

## **RE-OPENING OF ANNUAL PROGRAM STATEMENT (APS)**

### **WOMEN IN THE ECONOMY JOB SKILLS AND JOB PLACEMENT GRANTS**

APS# APS-WIE-KBL-003  
Funding Opportunity Title: WIE Workforce Development Grants  
APS –Re-Issuance Date: August 07, 2019  
APS Final Closing Date: October 07, 2019 4 PM, Local Time  
Submit Concept Papers: by email to: WIE\_grants@promote-wie.com

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To Interested Applicants:

DAI is implementing the five year (July 2015-June 2020) USAID funded Women in the Economy (WIE) program across Afghanistan. The objective of this project is to enable Afghan women to increase their participation in the mainstream, formal economy by securing employment with advancement potential and by helping women-owned businesses grow.

*WIE's APS was closed as grant funds had been fully obligated, but some funding has since become available for workforce development.*

WIE therefore re-announces this Annual Program Statement (APS) to eligible organizations interested in implementing initiatives or carrying out activities in support of training and activities that will enable women of all levels of education over age 18 to get a new or better job. DAI, on behalf of USAID, anticipates awarding up to 10 grants to fund successful applications submitted in response to this APS. Competition for this APS will be open through October 08, 2019 and concept papers will be received and reviewed on a rolling basis until WIE grant funds are fully obligated.

The length of the resultant grants may be up to six (6) months. The total amount of funding currently available for this APS is approximately 500,000 USD (40,000,000 AFA). WIE may choose to fully fund or incrementally fund the selected applications(s). The number of awards and amount of available funding is subject to change and WIE reserves the right to make no awards as a result of this APS.

This is an initial solicitation to identify organizations that may be interested in designing and implementing initiatives/activities, and does not constitute a Request for Application. This APS seeks concept notes from Applicants who propose creative and effective solutions to the economic empowerment of women as outlined in the 'Objectives' section. Based on evaluation of the concept papers, organizations may be invited by WIE to submit a full application.

Applicants must demonstrate success in providing career and employment services or high value skills training for women. Special attention will be given to innovative ideas and to non-traditional job placement approaches and initiatives, in accordance with the parameters outlined in Section I below.

Applications for activities to be based outside of Afghanistan will not be considered.

This grant fund is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents of this APS are the responsibility of DAI, and do not necessarily reflect the views of USAID or the United States Government.

#### **Questions and Answers**

Questions and requests for clarification pertaining to this APS may be posted in the discussion board on Afghanbids.com. PLEASE DO NOT IDENTIFY YOUR ORGANIZATION ON THIS DISCUSSION BOARD.

## I. OBJECTIVES

WIE's primary objective in this last year is to enable Afghan women to increase their participation in the mainstream, formal economy by securing employment or self-employment with advancement potential. WIE is focusing on identify activities that will have a **high impact** on the participation of women in the workforce, and supporting them in finding new or better jobs through workplace skills development, and technical skills training based on market demand.

In general, WIE will award grants-under-contract to organizations (for-profit and not-for-profit) to support specific activities and initiatives that contribute to achieving program objectives. WIE will impose efficient and responsible use of grant funds.

For grant applications supporting *Workforce Development*, proposed initiatives shall include all of the following elements:

- Targeted beneficiaries must be Afghan women, ages 18 and older.
- Applicants must demonstrate that they are offering training for skills in high demand by employers, and for which there are demonstrated job openings.
- Training designed for women who will be self-employed must be practical, take into account whether women can afford tools, equipment and supplied required for such self employment, and demonstrate a clear market for the products or services that will be produced.
- All initiatives shall include a practical component for students to obtain hands-on experience.
- All initiatives shall include a job placement component to ensure that trainees are place in part-time or full-time jobs, or better employment.
- All applications must include a minimum cost share of 30%. Refer to Section III.(3) below for additional information on cost share.
- The Applicant shall ensure that beneficiaries (e.g. students, trainees) have a financial stake in the development of their own career paths. This can be accomplished by requiring that trainees pay a percentage of the tuition (generally 10% - 30%), or other mechanisms as designed by the Applicant to promote financial investment at the beneficiary-level.

### **WIE will not accept concept notes from:**

- 1) Organizations seeking funding to train women for livelihoods activities that do not generate cash a minimum income, for example vegetable/poultry growing, or for the production of handicrafts for which there is low demand in domestic markets reachable by beneficiaries. Large-scale initiatives, such as carpet weaving, that are market demand driven and will contribute significantly to the generation of sustainable household income derived from a pre-identified established buyer, may be considered on a case-by-case basis by WIE.
- 2) Organizations proposing to deliver training in skills or fields where the organization has no prior relevant experience.
- 3) Organizations seeking funds for computers, office or class room furniture, printers, or any other training commodities, unless such items are thoroughly justifiable under USAID regulations and in direct support of the proposed training. Potential grantee training organizations are expected to have functional training facilities available. Training-specific material requirements will be considered on a case-by-case basis. Similarly, WIE will not consider any responses to this APS that include transportation for students and positions of non-key staff. Refreshments based on the policy of the Applicant organization will be considered.

## II. AWARD INFORMATION

### (1) Estimated Funding Level

The total amount of funding currently available for this APS is approximately 500,000 USD (Approx. 40,000,000 AFA). WIE expects to award up to 10 agreements. The number of awards and amount of available funding is subject to change.

Applicants may request awards of up to a total amount of AFA12,000,000 for non-US organizations and \$100,000 for US organizations for a project life of up to 6 months. This amount is subject to revision depending on availability of funds. Further, apparently successful Applicants may be asked to scale back portions of their programs to accommodate funding constraints.

## **(2) Anticipated Start Date of Grant Awards and Performance Period**

Start dates and periods of performance will be specified in each grant award. WIE anticipates the period of performance for each award will be up to 6 months.

## **(3) Award Type**

WIE anticipates awarding the following type of grant agreements to fund successful applications submitted in response to this APS:

- (i) Fixed Amount Award (Fixed Amount – funds disbursed based on specified milestones)

## **III. APPLICANTS ELIGIBILITY INFORMATION**

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

This APS 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 to workforce 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 APS:

- Political parties, political party organizations and government institutions;
- Faith-based organizations whose objectives are discriminatory;
- Organizations from foreign policy restricted countries (Libya, Cuba, Iraq, Iran, North Korea, 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

**Cost share is required** under the grants program and grant Applicants must demonstrate their commitment of cost contribution in their proposed grant activity. A minimum cost share of 30 percent will be required in most but not all cases. There will be some flexibility in determining the cost share contribution if the proposed grant activity yields significant returns. 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.

## IV. APPLICATION SUBMISSION AND REVIEW INFORMATION

### (1) Overview of Application Process

WIE will review applications using a two-stage process. First Applicants are required to submit a concept paper of no more than eight (08) pages including annexes to WIE Grants Department. Applicants will then receive instructions on whether or not to proceed with a full application. Technical review panel comments provided on the concept paper should guide the submission of the full application. As noted above, WIE will only issue Fixed Amount Awards.

Concept papers must meet the identified needs of this APS.

**Important Note: Do not submit a full proposal/application unless requested by WIE Grants Department. Only upon receipt of positive feedback from WIE on the concept paper will the Applicant be required to put together and submit a full proposal/application.**

### (2) Questions

Any questions or requests for clarification concerning this APS can be submitted on <https://www.afghanbids.com/> or by e-mail to WIE\_grants@promote-wie.com. Questions received will be answered in a phased manner but not less than twice a month. All questions and answers will be posted on <https://www.afghanbids.com/> which will be updated twice a month.

Any prospective Applicant desiring an explanation or interpretation of this APS must request it in writing. Oral explanations or instructions given will not be binding. Any information given to a prospective Applicant concerning this APS will be furnished promptly on <https://www.afghanbids.com/>, if that information is necessary in submitting concept papers or if the lack of it would be prejudicial to any other prospective Applicants.

Applicants should check <https://www.afghanbids.com/> regularly for clarifications on questions.

### (3) Concept Paper Instructions

Concept papers are subject to a page limit of eight pages (including annexes), in Times New Roman 11 point font and on A4 pages. Submissions must conform to the following requirements:

#### **Page 1: Company Information**

- 1) On the cover page, use Grant Concept Paper Format to provide all requested information.
- 2) Cover page must be signed and stamped by an authorized representative of the company.

### **Pages 2-3: Project Description**

- 1) Use the same format as provided in the Grant Concept Paper.
- 2) All necessary guidance is provided in the format.
- 3) Project description should not exceed 2 pages.

### **Page 4: Annex 1 Implementation Schedule**

- 1) Use format as provided in Annex 1.
- 2) The activities, inputs, outputs, and outcomes should be realistic and achievable within the proposed budget and timeframe, and reflect a grasp of necessary steps to ensure rapid, effective execution of program activities.

### **Page 5: Annex 2 Budget**

- 1) Use format as provided in Annex 2.
- 2) Provide estimated budget with budget notes to support the technical concept note. Subject to the restrictions identified in Section I, budgets should include all costs that will directly associate/incur to accomplish proposed grant activities. This includes:
  - a) Program costs;
  - b) Administrative costs; and
  - c) Cost sharing/matching by organization for the implementation of proposed grant activity.
- 3) Cost share contribution can be in the form of cash or in-kind (labor, equipment, material, furniture, and any other direct cost required to accomplish the grant activities). Any in-kind support received from other USAID and/or US Government funded projects cannot be used as cost-share by the Applicant. However, in-kind support from friends, relatives, government and private agencies, other international donors, etc. can be used as cost share.

### **Page 6: Annex 3 Applicant Past Performance**

Previous work experience and past performance summary (use Annex 3 as template) should include previous work experience in relevant projects as well as the proposed geographic region.

### **Pages 7-8: Annex 4 Training Outline Format**

All concept notes that propose any type of training must include an outline of the proposed training curriculum that identifies the topics to be covered and hours or days devoted to each topic (use Annex 4 as a template).

#### **(4) Concept Papers Review Information**

Concept papers will be reviewed in terms of responsiveness to the APS, appropriateness of subject matter, and creativeness. Applicants are encouraged to demonstrate how their proposed work will contribute to private sector and/or female workforce development.

The concept paper should demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of this program.

#### **(5) Full Application Instructions**

Concept papers should be submitted prior to submitting a full grant application. **Only Applicants whose concept papers are accepted will then be invited to submit a full application using the WIE standard application templates.** Please note that full applications must adhere to the program and geographical area that was submitted in the original concept paper. Applications must not exceed

the concept paper budget amount. Invitations will be based on a subjective evaluation of how the program meets the opportunities and constraints outlined and the priority needs of the WIE program.

## **V. AWARD AND ADMINISTRATION INFORMATION**

### **(1) Post-Selection Information**

Following the final negotiation with the prospective grant recipient, WIE will issue a grant signed by WIE's Chief of Party. This grant will be the official authorizing document and will be sent to the Applicant's main point of contact electronically. WIE will also notify unsuccessful Applicants concerning their status after selection has been made.

### **(2) Award Administration**

Any resultant grant awards under this APS will be administered in accordance with the following:

- Awards to U.S. organizations will be administered in accordance with 2 CFR 200, and 2 CFR 700, ADS 303 and USAID Standard Provisions for U.S. nongovernmental organizations. For non-U.S. organizations, USAID Standard Provisions for non-U.S. non-governmental organizations would apply.
- Applicants may obtain copies of the referenced material at the following websites:
  - 2 CFR 200  
<http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>
  - 2 CFR 700  
<http://www.ecfr.gov/cgi-bin/text-id?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5>
  - Standard Provisions for U.S. Nongovernmental Recipients:  
<http://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>
  - Standard Provisions for Non-U.S., Nongovernmental Recipients:  
<http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>
- Prior to any award, WIE will assess whether the activities proposed by the grantee are environmentally compliant or not. Activities will be selected that minimize adverse impacts to the environment.
- All USAID-sponsored assistance awards are required to adhere to branding policies and marking requirements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, "From the American people" on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, WIE Staff will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. WIE will not competitively evaluate the proposed Branding Strategy. ADS 320 can be downloaded from following website:  
<https://www.usaid.gov/sites/default/files/documents/1868/320.pdf>

## **VI. SUBMISSION DEADLINE AND OTHER INFORMATION**

### **(1) Submission Deadline**

All concept papers must be in English and shall be submitted electronically (signed, stamped and scanned) no later than October 08, 2019 at 4:00 PM Afghanistan Time. Concept papers will be evaluated on a rolling basis until grant funds are fully obligated.

Concept papers should be submitted by email to [WIE\\_grants@promote-wie.com](mailto:WIE_grants@promote-wie.com)

**Concept papers over eight (08) pages including annexes may not be considered for evaluation.**

Please include the name and contact details of your organization representative in the concept paper. In case the submitted concept paper meets WIE criteria, the Applicant will be notified of the results with the standard WIE application templates attached for the Applicant to complete. The Applicant will be required to submit copy of the full application (by email) to the attention of WIE Grants Department at the email address listed above. The application submission deadline will be determined in the notification to the Applicant.

## **(2) Other Information**

**Issuance of this APS does not constitute an award or commitment on the part of WIE, nor does it commit WIE to pay for costs incurred in the preparation and submission of a concept paper and an application.**

**WIE reserves the right to fund any or none of the applications submitted. Further, WIE reserves the right to make no awards as a result of this APS.**

### **AfghanBids website registration:**

Applicants who wish to track questions and answers through the AfghanBids website can register on [www.afghanbids.com](http://www.afghanbids.com) and add the 'project' on their watch list. **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.** Afghan Bids 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 APS. Please do not call them to ask questions about the grant application process. Questions about the APS should be posted on the opportunity discussion board on the AfghanBids website. Applicants who do not register on AfghanBids will not be able to see and track the questions and answers.

### **Ethics:**

By submitting a concept note, Applicants certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

This APS and Concept Paper forms are provided free of charge. If anyone asks you to pay for this form please report it. Help from program staff in defining concepts, and correctly filling in Application forms is also free of charge. Do not pay someone to write your Concept Paper or Application for you. If WIE feels you have a good concept, even if it is poorly written, you will be contacted and asked if you need assistance with completing an Application properly. Paying another person to write your Concept Paper will not improve your chances of being invited to submit an application. Often, these grant concept writers submit the same or very similar concepts for many different organizations, so your chances of being selected to submit an application might actually be reduced.

Either the Applicant or DAI staff may report unethical, illegal, and corrupt practice to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to [FPI\\_hotline@dai.com](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Offerors or WIE staff may also report fraud, abuse, or kickback cases to: [Hotline@promote-wie.com](mailto:Hotline@promote-wie.com), or call this phone number: +93 (0) 78965 8190. Do not use these numbers for asking questions about the APS. The hotline numbers is only for reporting fraud, abuse, kickback, and

conflict of interest. The person answering this phone does not have information about APS, and cannot give any instructions or answer any questions about ongoing competition.



## GRANT CONCEPT PAPER FORMAT

ORGANIZATION INFORMATION		
<b>1. Organization Name</b>		
<b>2. Title of Project</b>		
<b>3. Organization Lead Individual Contact Details</b>	Name: _____; Position: _____; Phone # _____; Email: _____	
<b>4. Organization Address</b>		
<b>5. Organization Telephone and Email</b>	Telephone #: _____ Email: _____	
<b>6. Year Established in Afghanistan</b>		
<b>7. Registration in Afghanistan</b> Please state your current registration status (check all that apply)	<input type="checkbox"/> AISA # _____ <input type="checkbox"/> ACCI # _____ <input type="checkbox"/> Ministry of Justice # _____ <input type="checkbox"/> Ministry of Agriculture, Irrigation & Livestock # _____ <input type="checkbox"/> Other (specify entity name and #): _____ <input type="checkbox"/> Not registered	
<b>Current Registration Status</b>	<input type="checkbox"/> Valid registration <input type="checkbox"/> Expired registration <input type="checkbox"/> Registration application pending approval	
<b>8. Company Nationality</b>		
<b>9. # of Employees in Afghanistan (including owner)</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> Over 50	
<b>10. Woman Owned Organization ?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>11. Geographic Area (Tick all that apply)</b>	<input type="checkbox"/> Central <input type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> West <input type="checkbox"/> North	
ORGANIZATION TYPE		
<b>I. Nature of Business (Tick all that apply)</b>	<input type="checkbox"/> Business Services Provider <input type="checkbox"/> Training Provider <input type="checkbox"/> Financial Institution <input type="checkbox"/> Other (specify) _____	
ORGANIZATION REVENUES OR COMPANY SALES/TURNOVER INFORMATION		
<b>Total Average Monthly Revenues</b>	<b>Monthly</b> <input type="checkbox"/> Up to \$10,000 <input type="checkbox"/> \$10,001 to \$20,000 <input type="checkbox"/> Above \$20,000	
CERTIFICATION		
<i>I hereby certify that the information provided above is accurate to the best of my knowledge</i>		
Name and Title	Stamp and Signature	Date
FOR WIE USE		
Date Received:	Date Evaluated:	Concept Note #:

<b>PROJECT DESCRIPTION</b>
<p><b>Project Summary:</b></p> <p><i>Name or title of your grant project.</i></p>
<p><b>Project Summary:</b></p> <p><i>Briefly describe the purpose of the proposed grant.</i></p>
<p><b>Project Goals and Objectives:</b></p> <p><i>Describe goals and objectives of the proposed grant activities for which WIE funding is being requested. How do the goals relate to WIE's objective to enable Afghan women to increase their participation in the mainstream, formal economy by securing employment with advancement potential and by helping women-owned businesses, or those that employ women as 10% or more of their staff grow.</i></p>
<p><b>Project Activities, Activities Implementation Schedule and Budget:</b></p> <p><i>What will be the roles and responsibilities of the grant applicant? Implementation plan (Annexure 1) and Budget (Annexure 2) must be prepared in line with this section and there should not be any contradiction between project activities, implementation plan and budget. All costs to be provided in AFN (Afghani – Local Currency)</i></p>
<p><b>Project Outcomes and Outputs:</b></p> <p><i>What new capacities will the grant recipient and the ultimate beneficiaries have because of the proposed grant activity? What other outcome(s) will be achieved?</i></p>
<p><b>Coordination with relevant Government Authorities and/or other Donor-funded Programs:</b></p> <p><i>Describe any coordination that will be required with relevant Government Authorities such as GIRoA and/or other donor-funded programs during proposed grant activities.</i></p>
<p><b>Monitoring and Evaluation Procedures:</b></p> <p><i>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.</i></p>
<p><b>Environmental Management and Mitigation Plan:</b></p> <p><i>How will you handle the proposed project activities which are likely to have adverse effect on the environment?</i></p>
<p><b>Potential Constraints:</b></p> <p><i>Describe any potential obstacles you may have identified, how they may affect implementation and how you plan to overcome them</i></p>
<p><b>Sustainability:</b></p> <p><i>Please explain how this activity is sustainable, i.e. how will the proposed grant activities continue after WIE's funding support ends?</i></p>



**ANNEX 2: BUDGET**

No.	Line Item	Unit	Quantity	Unit Price (AFN)	WIE Proposed Cost (AFN)	Applicant Proposed 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								
	<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>							

**Note: More rows can be added as required. Use excel file for budget submission.**

### ANNEX 3: APPLICANT 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.

Project Name and Description	Project Location	Project Duration	Donor Name and Contact Information	Total Budget	Your Role (Lead/ Partner)

## ANNEX 4 – Training Outline Format

Insert the Training Course Name

<b>Description of Major &amp; Minor Topics to be Provided</b>	<b>Days</b>
Insert the Major & Minor topics to be included in the proposed trainings followed by a brief description.	Insert the proposed number of days required for each topic to be presented