

U.S. CONSULATE GENERAL KOLKATA PUBLIC AFFAIRS SECTION GRANTS PROGRAM

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Funding Opportunity Title: KRFP15-01: U.S. Consulate General Kolkata TIP Conclave 4 Conference

CFDA Number: 19.040 - Public Diplomacy Programs

Date Opened: 09/11/2014

Contact: Grant Applications Manager, U.S. Consulate General Kolkata Public Affairs Section

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Application Deadline: 10/11/2014 12:00 midnight Washington, DC (EDT)

Section I. Funding Opportunity Description

The Public Affairs Section (PAS) of the U.S. Consulate General Kolkata is soliciting proposals for a cooperative agreement that meets the specifications stated in Section II from non-governmental organizations and other legally-recognized non-profit institutions that meet Indian and U.S. technical and legal requirements to develop and implement public diplomacy programs as specified by Section II below. Information about the Public Affairs Section (PAS) can be found at: <http://kolkata.usconsulate.gov/>.

Section II. Trafficking in Persons Conclave in Ranchi, Jharkhand, India

The U.S. Consulate General Kolkata will host the fourth “Trafficking in Persons Conclave” in Ranchi, Jharkhand, to reinforce its commitment to combat human trafficking. The first two conclaves were held in Kolkata in 2012, followed by the third international conclave in Guwahati in 2013, have helped secure Kolkata Consulate’s position as a key partner in strengthening the anti-trafficking movement at the regional level as part of our common efforts to eliminate trafficking in persons globally.

Having worked in close association with the government, police, business, civil society and the NGO sectors in West Bengal and the North Eastern states, Consulate Kolkata would now like to strengthen partnerships in the Bihar- Jharkhand belt. Trafficking in Jharkhand has increased threefold in the past three years, according to data released by the Indian Social Welfare, Women and Children Development Department that works on behalf of rescued persons. In recent years, the state of Jharkhand has emerged as a vulnerable state for trafficking of women and children for forced labor and slavery. Thousands of children from Jharkhand are traded and trafficked by placement agencies to domestic homes in Delhi and other Indian cities. Abject poverty, illiteracy, ignorance, difficult access areas, shrinking land holding by the local populace, network of placement agencies and, most importantly, the vulnerability of the tribal population has been cited as the main reasons for large-scale safe and unsafe migration from Jharkhand to other cities.

The proposed two-day Conclave will address the lack of coordinated efforts in addressing this problem by bringing together key stakeholders from NGOs, government, business houses, law enforcement agencies, civil society organizations and the legal fraternity to encourage increased networking and cooperation to tackle this growing menace. The U.S. Consulate Kolkata seeks applications from a “valid” U.S. or Indian organization to organize and execute this conclave (refer to Section IV). In case the applicant is an organization from the U.S, they will have to choose and work in close partnership with a local partner/sub-awardee. The awardee will work together with key stakeholders at the regional, national and international level to develop an agenda, invite local and international speakers and manage all logistics for the conference. One significant purpose of this cooperative agreement is to strengthen networking

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among the anti-TIP partners between Bihar/Jharkhand (which is the source) and North and West India (which are the destinations). The Conclave will also continue to strengthen networking with the border countries of India, including Nepal, Bangladesh, Bhutan and Burma.

Proposals should be based on the framework of a two-day conference to include a networking reception and not more than ten panels/ discussions featuring a maximum of 50 speakers/presenters. The U.S. Consulate General Kolkata will also work separately to secure funding for a U.S. anti -TIP expert whose participation will bring in a global perspective. The awardee will invite appropriate local participants from cities including but not limited to Ranchi, Jharkhand, Patna, Bihar, Kolkata and Delhi, representatives from Northeast states, and appropriate representation from Nepal, Bangladesh, Bhutan and Burma- approximately 100 people, including but not limited to, government officials, police, judiciary, prosecutors and the legal fraternity, business people, and local and international NGOs. The awardee must receive approval from the U.S. Consulate General Kolkata on the final list of invited participants and the media strategy to amplify the impact of this conclave.

Topics for the conference should include, but are not limited to, domestic and bonded labor trafficking, child protection issues, timely coordination between anti human trafficking units, NGOs, law enforcement agencies and the judiciary, and the role of CSR in addressing exploitative child labor issues and developing marketable skills for the vulnerable community.

Proposals must cover the myriad of expenses associated with such a conclave, from the development of the conference agenda and securing the participation of expert speakers, to organizing and paying for airfare, transportation and hotel logistics. Proposal should include all relevant administrative and logistical costs. The awardee is encouraged to seek and find additional funding for this conference, subject to approval by the U.S. Consulate General Kolkata and U.S. Embassy New Delhi, especially for the networking reception.

The awardee must develop budgets that include, but are not limited to, the following costs:

- Economy class roundtrip airfare, lodging, local transport and related costs for speakers
- Venue rental in Ranchi
- Lunch and coffee/tea break service for duration of the conference. Please note the awardee is strongly encouraged to liaison/ partner with government/NGO/corporate organizations to fund the networking reception.
- Agenda preparation
- All conference venue related expenses beyond rental (utilities, back-up generator, etc.)
- Conference materials
- Publicity materials
- Audio-visual requirements
- Travel Agency expenses including visa and insurance costs
- Invitations

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- Economy class roundtrip airfare, lodging, local transport and related costs for five speakers who will be nominated by U.S. Consulate General Kolkata

The conference should be held at either a centrally located hotel (preferably Radisson Blu because of its location, facility and Corporate Social Responsibility involvement) or another appropriate location in Ranchi. At the end of the conference, the awardee will work together with the experts to present a short list of practical recommendations that will be shared with local government, policymakers and key stakeholders to forge a way forward.

The awardee must have a proven track record of organizing focused conclaves or conferences on trafficking or related issues. The awardee's expertise, knowledge and understanding of the kind of programs and activities that work or do not work in the Indian context, while addressing a sensitive issue such as trafficking, would be an important consideration in the selection of the final award. They must have the expertise and ability to identify key stakeholders and develop a series of sessions that will help to address key issues. They must have experience working with a strong network of local contacts and influencers in a range of areas including but not limited to policy makers, the legal community, activists, the corporate sector, media and youth leaders. Ability to work collaboratively in partnership with local organizations and seek additional funding will also be considered a positive.

A panel comprising Consulate and Embassy staff members will review each complete proposal received before the application deadline. Please note that selected proposals will have to complete additional forms and registration documents within thirty days of notification in order to receive funding.

Section III. Award Information

1. Funding Type and Amount: Grant/cooperative agreement

- Minimum ("Floor") Award Amount: \$40,000
- Maximum ("Ceiling") Award Amount: \$50,000

The U.S. Consulate General Kolkata reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

2. Project and Budget Periods: This conference is preliminarily scheduled for February, 2015. Projects generally should be completed in one year or less from the dated of the signed agreement. The U.S. Consulate General Kolkata will entertain applications for continuation grant agreements funded under these awards, within and beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

Section IV. Basic Eligibility Information:

1. Nonprofit. The U.S. Consulate General Kolkata Public Affairs Section only accepts applications from 501c (3) non-governmental organizations that meet U.S. and (as required) Indian technical and legal requirements.

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2. Proper and complete registrations and rights. Applicants must acquire all required registrations in the United States and India. All intellectual property considerations and rights must be fully met in the United States and India.

3. Additional requirements may apply if necessary.

Section V. Application Submission and Deadline

See “How to Apply” (<http://www.grants.gov>) on Grants.gov for complete details on requirements, and note the following highlights:

1. Register. American and Indian organizations not registered with Grants.gov should register well in advance of the deadline. It can take weeks to finalize registration (sometimes longer for non-U.S. based NGOs) to get the required registration numbers. To register with Grants.gov, organizations must first receive a DUNS number and SAM registration (<https://www.sam.gov>). Organizations that do not have a valid DUNS and SAM registration will not be able to upload their applications to Grants.gov. In addition, Indian organizations must have registered and received a Foreign Contribution Regulation Act (FCRA) number from the Government of India.

2. Submit proposal. Proposals must be submitted to Grants.gov; only applications from Grants.gov will be considered. Please send any queries to the following email address: KolkataPASG@State.Gov. The subject line of your email should be as follows: Applicant Organization name – KRFP15-01: U.S. Consulate General Kolkata TIP Conclave 4 Conference.

Do not wait until the last minute to submit your application on Grants.gov. Applicants who have done so in the past and experienced technical difficulties were not able to meet the deadline. We recommend that organizations, particularly first-time applicants, submit applications via Grants.gov early to avoid last-minute technical difficulties that could result in an application not being considered.

If you encounter technical difficulties with Grants.gov please contact the Grants.gov Help Desk at support@grants.gov or by calling 1-800-518-4726 in the U.S.

Applications must be submitted by an Authorized Organization Representative (AOR) of the applicant organization. Having proposals submitted by agency headquarters helps to avoid possible technical problems. Non-AOR personnel submitting applications will be rejected in Grants.gov.

Pursuant to U.S. Code, Title 218, Section 1001, stated on OMB Standard Form 424 (SF-424), Department of State is authorized to consolidate the certifications and assurances required by Federal law or regulations for its federal assistance programs.

Applications are accepted in English only. Final grant/cooperative agreement and any subsequent amendments will be concluded in English.

3. Proposal plus SF-424. When submitting a proposal, applicants are required to fill out a detailed budget and the Federal Assistance Application Standard Form 424. In particular, please use the two following attachments: “U.S. KOLKATA COOPERATIVE AGREEMENT - SUGGESTED APPLICATION FORMAT” and “SF-424.” While the cooperative agreement proposal format is somewhat flexible, we recommend you use the template as a starting point, and add additional information as necessary. Please insert “Applicant Organization name –

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“KRFP15-01: U.S. Consulate General Kolkata TIP Conclave 4 Conference” in the header, along with page numbers, on every page of your application.

At the minimum, your proposal should include:

- **Key personnel:** Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the grant/cooperative agreement) and other significant staff members, particularly those who will be involved in the project and budget specifics. Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.
- **Description:** Applicants must submit a full description of the organization and its expertise to organize and manage all aspects of this particular project.
- **Justification:** This is a very important aspect of the proposal and applicants should pay particular attention to it. Define what the project will accomplish, and how will it benefit stakeholders. Please do not exceed one page.
- **Activities:** Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Provide an overview of the full sequence of proposed project activities, including beginning and end dates and locations of events. Account for all functions or activities identified in the application.
- **Accomplishments, monitoring and evaluation, and sustainability:** Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of the program. Note how you expect the impact of the project will be sustained over time, and by whom.
- **Budget:** Provide a detailed budget of every cost associated with the project. The more information and detail that you provide about the proposed budget, with a budget narrative, the better we can determine the viability and completeness of your proposal. For the budget line item “indirect costs” or “administrative overhead,” any figure you provide without a specific breakout will be returned for additional information or rejected. If your organization has an approved “Negotiated Indirect Cost Rate Agreement” or NICRA, please note that on your application and provide supporting documentation. Please also include the types and amounts of funding your organization has already received for the current project. Budgets must be calculated in Indian rupees (Indian applicants) or U.S. dollars (U.S. applicants). Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier.

Please also note that U.S. Consulate General Kolkata grant/cooperative agreements CANNOT be used to fund religious organizations or partisan political activity; individual trips abroad (i.e., out of India); trade activities; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization; ongoing operational expenses; infrastructure; or purely representational expenses.

Section VI. Review and Selection Process

1. Criteria. Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated in Section VII below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application.

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Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

2. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal. A technical review panel will review the proposal and, based upon the criteria noted below, assess the general qualification. A qualitative determination will be made regarding the program's proposed area of activity and the Mission's strategic goals, and those proposals that are deemed to be the best fit will be given additional consideration. A proposal that is approved but not funded will be kept on file for one year should the panel wish to reconsider, or if additional resources become available.

3. Follow up notification. Organizations whose applications were not approved or funded will be notified in writing.

Section VII. Application Evaluation Criteria

1. Completeness of Proposal. The proposal meets all of the outstanding technical and logistical criteria required in this cooperative agreement, addressing the objectives as noted in Section II above. (20 points)

2. Innovation. Applicant clearly describes how its proposal will address the requested program within the proposed time frame and articulates an innovative strategy or plan. (10 points)

3. Institutional and organizational capacity. The organization demonstrates expertise in organizing and managing this project, with subject matter expertise for both the form and the content of the conference. Where project partners are included, the applicant details each partner's respective role, provides partner organization information and résumés for all persons responsible for the project and its financial administration. (25 points)

4. Budget and narrative justification. The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The plan for services and related cost estimates is realistic. (20 points)

5. Monitoring and evaluation. The proposal outlines in detail how program success and impact will be determined, and may include pre and post program analysis. (10 points)

6. Sustainability. The project builds capacity and demonstrates sustainable capacity-building and networking between the anti-TIP communities. The proposal describes how activities will be carried on after the grant/cooperative agreement program ends which may include (but not be limited to) continued involvement of stakeholders; future commitment of funding; on-going training/workshops; planned meetings of program participants. (15 points)

Section VIII. Award Administration

1. Award notices: The grant or cooperative agreement award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient. The awardee is likely to interact mostly with a Grants Officer Representative (GOR).

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2. Anticipated time to award: Applicants of successful proposals will generally be notified within 90 days after the submission deadline.

3. Reporting requirements: All awards issued under this announcement require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant/cooperative agreement will be specified in the award agreement.