



**DAI/Promote: Women in the Economy (WIE)**

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Closing Time: 4:00 PM Kabul Time  
RFA number: RFA-DAI-WIE-KBL-039

**Subject:** Request for Applications (RFA) Number DAI-Promote-Women in the Economy-KBL-039

**Reference:** DAI/Promote: WIE Translator Training for Women-Kabul  
Issued Under Women in the Economy, USAID Contract No. AID-306-TO-15-00062 / AID-306-I-14-00013

Dear Applicant,

The USAID Women in the Economy Program is seeking grant applications from Afghan or International Organizations to provide Translator Training to women possessing the requisite educational background and language proficiency. Please refer to Section I - Program Description for a complete statement of goals and expected results.

All grants will be awarded and implemented in accordance with USAID and U.S. Government regulations governing grants under contract and Women in the Economy's internal grant management policies and procedures. Pursuant to 2 CFR 200.400(g) and 2 CFR 700.13, it is USAID policy not to award profit under assistance instruments such as grant awards. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (2 CFR 200 and 2 CFR 700, and the Federal Acquisition Regulation (FAR) Part 31 {applicable to for-profit organizations only}), may be paid under the grant.

DAI reserves the right to fund any or none of the applications submitted.

Subject to the availability of funds, DAI anticipates awarding one grant to either a non-US organization up to AFN 11,000,000.00 or to a US organization for up to US\$ 100,000.00. The final award amount will be dependent on grant activities and cost discussions. The expected duration of DAI support for the period of performance is up to 8 months.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

- Section I – Program Description
- Section II – Award Information
- Section III – Eligibility Information
- Section IV – Application and Submission Information
- Section V – Application Review Information
- Section VI – Federal Award and Administration Information
- Annexes

Applications must be received by DAI/Promote: Women in the Economy no later than the date and time indicated at the top of this cover letter.

Applicants who wish to submit a proposal should register on [www.afghanbids.com](http://www.afghanbids.com) and add the project on their watch list. Applications must be uploaded, in PDF format, on [www.afghanbids.com](http://www.afghanbids.com) before the closing date. Applications received after the closing date will not be considered. If you have difficulty registering, please email [admin\\_awle@promote-wie.com](mailto:admin_awle@promote-wie.com) immediately or call AfghanBids help desk at +93 (0) 788 481 158. AfghanBids is not part of the WIE grants team and the technical person answering this number can only help you with registration problems or with problems uploading files. This is an IT person, and they do not know anything about the RFAs on the site. Please do not call them to ask questions about the RFA. Questions about the RFA should be posted on the opportunity discussion board on the AfghanBids website.

Award will be made based on the merit review process outlined in the RFA.

Issuance of this RFA does not constitute an award commitment on the part of DAI, nor does it commit DAI to pay for costs incurred in the preparation and submission of an application. Further, DAI reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Any questions concerning this RFA should be submitted in writing before the Deadline for Questions through the [Afghanbids website](http://www.afghanbids.com). PLEASE DO NOT IDENTIFY YOUR ORGANIZATION ON THE DISCUSSION BOARD. Applicants should retain for their records all application materials submitted electronically to DAI. Promote: Women in the Economy can assist applicants in understanding the application process, and can provide coaching in application development and the completion of required documents, at the request of the applicants.

Thank you for your interest in Women in the Economy activities.

Sincerely,

DAI Promote: Women in the Economy

**WIE Translator Trainings  
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## Section I – Program Description

### Background

Promote: Women in the Economy (WIE) is a USAID-funded program that will partner with Afghan women to increase their participation in the economy by securing employment or advancing in their careers, and by assisting women-owned businesses or businesses that employ 30% or more women to grow their revenues.

DAI is implementing the WIE project throughout all of Afghanistan, and currently has offices open in the regional economic centers of Kabul, Mazar-i-Sharif, Herat, and Kandahar. The workforce development component of the program helps female jobseekers ages 18 and older secure new or better employment. The private sector development component of the program works with businesses that are women-owned or employ at least 30% women to help them grow revenues.

Recognizing the need for qualified female translators, WIE seeks an Afghan and/or international training partner with a proven track record in providing translator training, or optionally in providing writing, reporting, journalism or communications training to offer training courses for women in Afghanistan.

The scope of the grant will include two components: (1) Training; and (2) Job Placement. Each component is outlined below. Each application must include both components to be considered for award. The expected performance period is between six (6) and eight (8) months. Grantee must remain flexible in programming and provide feedback to WIE regarding the effectiveness of the various program components. The Grantee will be expected to capitalize and expand upon those components that prove effective.

### Component 1 - Training

WIE intends to award one grant to the successful applicant for the delivery of Translator Training for women in Kabul, Afghanistan. The duration of the Translator training course shall not exceed six (6) months. Sixty (60) participants shall be trained under the grant. Class size shall not exceed 20 students.

An important consideration under WIE's grant program is to ensure that beneficiaries (e.g. students) have a financial stake in the development of their own careers. This can be accomplished by requiring that students pay a percentage of the tuition (usually no more than 30%) or other mechanisms, as designed by the Applicant to promote financial investment at the beneficiary-level.

**Note** – While the successful Applicant may assist in identifying potential participants, in order to qualify for the training, all potential training participants will first be required to register with WIE's Knowledge Management Portal (KMP) and their eligibility must be verified.

### *Training Curriculum Requirements*

The proposed training should be for translation of English to Pashto and Dari, and vice versa. The translator training shall cover the following specific areas:

- **Translation theory** (up to **5-10%** of total classes), including such topics as key concepts in translation studies, translation processes and users, linguistic approaches to translation,

equivalence theories of translation, functional theories of translation, the sociology of translation, translation competence, etc.

- **Culture and intercultural communication** (up to **5-10%** of total classes), including such topics as different concepts of culture and their relevance in translation, intercultural competence, types and genres of text, cultural-specific texts and items and their implications in translation, elements of Western culture and implications on translation.
- **Terminology management and glossary creation** (up to **20-30%** of total classes), including research techniques, offline and online sources, use of corpora (monolingual and bilingual, text only and multimodal) in glossary creation, tools for creating glossaries, creation of separate glossaries for various industries and fields, etc.
- **Translation exercises** (up to **40-50%** of total classes), including a combination of individual and group exercises in translation, summarization of source texts, identifying difficulties for translation in source text, using appropriate glossaries, using translation memories, applying theoretical knowledge from other subject areas in translation, working with other translators, proofing/editing other translators' work, etc.

Terminology and translation exercises must cover various industries and fields, such as business and economy, finance, legal, media, and social studies; agriculture and food processing, construction, natural resource extraction and processing, and other industries specific to Afghanistan.

- **Computer-assisted translation tools** (up to **20-25%** of total classes), including translation memories, internet translation tools, tools for translation project management, terminology management tools, machine translation, website or video-game localization, text processing tools, etc.
- **Translation business** (up to **5-10%** of total classes), including topics such as professional ethical codes and standards (confidentiality, sincerity, dignity, high level of service, etc.), approach to existing and finding new clients, client negotiations, organization and management of translation projects, quality management and quality assurance, etc.

The successful Applicant will be expected to achieve the following competencies in participants so they are able to:

1. Plan, perform, and critically evaluate the process of translation;
2. Analyze a source document, identify potential difficulties and assess the strategies and resources needed for appropriate reformulation in line with communicative needs;
3. Summarize, rephrase, restructure, adapt and shorten rapidly and accurately in one target language;
4. Apply specific skills and techniques of different specialized types of translation: scientific and technical, legal, as well as translating the language of the media and economic discourse;
5. Apply specific skills and techniques of terminology work for terminology extraction, creating term bases and thematic glossaries;
6. Further develop the acquired level of language competence in their working languages;
7. Apply the knowledge of contemporary linguistic disciplines in the analysis of the translation discourse;
8. Use the most relevant IT applications, including the full range of office software, and adapt rapidly to new tools and IT resources

9. Apply translation technologies (CAT, QA, MT, NMT, own and commercial corpora, terminology management and translation project management tools) in the process of translation;
10. Translate general and domain-specific material in one or several fields from one or two source languages (Dari and/or Pashto) into English;
11. Analyze and justify their translation solutions and choices, using the appropriate metalanguage and applying appropriate theoretical approaches;
12. Check, review and/or revise their own work and that of others according to standard or work-specific quality objectives;
13. Understand and implement quality control strategies, using appropriate tools and techniques;
14. Approach existing clients and find new clients through prospecting and marketing strategies using the appropriate written and oral communication techniques;
15. Clarify the requirements, objectives and purposes of the client and the recipients of the language service and meet them;
16. Negotiate with the client (to define deadlines, rates/invoicing, access to information, contracts, rights, responsibilities, language service specifications, tender specifications etc.);
17. Organize, budget and manage translation projects involving single or multiple translators and/or other service providers;
18. Apply the quality management and quality assurance procedures required to meet pre-defined quality standards;
19. Comply with professional ethical codes and standards.

### *Additional Training Specifications*

For the purposes of this training, **Dari and Pashto** are defined as A languages, or mother tongues or native languages, in which the participants are fully fluent and possess excellent language skills, are able to express themselves perfectly in many different registers and have access to a broad active vocabulary covering different fields. **English** is defined as B language, other than their native language, in which the participants are fluent and possess high level language skills, are able to recognize different registers and express themselves in them with a high degree of skills. Participants can choose to take either both Dari and Pashto as their A languages or only one of them.

All classes are to be taught in English, especially the theoretical subjects or parts of courses that are theoretical. This would enable all participants to take part in them at the same time, disregarding what language they select as their A language. Only the practical terminology or translation exercises should be split by the language, Dari or Pashto.

The Applicant may structure the training as full-time training (with 8 hours of training per day, 5 days a week) or a part-time training (2-4 hours per day, 2-4 days a week after working hours) or a combination of both (e.g. one full 8-hour day a week, and 2-4 hours per day, 2-4 days a week after working hours), **but in all variations the number of in-classroom training hours must be at least 280 for each participant**. The submission must explain in detail, with a course schedule, how the Applicant plans to organize the classes to meet the required total.

Subjects listed and outlined above are mandatory for inclusion in the training course, but the Applicant may include additional topics to cover, not exceeding 10% of the total hours of the course. The additional topics must be well justified in the submission and relevant to the training, and WIE may decide to include or not include them in the training after review.

The submission must contain a detailed and well-developed syllabus for each of the subjects/courses, including a) outcomes, b) competences to be developed, c) detailed course description with all topics to be covered, d) methods of instruction, e) expected participant activity (e.g. listening, discussing, presenting, reviewing, etc.), and f) method of participant evaluation. Additionally, the submission must detail the number of in-classroom hours for each of the subjects and a course schedule.

The training should be geared towards practical translation and exercises, covering theoretical topics only to the degree they are applicable in translation and useful for developing translation skills and competencies. Participants should be aware of and able to recognize the theoretical concepts and apply them in translation but must not be required to reproduce them or know exhaustively. Applications with more exercises and hands-on translation work will be positively viewed.

Each of the syllabi should include a combination of teaching methods and approaches, from lectures, seminars, exercises to group work, individual work, discussions, presentations, etc. Participants should be expected to do the majority of practical translation work individually at home, while in-classroom hours should be used for discussions and review of their own and their colleagues' translation, with application of appropriate metalanguage and translation techniques. Participants should also receive sufficient time for individual consultation with the trainers.

The trainers the Applicant proposes for this project can be both Afghan and international experts with significant amount of translation experience and expertise, as well as an established level of quality and reputation in the Afghan or international translation markets. Translation education or degrees would be preferable, but not required, if sufficient experience can be proven (10+ years of high level translation experience, or approximately 25,000 pages).

Before the training, potential participants are expected to pass a qualification test, which should consist of short translations (up to 300 words) for each of the language combinations the translator has chosen (e.g. if the translator has chosen both Dari and Pashto as their A languages, they will be required to produce test translations in the following combinations: Dari to English, Pashto to English, English to Dari, English to Pashto). The test will be evaluated by WIE appointed persons, and will be used to determine if the potential participants have the minimum requirements to be admitted in the translation training. The qualification test will also serve as pre-test, to be compared to the exit examination of the training participant to gauge their progress towards the desired outcomes of the training.

### *Monitoring*

Grantee shall monitor enrollment and attendance for each training course. At a minimum, this shall include daily sign-in and sign-out sheets for students. Verification of all students enrolled at the beginning of each training session and at the end of each training, with at least two visits during the duration of the training, will also be conducted by the WIE M&E Unit.

### *Branding and Marking*

Grantee must follow USAID branding guidelines in all training and print materials if funded by WIE. If, in specific areas, branding poses a security risk or would otherwise compromise the effectiveness of the training, the Grantee shall inform WIE in the initial materials development phase of the project. WIE will then request a waiver for these, if applicable.

### *Deliverables*

Training-related deliverables will include, but are not limited to:

- Final Training Syllabi and Course Schedule;
- Approved pre- and post-tests for participants;
- Pre- and post-test results, verified by WIE;
- Monthly progress reports, including highlights of training and practical sessions and photographs.
- Copies of certificates for each participant successfully completing the training.
- A graduation ceremony at the end of each training; and
- A detailed final training report.

The final set of deliverables will be identified in the Grant Agreement.

### Component 2 – Job Placement

The overall objective of WIE’s grant program is to increase women’s participation in the Afghan economy by securing employment or advancing them in their careers. Therefore, it is essential that students who successfully complete the training course are subsequently placed in jobs or obtain better employment.

WIE’s grant program requires that the Grantee achieve a seventy-five percent (75%) job placement rate. Therefore, 75% of all enrolled students that successfully complete the course and graduate must be placed in public- and/or private-sector jobs, or obtain better employment. Job placement must occur within two (2) months of graduation, with students being placed in full-time or part-time employment. Placements will be verified by WIE’s Monitoring & Evaluation Unit before the final milestone payment is released under the grant.

**Note** – WIE can assist with placement upon identification of a host organization by Grantee.

### **Section II – Award Information**

The total amount of funding per award under this RFA shall not exceed AFN 11,000,000. DAI reserves the right to fund any or none of the applications submitted.

**Subject to the availability of funds, DAI anticipates providing a grant to one (1) applicant.**

The standard provisions governing the award resulting from this Request for Application (RFA) will depend on the type of grant awarded. DAI anticipates issuance of one Fixed Amount Award grant.

Please see Annex I for a description of each grant type and applicable provisions.

### **Section III – Eligibility Information**

#### **(1) Eligible Applicants**

This RFA is issued as a public notice to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. Eligibility requirements include the following:

- US and non-US non-governmental organizations supporting activities relevant workforce or private sector development activities;
- Local non-profit non-governmental organizations;



- Local profit-making organizations willing to forego profit;
- Academic or vocational schools, universities, or institutes (public or private);
- Private business service providers
- Community-based organizations (CBOs);
- Public or private career and employment services centers;
- **Contain evidence of a significant cost share commitment;**

## **(2) Ineligible Applicants**

Following organizations/institutions are not eligible to submit applications under this RFA:

- Political parties, political party organizations and government institutions;
- Faith-based organizations whose objectives are discriminatory;
- Organizations from foreign policy restricted countries (Cuba, Iran, North Korea, Sudan and Syria) are not eligible;
- Organizations included in the List of Parties Excluded from Federal Procurements and Non-Procurement Programs are not eligible for Federal awards. In addition, organizations are not eligible for awards if they have members who appear in the U.S. Department of Treasury’s List of Specially Designated Nationals (OFAC’s Sanctions List) and Blocked Persons or who have been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the 1267 Committee) as an individual linked to Taliban, Osama bin Laden, or the Al Qaeda organization;
- Any U.S. entity which is a “Private Voluntary Organization” (PVO) but has not registered as such with USAID;
- Any entity whose name appears on the “List of Parties Excluded from Federal Procurement and Non-Procurement Programs”;
- Any “Public International Organization” (PIO);
- Any government;
- Any entity affiliated with DAI and DAI Sub-contractors or any of its directors, officers, or employees; and
- Individuals.

## **(3) Cost Share**

The purpose of the cost-sharing requirement is to leverage additional resources towards achieving WIE’s objectives, to give grant recipients a stake in the outcome of the activity, and to promote sustainability. Applications with cost sharing for this activity will be positively viewed. Promote: Women in the Economy encourages applications from new organizations who meet the above eligibility requirements.

Note - Organizations included in the List of Parties Excluded from Federal Procurement and Non-Procurement Programs are not eligible for Federal awards. In addition, organizations are not eligible for awards if they have members who appear in the U.S. Department of Treasury’s List of Specifically Designated Nationals (OFAC’s Sanctions List) and Blocked Persons or who have been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the 1267 Committee) as an individual linked to Taliban, Osama bin Laden, or Al Qaeda organization.

## **Section IV – Application and Submission Information**

### **A. Instructions to Applicants**

#### **Application Submission Requirements**

Applications shall be submitted in English language. A checklist for submission is located in Annex 10. All applications must be submitted electronically, in pdf format only. Applications must include:

- Completed Application Form
- Completed Project Work Plan
- CVs of all project team members
- Completed Budget Template
- Other financial and administrative documentation required by the RFA
- All additional documentation identified in Section IV B.8

Prior to grant award, depending on grant type, the apparent successful applicant(s) may be required to submit:

- Additional documentation to support proposed budget estimates and staff salaries.

In addition, all apparent successful applicants will be subject to a **pre-award risk assessment** conducted by Promote: Women in the Economy to ascertain whether the organization has the minimum management capability to receive the grant. This may require that the apparent successful applicant completed a Financial Capability Questionnaire (including a copy of the applicant’s most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If there is no recent audit reports, a “Balance Sheet” and “Income Statement” for the most current and previous fiscal year) or other evidence of adequate capacity, as determined by DAI. As part of the risk assessment applicants may be requested to submit: a description of the organization’s management structure and/or oversight procedures; a copy of applicant’s accounting policies and procedures manual; a copy of applicant’s operations manual; and/or a copy of applicant’s purchasing policies and description of the applicant’s purchasing system.

Applicants that submit complete applications and meet or exceed the merit review criteria will be notified by Promote: Women in the Economy of next steps in the application process.

#### **Deadlines**

Applications must be submitted electronically through [Afghanbids website](#) on the date and time indicated in the cover letter. Applications, and modifications thereof, shall be submitted electronically, in pdf format only.

#### **Late Applications**

All applications received by the deadline will be reviewed for responsiveness and programmatic merit according to the specifications outlined in these guidelines and the application format. Section V addresses the merit review process for the applications. Applications which are submitted late or are incomplete may not be considered in the review process.

### **B. Preparation Instructions – Technical**

**Page Limitation:** Applications shall be specific, complete, presented concisely and shall not exceed 15 pages (exclusive of annexes and certifications).

**Applicants must complete the Application Form located in Annex 2.**

1. **The Applicant** – The applicant must provide basic information on itself, as required in the form.
2. **Project Information** - basic information on the project, as required in the form
3. **Project Description:** The applicant must provide a detailed description of the project, specifying all information required in the Application Form.

**NOTE** – WIE will not consider any responses to the RFA that do not include the detailed syllabi for each course and CVs of trainers, copies of their degrees and appropriate certifications for proposed trainers. The syllabi and CVs will not count in the page limit above.

4. **Monitoring (Results and Benchmarks):** The applicant will be required to agree to WIE’s monitoring and verification protocols and procedures.
5. **Sustainability:** The applicant should describe how the project or its benefits will continue after grant funding ends.
6. **Personnel.** The applicant should propose *key personnel and job descriptions, as necessary*. Each applicant should provide, as part of their application, detailed curriculum vitae that demonstrate the Key Personnel’s ability to perform the duties outlined in the statement of work and in accordance with the evaluation factors found herein. DAI/WIE will evaluate the CV to determine the individual’s knowledge, skills and abilities in the areas listed herein.
7. **Organizational Capability:** Each application shall include information that demonstrates the applicant's expertise and ability to meet or exceed the goals of this program. *Describe specific capabilities.*

**8. Past Performance:**

The applicant should provide a list of any contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The list should include the following information for all awards including:

- Instrument number (if available);
- Name of contracting organization;
- Contact information (name, telephone number, fax number, and email address);
- Contract, agreement, or grant amount;
- Period of performance;
- Place of performance; and
- Description of the work performed and outcomes.

If not applicable, applicants should provide a list of similar past activities. RFA documents for award under the WIE grants program will not contain minimum qualification or evaluation criteria/selective factors requiring “prior WIE or USAID experience.”

9. **Cost Sharing Contribution:** Cost share is required under the grants program and grant applicants must demonstrate their commitment toward the objectives of the proposed project through a cost contribution in their proposed grant activity. The purpose of cost-sharing is to leverage additional resources towards achieving WIE’s objectives, to give grant recipients a stake in the outcome of the activity, and to promote sustainability.

10. **Other material:** Applicants must submit the following data and information as annexes to the Application Form for review by the WIE grants committee:

1. Project activity schedule and timeline (work plan) based on the template in the Annex 3 below. The template can be modified to include more details (e.g. days, courses, times, etc.). Refer to Section I, Program Description, for additional submission requirements.
2. Projected class size and implementation schedule. Refer to Section I, Program Description for additional submission requirements.
3. GPS and location details of training sites in Kabul.
4. Photographs of training class rooms and other assets and facilities (for example projectors, laptops, etc.).
5. A detailed list of all appropriate and relevant equipment at the training venue. This list shall include computers, projectors, printers, and other equipment/furniture that will be used to successfully implement proposed training. **NOTE** – WIE will not consider any responses to the RFA that request funding for equipping training facilities (e.g. computers, office or classroom furniture, printers, or any other training commodities). Applicants must have their own equipped training facilities. Training-specific material requirements will be considered on a case-by-case basis. Similarly, WIE will not consider any responses to this RFA that include transportation for students and non-key staff positions. Refreshments based on the policy of the applicant organization may be considered. Failure to comply with these requests will automatically result in a rejection of the application.

Applicant shall complete the checklist for annexes in the Application Form, Section X., to ensure that all required documentation is properly submitted:

Applicants may also want to submit other material as attachments along with their applications such as letters of reference, newspaper clippings reporting on the organization’s activities, brochures or other promotional material. However, other attachments should be limited to 5 pages.

### **C. Preparation Instructions – Financial and Administrative Documentation**

- 1. Completed Budget.** The applicant shall complete the budget form provided in Annex 4. All budget lines must be clearly linked to specific project activities. Although DAI will support organization staff and operating costs that are necessary for reaching project goals, applicants should direct their resources primarily to project implementation, rather than organization operating costs. Supporting information shall be provided, as necessary, in sufficient detail to allow a complete analysis of each line item cost.

#### Funding Restrictions

Funds provided under any grant awarded shall be used exclusively to implement the project activities outlined in the Grant Agreement. Diversion of grant funds to other uses will result in cancellation of award and retrieval of funds disbursed to the grant recipient.

Women in the Economy grant funds may not be utilized for the following:

- Purchases of ineligible goods and services to include military equipment; surveillance equipment; commodities and services for support of police and other law enforcement activities; abortion equipment and services; luxury goods and gambling equipment, or weather modification equipment.
- Purchase of the following restricted goods, without prior approval from Women in the Economy: agricultural commodities; motor vehicles; pharmaceuticals and contraceptive items; pesticides; fertilizer; used equipment; or U.S. government-owned excess property.

- Purchase of goods or services restricted or prohibited under the prevailing USAID source and nationality requirements. The authorized source for procurement is Geographic Code 937. Guidance on eligibility of specific goods and services may be obtained from Women in the Economy.
- Alcoholic beverages
- Subawards, unless prior approval is received from Women in the Economy
- Construction or infrastructure activities
- Reimbursement of pre-award costs

### Indirect Cost Rates

Indirect costs such as, but not limited to, overhead or indirect fringe must be supported by documented proof of the determination of such rates by an approved audit agency or a NICRA negotiated with a Cognizant Federal Government Agency. Indirect cost rates, if proposed, must be consistent with the applicant's Negotiated Indirect Cost Rate Agreement (NICRA) and the agreement should be included with the applicant's budget. If applicant does not have a NICRA, applicant may elect to charge a de minimums rate of 10% of modified total direct costs (see CFR 200.414(f)) and the applicant must follow the requirements of 2 CFR 200.414(f).

- 2. Certificate of Registration Statute and Organizational Chart.** The applicant must submit evidence that it is an organization registered with either the Ministry of Justice or the Ministry of Economy. The applicant must also submit its most recent organizational chart.
- 3. Certifications, Assurances, Other Statements of the Recipient and Solicitation Provisions.** The applicant is required to submit a signed copy the Certifications, Assurances, Other Statements of the Recipient and Solicitation Provisions located in Annex 5.  
\*\*\*\*\*
- 4.** Documentation that the applicant has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant. Such documentation may include certification from the applicant's bank or a summary of previous awards, including type of funding, value, client, etc. (Section V, Grant Application)
- 5.** Documentation that the applicant has a satisfactory record of integrity and business ethics. (Insert specific required documentation: may include number of references from other donors or clients and a summary of previous awards, including type of funding, value, client, etc. (Section V, Grant Application)
- 6.** Data Universal Numbering System (DUNS). There is a mandatory requirement for the applicant to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an applicant to be "responsible" to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a grant resulting from this RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an agreement and DAI will select an alternate awardee. Please see the attached guidance for obtaining DUNS number.
- 7.** All U.S. and foreign organizations which receive a grant with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the

previous tax year was under \$300,000. DAI requires that grant applicants sign the self-certification statement if the applicant claims exemption for this reason.

For those required to obtain a DUNS number, see Annex 7- Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors and Grantees.

For those not required to obtain a DUNS number, see Annex 9- Self Certification for Exemption from DUNS Requirement.

- 8. System for Award Management (SAM).** For all US and foreign recipients over \$25,000 (2 CFR25.110(d)(ii), There is a mandatory requirement for the applicant to be registered in SAM before submitting its application. The application must continue to maintain an active SAM registration with current information at all times during which it has an active Grant Agreement or an application under consideration by DAI. Organizations who fail to fully comply with SAM requirements will not receive an agreement and DAI will select an alternate awardee.

## Section V – Application Review Information

Once the submission period has closed, a selection committee will be convened to conduct a Merit Review of all applications received. The selection committee will include 3 to 5 voting members from WIE staff (COP/DCOP Technical, Component Team Leader, Relevant Technical Specialist(s), Deputy Chief of Party Operations and Director of Subcontracts, Grants and Compliance as non-voting member and secretary of SC). Throughout the merit review process, DAI shall take steps to ensure that members of the selection committee do not have any conflicts of interest or the appearance of such with regard to the organizations whose applicants are under review. An individual shall be considered to have the appearance of a conflict of interest if that person, or that person’s spouse, partner, child, close friend or relative works for or is negotiating to work for, or has a financial interest (including being an unpaid member of a Board of Directors) in any organization that submitted an application currently under the panel’s review. Members of the committee shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

All applications that meet the application requirements will be reviewed by the selection committee. Verification of the application submission requirements will be conducted at the Women in the Economy Headquarters by the Grants Unit.

The applications will be reviewed according to the merit review criteria set forth below. To the extent necessary (if award is not made based on initial applications), discussions may be conducted with each applicant whose application has a reasonable chance of being selected for award. The selection committee will then conduct a cost review of the budget(s) proposed by apparent successful applicant(s). When reviewing costs the selection committee will review the cost breakdown; evaluate and analyze specific elements of costs for reasonableness and allocability of costs in the budget; and determine the allowability of the costs under the applicable cost principles.

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

<b>Merit Review Criteria</b>	<b>Rating (Points)</b>
Syllabus for each of the subjects listed (content, competencies, trainers, course schedule/hours)	3
Access to Resources and Technical Capacity	3
Technical Experience of Management and Key Personnel (Trainers)	6
Cost Reasonableness	4

## Section VI – Award and Administration Information

DAI and USAID reserve the right to fund any or none of the applications received

### Issuance of Grant Agreements

Upon selection for award by Women in the Economy and USAID concurrence of the applicant, a Grant Agreement will be prepared. After DAI and the successful applicant have signed the Grant Agreement, DAI will provide training on financial management and reporting on grant funds. All reporting and contractual obligations will be explained to the grant recipients. Before receiving the first grant installment, ***all grant recipients must open a bank account in the name of the organization***, as this is the only means by which grant funds will be transferred from DAI to the grant recipient. Grants will be administered in accordance 2 CFR 200, 2 CFR 700, and with the provisions outlined in Annex I.

### Reporting

A description of reporting requirements will be included in the Grant Agreements. The types of reporting required, along with the schedule of reporting, will depend on the grant type and project period. Reporting forms will be provided to grant recipients. Types of reporting will include the following:

- **Program report** to be submitted during project implementation according to a schedule determined by DAI. This report will include a description of project activities and progress towards meeting the project goal; problems in project implementation; actions taken to overcome them; and plans on how the next phase of the project will be implemented.
- **Final program report** will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation. This information should be presented in a manner suitable for presentation to the public.

\*\*\*\*\*

### Grant Activity Monitoring

DAI staff will monitor projects in terms of both programmatic and, if applicable, financial aspects. Grant recipients will be expected to facilitate monitoring by making relevant information available to DAI staff.

### Permitted Uses of Program Income

The Grantee will inform DAI of any program income generated under the grant and agrees to follow USAID's disposition requirements for such program income, which is in accordance with 2 CFR 200.307. Program income earned under this agreement shall be applied and used in the following descending order:

1. Added to funds committed by USAID and the recipient to the project or program, and used to further eligible project or program objectives;
2. Used to finance the non-Federal share of the project or program; and
3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

If the terms and conditions of the award do not specify how program income is to be used, then number 2) shall apply automatically. Grantees who are commercial organizations may not apply Option 1) to their program income.

## **Annex 1: Mandatory Standard Provisions**

*Mandatory Standard Provisions, by grant type, are as follows:*

### **In-Kind Grant:**

Under an in-kind grant, goods and services are procured directly by DAI in close coordination with the grantee. Once purchased, goods and services are delivered immediately to the grantee or to the grant activity. All procurement is undertaken on the grantees' behalf by DAI.

Mandatory Standard Provisions: (<https://www.usaid.gov/ads/policy/300/303mat>).

### **Fixed Amount Awards:**

A fixed amount award is used when there is reasonable certainty concerning cost, and where fixed payments are made based on the accomplishment of well-defined milestones. Mandatory

Standard Provisions: (<https://www.usaid.gov/ads/policy/300/303mat>).

### **Simplified/Standard Grant:**

A simplified or standard grant is used when it is not possible to develop well-defined milestones and when costs are not reasonably certain. Payments are made to grantee on a cost reimbursable basis. Mandatory Standard Provisions for Non US Nongovernmental Recipients:

(<https://www.usaid.gov/ads/policy/300/303mab>).

Mandatory Standard Provisions for US Nongovernmental Recipients: (<https://www.usaid.gov/ads/policy/300/303maa>).



## Annex 2: Application Form

### APPLICATION FORM

#### I. THE APPLICANT

1. Name of applicant

(please include also acronyms, if any)

2. Address of applicant

(Please include official address as well as postal address)

Official address:

Postal address:

3. Registration number

4. Telephone

5. Fax (if applicable)

6. E-mail

7. Web site

8. Contact person

#### II. PROJECT INFORMATION

1. Title of proposed project

2. Location and period

Location: [city / commune], [county]

Period: \_\_\_\_ months, from [month] [year] to [month] [year]

3. Summary Budget

Total budget	(local currency-Afghani)	(100%)
▪ Amount requested	(local currency- Afghani)	(%)
▪ Applicant contribution	(local currency- Afghani)	(%)

#### III. PROJECT DESCRIPTION

1. Training summary

(Please provide a brief summary of the training and any necessary background information; the summary must be no more than 1 page and should clearly address what the training will accomplish, in addition to why and how it will be implemented.)

2. Course syllabi – 1.5 page maximum per syllabus

(For each course please provide the following details:

a) outcomes, b) competences to be developed, c) detailed course description with all topics to be covered, d) methods of instruction, e) expected participant activity (listening, discussions, reviews, presentations, etc.), and f) method of participant evaluation)

(Syllabi will not count towards the page limit.)

3. CVs for trainer(s), in English, for each of the courses, with copies of each individual’s certification from the appropriate institution and details of similar training experience. Samples of translation work would be preferable too. (CVs will not count towards the page limit).

**IV. Monitoring and evaluation**

- a) How will you know that your project was successfully implemented? What criteria will you use to measure the achievements of your project? (Please include the tools you will use to monitor project activities and evaluate project results)

**V. Sustainability**

- a) Describe how the activities in your project will be sustained after funding ends. How will the activities or results of your project continue?

**VI. PROJECT TEAM**

Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. (Insert as many lines as necessary).

(Please attach CVs for key personnel involved in the project, using the template provided in Annex 5)

NO	NAME & SURNAME	POSITION	ROLE IN THE PROJECT	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				

**VII. APPLICANT CAPABILITY**

Organizational capability and resources

- a) Annual income over the past three years, mentioning the names of your main financial contributors (where applicable)

YEAR	TOTAL ANNUAL INCOME (in USD)	MAIN FINANCIAL CONTRIBUTORS

- b) Please describe the various resources at the disposal of your organization such as: equipment, offices etc.

**VIII. PAST PERFORMANCE**

Please describe no more than five major projects in which your organization was involved over the past three years, using the table below.

a) Project title	
b) Period (months)	
c) Year	
d) Location	
e) Role of your organization (leader, partner)	
f) Project objectives	
g) Project results	
h) Total budget (USD)	
i) Funding sources and types of funding (grants, contract, or other) Please include contact information for funding sources.	

**IX. Cost share (if any)**

(Explain the cost share to the project in terms of type of contribution and value.)

**X. ANNEXES**

1. Project activity schedule and timeline (work plan)

(Based on the activities listed in section III. above, please fill in the work plan using the template provided in Annex 3)

2. GPS and location details of training sites in Kabul.
  3. Photographs of training class rooms and other assets and facilities (for example projectors, laptops, etc.).
  4. A detailed list of all appropriate and relevant equipment at the training venue. This list shall include computers, projectors, printers, and other equipment/furniture that will be used to successfully implement proposed training. NOTE – WIE will not consider any responses to the RFA that request funding for equipping training facilities (e.g. computers, office or classroom furniture, printers, or any other training commodities). Applicants must have their own equipped training facilities. Training-specific material requirements will be considered on a case-by-case basis. Similarly, WIE will not consider any responses to this RFA that include transportation for students and non-key staff positions. Refreshments based on the policy of the applicant organization may be considered. Failure to comply with these requests will automatically result in a rejection of the application.
- 

Applicant shall complete the checklist below to ensure that all required documentation is properly submitted:

Checklist – Attached all Documents	Yes	No
Project activity schedule (work plan)		
GPS location and names of proposed training venues		
Photographs of classrooms and other proposed training facilities		
Photographs of training equipment		
List of training equipment		

## **XI. PROJECT BUDGET**

Please provide a detailed budget for the entire period of the project, using the template provided in Annex 4.

## **XII. STATEMENT OF LIABILITY**

I, the undersigned, being the person responsible in the applicant organization for this project, certify that the information given in this application is true and accurate.

Name and surname:	
Position:	
Signature & stamp:	
Date and Place:	

**Annex 3: Implementation Timeline or Work plan**

Name of applicant:

Activity #	Activity Description	Location	Month 1				Month 2	
			1	2	3	4	1	2

**Annex 4: Budget Form**

No.	Line Item	Unit	Quantity	Unit Price (AFN)	WIE Cost (AFN)	Grantee Cost Share (AFN)	Total Project Cost (AFN)	Budget Justification and Narrative
<b>A</b>	<b>Labor</b>							
1								
2								
	<b>Sub-Total</b>							
<b>B</b>	<b>Office Equipment</b>							
1								
2								
3								
	<b>Sub-Total</b>							
<b>C</b>	<b>Travel &amp; Transportation</b>							
1								
2								
	<b>Sub-Total</b>							
<b>D</b>	<b>Communication</b>							
1								
2								
	<b>Sub-Total</b>							
<b>E</b>	<b>Other Direct Costs</b>							
1								
2								
	<b>Sub-Total</b>							
	<b>GRAND TOTAL</b>							



## **Annex 5: Certifications, Assurances, Other Statements of the Recipient and Solicitation Provisions**

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..



11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## Annex 6: CV Form

### Curriculum Vitae

Proposed position in the project:

Name (First, Middle, Last):

Citizenship:

Education:

Name and location of institution	Major(s) or Degree(s) obtained:

Language proficiency – indicate proficiency on a scale of 1 (poor) to 5 (native):

Language	Reading	Speaking	Writing

Membership of NGOs or other professional bodies:

Key skills and qualifications relevant to the project (e.g. computer literacy, etc.):

Employment history:

Position Title	Employer's name and address	Dates of employment		Short description of tasks performed
		From (month, year)	To (month, year)	

Other relevant information: (e.g. publications, seminars/courses etc.):

## Annex 7: Financial Capability Questionnaire

### Accounting System and Financial Capability Questionnaire For DAI Grant Recipients

The main purpose of this questionnaire is to understand the systems adopted by your institution for financial oversight and accounting of grant funds, especially those provided through the U.S. Federal Government. The questionnaire will assist DAI program and accounting staff to identify the extent to which your institution's financial systems match the requirements of the U.S. Federal Government. This information will help the program staff work with you and your institution to review any problem areas that may be identified; thereby avoiding any problems or oversights which would be reportable should an audit of the program or institution be required.

The questionnaire should be completed by the financial officer of your institution in collaboration with DAI program staff. This questionnaire is informational only, and will not have any bearing on the agreement to support your institution based on the technical merit of the proposal. Therefore, please answer all questions to the best of your knowledge.

While 22 CFR 226 does not cover awards to non-U.S. recipients, DAI shall rely on the standards established in that regulation in determining whether potential non-U.S. recipients are responsible to manage Federal funds. A determination shall be made on the potential recipient's ability, or potential ability, to comply with the following USAID and federal-wide policies:

- 1) 22 CFR 226.20 - 226.28 (Financial and Program Management) **(See Mandatory Reference, [22 CFR 226.20 - 226.28](#));**
- 2) 22 CFR 226.30 - 226.37 (Property Standards) **(See Mandatory Reference, [22 CFR 226.30 - 226.37](#));**
- 3) 22 CFR 226.40 - 226.49 (Procurement Standards) **(See Mandatory Reference, [22 CFR 226.40 - 226.49](#));** and
- 4) 22 CFR 226.50 - 226.53 (Reports and Records) **(See Mandatory Reference, [22 CFR 226.50 - 226.53](#)).**

**SECTION A: General Information**

Please complete this section which provides general information on your institution.

Name of Institution: \_\_\_\_\_

Name and Title of Financial Contact Person: \_\_\_\_\_

Name of Person Filling out Questionnaire: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street Address (if different) \_\_\_\_\_

\_\_\_\_\_

Telephone, Fax, Email (if applicable) \_\_\_\_\_

Enter the beginning and ending dates of your institution's fiscal year:

From: (Month, Day) \_\_\_\_\_ To: (Month, Day) \_\_\_\_\_

**SECTION B: Internal Controls**

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with U.S. laws, regulations and your institution's policies; 2) assets are maintained safely and controlled; and 3) accounting records are complete, accurate and maintained on a consistent basis. Please complete the following questions concerning your institution's internal controls.

1. Does your institution maintain a record of how much time employees spend on different projects or activities?

Yes:  No:

2. If yes, how?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Are timesheets kept for each paid employee?

Yes:  No:

4. Do you maintain an employment letter or contract which includes the employee's salary?

Yes:  No:

4. Do you maintain inventory records for your institution's equipment?

Yes:  No:  (if no, explain)

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5. How often do you check actual inventory against inventory records?

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6. Are all financial transactions approved by an appropriate official?

Yes:  No:

7. The person responsible for approving financial transactions is: \_\_\_\_\_ Title:  
\_\_\_\_\_

8. Is the person(s) responsible for approving transactions familiar with U.S. Federal Cost principles as described in OMB Circular A-122?

Yes:  No:

9. Does your institution use a payment voucher system or some other procedure for the documentation of approval by an appropriate official?

Yes:  No:

10. Does your institution require supporting documentation (such as original receipts) prior to payment for expenditures?

Yes:  No:

11. Does your institution require that such documentation be maintained over a period of time?

Yes:  No:

If yes, how long are such records kept? \_\_\_\_\_

12. Are different individuals within your institution responsible for approving, disbursing, and accounting of transactions?

Yes:  No:

13. Are the functions of checking the accuracy of your accounts and the daily recording of accounting data performed by different individuals?

Yes:  No:

14. Who would be responsible for financial reports?

\_\_\_\_\_

### **SECTION C: Fund Control and Accounting Systems**

Fund Control essentially means that access to bank accounts and/or other cash assets is limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

An Accounting System accurately records all financial transactions, and ensures that these transactions are supported by documentation. Some institutions may have computerized accounting systems while others use a manual system to record each transaction in a ledger. In all cases, the expenditure of funds provided by the USAID-funded program must be properly authorized, used for the intended purpose, and recorded in an organized and consistent manner.

1. Does your institution maintain separate accounting of funds for different projects by:

Separate bank accounts:

A fund accounting system:

2. Will any cash from the grant funds be maintained outside a bank (in petty cash funds, etc.)?

Yes:  No:

If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds.

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4. If your institution doesn't have a bank account, how do you ensure that cash is maintained safely?

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5. Does your institution have written accounting policies and procedures?

Yes:  No:

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

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7. Are your financial reports prepared on a:

Cash basis:  Accrual basis:

8. Is your institution's accounting system capable of recording transactions, including date, amount, and description?

Yes:  No:

9. Is your institution's accounting system capable of separating the receipts and payments of the grant from the receipts and payments of your institution’s other activities?

Yes:  No:

10. Is your institution's accounting system capable of accumulating individual grant transactions according to budget categories in the approved budget?

Yes:  No:

10. Is your institution's accounting system designed to detect errors in a timely manner?

Yes:  No:

11. How will your institution make sure that budget categories and/or overall budget limits for the grant will not be exceeded?

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12. Are reconciliations between bank statements and accounting records performed monthly and reviewed by an appropriate individual?

Yes:  No:

13. Briefly describe your institution's system for filing and keeping supporting documentation.

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**SECTION D: Audit**

The grant provisions require recipients to adhere to USAID regulations, including requirements to maintain records for a minimum of three years to make accounting records available for review by appropriate representatives of USAID or DAI, and, in some cases, may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your institution.

1. Is someone in your institution familiar with U.S. government regulations concerning costs which can be charged to U.S. grants (OMB Circular A-122 "Cost Principles for Nonprofit Institutions" and OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Institutions")?

Yes:  No:

2. Do you anticipate that your institution will have other sources of U.S. government funds during the period of this grant agreement?

Yes:  No:

3. Have external accountants ever performed an audit of your institution's financial statements?

Yes:  No:



If yes, please provide a copy of your most recent report.

4. Does your institution have regular audits?

Yes:

No:

If yes, who performs the audit and how frequently is it performed?

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5. If you do not have a current audit of your financial statements, please provide this office with a copy of the following financial statements, if available:

- a. A "Balance Sheet" for the most current and previous year; and
- b. An "Income Statement" for the most current and previous year.

6. Are there any circumstances that would prevent your institution from obtaining an audit?

Yes:

No:

If yes, please provide details:

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**CHECKLIST AND SIGNATURE PAGE**

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

**Complete the checklist:**

- Copy of your organization's most recent audit is attached.
- If no recent audit, a "Balance Sheet" "Income Statement" for the most current and previous fiscal year.
- All questions have been fully answered.
- An authorized individual has signed and dated this page.

**Optional:**

- Incorporation Papers or Certificate of Registration and Statute is attached.
- Information describing your institution is attached.
- Organizational chart, if available is attached (if applicable).

**The Financial Capability Questionnaire must be signed and dated by an authorized person who has either completed or reviewed the form.**

Approved by:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

Date \_\_\_\_\_

## Annex 8: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors and Grantees

**Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to WIE**

**I. SUBCONTRACTS/PURCHASE ORDERS:** All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

**II. MONETARY GRANTS:** All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

**NO SUBCONTRACTS/POs (\$25,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.**

Note: The determination of a successful Applicant/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to WIE. Organizations who fail to provide a DUNS number will not receive an award and USAID WIE will select an alternate vendor/subcontractor/grantee.

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### **Background:**

#### **Summary of Current U.S. Government Requirements- DUNS and Reporting in FSRS Database**

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

The U.S. Government requires that all applicants for first-tier monetary grants (i) and all first-tier subcontracts/purchase orders of \$25,000 or above have a DUNS number prior to DAI issuing an award to that entity.

#### **REQUIREMENT FOR DAI TO REPORT DATA IN THE FSRS DATABASE:**

In addition, in accordance with the Federal Funding Accountability and Transparency Act of 2008; FAR 52.204-10, "Reporting Executive Compensation and First-Tier Subcontract Awards" (Revised July 2010); and Subpart 4.14—"Reporting Executive Compensation and First-Tier Subcontract Awards," effective March 1, 2011, DAI is required to report any newly awarded first-tier subcontracts \$25,000 or above in the FSRS (Functional Security Requirements Specifications) database at <http://www.fsr.gov>.

In accordance with AAPD 11-01 amended, all foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain

a DUNS number; the exemption for under \$25,000 applies to foreign organizations only. In accordance with the AAPD as well as 2 CFR Parts 25 and 170, DAI is required to report on grantees in the FSRs database. The reported information for subcontracts and grants will be available for the public to view at <http://usaspending.gov>.

**Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.**

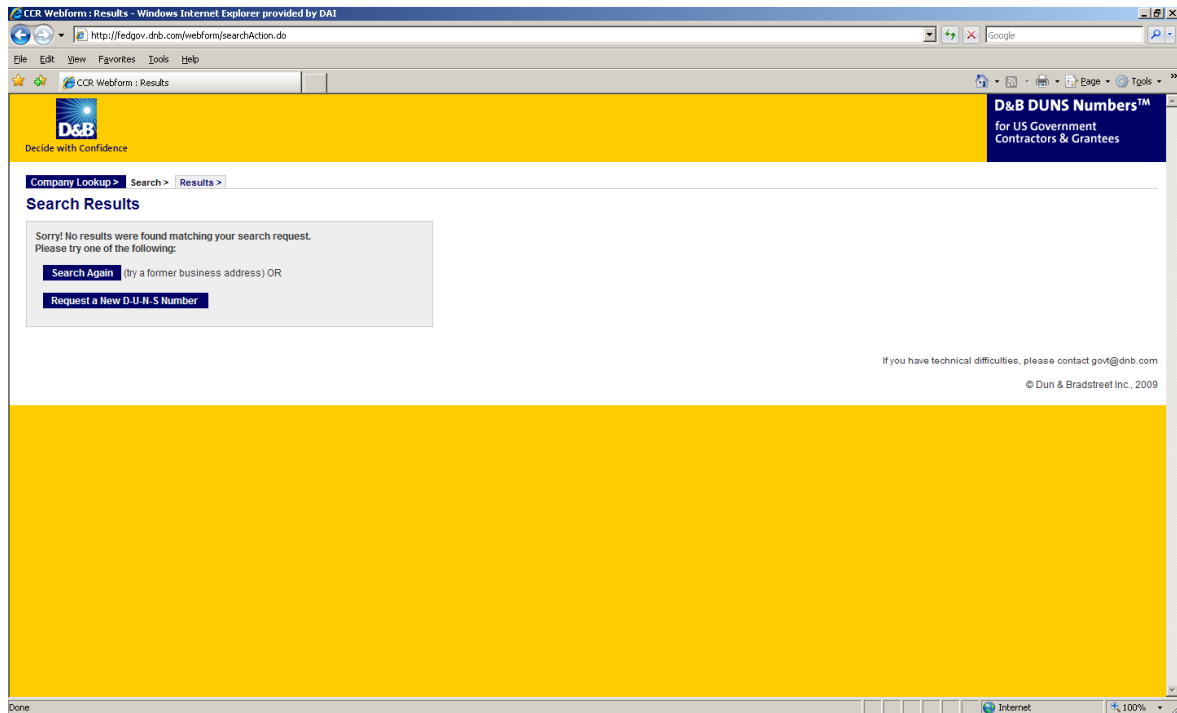
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.

➤ Legal Business Name (commas are allowed, periods are not allowed)

- Address
- Phone
- Name of Owner/Executive
- Total Number of Employees
- Annual Sales or Revenue (US Dollar equivalent)
- Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

The screenshot shows a web browser window displaying the 'Request for New D-U-N-S Number' form. The form is titled 'Request for New D-U-N-S Number' and includes a search bar and a 'Search' button. Below the title, there is a note: 'Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.' The form is divided into several sections: 'Company Name', 'Physical Address', and 'Mailing Address (optional)'. The 'Company Name' section includes fields for 'Legal Name' (filled with 'DNB TEST, INCI'), 'Legal Structure' (a dropdown menu set to 'Proprietorship'), and three 'Tradestyle Name' fields. The 'Physical Address' section includes fields for 'Street' (filled with '100 Jalan Abdul Rahman'), 'City' (filled with 'Kabul'), 'State', 'Zip Code + 4/Postal Code', and 'Country' (a dropdown menu set to 'AFGHANISTAN'). The 'Mailing Address (optional)' section includes fields for 'Street P.O. Box' and 'City'. A checkbox labeled 'Same as Physical Address' is also present.

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational

flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.

- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-profit entities.

**Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.**

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

CCR Webform: New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp.

Street P.O. Box

City

State

Zip Code + 4/Postal Code

Country

Organization Information

Executive Name

Title

Primary SIC code

Description of Operations

Socioeconomic Data

Number of Employees (include owners, partners, and/or officers)

Annual Sales or Revenue

Parent Organization (optional)

Name

Street

City

State

Zip Code + 4/Postal Code

Country

Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/fine/sicsearch.html

UNITED STATES DEPARTMENT OF LABOR

OSHA

Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure.

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

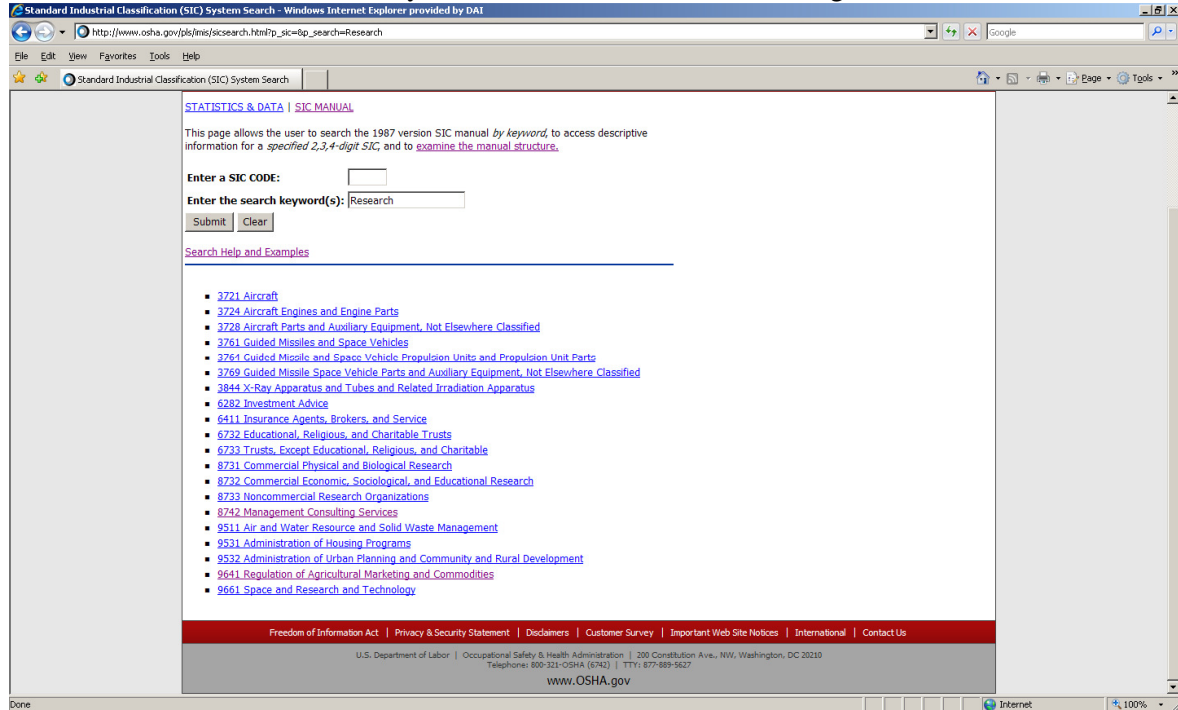
[Search Help and Examples](#)

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U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210  
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627  
www.OSHA.gov



You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:



PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

**8742** Management Consulting Services

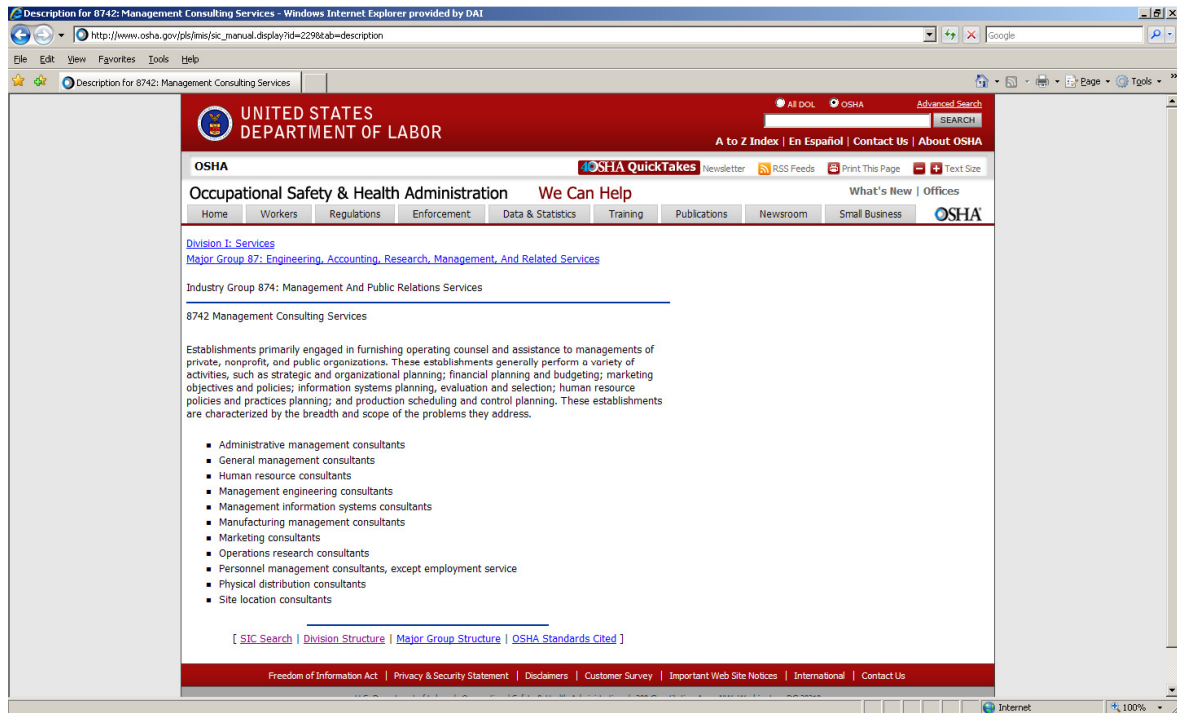
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

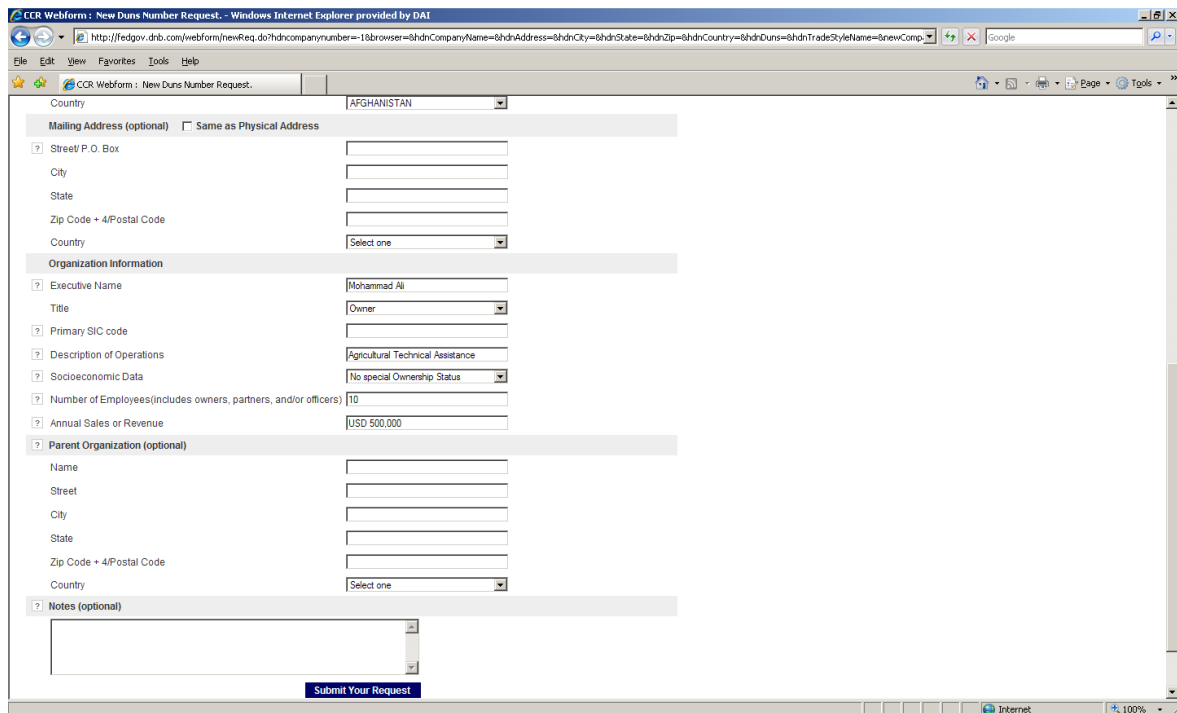
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.



11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.

12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.

13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

CCR Webform : verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

Google

CCR Webform : verification page

D&B DUNS Numbers™  
for US Government  
Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >

### Verification Page

Company Name	
Legal Name	DNB TEST, INC
Phone Number of Business	20-555-1212
Physical Address	
Street	100 Jalan Abdul Rahman
City	Kabul
State	
Zip Code + 4/Postal Code	
Country	AFGHANISTAN
Organization Information	
Executive Name	Mohammad Ali

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%

**Annex 9: Self Certification for Exemption from DUNS Requirement**

**Self-Certification for Exemption from DUNS Requirement  
For Subcontractors and Vendors**

Legal Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Physical City: \_\_\_\_\_

Physical Foreign Province (if applicable): \_\_\_\_\_

Physical Country: \_\_\_\_\_

Signature of Certifier \_\_\_\_\_

Full Name of Certifier (Last Name,  
First/Middle Names): \_\_\_\_\_

Title of Certifier: \_\_\_\_\_

Date of Certification (mm/dd/yyyy): \_\_\_\_\_

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

\*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government. The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

## Annex 10: Application Checklist

Before submitting your application, please check to make sure the following are included:

- The application form (Annex 2) and all attachments are submitted in pdf format
- The Implementation timeline is included (Annex 3)
- The Budget is included (Annex 4)
- The CV Forms are included (Annex 6)
- Completed Financial Capability Questionnaire (Annex 7).
- Audited Financial Reports: Copy of the applicant's most recent financial report, which has been audited by a certified public accountant or other auditor satisfactory to DAI. If no recent audit, a "Balance Sheet" and "Income Statement" for the most current and previous fiscal year.)
- The statement of liability is signed and stamped (last page of application form – Annex 2)
- Incorporation Papers or Certificate of Registration and Statute
- Organizational Chart
- Signed Certifications, Assurances, Other Statements of the Recipient and Solicitation Provisions
- Evidence of a DUNS Number or a Self Certification for Exemption from DUNS Requirement (Annex 8)
- If applicable:* Evidence of SAM registration