

# REQUEST FOR APPLICATIONS

## ***USAID/Bangladesh Higher Secondary Education Activity (HSEA)***

### **Request for Applications (RFA) No. 2024-003**

Issuance Date: July 5, 2024

Dear Applicant:

*USAID/Bangladesh Higher Secondary Education Activity (HSEA)*, implemented by Chemonics International, is seeking subaward applications for implementation of to improve the learning outcomes of higher secondary students (grades 11 and 12) in Bangladesh. The grant will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and HSEA's internal grant management policies.

Project 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 the chief of party or [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com).

Annexes included with this Request for Applications:

- **Annex A** – Concept Paper Application Form
- **Annex B** – Applicant Self-Assessment Form
- **Annex C** – Required Certifications

List of certifications and assurances to be submitted by selected applicant prior to signing the subaward, which can be found in Annex C:

- Certification of Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction
  - Certification Regarding Terrorist Financing
  - Certification of Recipient
  - Certification Regarding Trafficking in Persons (Required for subawards over \$500,000 and must be re-submitted annually).
  - Certification Regarding Lobbying (Required for all subawards over \$100,000).
  - The subrecipient must provide Chemonics with its Universal Entity Identifier (UEI) number prior to subaward execution or immediately following execution. In cases where the subrecipient does not have a UEI number, Chemonics may help the subrecipient to obtain one. A UEI number is not required for subawards that are 100 percent in-kind.
- **Annex D** – Mandatory and Required As Applicable Standard Provisions
- Standard Provisions for U.S. Nongovernmental recipients receiving all other types of grants can be accessed through following URL:  
<https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303maa>
  - Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:

## **SECTION I. PROGRAM DESCRIPTION**

### **IA. OBJECTIVE**

HSEA is awarding a grant to a US University to support the development and deployment of the Activity's blended teacher and leadership professional development approach. The objective of the grant is to support building teacher and leadership capacity based on a cascade training model enhanced with a hybrid in-person/online mechanism of delivery via a Comprehensive Learning Management System (CLMS). Through this grant the US University will support the design and delivery of these trainings, utilizing and modeling practices that teachers and leaders should use in their classrooms to improve inclusive student-centered learning practices in higher secondary education in Bangladesh.

### **IB. BACKGROUND**

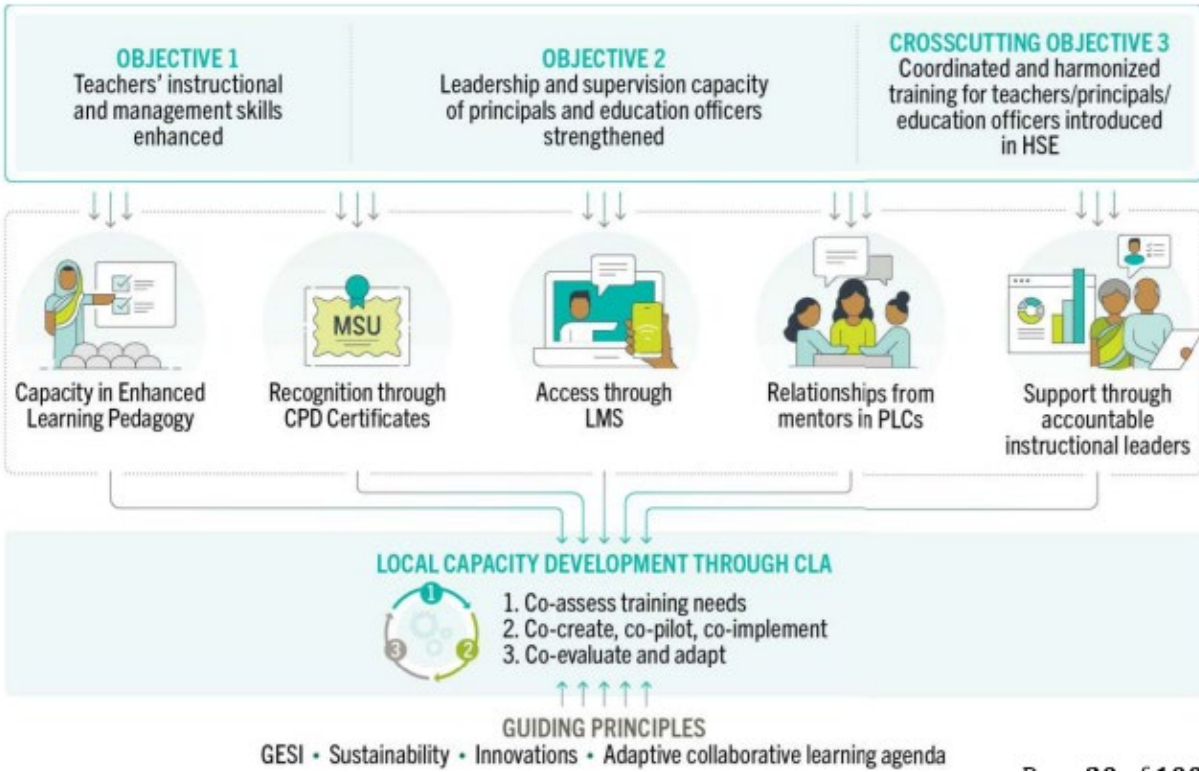
HSEA is a five-year project financed by USAID and implemented by Chemonics International. The goal of the Activity is to improve the learning outcomes of higher secondary students (grades 11 and 12) in Bangladesh by improving the quality of teaching and learning practices through effective application of inclusive student-centered learning practices. This transformative initiative is introducing student-centered pedagogy to enhance teachers' instructional skills, as well as strengthening the leadership and supervision capacities of principals, vice-principals, and education officers via a blended learning, college-based approach. HSEA's approach focuses on three integrated objectives:

- Enhancing teachers' instructional and management skills;
- Strengthening the leadership and supervision capacity of principals and education officers; and
- Coordinating and harmonizing training for teachers, principals and education officers.

### **IC. DETAILED PROGRAM DESCRIPTION**

Reflecting on USAID's situational analysis, HSEA uses a research-driven local capacity strengthening approach to improve the quality of teaching and learning practices in higher secondary education (Exhibit below).

**Exhibit 1: General Approach to Transform HSE:**  
Strengthening capacities, incentives, relationships, and accountability



The approach uses co-creation processes that put higher secondary education actors, especially the Directorate of Secondary and Higher Education (DSHE), in the lead.

### Description of Blended Learning Approach

HSEA's approach to building teacher and leadership capacity is based on a cascade model enhanced with a hybrid in-person/online mechanism of delivery via a Comprehensive Learning Management System (CLMS). Core trainers will be trained by the HSEA team, including representatives from the subrecipient. The core trainers will then train master trainers who will go on to roll out the main training to teachers and education leaders throughout Bangladesh. Trainings will take place in colleges or nearby training institutions. In the main training, teachers will complete 5 days of in-person training over a period of 12 weeks that includes nine weeks of synchronous/asynchronous online learning activities. Leaders will complete three days of in-person training over a period of nine weeks that includes seven weeks of online learning activities (Exhibit 2). All trainings will be designed and delivered utilizing and modeling the practices that teachers and leaders should use in their classrooms.

## Exhibit 2: HSEA Blended Learning



In Quarter 4 of Year 1 (by the end of September 2024), HSEA aims to train 50 core trainers, and 200 master trainers. Subsequently, HSEA aims to train approximately 8,000 teachers from approximately 300 colleges in Quarter 1 of Year 2 (October-December 2024). This training will be considered a pilot and a pause and reflect and review period will follow. Over the life of the project, HSEA will train 76,000 teachers from a total of 3,000 colleges. This, however, may change depending on whether trainings will warrant follow-up training of cohorts. To incentivize participation and increase the prestige of this training program, core trainers, master trainers, and participating teachers and leaders who complete the training meeting predefined criteria will receive a certificate from the partner university. This criteria will be established in consultations between HSEA and the partner university to ensure it meets the needs/requirements of both parties; it is not envisioned that this certificate or training program would earn university credit.

In March/April 2024 HSEA conducted a training needs assessment. The findings formed the basis of the trainings currently being finalized.

The subrecipient will work with HSEA specialists to review the work done to-date and provide any appropriate contribution to HSEA and DSHE for their consideration.

### Role of the University Partner

The University Partner (subrecipient) will contribute to the HSEA approach and objectives by supporting the development and deployment of the above-described blended teacher and leadership professional development approach. The subrecipient is expected to contribute to the following:

- support the continuing development of needs-based blended training curricula for teachers and educational leaders, utilizing the CLMS that is being developed by HSEA as the delivery platform for the blended training.
- Provide certification for the above trainings.

- Work with the HSEA team and local partner to design and continue to develop the CLMS and create components, such as professional learning communities (PLCs), libraries, and teachers' guides.
- Provide short term technical assistance as needed on areas within the scope, to build the capacity of HSEA team as well as including government counterparts.
- host a delegation of high-level Bangladeshi counterparts at their campus in the U.S.

## **University Partner Illustrative Activities by Component**

### **Component 1. Teachers' Instructional and Management Skills Enhanced**

#### ***Review needs-based curriculum and provide new materials for blended f pedagogy courses for teachers.***

The subrecipient will review the work done to date on the face-to-face curriculum and online module content for training teachers, and provide additional contributions needed to complete them. This includes complementary online materials to be accessed by teachers and leadership via the CLMS to, for example: video scripts (to be made into videos by local partner), quizzes, readings, subject-based materials, and case studies. These materials should be high-quality, gender-responsive, easily digestible, and practical. Remote colleges may require materials on introduction and use of ICT in the classroom.

The sub-recipient will work on ideation of the PLC and the practicalities of keeping it running during the project and building in sustainability on close-out.

#### ***Deliver in-service blended training to core trainers for teachers***

The subrecipient will support the HSEA technical team to train core trainers over the course of 10 days. The core trainer and master trainer training will start in September 2024 and the subrecipient is encouraged to propose highly experienced and seasoned trainers to travel in-country for this training

The sub-recipient will work with HSEA and DSHE to determine the most effective and easily administered online assessment for the courses.

### **Component 2. Leadership and Supervision Capacity of Principals and Education Officers Strengthened**

#### ***Review needs-based curriculum and provide new materials for face to face and online pedagogy courses for principals/vice principals and education leaders.***

The subrecipient will review the work done to date on the face-to-face curriculum and online module content for training education leaders and governing bodies, and provide additional contributions needed to complete them. This includes complementary online materials to be accessed by teachers and leadership via the CLMS for example: video scripts (to be made into videos by local partner), quizzes, readings, subject-based materials, and case studies. These materials should be high-quality, gender-responsive, easily digestible, and practical. Leaders from remote colleges may require materials on introduction and use of ICT in the classroom.

#### ***Deliver in-service blended training to core trainers for education leaders***

The subrecipient will support the HSEA technical team to train core trainers for the education leaders over the course of 10 days. The core trainer and master trainer training will start in September 2024 and the subrecipient is encouraged to propose highly experienced and seasoned trainers to travel in-country for this training.

The sub-recipient will work with HSEA and DSHE to determine the most effective and easily administered online assessment for the courses.

The sub-recipient will work on ideation of the PLC and the practicalities of keeping it running during the project and building in sustainability on close-out.

### **Component 3**

#### ***Support DSHE in aligning policy, guidelines and allocating resources to plan and manage trainings on a regular basis (3.3)***

The subrecipient will provide technical support as needed to assist HSEA and DSHE in the transition towards GOB control of training by the end of the project.

### **Crosscutting**

#### ***Sponsor attendance at national and international conferences***

Chemonics will sponsor exemplar teachers/researchers to co-present with the subrecipient and DSHE at the Comparative and International Education Society conference in North America, or other relevant education conferences in Bangladesh or the region. They will present on their action research or promising approaches in HSE.

#### ***Conduct exposure visit to the subrecipient's university***

In Quarter 4 (September 2024) the subrecipient will host a high-level delegation of DSHE staff, exemplary teachers, and educational leaders at the subrecipient campus in the U.S. On this trip, participants will be able to engage with professors at the university, renowned for their expertise in education across subjects as well as instructional leadership. Other activities could include visiting model higher secondary institutions, or LMS development administration teams. Through mutual exchange, the Bangladeshi and US-based educators can gain valuable insights into innovative teaching methodologies, research practices, and educational policies, fostering cross-cultural learning, inspiring new approaches in their own classrooms and schools in Bangladesh and allowing the US team to get insights on the project and the Bangladeshi context.

### **Monitoring and Evaluation**

The subrecipient will support HSEA's monitoring and evaluation platform by creating/reviewing and supporting the administration of pre- and post-training tests and post training satisfaction surveys. The subrecipient will also contribute to the Program's Training Effectiveness Study. HSEA will provide the subrecipient with the Activity Monitoring, Evaluation, and Learning Plan (AMELP) upon USAID approval.

HSEA recognizes that some grantees may need technical assistance to more effectively carry out the activity. Consequently applicants are encouraged to specify their needs for technical assistance and/or training in their application.

## **ID. AUTHORITY/GOVERNING REGULATIONS**

HSEA 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 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 as linked in the annexes, as well as the HSEA grants procedures.

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

- 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](#) (U.S. applicants are subject to 2 CFR 200 in its entirety)
- 2 CFR 700, USAID’s [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (only applicable to U.S. Applicants)

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](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) and 2 CFR 700 at <http://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5>.

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

Under the HSEA cooperative agreement, USAID retains the right at all times to terminate, in whole or in part, HSEA grant-making authorities.

## **SECTION II. AWARD INFORMATION**

HSEA anticipates awarding up to USD 4 million through one or more standard awards, but the final amount and subaward instrument will be dependent upon subaward activities and final negotiation and may be lower or higher than that range. The duration of any grant award under this solicitation is expected to be no more than four years. The estimated start date of grants awarded under this solicitation is August, 5 2024.

## **SECTION III. ELIGIBILITY**

### **IIIA. ELIGIBLE RECIPIENTS**

- Applicants must be a registered US accredited higher education institution, recognized by and in good standing with appropriate US authorities, and compliant with all applicable civil and fiscal regulations.
- Applicants may only submit one application per prime organization under this RFA.
- Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to HSEA’s priority areas.
- Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect

against fraud, waste, and abuse; and support the achievement of program goals and objectives. HSEA will assess this capability prior to awarding a grant.

- Applicants must sign certain required certifications prior to receiving a grant. The certifications are attached to this solicitation (Annex E) and HSEA will review them with applicants.
- For any grant award(s) resulting from this solicitation that is other than in-kind, equivalent to \$25,000 USD or more, and has no anticipated subawards, grantees will be required to provide a Unique Entity Identifier (UEI) at the time of award. If the applicant already has a UEI number it should be included in their application. Otherwise, applicants will be expected to get a UEI number before an award is made. [HSEA] will assist successful applicants with this process. More information on UEIs can be found [here](#).
- The project will work with the successful grantee to draft a marking and branding plan which will be annexed to the grant agreement.

HSEA encourages applications from minority serving organizations who meet the above eligibility criteria.

## **SECTION IV – APPLICATION AND SUBMISSION INFORMATION**

### **IVA. INSTRUCTIONS TO APPLICANTS**

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

#### **IVA1. PRE-AWARD RISK ASSESSMENT**

All organizations selected for award are subject to a pre-award risk assessment conducted by HSEA, to ascertain whether the organization has the minimum management capabilities required to handle US government funds. The applicant self-assessment is the first step in the pre-award risk assessment process. The Applicant Self-Assessment Form is contained in Annex D.

#### **IVA2. GRANT APPLICATION**

This is a two-stage application process. The first stage is for the applicant to submit a concept paper. Concept paper forms (Annex A) will be evaluated against the merit review criteria listed in Section V below. If the applicant successfully meets or exceeds the merit review criteria, they will be invited to submit a full application. Only those applicants who meet or exceed the merit review criteria at the concept paper stage, will be invited to submit a full grant application.

Templates to be utilized when developing the application are provided in Annex A. Applicants shall present their technical application and budget in the formats provided and shall follow the instructions and guidelines listed in these annexes.

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.



The application must be signed by an authorized agent of the Applicant.

### **IVA3. INELIGIBLE EXPENSES**

HSEA 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, used equipment; without the previous approval of HSEA, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.
- Covered telecommunication and video surveillance equipment or services – per the standard provision entitled “Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment”, grant funds including direct and indirect costs, cost share and program income may not be used to (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services (“CTES”) as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition covers certain telecommunications equipment and services, including, but not limited to, phones, internet, video surveillance, and cloud servers, produced or provided by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities) unless HSEA has determined that there is no available alternate eligible source for the CTES. For fixed amount awards, this restriction is only applicable if any of the milestones are for telecommunication or video surveillance services or equipment.
- Alcoholic beverages.
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality (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 HSEA Project.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Creation of endowments.

### **IVB. APPLICATION AND SUBMISSION INFORMATION**

Concept shall be submitted in English and may not be more than 6 pages.

Concept papers (including the budget and supporting documentation) should be submitted in electronic copy to the HSEA office at the e-mail address below and should reference RFA No. 2024-003.

Applications must be submitted no later than 1PM Eastern Standard Time, on July 28, 2024. Late or unresponsive applications will only be considered at the discretion of HSEA.

USAID/Bangladesh Higher Secondary Education Activity  
[pmu-bgd-hsea@chemonics.com](mailto:pmu-bgd-hsea@chemonics.com) with a copy to [cquinn@chemonics.com](mailto:cquinn@chemonics.com)

In addition to the concept paper, applicants should submit the following to HSEA:

- Applicant Self-Assessment form
- A copy of the Applicant’s valid legal registration

Signed certifications in Annex D will be required prior to making a final award.

Please submit all questions concerning this solicitation to the attention of Cate Quinn, Project Director via email to [pmu-bgd-hsea@chemonics.com](mailto:pmu-bgd-hsea@chemonics.com). HSEA will assist applicants in understanding the application process.

## SECTION V. APPLICATION MERIT REVIEW CRITERIA

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

Merit Review Category	Rating (Points)
Feasibility of Design & Technical Approach	40
Management & Programmatic Capacity	30
Cost Effectiveness	10
Past Performance	10
Gender Awareness	10
<b>Overall Rating (out of 100 points)</b>	<b>100</b>

These merit review criteria elements are described more fully below.

*A. Feasibility of Design & Technical Approach.* The quality and feasibility of the application 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 potential innovativeness for achieving teacher and leadership professional blended learning objectives effectively. The technical approach must directly contribute to the achievement of the HSEA’s expected results and performance under the activity and must address how the awardee will complete the scope of work outlined in Section IC. Evaluation of approaches may include either approaches proven to be effective or new untried approaches with promise. **40 points**

*B. Management and Programmatic Capacity.* Evidence of the capability to undertake and accomplish the proposed activities and experience in secondary education teacher preparation and training and international collaboration on teacher capacity strengthening efforts. Regional experience in Asia is preferred. In addition, the applicant must discuss their capacity to lead and host delegations of international high-level counterparts. The application should demonstrate the applicant’s effectiveness in terms of internal structure, technical capacity, personnel, and technical assistance to support pedagogy development goals. In addition, the Sub-recipient must demonstrate adequate financial management capability, and highlight the organization’s capacity to engage swiftly and responsively to changing programmatic needs. The evaluation will be based principally on the background, qualifications, reputation, appropriateness and skills of its proposed personnel; and the “track record,” reputation, and achievements of the organization. **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**

F. *Past Performance*. Previous or ongoing experience implementing similar activities. This examines an Applicant's references and experience, which is a critical factor in assessing the capacity of the organization to implement the activity. **10 points**

G. *Inclusivity Awareness*. The extent to which the proposed activity incorporates a gender and inclusive approach or represents a strong commitment to women and underrepresented groups.. This may also include the ability to draw upon historically black serving colleges within the University's network for technical assistance throughout the life of the grant. **10 points**

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

## **SECTION VI. AWARD AND ADMINISTRATION INFORMATION**

All grants will be negotiated, denominated and funded in United States Dollars.

All costs funded by the grant must be allowable, allocable and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of HSEA, nor does it commit HSEA to pay for costs incurred in the preparation and submission of an application. Further, HSEA 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.

## ANNEX A SUBAWARD APPLICATION TEMPLATE

### A.1. General Instructions

HSEA will assist applicants in understanding the application process, answer questions from applicants, and may provide coaching in application development at the request of applicants. Annex C includes a detailed budget format that must be completed and submitted with your application. Annex A, Implementation Plan Timeline, should also be completed at the time of submission of the subaward application. This application may not exceed 6 pages in length. Pages exceeding 6 will not be reviewed (*does not include Annex B, Implementation Plan Timeline, or Annex C, Detailed Subaward Budget*).

### A.2. Instructions by Section

The application elements and guidelines are summarized below:

**Section I (Basic Information).** The Applicant provides basic contact information and information regarding the status of the organization.

Items 1-2: Organization's name, date organization was founded, and current registration status.

Item 3: Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between HSEA and the Applicant. This applies to all aspects of the subaward, from initial application, negotiation, award, and close out. 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 subaward activity and has a proven, established relationship with the Applicant.

Item 4: Organizational Structure— List key staff (president, directors, etc.) and department heads/deans that will be involved in this Activity.

Item 5: References—List three donors, partner organizations, etc. that can provide references for your organization's ability to successfully carry out the administrative, and technical requirements of the subaward 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 address.

**Section II (Program Description).** The Applicant describes overarching program elements such as objective of the subaward and the linkage to HSEA's objectives, results, the activity's beneficiaries, and plan for disseminating activity deliverables. This section must not exceed 1 page in length.

Items 6: Subaward Activity Detail – Provide a thorough, detailed description of the activity, including the proposed approaches and methodologies to achieve the subaward scope of work, and the expected results. Please refer closely to the merit review criteria and program description sections of the RFA.

**Section III (Program Implementation Plan).** This section covers information regarding activity implementation, including proposed personnel and descriptions of each task. This should be the most detailed section and must not exceed 4.5 pages in length, depending on the nature of the subaward activity and tasks involved.

Item 7: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks.

Item 8: Main tasks of the activity— Provide details regarding the specific tasks of the activity in Annex A. The implementation plan must be supported by Annex B, Implementation Plan Timeline, listing all identified main tasks over the duration of the activity. Please include all events, trainings, publications, etc. For each task, provide the following information:

Task # / Title

1. Task description
2. Target Audience
3. Subaward-financed resource required & detailed explanation of use
4. Non-subaward-financed resources required
5. Start and end dates
6. Person(s) responsible

Each task must be:

- Complete and sound
- Integrated and scheduled with dependent tasks
- Assigned to a responsible party
- Defined in terms of resources required
- Concluded with a viable milestone of achievement—milestones must be linked to results.

The tasks listed must show a logical, thoughtful approach to the overall implementation plan. Tasks should describe actions and be logically sequenced. The Applicant should also describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the tasks.

Item 9: Applicant lists the personnel who will be involved in implementing the subaward activity. Attach updated CVs for all subaward activity personnel.

#### **Section IV (Experience and Capacity).**

Item 10: Applicant should describe past experience or on-going carrying out similar technical activities. This is a critical factor in assessing the capacity of the applicant to implement the activity. If the applicant does not have similar experience, state that here and describe any other relevant qualifications that will allow you to successfully implement the subaward activity.

**Section V (Cost).** This is a summary of the information provided in the application budget forms, and includes total subaward request, and contributions from other sources (co-funding) for the activity.

Item 11: Detailed cost of this activity (cash, in-kind [i.e. donated goods or services], and third-party sources)

Item 12: List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the subaward activity.

Applications must be supported by Annex C, Detailed Subaward Budget. This excel budget template,

when properly completed, reviewed, and approved by HSEA will serve as the mutually agreed-upon guide for activity financial management. All activity costs must be identified. Cost data must be accurate; proposed amounts should not be unrealistically high or low.

It is important that the budget clearly indicate where specific project funds are to come from (from USAID, co-funding by another donor, or the applicant’s contribution). Furthermore, contribution from other donors and Applicant resource commitment will be investigated and documented. In order to avoid double financing/ billing, HSEA will require full disclosure by all involved parties and will maintain contact with co-funders to verify their contributions. Budgeted amounts must also be supported by justification, and the applicant must be able to provide such backup to HSEA if requested.

All subaward 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 subaward objective.

### Section A.3. Subaward Application Form

The application must be signed by an authorized agent of the Applicant.

This application is in response to RFA No. \_\_\_\_\_ or entitled \_\_\_\_\_

### Section I. Basic Information

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

Key contact person(s) and title:	
Office address:	Office phone:
Mobile:	
Email:	Website:

4. Organizational Structure – List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart.
5. Briefly describe the organization, its purpose, and past related experience:
6. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

Donor Agency or 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:

**Section II. Program Description**

- Describe the proposed activity and expected results in detail (or attach a project description). Describe the main tasks that are proposed to meet the subaward objective, the expected results to be achieved, and how the tasks are linked to the subaward objective. Describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the subaward objective. This activity detail should keep in mind the merit review criteria contained in the solicitation:

**Section III. Implementation Plan**

- Anticipated duration of the subaward activity:

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

- List personnel who will be involved in implementing this project. CVs are required for all project personnel.

**Section IV. Experience and Capacity**

- Describe the organization’s experience implementing similar activities:

**Section V. Cost**

*Note:* All applications must be supported by the attached Annex C, Detailed Subaward Budget.

- Cost in USD per the attached budget.
- List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the subaward activity. Add additional lines if necessary:

Donor Agency	Title of Project, Location, & Start & End Dates	Total Funding (in local currency)	Donor Contact Person
			Name: Email: Tel:
			Name: Email: Tel:
			Name: Email: Tel:

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: \_\_\_\_\_



**FOR PROJECT USE ONLY**

Date received \_\_\_\_\_ Subaward Reference No. \_\_\_\_\_

The undersigned hereby certifies that: (a) the prospective sub-recipient has received an official delivery receipt for its Subaward Application, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a subaward application file has been opened. In addition, the prospective sub-recipient has been advised as to the review and appraisal process, and its primary project point of contact.

Operations and Grants Director

Date \_\_\_\_\_

**ANNEX B – Applicant Self-Assessment Form**

**Higher Secondary Education Activity (HSEA)  
Subaward Applicant Self-Assessment Form**

Prior to awarding a subaward, Chemonics and USAID HSEA must assess the adequacy of the financial and accounting systems of a prospective sub-recipient to ensure accountability and to evaluate the risks posed by the potential sub-recipient.

In filling out the questionnaire, each question should be answered as completely as possible, using extra pages if necessary. Please return your completed questionnaire to Chemonics/ HSEA.

**APPLICANT INFORMATION**

Name of Organization

Activity Title:

Name, Title, Contact Information of Individual Completing Questionnaire:

**SECTION A: INTERNAL CONTROLS**

Internal controls are procedures that ensure:

- a. financial transactions are approved by an authorized individual and follow laws, regulations and the organization's policies,
- b. assets are kept safely,
- c. accounting records are complete, accurate and kept on a regular basis.

Please complete the following questions concerning your organization's internal controls:

1. List the name, position/title, and telephone number for the individuals responsible for checking expenditures to make sure they are allowable:

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2. Who is responsible for maintaining accounting records: \_\_\_\_\_

\_\_\_\_\_

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3. Who is responsible for preparing financial reports:

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4. Who is responsible for preparing narrative reports:

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5. Are timesheets kept for each paid employee?      Yes: \_\_\_                      No: \_\_\_

6. Is your organization familiar with U.S. government regulations concerning costs which can be charged to U.S. subawards (2 CFR 200 Subpart E)?

Yes: \_\_\_                      No: \_\_\_

## SECTION B: ACCOUNTING SYSTEM

The purpose of an accounting system is to 1) accurately record all financial transactions, and 2) ensure that all financial transactions are supported by invoices, timesheets and other documentation. The type of accounting system often depends on the size of the organization. Some organizations may have computerized accounting systems, while others use a manual system to record each transaction in a ledger. In either case, Chemonics HSEA' subaward funds must be properly authorized, used for the intended purpose and recorded in an organized and regular manner.

1. Briefly describe your organization's accounting system including: a) any manual ledgers used to record transactions (general ledger, cash disbursements ledger, suppliers ledger etc.); b) any computerized accounting system used (please indicate the name); and c) how transactions are summarized in financial reports, (by the period, project, cost categories)?

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2. Does your organization have written accounting policies and procedures?

Yes: \_\_\_ No: \_\_\_

3. Are your financial reports prepared on a:

Cash basis: \_\_\_ Accrual basis: \_\_\_ (*Accrual - bill for costs before they are incurred*)

4. Can your accounting records separate the receipts and payments of the Chemonics subaward from the receipts and payments of your organization's other activities?

Yes: \_\_\_ No: \_\_\_

5. Can your accounting records summarize expenditures from the Chemonics subaward according to different budget categories such as salaries, rent, supplies and equipment?

Yes: \_\_\_ No: \_\_\_

6. How do you allocate costs that are "shared" by different funding sources, such as rent, utilities, etc.?

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7. How often are financial reports prepared?

Monthly: \_\_\_ Quarterly: \_\_\_ Annually: \_\_\_ Not Prepared: \_\_\_ (*explain*)

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8. How often do you input entries into the financial system?

Daily: \_\_\_ Weekly: \_\_\_ Monthly: \_\_\_ Ad hoc/as needed: \_\_\_

9. How often do you do a cash reconciliation?

Daily: \_\_\_ Weekly: \_\_\_ Monthly: \_\_\_ By Accountant's Decision: \_\_\_

10. Do you keep invoices, vouchers and timesheets for all payments made from subaward funds?

Yes: \_\_\_ No: \_\_\_

## SECTION C: FUNDS CONTROL

Chemonics/HSEA sub-recipients who receive advances of subaward funds must maintain a separate bank account registered in the name of the organization for the purpose of keeping only Chemonics/HSEA subaward funds. The bank account must be in USD. Chemonics normally pays sub-recipients monthly by bank transfer to the separate account. Access to the bank account must be limited to authorized individuals. Bank balances should be compared each month with your accounting records. For petty cash, it is very important to keep the cash in a strong safe and have strict controls over cash maintenance and disbursement.

1. Do you have a bank account registered in the name of your organization?

Yes: \_\_\_ No: \_\_\_

2. Will the bank account draw interest?

Yes: \_\_\_ No: \_\_\_

3. Are all bank accounts and check signers authorized by the organization's Board of Directors or Trustees or other authorized persons?

Yes: \_\_\_ No: \_\_\_

4. Will any cash from Chemonics/HSEA subaward funds be kept outside the bank account (in petty cash funds, etc.)?

Yes: \_\_\_ No: \_\_\_

4.a. If yes, please explain the amount of funds to be kept and the name and position/title of the person responsible for safeguarding cash.

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## SECTION D: AUDIT

Chemonics/HSEA may require an audit of your organization's accounting records. An audit is a review of your accounting records by an independent accountant who works for an accounting firm. An audit report contains your financial statements as well as an opinion by the accountant that your financial statements are correct. Please provide the following information on prior audits of your organization.

1. Does your organization have regular independent audits that you contract and pay for?

Yes: \_\_ (please provide the most recent copy)      No audits performed: \_\_

2. If yes, who performs the audit?

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3. How often are audits performed?

Quarterly: \_\_    Yearly: \_\_    Every 2 years: \_\_    Other: \_\_ (explain)

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4. If your organization does not have a current audit of its financial statements, please provide a copy of the following financial information, if available:

- a. A "Balance Sheet" for your prior fiscal or calendar year; and
- b. A "Revenue and Expense Statement" for your prior fiscal or calendar year.

5. Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization?

Yes: \_\_                      No: \_\_

If yes, please explain: \_\_\_\_\_

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## CHECKLIST AND SIGNATURE PAGE

Chemonics/HSEA requests that your organization submit a number of documents along with this completed questionnaire. Complete this page to ensure that all requested information has been included.

Please complete the checklist below, then sign and return the questionnaire and any other requested documents to Chemonics.

1. Complete the checklist:

\_\_\_\_ Incorporation Papers or Certificate of Registration and Statute have been provided to Chemonics/HSEA

\_\_\_\_ Organizational chart, if available, has been provided to Chemonics/HSEA (if applicable).

\_\_\_\_ Copy of your organization's most recent audit has been provided to Chemonics/HSEA (If no recent audit, a "Balance Sheet" and "Revenue and Expense Statement" for the prior fiscal year).

\_\_\_\_ All questions have been fully answered.

\_\_\_\_ An authorized individual has signed and dated this page.

The Accounting 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 C – Required Certifications Template**

**REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION**

(a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, 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”.

It is USAID’s policy that no award may be made to any organization covered by (1) or (2) above, unless the M/MPBP 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



### Certification of Recipient

To: Chemonics International

I, \_\_\_\_\_, \_\_\_\_\_, as a legally authorized  
Name (Printed or Typed) Title

representative of \_\_\_\_\_  
Organization Name

provide certification and assurance for the following: *(Note: For the list below, delete the certifications that are not applicable for each subaward agreement. Use the applicability tables in this tool to determine applicability.)*

1. The Certification Regarding Lobbying
2. The Certification Regarding Terrorist Financing
3. The Certification Regarding Trafficking in Persons
4. FFATA Subaward Reporting Questionnaire and Certification
5. Representation by Organization Regarding A Delinquent Tax Liability or a Felony Criminal Conviction

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date of Execution

## **Certification Regarding Terrorist Financing**

### **Certification Regarding Terrorist Financing, Implementing Executive Order 13224**

The undersigned represents, to the best of its knowledge, that:

1. Except as otherwise disclosed in writing and included with this application, the Recipient did not, within the previous three years, knowingly engage in transactions with, or provide material support or resources to, any individual or entity who was, at the time, subject to sanctions administered by the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury pursuant to the Global Terrorism Sanctions Regulations (31 CFR Part 594), and the Foreign Terrorist Organizations Sanctions Regulations (31 CFR Part 597), or sanctions established by the United Nations Security Council, collectively, "U.S. or U.N. sanctions." Note: Chemonics intends to retain the information disclosed to the Agreement Officer pursuant to this paragraph in any award file and use it in determining whether to provide the applicant with an assistance award. Chemonics will not make such information available publicly unless required by law.

2. The representation in paragraph (1) does not apply to:

(a) Transactions entered into or material support and resources provided pursuant to an OFAC license;

(b) The furnishing of USAID funds, or USAID-financed commodities or other assistance, to the ultimate beneficiaries of USAID-funded humanitarian or development assistance, such as the recipients of food, non-food items, medical care, micro-enterprise loans or shelter, unless the applicant knew or had reason to believe that one or more of these beneficiaries was subject to U.S. or U.N. terrorism-related sanctions; or

(c) The procurement of goods and/or services by the Recipient acquired in the ordinary course of business through contract or purchase, such as utilities, rents, office supplies, or gasoline, unless the applicant knew, or had reason to believe, that a vendor or supplier of such goods and services was subject to U.S. or U.N. sanctions.

This certification includes express terms and conditions of the award, and any violation of it will be grounds for unilateral termination of the agreement by USAID. This certification does not preclude any other remedy available to USAID.

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

Subrecipient Name \_\_\_\_\_  
Subrecipient's Authorized Representative Name \_\_\_\_\_  
Subrecipient's Authorized Representative Title \_\_\_\_\_  
Subrecipient Authorized Representative Signature \_\_\_\_\_  
Date \_\_\_\_\_

## **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, subawards, 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.

Subrecipient Name \_\_\_\_\_

Subrecipient's Authorized Representative  
Name \_\_\_\_\_

Subrecipient's Authorized Representative  
Title \_\_\_\_\_

Subrecipient Authorized Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

**Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013**

Note: This certification must be completed by the grantee or sub-recipient prior to receiving a subaward with an estimated value that exceeds \$500,000, and must be submitted to Chemonics annually during the term of the subaward.

By signing below, the applicant or recipient, as applicable, through its duly designated representative, after having conducted due diligence, hereby certifies that:

1. The applicant/recipient has implemented a compliance plan to prevent the prohibited activities identified in section (a) of the Mandatory Provision "Trafficking in Persons" and is in compliance with that plan;
2. The application/recipient has implemented procedures to prevent any activities described in section (a) of the Mandatory Provision "Trafficking in Persons" and to monitor, detect, and terminate any contractor, subawardee, employee, or other agent of the applicant/recipient engaging in any activities described in such section; and
3. To the best of the representative's knowledge, neither the applicant/recipient, nor any employee, contractor, or subrecipient of the applicant/recipient, nor any agent of the applicant/recipient or of such a contractor or subawardee, is engaged in any of the activities described in section (a) the Mandatory Provision "Trafficking in Persons."

Subrecipient Name \_\_\_\_\_

Subrecipient's Authorized Representative  
Name \_\_\_\_\_

Subrecipient's Authorized Representative  
Title \_\_\_\_\_

Subrecipient Authorized Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

## Trafficking in Persons Compliance Plan Template

*The plan must be in compliance with the Mandatory Standard Provision entitled, “Trafficking in Persons.” The subrecipient will need to make adjustments to the plan as appropriate to their organization and the nature of the subaward. This template is followed by the Trafficking in Persons Information and Policy, referred to in Part II.A. of the template below, which the subrecipient may also adjust as appropriate.*

### I. Background

This certification requires that we implement this compliance plan to prevent the prohibited activities identified in section (a) of the Mandatory Standard Provision entitled “Trafficking in Persons.”

[Name of Subrecipient] understands that in the event of a violation of section (a) of the Trafficking in Persons provision, Chemonics and USAID are authorized to terminate the subaward, without penalty, and is also authorized to pursue any other remedial actions authorized as stated in section 1704(c) of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013).

### II. Compliance Plan

A. Awareness of the Program – [Name of Subrecipient] employees, our contractors and subcontractors at any tier and their employees, labor recruiters, brokers or other agents are aware of the trafficking related prohibitions included in the Trafficking in Persons Mandatory Standard Provision. [Name of Subrecipient] will distribute the attached Trafficking in Persons Information and Policy through one or more of the following means, as appropriate: Display in prominent space in the office(s), post on our website, distribute via e-mail, distribute via social media, attach to employment agreements, provide copies at office meetings and trainings, other means as appropriate.

B. Policy Violation - Any violation of this policy could result in disciplinary action up to and including termination. This includes procedures in place to monitor, detect, and terminate any employees that have engaged in such activities.

C. Reporting Process – All employees may report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking to the Global Human Trafficking Hotline at USA – 1-844-888-FREE and [help@befree.org](mailto:help@befree.org).

D. Recruitment and Wage Plan – *Use either the first or second sentence depending upon if your organization uses a recruitment company.* **Option A** [Name of Subrecipient] only permits the use of recruitment companies with trained employees, prohibits charging of recruitment fees to the employee, and ensures that wages meet applicable [name of country] legal requirements or explains any variance. **Option B** [Name of Subrecipient] does not use a recruitment company, prohibits charging of recruitment fees to the employee, and ensures that wages meet applicable [name of country] legal requirements or explains any variance.

E. Housing Plan - [Name of Subrecipient] *does or does not* provide or arrange for employee housing. *If your organization includes a housing plan, include this sentence.* The housing plan meets all [name of country] applicable housing and safety standards.

F. Prevention Procedures - [Name of Subrecipient] will maintain awareness of the Trafficking in Persons Compliance Plan as described above and will reiterate the consequences of violation of any parts of the plan. Furthermore, [Name of Subrecipient] will reiterate the importance of adherence to the Trafficking in Persons Compliance Plan as part of our monitoring and detection efforts.

G. Trafficking Violations – [Name of Subrecipient] understands that if we receive any credible information from any source that alleges that our staff, employees, contractor, subcontractor, subawardee, agent, or any of their employees have engaged in any prohibited activities, we will immediately notify Chemonics' agent and must fully cooperate with the USAID Office of Inspector General and U.S. Federal agencies responsible for audits, investigations, or corrective actions related to trafficking in persons.

H. Disclosure and Cooperation - Chemonics or USAID may request a copy of this compliance plan at any time during subaward implementation.

## **Trafficking in Persons Information and Policy**

### **What is Trafficking?**

Per the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, "Trafficking in persons" shall mean the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs... The consent of a victim of trafficking in persons to the intended exploitation set forth [above] shall be irrelevant where any of the means set forth [above] have been used."

Trafficking includes the:

- (1) Procurement of a commercial sex act;
- (2) Use of forced labor,
- (3) Acts that directly support or advance trafficking in persons, including the following acts:
  - i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
  - ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside of the country from which the employee was recruited upon the end of employment if requested by the employee, unless exempted from the requirement to provide or pay for such return transportation by Chemonics or USAID; or if the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
  - iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
  - iv. Charging employees recruitment fees; or
  - v. Providing or arranging housing that fails to meet the country of performance housing and safety standards.

### **Trafficking in Persons Policy**

No person employed by this organization shall engage in any form of trafficking in persons as defined above, procure commercial sex acts, destroy, conceal, confiscate, or otherwise deny an individual access to their identify or immigration documents, use misleading or fraudulent practices during the recruitment of employees, including charging recruitment fees.

### **How to Report Potential Trafficking Violations**

Trafficking victims or witnesses can contact the Global Human Trafficking Hotline 24 hours a day at:

- Phone: 1.844.888.FREE
- E-mail: [help@befree.org](mailto:help@befree.org)