Department of State – U.S. Embassy, Kabul

Program Office: Public Affairs Section, U.S. Embassy, Kabul, Afghanistan

Funding Opportunity Title: Kabul University Faculty of Engineering: Supporting the Teaching of Engineering Principles in English

Announcement Type: Cooperative Agreement

Funding Opportunity Number: SCAKAB-13-CA-037-SCA-07312013

Deadline for Applications: August 30, 2013 (11:59 p.m., Kabul time)

CFDA 19.501- Public Diplomacy Programs for Afghanistan and Pakistan

CONTACT INFORMATION

A) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

B) For assistance with the requirements of this solicitation, contact Pedro Palugyai, Grants Manager, Public Affairs Section, U.S. Embassy, Kabul, Afghanistan, at: Email: KabulPDProposals@state.gov (Preferred method of communication)
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I. EXECUTIVE SUMMARY

The Public Affairs Section (PAS) of the U.S. Embassy in Kabul, Afghanistan is pleased to announce an open competition for assistance awards through this Request for Grant Proposals (RFGP). PAS Kabul invites all eligible organizations (see Section IV for Eligibility Requirements) to submit a proposal to support instruction in English in the key principles of engineering at Kabul University’s Faculty of Engineering.

The Public Affairs Section (PAS) of the U.S. Embassy in Kabul, Afghanistan is pleased to announce an open competition for assistance awards through this Request for Grant Proposals (RFGP). PAS Kabul invites all eligible organizations to submit a proposal for a cooperative agreement to establish a University Partnership between a college or university in the United States and Kabul University in Kabul, Afghanistan in the content area of Engineering, specifically related to using English as the medium of instruction for teaching engineering principles. Accredited U.S. four-year colleges and universities meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to pursue institutional or departmental objectives in partnership with Kabul University. Two U.S. colleges and universities may collaborate in response to this proposal, but the award will only be made to one college or university as the prime. Sub-agreements with universities in the other countries are also permissible for this cooperative agreement.

Applicants are invited to propose institutional or departmental objectives that support the purposes outlined in the technical section of this RFGP and in the attached appendices. Proposals should explain in detail how project activities will enable participants to achieve specific changes at the cooperating departments or institutions. Proposals should outline well-reasoned strategies designed to meet specific objectives.

Respondents are encouraged to develop innovative proposals that achieve the proposed project objectives while advancing the international education and research goals of both institutions. The timeframe and work plan for achieving the objectives must be clearly outlined in the proposal funding request and matched in the detailed budget. The project implementation period should be 18 months. The initial three months (October, November, and December 2013) are for project planning, design of professional development materials, and preparation for delivering training to engineering faculty members. The next two months (January and February 2014) are for the delivery of training to faculty members. The subsequent 9 months (March 2014 through December 2014) is one academic year of project implementation (the academic year in Kabul, Afghanistan begins in March and ends in December). The final two months (January and February 2015) are for the delivery of training to faculty members.

Proposals should demonstrate an understanding of the challenges involved in an Afghan university context including security, resources, cultural differences, language barriers, and educational backgrounds.
In addition to demonstrating how the applicant institution can assist its Afghan university partner to meet institutional goals and objectives, proposals should also explain how this cooperation will strengthen the U.S. institution’s own capacity. Accordingly, applicants are encouraged to describe the capabilities and strengths of the U.S. department and institution, and how each institution will contribute to, and benefit from, the achievement of project objectives. Proposals must realistically assess institutional capacities and contain compelling and specific objectives that address institutional needs and justify a request for support.

A successful proposal should demonstrate that the participating institutions are committed to long-term, sustainable mutual support and cooperation in project implementation. Ideally, this RFGP will seed a lasting relationship between the U.S. partner institution and Kabul University.

- This RFGP does not support the creation of a new degree program.
- This RFGP does not support the acquisition of academic degrees from the U.S. or other international countries for faculty, staff, or students.
- This RFGP does not support the equipping of laboratories of any kind.

II. BACKGROUND

The Kabul University Faculty of Engineering was established in 1956, with the assistance of USAID through a partnership with Wyoming University. In 1963, after a restructuring of the Faculty, the United States Engineering Team (USET) began to assist. The team consisted of: the Education Development Center, Newton Center, Massachusetts; Purdue University; Stevens Institute of Technology; Georgia Institute of Technology; University of Cincinnati; Carnegie-Mellon University; North Carolina State University at Raleigh; Illinois Institute of Technology; Lehigh University; University of Notre Dame; and Washington University (Saint Louis).

Over time, various departments were established. Presently, the Faculty of Engineering includes the following departments: Civil Engineering, Electrical Engineering, Mechanical Engineering, and Architecture. Each department focuses on the following content areas:

1. Civil Engineering Department
   a. Construction Method and Material
   b. Transportation
   c. Soil Mechanics
   d. Structure Analysis
   e. Water Supply
   f. Concrete
2. Electrical Engineering Department  
a. Communication Systems  
b. Power System  
c. Digital Electronics  
d. Microcontroller  
e. Electronics

3. Mechanical Engineering Department  
a. Renewable Energy  
b. Environmental Design  
c. Internal Combustion Engine  
d. Elements of Machine Design  
e. Manufacturing Process  
f. Electric Circuit Machine

4. Architecture Department  
a. Project Programming  
b. Professional Practice  
c. Design  
d. Sketch  
e. History of Architecture

The medium of instruction in the Faculty of Engineering from 1956 to 1978 was English. Starting in 1979, the medium of instruction changed to the official languages of Afghanistan, Dari, and Pashto. The last group of students graduated from this Faculty in 1985. During the years of internal conflict in Afghanistan, the Engineering Faculty was closed and the facilities severely damaged.

In 2002, the Faculty of Engineering started again. In the past eleven years, the Faculty has gradually reconstructed its facilities and increased its course offerings. For a list of the courses currently being offered through the Faculty of Engineering, please see Appendix 1.

The Faculty of Engineering currently includes 71 members, divided across the four Departments. Table 1 shows the distribution of faculty members and basic information on their academic backgrounds. Forty Engineering faculty members have earned degrees at international universities.

<table>
<thead>
<tr>
<th>Department</th>
<th>Total Faculty</th>
<th>Ph.Ds</th>
<th>MSs</th>
<th>Degree US</th>
<th>Degree Japan</th>
<th>Abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil</td>
<td>19</td>
<td>3</td>
<td>9</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Electrical</td>
<td>21</td>
<td>2</td>
<td>11</td>
<td>6</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Mechanical</td>
<td>18</td>
<td>3</td>
<td>8</td>
<td>6</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Architecture</td>
<td>13</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>
The Faculty of Engineering includes 830 students total; the first-year class is 300 students.

In July 2012, President Karzai issued a decree stating that the Ministry of Higher Education was to: “Present a specific plan to the Cabinet within six months for starting English language instruction in medicine and engineering schools of all universities starting the academic year 2013.” The Minister of Higher Education subsequently issued a plan instructing university chancellors to work on changing the medium of instruction in the Faculty of Engineering from Dari or Pashto to English. The Chancellor of Kabul University has identified this change as a strategic priority for the university. The Kabul University Faculty of Engineering has requested support for the teaching of engineering in English.

At present, many of the textbooks being used in the Faculty of Engineering are in English. Please see Appendix 2 for a list of textbooks currently in use. However, much of the instruction is still being conducted in Dari. This creates a heavy burden on the students, who have to mediate the engineering concepts between sources from two languages. In addition, the English reading level of Afghan university students is not equivalent to that of American university students. Engineering textbooks include highly-specialized vocabulary and use scientific syntax.

As background assistance for the preparation of this Request For Grant Proposal, Engineering professors from Kabul University identified 9 key engineering concepts from 4 textbooks that their students struggle to understand. In some of these examples, the amount of English in the text is minimal, illustrating that some of what is required under this university partnership is instruction on how to teach engineering concepts.

These are:
The Precise Definition of a Limit (pp. 109-118)
Related Rates (pp. 241-246)
Optimization Problems (pp. 322-332)
From: Stewart, J. Calculus: Early Transcendentals

Position and Displacement (pp. 59-62)
The Center of Mass and Newton’s Second Law for a System of Particles (pp. 202-224)

The Engineering Profession (pp. 1-61)
Statistics (pp.167-207)

Program Flow Control (pp. 105-121)
III. GOALS AND OBJECTIVES

Project Goals
Supporting the effective teaching of key principles in Engineering through English to non-native speakers of English by:
1) providing training and mentoring to selected Engineering faculty members to improve the quality of instruction in English; and
2) providing student study materials that support the acquisition of engineering principles in English.

This university partnership will focus only on **first year** engineering courses, instructors, and students.

The U.S. university must include subject matter experts from the content areas of both Engineering and Teaching English to Speakers of Other Languages (TESOL) / Applied Linguistics / Second Language Acquisition.

Project Objectives

This project will take place in two phases, described below.

In an overview, **within the framework of the RFGP**, the grantee should:
- Perform a needs analysis to understand the context;
- Develop a detailed work plan;
- Analyze courses, instruction, and textbooks;
- Extract key engineering principles that need to be taught better in English;
- Make decisions about which key engineering principles will be supported under this Cooperative Agreement;
- Determine an approach, scope and scale;
- Design multiple-strand interventions to support both faculty members and students;
- Develop the interventions;
- Deliver the interventions;
- Monitor progress and outcomes;
- Revise the interventions at least once in an iterative cycle of development;
- Evaluate the effects of the interventions.
Proposals should address the following distinct activities:

**Phase One: October 2013 through December 2013**

**Project Planning**
- Perform a site visit and a needs analysis (aligned with the RFGP and proposal) at the Kabul University Faculty of Engineering.
- Prepare an updated, detailed work plan in cooperation with the Kabul University Chancellor and the Dean of the Faculty of Engineering.
- Enter into a written agreement with Kabul University about the scope and timing of the work to be done.
- Create a robust monitoring and evaluation plan designed to document progress and achievement of project objectives.
- Create a transition/sustainability plan designed to ensure the smooth transfer of methods and materials by the end of this partnership.

**Conduct a Needs Analysis**
This Needs Analysis is to be conducted in Kabul, primarily at Kabul University Faculty of Engineering. The Public Affairs Section of the U.S. Embassy Kabul will support this planning phase by performing introductions to the key officials concerned, and by meeting with the grantee to provide a background briefing on the higher education sector in Afghanistan.

This Needs Analysis should include: meetings with Ministry of Higher Education officials, meetings with Kabul University officials, meetings with Faculty of Engineering faculty members, interviews with Faculty of Engineering faculty members, observations of classes in the Faculty of Engineering, analysis of selected Engineering textbooks in English, and interviews with selected students.

The Needs Analysis is to address the following, within the scope of this RFGP:
- Which faculty members are most interested in cooperating with this project?
- Which first-year textbooks are the most important?
- Which key principles in these textbooks are the most important to focus on?
- Which key principles in these textbooks create the most problems for student understanding?
- What is the current quality of classroom instruction at the Faculty of Engineering? This will need to be examined by doing classroom observations.
- As part of this needs analysis, review ESP development frameworks and rubrics previously created for work in Afghanistan (funded and provided by the US Embassy Kabul). Determine to what extent these frameworks and rubrics could be incorporated into this project’s work
- Prepare a report on this Needs Analysis, to be delivered to the U.S. Embassy Kabul.
Create a Work Plan
Create a detailed Work Plan, in consultation with Kabul University Faculty of Engineering. This Work Plan needs to include personnel, timelines, sequencing of development and delivery activities, and rationales for the proposed interventions.
- This Work Plan is to be delivered to the U.S. Embassy Kabul and approved before implementation can begin.

Provide Professional Development for Engineering Professors

- This RFGP does not support the creation of a new degree program.
- This RFGP does not support the acquisition of academic degrees from the U.S. or other international countries for faculty, staff, or students.
- Regional professional development in locations such as India and Turkey may be proposed, with close participation and/or oversight by the implementing partner university. This RFGP does not support training or study tours in the U.S. or in Southeast Asia (e.g., Bangkok, Malaysia).

Note: The academic year in Kabul begins approximately the third week of March. The first semester ends in August. The second semester begins in September. By mid-November, exams have started and classes are no longer in session. The winter break takes place in January and February. Training workshops for professors can only reasonably be held during the months of January and February. Per the Ministry of Higher Education, professors cannot be released from their classes during the academic year to attend professional development training sessions.

The U.S. university should provide professional development, coaching, and mentoring for selected professors from the Faculty of Engineering who teach first-year courses. Numbers of professors should be limited to 15 to 20. This professional development component should focus on the key engineering principles that emerged from the Needs Analysis. It should be linked to the student study materials, so that all aspects of the program are interrelated and support focused objectives. These professional development workshops must include activities that require the engineering professors to develop materials of their own on the teaching of specific key concepts in engineering. This does not preclude the U.S. university from providing such materials as well, both for use in the classroom (as appropriate), and as models. All course materials delivered and created under the Cooperative Agreement are required to be written as explicit lesson plans, with detailed teacher’s guides, so that they can be taught to a set standard after the project formally ends.

All initial training should take place in Kabul, and should be done in person, although some distance learning follow-up between training sessions may be proposed. Most KU instructors will have email addresses, but electricity can be unreliable in Kabul, and everyone does not have daily access to an Internet connection. The time difference between the U.S. university and Kabul University needs to be explicitly accounted for in any plans for distance learning or follow-up.
Robust methods for evaluating Kabul University Engineering instructor and student knowledge acquisition and improved performance must be incorporated into the project design.

Create Study Materials to Support Student Learning

The U.S. university should, through discussions with professors and analyses of textbooks, determine which engineering concepts will be the foci of this partnership.

The selected engineering concepts, as represented in the textbooks being used at Kabul University, should be analyzed for both engineering and English linguistic content.

The report on this analysis and these findings will be a deliverable to the U.S. Embassy under this Cooperative Agreement. The US Embassy will work with the grantee to approve the engineering areas to be covered under the terms of this partnership prior to the creation of the English study materials.

The U.S. university will then, in collaboration with the cooperating Kabul University professors, create engineering English study materials that will help scaffold the students to the engineering concepts identified as described above.

These materials should be pilot tested on a small scale and revised based on student and faculty member feedback before they are delivered to all first-year engineering students. The materials can be distributed in waves that align with the schedule for teaching the concepts in their classrooms.

These study materials should be shared in a structured way, through briefing sessions with engineering students.

Plans for monitoring student use and for receiving feedback from students must be designed in conjunction with the initial analysis, prior to the delivery of the materials.

Sharing Resources

To the Kabul University Dean of the Faculty of Engineering, and to the Engineering faculty members, and to the Engineering students, the implementing university partner will:

- Provide information on other resources available to support the teaching of engineering concepts in English after the closure of this university partnership.
- Provide examples of engineering curricula, syllabi, and course descriptions from U.S. and international universities.
- Provide information on engineering sites online where data, training materials, and other material that would be useful to the Faculty of Engineering and its students can be accessed free of charge.
• Implement the transition-to-sustainability plan, to ensure the smooth transfer of the program into solely Afghan hands.

Monitoring Component
Proposals must include a monitoring and evaluation plan as detailed in Part VI, Section 5, on page 12.

An additional Formative Evaluation should be proposed, to be conducted by a person or persons with expertise in formative evaluation in post-conflict development contexts. This person or organization would work in close collaboration with project managers from the initial planning of the project, to document challenges and strategies developed to overcome them, to provide a written record of the operational and logistical requirements, to offer evidence-based recommendations that can be used to inform iterative future improvements to the project. This evaluation should be conducted in the first 10 months of the project. This evaluation report will be a deliverable to the U.S. Embassy under this Cooperative Agreement.

Annexes:
Appendix 1: Kabul University Faculty of Engineering Courses
Appendix 2: Kabul University Faculty of Engineering Textbooks

IV. ELIGIBILITY REQUIREMENTS

Eligibility is open to all accredited U.S. community colleges and universities with direct experience in engineering, a demonstrated knowledge of the Afghan context, and the ability to implement stated activities.

Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show greater cost effectiveness.

Applicants must:
A. Be registered in the System for Award Management. SAM is located at www.sam.gov prior to submitting an application or plan; AND

B. Maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency.
V. APPLICANT VETTING AS A CONDITION OF AWARD

Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Applicants may be asked to submit information required by DS Form 4184, Risk Analysis Information (attached to this solicitation) about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at https://ramportal.state.gov, via Email to RAM@state.gov, or hardcopy to the Grants Officer. Questions about the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

VI. SUBMISSION INFORMATION

Award Period: 18 months
Number of Awards Anticipated: One
Award Amount: The award ceiling is set at $500,000.

Application Deadline: All applications must be received on or before August 30, 2013, 11:59 p.m., Kabul time. Applications received after 11:59 p.m. will be ineligible for consideration. Applicants are encouraged to begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

Question Deadline: For questions on this solicitation please contact Pedro Palugyai, Grants Manager, Public Affairs Section, U.S. Embassy, Kabul, Afghanistan, at: Email: KabulPDProposals@state.gov (Preferred method of communication). Questions must be received on or before August 10, 2013, 11:59 p.m., Kabul time. Answers to questions will be posted at http://www.grants.gov and http://kabul.usembassy.gov/pdprp.html.

Application Submission Process: There are two submissions methods available to applicants. Applicants may submit their application using Submission Method A or Submission Method B outlined below.

- **Submission Method A**: Submitting all application materials directly to the following email address: KabulPDProposals@state.gov. Applicants opting to submit applications via email to KabulPDProposals@state.gov must include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.
• **Submission Method B:** Submitting all application materials through grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application process are available at http://www.grants.gov. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726. Please note, KabulPDPProposals@state.gov is unable to assist with technical questions or problems applicants experience with grants.gov.

Applicants utilizing Grants.gov must register with Grants.gov prior to submitting an application. **Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register: (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711; (2) Register with System for Award Management (SAM); (3) Register yourself as an Authorized Organization Representative (AOR); and (4) Be authorized as an AOR by your organization. For more information, go to www.grants.gov. Please note that your SAM registration must be annually renewed. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov.

**VII. APPLICATION CONTENT**

Applicants must follow the RFGP instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFGP. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Applications are accepted in English only, and final grant agreements will be concluded in English. Proposals may not exceed 25 1.5-spaced pages in 12-point, Times New Roman font with 1-inch margins. Shorter applications are encouraged. Longer applications will be considered non-responsive and will not be reviewed. This requirement excludes the allowable appendices, which are identified in Section 6 below. The proposal must consist of the following:

**Section 1 - Application for Federal Assistance (SF-424) and SF424A:**
The SF424 is the standard cover sheet for grant applications. The SF424A is a budget summary sheet for grant proposals. Please refer to page 6-8 for a description of budget categories. Both these forms can be found on-line at: http://fa.statebuy.state.gov/content.asp?content_id=20&menu_id=68.
Section 2 - Abstract:
The abstract is limited to 300 words in length. It must provide a summary of the project to be undertaken, expected timeline, and cost.

Section 3 – Implementation Plan:
The applicant must specify the goals and objectives of the project. Goals are general statements of intent; Objectives define a specific problem or task to be accomplished. The objective should be SMART (Specific, Measurable, Attainable, Realistic, and Time-framed). The applicant should describe in detail the steps which will be taken to achieve these goals. This description should include all components of the proposed project including, as needed: a Needs Analysis; the creation of a Work Plan; design, development, delivery and evaluation of professional development workshops; analysis of engineering texts, design, delivery, and evaluation of engineering study materials for students. The proposal should clearly demonstrate how each of these project components directly relates to the project’s stated goals. This section should also describe how success will be measured, and should propose specific performance indicators which can be used to track progress and determine the project’s success. This section must include a time-task plan that clearly identifies the timeline for carrying out the project’s major activities.

Applicants are recommended to present the following for each project component:

- An overview of the proposed project component and its respective activities.
- A description of how the project component supports the overall goal of the project.
- A detailed outline of the methodology that will be used to implement the proposed component.
- An analysis of anticipated implementation risks and challenges.
- A summary of expected outputs with their expected impact, using performance indicators that will be used to track progress towards the anticipated results.

The proposal should also describe the applicant’s sustainability plan and what measures will be taken to ensure that the benefits of the proposed project continue to be realized after the completion of grant performance.

Section 4 - Organizational Capability:
Applications must include a clear description of the applicant’s management structure, previous experience working in Afghanistan, experience working with Afghan government institutions, previous experience with U.S. Government grants, and the organizational experience and background in Afghanistan related to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project. The applicant should describe how its previous experience relates to the proposed project.

Section 5 – Monitoring and Evaluation Plan:
Applications must include a monitoring and evaluation plan (M&E plan), sometimes also
referred to as a performance monitoring or performance management plan. The M&E plan is a systematic and objective approach or process for monitoring project performance toward its objectives over time. The plan consists of indicators with baselines and targets; means for tracking critical assumptions; plans for managing the data collection process; and regular collection of data. Evaluations should be scheduled and carried out throughout the course of the program. More information on M&E plans is located http://www.state.gov/j/drl/p/c35797.htm.

Section 6 - Appendices:
The proposal submission must include three appendices, with a fourth, optional appendix to be submitted at the discretion of the applicant. The appendices listed below must be included as part of the application:

1. Budget Detail (Required) – Applications will not be considered complete unless they include budgets that respond to the solicitation guidelines. Complete budgets will include detailed line-items outlining specific cost requirements for proposed activities. Applicants must adhere to the appropriate regulations found in 2 CFR 220 (previously OMB circulars A-21, cost principles for education institutions) and 2 CFR 230 (previously OMB circular A-122, cost principles for non-profits).

Detailed Line-Item Budget (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from the Embassy and cost-share (see below for more information on budget format). Costs must be in U.S. Dollars. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. The following provides a description of the types of costs to be included in each budget category.

A. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: $30,000/year x 25% x 8.5 months; calculation: $30,000/12 = $2,500 x 25% x 8.5 months = $5,312.).

B. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

C. Travel - Staff and any participant travel
   1) International Airfare
   2) In-country Travel
   3) Domestic Travel in the U.S., if any
   4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: http://www.policyworks.gov/. Per diem rates may not exceed the
published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates. Please explain differences in fares among travelers on the same routes. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

D. Equipment – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.

E. Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $50/month x 50% = $25/month x 12 months).

F. Contractual -
   a) Sub-grants and sub-contracts. For each sub-grant/contract please provide a detailed line item breakdown explaining specific services. In the sub-grant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.

   b) Consultant Fees. For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x $150/day x 2 days).

G. Construction – For this solicitation, construction costs are not applicable.

H. Other Direct Costs - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

J. Indirect Costs - See OMB Circular A-122, "Cost Principles for Non-profit Organizations or the Federal Acquisition Regulation (FAR) at 48 CFR part 31"
   1) If your organization has a negotiated indirect cost-rate agreement (NICRA) with the U.S. Government, please include a copy of this agreement. This does not count against submission page limitations.

   2) If your organization is charging an indirect cost rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.

Cost-Effectiveness/ In-Kind Contributions – There is no minimum or maximum percentage of cost sharing required for this competition. However, the Embassy encourages applicants to provide the highest possible levels of cost sharing in support of its projects. Cost sharing demonstrates the applicant’s commitment to the project, belief in the achievability of its goals, and prospects for long-term sustainability. When cost sharing is offered, it is understood and
agreed that the applicant must provide the amount of cost sharing as stipulated in its application and later included in an approved grant agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, written records must be maintained to support all costs which are claimed as contributions, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23—Cost Sharing and Matching.

2. **Budget Narrative (Required)** - The purpose of the budget narrative is to supplement the information provided in the budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget narrative is a tool to help the Embassy staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the costs beyond the constraints of the budget template. Together, the budget narrative and budget spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant’s Implementation Plan. The description provided on the budget spreadsheets should be very brief.

3. **Resume (Required)** – a resume, not to exceed 1 page in length, must be included for proposed key staff, such as the Project Director and key Subject Matter Experts.

**VII. AWARD SELECTION CRITERIA**

U.S. Embassy Kabul Public Affairs will review all proposals for eligibility. Eligible proposals will be subject to compliance of Federal regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. The U.S. Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of the U.S. Embassy. All proposals submitted under this request will undergo a technical review by embassy personnel; all proposals deemed technically eligible will be evaluated by an embassy review committee. Committee members may make conditions and recommendations on any given proposal in order to enhance the proposed program.

Proposals will be scored based on the applicants’ response to each Review Criteria listed below. Review criteria will include:
1. **Quality of the program idea and program planning (25%):** The proposed project should be well developed, respond to the design outlined in the solicitation and demonstrate originality. The project should have clear goals and objectives and metrics for determining whether the project goals were met. It should be clearly and accurately written, substantive and with sufficient detail. The program plan should adhere to the program overview and guidelines described above, and should reference the applicant’s capacity to meet all needs specified in the RFGP.

2. **Ability to achieve program objectives (25%):** Objectives should be reasonable and feasible. Applications should clearly demonstrate how the institution will meet the program's objectives and plan. Proposed personnel, institutional resources and partner organizations should be adequate and appropriate to achieve the program goals.

3. **Institution’s record and capacity (20%):** The application should demonstrate an institutional record, including successful programming, responsible fiscal management, and compliance with reporting requirements, especially for U.S. Government grants.

4. **Sustainability (10%):** Proposed project should address the applicant’s strategy for ensuring that the project benefits will continue to be realized on a long-term basis after the conclusion of the period of performance of the grant.

5. **Monitoring and Evaluation (20%):** Applications should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes. The applicant should describe its plan for monitoring and reporting project outcomes.

6. **Cost-effectiveness (Acceptable or Not Acceptable):** The overhead and administrative components of the proposal, including salaries and honoraria, should be consistent with prevailing market rates in Afghanistan. All other items should be necessary, appropriate, and directly relatable to the project’s goals and objectives. Cost sharing is encouraged but not required.

**VIII. AWARD ADMINISTRATION INFORMATION**

**Award Notices:** The grant shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the 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 through email transmission. Organizations whose applications will not be funded will also be notified in writing.

**Anticipated Time to Award:** Applicants should expect to be notified if their proposal has been selected for award within 90 days after the submission deadline. PAS Kabul
will provide information at the point of notification about any modification to the proposal or plan of work that will be required to finalize Cooperative Agreement.

Issuance of this RFGP does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

- **Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

**IX. DISCLAIMER**

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.

**X. AVAILABILITY OF FUNDS**

This RFGP is subject to funds availability. Awards will be granted only if appropriated funds are allocated to the United States Embassy in Kabul by Department of State central budget authorities.