

US DEPARTMENT OF STATE

The Secretary Office of Global Women's Issues (S/GWI)

Funding Opportunity Title: Global Women, Peace, and Security Initiative

Announcement Type: Limited Source

Deadline for submission of proposals: 11:59 PM EST December 18, 2012

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PLEASE NOTE: S/GWI strongly urges applicants to immediately apply for a DUNS number, apply for a CAGE/NCAGE code, create a SAM.gov individual user account, and create a Grants.gov account. Registration is mandatory and may take up to two weeks. For specific instructions, please see Section VI on "Proposal Submission and Deadline."

I. Funding Opportunity:

The purpose of this announcement is to inform selected parties about funding opportunities through grants.

Organizations that submit applications in response to this announcement acknowledge and accept all of the requirements contained herein. This announcement serves as public notice to select interested parties to have equal opportunity to submit project proposals for funding consideration. All submissions in response to this announcement are voluntary and do not obligate the Department of State to fund any proposal or proposal preparation costs.

II. Background Information:

In December 2011, President Obama released the first-ever U.S. National Action Plan on Women, Peace, and Security and signed Executive Order 13595 mandating the Plan's implementation. The goal of the National Action Plan is to promote peace and security for all by empowering women as equal partners in preventing conflict and building peace in countries affected by crisis, conflict, and transition. Together, the Executive Order and National Action Plan chart a roadmap for how the United States will accelerate and institutionalize efforts across the government to advance women's inclusion in peace negotiations, peacebuilding activities, conflict prevention, and decision-making institutions; to protect women from gender-based violence; and to ensure equal access to relief and recovery assistance, in areas of conflict and insecurity.

A growing body of evidence shows that women offer unique contributions to making and keeping peace – and that those contributions lead to better outcomes not just for women, but for entire societies. When included as meaningful participants in peace processes and decision-making forums, women can enlarge the scope of agreements, focusing on issues like human rights, justice, national reconciliation, and economic renewal, which are critical but often overlooked in formal negotiations. Women often build coalitions across ethnic and sectarian lines, and speak on behalf of other marginalized groups. They can act as mediators and help foster compromise, as well as find creative solutions. And, as witnessed in numerous conflicts, when women organize in large numbers, they galvanize opinion and draw in support for peace. Yet, too many peace negotiations and processes exclude women and miss this valuable input.

Further, no society can restore peace or stability when its population lives in daily fear of violence – or when the perpetrators of such crimes are not held accountable for their actions. In conflict zones around the world, women and girls are often deliberately targeted and attacked. Gender-based violence, including rape, sexual assault, domestic violence, physical mutilation, forced prostitution, and sexual slavery, can be both a cause and consequence of a societal breakdown, and is increasingly recognized as a facet of many conflicts. In places where wars have officially come to an end, women and girls often continue to be plagued by high levels of violence and insecurity; widespread impunity and breakdown in the rule of law can contribute to high rates of gender-based violence. When countries are not experiencing active conflict, evidence shows that rates of violence against women and girls can be a primary indicator of a nation’s stability, security, and propensity toward internal or external conflict.

III. Global Women, Peace, and Security Initiative – Program Objectives:

The U.S. Department of State seeks proposals from qualified organizations for sustainable projects that advance the outcomes and actions committed to by the U.S Department of State in the [U.S. National Action Plan for Women, Peace, and Security](#) and the accompanying [Department of State Implementation Plan](#). While this initiative will focus on all five of the NAP objectives, the following two objectives will be prioritized:

- **Participation in Peace Processes and Decision-making:** Improve the prospects for inclusive, just, and sustainable peace by promoting and strengthening women’s rights and effective leadership and substantive participation in peace processes, conflict prevention, peacebuilding,

transitional processes, and decision-making institutions, including in the security and justice sectors.

- **Protection from Violence:** Strengthen efforts to prevent—and protect—women, men, and children from gender-based violence by promoting accountability and strengthening legal and judicial systems to ensure perpetrators are prosecuted.

Special consideration will also be given to programs that align with partner countries' policies on Women, Peace, and Security, such as their own National Action Plans.

IV. Eligibility:

This announcement is being distributed in coordination with the respective U.S. Embassies to a limited number of local non-governmental organizations from selected countries.

- Sub-Saharan Africa: Democratic Republic of the Congo; Kenya; Liberia; Sierra Leone; South Sudan; Sudan
- East Asia and the Pacific: Burma; Timor-Leste; Papua New Guinea; Philippines
- Europe and Eurasia: Bosnia and Herzegovina; Cyprus; Georgia; Kosovo; Serbia
- Near East and North Africa: Egypt; Iraq; Libya
- South and Central Asia: Kyrgyzstan; Nepal; Pakistan; Sri Lanka
- Western Hemisphere: Colombia; El Salvador; Guatemala; Haiti; Honduras; Mexico

Organizations submitting proposals must meet the following criteria:

- Organizations should have existing, or the capacity to develop, active partnerships with in-country entities and relevant stakeholders including the public sector, private sector, and civil society, as relevant to the proposed program objectives.
- Organizations may form consortia and submit a combined proposal. However, one organization should be designated as the lead applicant.
- Organizations can submit more than one proposal, and each application will be reviewed independently. Please be aware, however, that it is unlikely that multiple awards would be made to a single organization.

A list of frequently asked questions on the Global Women, Peace, and Security Initiative is available here [\(link to be inserted\)](#).

V. Award Information:

Funding Instrument Type: Grants

Estimated Funding per Grant: Up to \$100,000

Contingent upon the availability of funds, the Department of State expects to fund projects in the above-mentioned countries or regions. Projects can focus on work in the individual countries or on regional programming covering more than one country. The Department also reserves the right to award more or less funding as deemed in the best interest of the U.S. Government. The performance period for funded projects will be for one to two years depending upon project activity and design.

Recipients of funding under this announcement will be subject to the Department of State terms and conditions found at <http://fa.statebuy.state.gov> and the terms set forth in this announcement. Additional terms and conditions may apply as warranted. Quarterly technical and financial reports are required during the term of the project, as well as a final assessment at the end of the project.

Award recipients must comply with Executive Order 13224, Blocking Property and Prohibiting Transactions with Persons who Commit, Threaten to Commit, or Support Terrorism. Information about this Executive Order can be found at <http://www.gpo.gov/fdsys/pkg/FR-2001-09-25/pdf/01-24205.pdf>.

VI. Proposal Submission and Deadline:

Applicants are requested to submit a completed proposal package that includes a project narrative and all mandatory appendices, per the solicitation instructions below. **Note:** Applicants must provide a statement of explanation for any mandatory appendices that are not submitted with their application. Unsolicited appendices will not be read and should not be submitted for this award.

Key Registrations:

The U.S. Department of State requires that all applicants complete the following registrations:

- Register for a Data Universal Numbering System (DUNS) number at <http://fedgov.dnb.com/webform>.
- Obtain necessary codes: for non-U.S. organizations, an NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>.
- Register for an individual account for your organization with SAM: <https://www.sam.gov/portal/public/SAM/>.
- Register for an account on www.Grants.gov. Once this final step is completed, you will be able to submit your application per the instructions below.

Please be advised that completing all the necessary steps to post applications on Grants.gov **can take two full weeks**. Once registered, the amount of time it can take to upload an application varies depending on a number of factors, including the size of the application and the speed of your internet connection.

S/GWI strongly urges applicants to begin the process to obtain a username on Grants.gov well in advance of the submission deadline, and to not wait until the application deadline to begin the submission process.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section. The website also includes definitions of various "application statuses" and the difference between a submission receipt and a submission validation. S/GWI strongly recommends that all potential applicants review the website thoroughly.

For assistance with Grants.gov registration, please contact the Grants.gov Contact Center:

Phone: 1-800-518-4726 (local toll free); for International callers, please dial 606-545-5035 to speak with a Contact Center representative.

Email: support@grants.gov regarding Grants.gov registration and questions

To meet the announcement deadline, **complete proposals with attachments must be: (1) submitted via Grants.gov, (2) emailed to GlobalWPS@state.gov and (3) emailed to your U.S. Embassy Point of Contact, on or before 11:59 pm EST December 18, 2012**. Applications submitted after 11:59 pm will not be accepted.

Once completed applications have been submitted via Grants.gov, applicants will receive a submission receipt. S/GWI will not notify applicants upon receipt of electronic applications.

It is the responsibility of all applicants to ensure that proposals have been submitted in their entirety to www.Grants.gov, GlobalWPS@state.gov, and their U.S. Embassy Point(s) of Contact. S/GWI bears no responsibility for data errors resulting from transmission or conversion processes.

VII. Proposal Requirements:

A complete proposal package will contain (1) a proposal narrative that does not exceed seven (7) pages, and (2) all mandatory appendices as listed below. This section outlines requirements for the proposal package and also includes detailed instructions on budget, budget narrative, and monitoring and evaluation plan submission. All materials should be written in English and submitted in 12 point font double-spaced.

Each proposal submission should clearly demonstrate the relationship to the Global Women, Peace, and Security Initiative and address one of the program objectives described in this announcement.

1) Instructions for Proposal Narrative:

The proposal narrative must include:

- i. A project background section, not to exceed 1 page, explaining the Women, Peace, and Security concerns in your country context and the problem or opportunity that the proposed project will address.
- ii. A project description, not to exceed 6 pages, that describes:
 - a. the project goal(s), objectives, and activities;
 - b. target population
 - c. the applicant's organizational capability and experience;
 - d. a sustainability plan.

• Project Background

This section should contextualize the proposed activities and present the need for the project in the partner country or target area within the partner country, corroborated by qualitative and quantitative evidence such as recent research studies and baseline statistics relevant to the proposed project.

- Project Description

To the extent possible, this section should describe how the proposed project complements existing efforts in the country, fills a programmatic gap in the area, leverages existing platforms, and does not duplicate other programs, including those currently funded by the U.S. government. Organizations are highly encouraged to explain how the proposed program will strengthen community, government, and donor efforts. In addition, applications should note whether the proposed activities seek to scale up or expand on proven interventions, or to introduce and evaluate new interventions.

Project Goals, Objectives, and Activities:

Applications should describe, in detail, an effective project proposal in the partner country that addresses at least one of the broader NAP objectives. While this initiative is focused on all five of the NAP objectives, the following two objectives will be prioritized: (1) Participation in Peace Processes and Decision-making; and (2) Protection from Violence (specifically addressing accountability).

Applicants should specify appropriate objectives and activities to address the identified problem or opportunity. These objectives and activities should be logically linked to the overall goal of the program.

Target Population:

Projects should also identify target audiences, specific demographics, and the region(s) the project will be implemented in. It is particularly important to specify the approximate number of beneficiaries to be directly impacted by project activities. Projects should also mobilize men and boys as partners in promoting gender equality and preventing gender-based violence within their communities.

Organizational Capability and Experience:

Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated project objectives. Applications should include a clear description of the applicant's previous programming experience. In this section, applicants should identify any local and/or international partners (if applicable) involved in the project (including letters of commitment as an appendix), and provide a brief description of their experience and capacity.

Sustainability:

The project statement should also include a description of how the results of the projects will be sustained. This section should include a discussion of how the project might be expanded or scaled up at the local and/or national level.

2) Instructions for Mandatory Appendices

Mandatory Appendices must include:

- SF-424 package (SF-424, SF-424A, SF-424B – to be downloaded from Grants.gov);
- Project Budget (more detail below);
- Project Budget Narrative (more detail below);
- Most recent organizational financial statement and/or most recent A-133 audit;
- Project monitoring and evaluation plan (more detail below);
- Implementation timeline outlining the proposed schedule for implementing the proposed project;
- Resumes or CVs of key personnel who will be working on this proposed project;
- If you have any partner organizations/entities that will be working with you on this project, please provide a statement explaining that partnership and include letter(s) of commitment.

If applicable, the following appendices are also mandatory. If these requirements do not apply to your organization, please provide a statement indicating why these documents have not been included.

- Most recent Annual Report;
- A list of previous U.S. Government awards (grants or contracts) showing the name of the awarding agency and a point of contact within the agency for the last five years;
- If applicable, a copy of the applicant's Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Government should be included. (Note, if an organization is requesting indirect costs, they must present an approved NICRA). While cost sharing (in-kind or monetary) is not required, it is encouraged;
- Disclosure of Lobbying Activities (SF-LLL);

- Organizations who have not been previous recipients of U.S. government funds should provide their Articles of Incorporation and bylaws.

Detailed Instructions on Budget and Budget Narrative Submission

As an appendix and in addition to the proposal, applicants must submit (1) a line-item budget or cost schedule and (2) a budget narrative. Both of these components must specify the total amount of funding requested in U.S. dollars and should not exceed more than three pages.

1) Line-Item Budget

The line-item budget can be submitted in MS Excel format and should show the organization's technical and labor cost categories as it relates to the proposed project. It should include detailed information on personnel and consultants with proposed salary and salary history. Costs should be identified in each of the budget categories listed below, and should detail estimation methods, quantities, unit costs, and other similar points.

- Personnel - For each staff person, provide information such as job title, time commitment to the project as a percentage of full-time equivalent, annual salary (or wage rate), and salary from grant funds.
- Fringe Benefits - Provide a breakdown of the amounts and percentages that comprise fringe benefit costs for employees, including required local taxes and insurance. Fringe benefit costs should be shown separately from salary costs and include an explanation of how benefits are computed for each category of employee.
- Travel - Identify staff and participant travel and per diem allowance calculations. Per diem rates may not exceed the published USG allowance rates, but applicants do have the option of using lower per diem rates.
- Equipment - For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, and the total cost. Equipment is defined as tangible property having a useful life of more than one year, and a single unit acquisition cost of \$5,000 or more.
- Supplies - List items separately using unit costs for photocopying, postage, telephone/fax, printing, and office supplies.

- Contractual - Provide the costs of all contracts for services and goods, except for those that belong under other categories (such as equipment, supplies, construction, etc.). For each sub-grant/contract, provide a detailed line-item breakdown explaining specific costs and services. If consultants will be used in the grant, provide all costs related to their activities, including travel and *per diem* costs.
- Other Direct Costs - Provide computations for all other costs directly associated with this project. These costs, where applicable and appropriate, may include but are not limited to professional services, space and equipment rentals, stipends, telephone and electricity.
- Indirect Charges - This category may be used only when the applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) negotiated with the U.S. Government; if applicant is requesting indirect cost rates but does not have an approved NICRA, the indirect charges will not be approved.

2) **Budget Narrative**

The budget narrative should briefly explain each line item to sufficiently justify each identified cost. It should include a justification for how the cost in each category is derived.

- Personnel - Identify staffing requirements by each position title with a brief description of duties, including work locations, and other justifications for these costs as they relate to the project.
- Fringe Benefits - Provide an explanation of fringe costs and how they are calculated.
- Travel - Provide a description of travel costs, including the purpose of the travel and how the travel relates to the project.
- Equipment - Provide justification for any equipment purchase/rental, including computers and related hardware, and their planned use for the project.
- Supplies - Specifically describe general categories of supplies and their direct use for the project.
- Contractual - Describe each contractual or consultant cost, and outline the necessity of each for the project.
- Other Direct Costs - Provide a narrative description and a justification for each cost under this category and describe how the costs specifically relate to this project.

- Indirect Costs - Provide approved NICRA for any indirect costs requested for the project.

The Department of State must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the line-item and narrative budgets to determine if the overall costs are realistic for the work to be performed. Costs shall be evaluated for realism, control practices, and efficiency. Emphasis will be placed on the cost-effectiveness of the proposal. The overhead and administrative components of the proposal, including salaries and fringe benefits, should be kept as low as possible. All other items should be necessary and appropriate. Cost-sharing is strongly encouraged, but not required. Please see Section IX for information on funding restrictions. Applicants must also disclose any funding they are receiving or planning to receive from other entities [or] [including] other agencies of the U.S government or other Department of State offices.

Detailed Instructions on M&E Plan Submission

Applications must contain a monitoring and evaluation (M&E) plan that provides sufficient detail as to how project objectives will be achieved and how the project will further the Global Women, Peace, and Security Initiative's goal. This document should clearly identify the project goal(s), objective(s), and activities, as well as the output and outcome indicators that will be used to measure progress towards planned results. Baselines and targets for indicators should also be specified, along with a plan to complete a baseline assessment at project inception that measures the current status of conditions that the project seeks to affect.

Output indicators should measure the products and services delivered directly by the program activities described. Outcome or result indicators should measure transformation and higher-level results of each activity. Please see here [\(link to be inserted\)](#) for the suggested S/GWI monitoring and evaluation plan template.

VIII. Evaluation Criteria:

Proposal submissions in response to this announcement should include information addressing each of the evaluation criteria below. Each proposal will be evaluated and rated based on the criteria, which are designed to assess the organizational capacity of the applicant and the merits of the proposed project. The criteria are closely related and evaluators will consider the criteria as a whole in judging the application.

1) Organization Profiles

The organization has sufficient depth of experience, capacity, and talent to implement the proposed program as described in this announcement. Individual organizations staff are well qualified. The organization will collaborate with other local entities to the maximum extent possible. Where collaborators are proposed, the applicant describes the rationale for the collaboration, each partner's respective role, and how the partnership will enhance the accomplishment of the project goals. In all cases, the applicant describes joint planning consultation efforts undertaken. (15 points)

2) Project Design, Linkages, and Budget

The applicant must demonstrate that the project strategy and design are likely to achieve the proposed results and that proposed activities and timeframes are reasonable and feasible. Applicants will be judged on the following criteria:

- (i) The proposal describes in detail how project activities will be accomplished and reasonably outlines the potential for the project to have positive impacts in at least one of the Women, Peace, and Security program elements as described in Sections III and VII. The proposed project aligns with priorities identified in the [U.S. National Action Plan on Women, Peace, and Security](#) and the accompanying [Department of State Implementation Plan](#). As relevant, the proposed project aligns with partner countries' policies on Women, Peace, and Security, such as National Action Plans. (15 points)
- (ii) The proposal describes how the proposed activity complements existing peace and security work, including that supported by the U.S. Government in the country, fills a programmatic gap in the area, leverages existing platforms, and does not duplicate other programs. The proposed project promotes linkages across sectors and platforms, for example, connecting actors and mechanisms in judicial, police, legal, education, economic, or political sectors. Other linkages could include across social, political, and economic levels of society. (15 points)
- (iii) The proposed project mobilizes men and boys as partners in promoting gender equality and preventing gender-based violence within their communities. (5 points)
- (iv) Project budget and budget narrative are aligned with the proposed activities and explains the line items and criteria as directed. Costs are reasonable,

allowable, and allocable to the proposed project activities. (10 points)

3) Anticipated Results and Monitoring and Evaluation Plan

The applicant clearly describes the results and benefits to be achieved. The applicant identifies how program results will be measured by specifying key indicators and providing program milestones indicating progress. Proposed outcomes are tangible and achievable within the grant project period. (20 points)

4) Ownership and Sustainability

Applications will be evaluated on the likelihood of local sustainable results that will endure beyond the term of the project and the effectiveness of project inputs. The application clearly describes how the project could be expanded or scaled to more broadly address the peace-building and conflict resolution at the local, national, and/or regional level. Proposals will be evaluated on applicant's strategy for local institutionalization, sustainability, scalability, and reasonableness by demonstrating ownership of local organizations, and presenting proof of multiplier effect. (20 points)

IX. Funding Restrictions:

These grants will be funded from money appropriated under the "Economic Support Fund" (ESF) heading in the Department of State and Foreign Operations Appropriations Act, 2012 (Div. I, P.L. 112-74) (SFOAA). ESF is available for foreign assistance supporting economic or political stability. Under Section 531(e) of the Foreign Assistance Act, as amended (FAA), ESF may not be used for military or paramilitary purposes. Given restrictions under Section 660 of the FAA, assistance may be provided to police and law enforcement forces only under certain circumstances. No assistance may be provided to any governmental entity in Sudan. Note that activities focused on security sector training will be subject to vetting to ensure compliance with Section 620M of the FAA ("Leahy Vetting"), see <http://www.humanrights.gov/2011/10/06/an-overview-of-the-leahy-vetting-process/>.

The following cost elements will not be reimbursed and are not allowable in this program:

- Program Staff Training.
- Construction projects.

- Direct support or the appearance of direct support for individual or single party electoral campaigns.
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.
- Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.
- Payments for any partner government, military or civilian government employee salary or pension.
- Duplication of services immediately available through municipal, provincial, or national government.
- Vehicle purchases to include motorcycles. (However, farm equipment, such as small tractors, and transportation costs will be considered.)
- Medical and psychological research or clinical studies.
- Funds for market research, advertising (unless public service related to grant program) or other promotional expenses.
- Entertainment, social activities, alcohol, ceremonials, hospitality and activities relating hereto. Meal costs associated with an overall project are allowable (i.e., working meal). Food or refreshment expenses are limited to 10% of the total budget.
- Expenses listed as miscellaneous.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

Assistance will not be given to projects failing to comply with the provisos under the “Global Health Programs” account heading in the SFOAA or SFOAA Section 7018.