning given in 2 CFR Part 200.

“Subrecipient” has the meaning given in 2 CFR Part 200.

(b) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions), Government agencies are not permitted to use funds appropriated (or otherwise made available) for federal assistance to a non-Federal entity that requires its employees, subrecipients, or contractors seeking to report waste, fraud, or abuse to sign internal confidentiality agreements or statements that prohibit or otherwise restrict its employees, subrecipients, or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(c) The prohibition in paragraph (b) of this provision does not contravene requirements applicable to Standard Form 312, (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) Representation. By submission of its application, the prospective recipient represents that it will not require its employees, subrecipients, or contractors to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting its employees, subrecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).

(END OF PROVISION)

Signature

Position Title

Type or Print Name

Date of Execution

(to be completed and submitted by applicants invited to participate in Phase 2)

PHASE 2 GRANT CONCEPT PAPER FORM

Applicants invited to participate in Phase 2 must complete and submit this grant concept paper form. This template is provided at this time for informational purposes only.

(to be completed and submitted by applicants invited to participate in Phase 2)

PHASE 2 GRANT CONCEPT PAPER FORM

Please answer the following questions. Responses must not exceed 10 pages total and must be in 12-point font.

1. Organization name:
2. Brief description of the organization. Please include:
 - mission/purpose
 - the date when the organization was founded
 - organizational structure
3. Contact information for 3 references from leaders of donors and partner organizations (U.S. or other) that can provide references for the organization’s ability to successfully carry out the financial, administrative, and technical requirements of the grant activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email.

Name of Donor Agency or Partner Organization	Nature of Relationship or Title of Project, Location	Start & End Dates of Collaboration	Contact Person
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:

4. Title of the proposed grant activity:
5. Objective and expected results of the proposed grant activity. Please expand on the Grant Idea Snapshot you previously submitted, addressing:
 - What is the objective of the proposed activity?
 - How will a grant from the Activity help the organization build the capacity of legal providers in witness and victim identification and in provision of legal assistance to victims? How will a grant from the Activity help the organization train community advocates in witness and victim identification and in facilitation of links to legal services?
 - Expand upon the elements that form the training curriculum, and how the training will be implemented.
 - What are the expected results of the proposed activity? How will the organization ensure that trainees have absorbed skills/information from the training, and that trainees can integrate and apply new skills/information into their daily work?
 - Describe any relevant material assumptions and/or conditions required for the achievement of the objective of the proposed activity.
6. Main tasks of the proposed grant activity: Provide details regarding the specific tasks of the activity. Please include all events, trainings, publications, etc. that will be included in the implementation plan. For each task, provide the following information:
 - a. Task # / Title
 - b. Task description
 - c. Target audience

(to be completed and submitted by applicants invited to participate in Phase 2)

- d. Grant-financed resource required & detailed explanation of use
- e. Non-grant-financed resources required
- f. Start and end dates
- g. Person(s) responsible
- h. Milestone or indicator of achievement

The tasks listed must show a thoughtful approach to the overall implementation plan. Tasks should describe actions and be logically sequenced.

7. Beneficiaries: Please expand on the Grant Idea Snapshot you previously submitted, addressing:
- Who are the beneficiaries of the proposed grant activity? (Disaggregate by gender, if possible, and include number and location(s).)
 - How will the grant activities reach the intended beneficiaries?
 - How will they benefit from the grant?
8. Anticipated duration of activity from start to finish: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks. As noted within the RFA, the duration of any grant awarded under this solicitation is expected to be up to 3 years.

Overall length (total number of months)	
Start and end date (day, month, and year)	

9. Location of the proposed grant activity: Please list the location(s) of the main tasks.
10. Past performance: Please expand on the Grant Idea Snapshot you previously submitted, describing past experience or on-going implementation of similar technical activities. If the organization does not have similar experience, please state that here and describe any other relevant qualifications that will allow you to successfully implement the grant activity.

11. Signature:

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): _____

Signature: _____ Date: _____

(to be completed and submitted by applicants invited to participate in Phase 2)

PHASE 2 GRANT BUDGET TEMPLATE

Applicants invited to participate in Phase 2 must complete and submit this budget template. This template is provided at this time for informational purposes only.

The Grant Budget Template is provided in an Excel file which is available separately.

(to be completed and submitted by applicants invited to participate in Phase 2)

PHASE 2 REQUIRED CERTIFICATIONS

Applicants invited to participate in Phase 2 must complete and sign the following required certifications:

Name of Certification	To be Completed By
Certification on Lobbying	Grantees with awards greater than \$100,000
Certification Regarding Terrorist Financing	All grantees
Certification of Recipient	All grantees

These required certifications are provided at this time for informational purposes only.

(to be completed and submitted by applicants invited to participate in Phase 2)

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee Name _____

Grantee's Authorized Representative Name _____

Grantee's Authorized Representative Title _____

Grantee Authorized Representative Signature _____

Date _____

(to be completed and submitted by applicants invited to participate in Phase 2)

Certification Regarding Terrorist Financing

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

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

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3. The Certification in the preceding sentence will not be deemed applicable to material support or resources provided by the Recipient pursuant to an authorization contained in one or more applicable licenses issued by the U.S. Treasury's Office of Foreign Assets Control (OFAC).

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

(i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.

(ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge.

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(to be completed and submitted by applicants invited to participate in Phase 2)

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

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

Grantee Name _____

Grantee's Authorized Representative Name _____

Grantee's Authorized Representative Title _____

Grantee Authorized Representative Signature _____

Date _____

(to be completed and submitted by applicants invited to participate in Phase 2)

Certification of Recipient

To: Chemonics International

I, _____, _____, as a legally authorized representative of
Name (Printed or Typed) Title_____
Organization Name do hereby certify that, to the best of my knowledge and belief,

this organization's management and other employees responsible for their implementation are aware of the requirements placed on the organization by 2 CFR 200, and Federal and USAID regulations with respect to the management of, among other things, personnel policies (including salaries), travel, indirect costs, and procurement under this agreement and I further certify that the organization is in compliance with those requirements and other applicable U.S. laws and regulations.

I, we, understand that a false, or intentionally misleading certification could be the cause for possible actions ranging from being found not responsible for this award, termination of award, or suspension or debarment of this organization in accordance with the ADS 303 Standard Provision for Non-U.S. Nongovernmental Organizations (for in-kind, standard, and simplified grants) entitled "Award Termination and Suspension" and the ADS 303 Standard Provision for Fixed Amount Awards to Nongovernmental Organizations entitled "Debarment and Suspension."

I, we, further agree that by signing below, we provide certification and assurance for the following:

- (1) Certification Regarding Lobbying
- (2) Certification Regarding Terrorist Financing
- (3) Certification Regarding Trafficking in Persons

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all U.S. Federal grants, loans, contracts, property, discounts, or other U.S. Federal financial assistance extended after the date hereof to the recipient by Chemonics, including installment payments after such date on account of applications for U.S. Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such U.S. Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

I declare under penalty of perjury that the foregoing is true and correct.

Signature_____
Position Title_____
Type or Print Name_____
Date of Execution

MANDATORY AND REQUIRED AS APPLICABLE STANDARD PROVISIONS

The full text of the Standard Provisions may be found at the following links.

- Standard Provisions for Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL:
<http://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>
- Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:
<http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>