Management Systems International
200 12th Street South, Suite 1200, Arlington, VA 22202

Sri Lanka Support for Professional and Institutional Capacity Enhancement Program (SPICE)

REQUEST FOR APPLICATIONS (RFA) No. 605100.05.16.917

"Promoting Active and Inclusive Citizenship through Support for Civil Society Action on Human Rights, Governance, Accountability, Reconciliation and Gender Empowerment"

USAID Sub award under AID-383-LA-13-00001; MSI Project #605100.05

RFA Title: "Promoting Active and Inclusive Citizenship through support for Civil Society Action on Human Rights, Governance, Accountability, Reconciliation and Gender Empowerment"

RFA issued on: 31 December 2015

Deadline for questions: 10 January 2016, 5:00pm local Colombo time (Questions/clarifications received after this date may not be disseminated to all known applicants.) Questions and answers will be posted at: https://www.dropbox.com/s/gsz58ik0e32thht/605100.05.16.917%20RFA.pdf?dl=0

MSI ADDRESS: Management Systems International, Support for Professional and Institutional Capacity Enhancement (SPICE)

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Deadline for submission of applications: 25th January 2016**,** by 5:00pm local Colombo time via e-mail to spicerfa@msi-sl.com with cc to: dsamudra@msi-sl.com (emailed documents should be in MSWord and Excel).

SPICE point of contact: Applications and questions must be submitted via e-mail to spicerfa@msi-sl.com with cc to: dsamudra@msi-sl.com. Phone calls regarding technical content will not be entertained.

Objective: This RFA aims to Promote Active and Inclusive Citizenship through support for Civil Society Action on Human Rights, Governance, Accountability, Reconciliation and Gender Empowerment. More specifically, it aims to:

(a) Improve accountability for and protection of rights of survivors and affected communities
(b) Promote active citizenship, participation and inclusion of marginalized groups in key governance issues and processes
(c) Promote people to people approaches, inter-ethnic and inter-religious understanding and reconciliation
(d) Empower marginalized women towards collective action and address gender based violence and discrimination

Geographic focus: The RFA solicits applications for interventions that will be implemented either in one or more divisions, districts or provinces in Sri Lanka. SPICE will strive to ensure equitable distribution across the regions.

Organizations eligible to apply: Responsible, non-partisan legally-registered Sri Lankan civil society organizations (CSOs), independent trade unions, professional associations, non-profit, and non-governmental organizations (NGOs) including think tanks, research institutes, community-based organizations (CBOs) and Cooperatives with experience in advocacy and civic engagement/organizing are encouraged to apply. Individuals and government entities are not eligible to apply under this RFA. Regional, district based and local organizations will be prioritized. Any national organizations that apply must demonstrate their relevance and requirement at the district level.

Expected Grant type: Fixed Amount Awards (FAA) and Simplified Grants (SIG).

Grant Award, Anticipated Grant Size and Duration: Between USD $20,000 - $40,000 per grant award. Organizations must be able to show a recent history of implementing a minimum of one grant equal to a value of at least 85% of the amount they request under this RFA. Grants will be for up to twelve months in duration

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1. PROJECT BACKGROUND AND SCOPE OF WORK

Management Systems International (MSI) is a Washington, D.C. metro-area based development firm founded in 1981 with a corporate commitment to improving public sector management in the US and abroad. MSI has significantly expanded its technical expertise to include implementation of a range of analytical and field projects in results based management including strategic planning and program performance monitoring and reporting, monitoring and evaluation (M&E), policy implementation, institutional development, and training. MSI assures exceptional technical expertise and strong project management quality through its reliable cost control capacity and consistent project management monitoring. The firm is a subsidiary of Coffey International Ltd., a global multi-specialist consulting business, headquartered in Australia with offices in fourteen countries around the world. As part of Coffey International Ltd, MSI has access to more than 4,000 people working in more than 80 countries around the globe.

In Sri Lanka, MSI is a subcontractor to Counterpart International under the U.S. Agency for International Development (USAID) –funded "Sri Lanka Support for Professional and Institutional Capacity Enhancement (SPICE) Program."

1.1 Overview of SPICE

The purpose of the SPICE program is to encourage local civil society organizations, programs and advocacy strategies that protect citizen's rights, improves governance and promotes social cohesion, citizen and community engagement and inclusive and pluralistic values. SPICE will focus on supporting targeted national and regional civil society organizations and local institutions to implement activities under this program. In addition SPICE will also focus on strengthening the institutional and management capacities of civil society organizations and the sector as a whole. The overall purpose of the program will be served by support to CSOs around three outcome areas – (a) improved protection of citizens rights, (b) enhanced civil society support for more inclusive and active citizen participation in development, reconciliation and governance (c) enhanced management and technical capacity of civil society organizations to fulfill the above functions.

1.2 RFA Objectives

The RFA is being released to support regional and district-level civil society organizations that are engaged in programs and advocacy initiatives of human rights, accountability, governance, reconciliation, and women's empowerment. This is designed to contribute towards achieving overall SPICE objectives, specifically, the new and improved operational environment for civil society organizations in the country. The RFA also aims to support **'Expanding and further consolidating civil society space for independent collective action by citizens'**.

(a) The primary objective of this RFA calls for: ***Improve accountability for and protection of rights of survivors and affected communities.*** The focus will be to address core human rights, and broader civil and political rights concerns using national and international instruments, forums and mechanism. These initiatives will work with survivors and affected communities.

(b) ***Promote active citizenship, participation and inclusion of marginalized groups in key governance issues and process.*** The focus will be on inclusion of vulnerable and marginalized groups (including women headed households (WHH), persons with disabilities and youth) into governance, social, and economic systems at the local and national levels. Under this objective, applicants should also include initiatives that encourage citizen and civil society participation in the constitutional and electoral reform processes, engagement with independent commissions and other governance and accountability mechanisms. It will also focus on economic, social and cultural rights and include initiatives that foster critical analysis of and engagement with development and related economic governance issues for example from a labor rights, inequality and environmental perspective.

(c) ***Promoting inter-ethnic, inter-religious understanding, and reconciliation.*** This will focus on a people-to-people approach to foster co-existence and reconciliation between diverse communities. It should encourage dialogues between communities on truth-seeking processes and power sharing in the current context.

(d) **Empower marginalized women towards collective action and address gender based violence and discrimination**. Applicant will focus on mainstreaming gender in the above objective c, and support individual interventions that address Gender Based Violence (GBV) and rights of marginalized women and members of the Lesbian, Gay, Bisexual, Transgender, Intersex and Questioning (LGBTIQ) community

After the presidential elections on January 8th of 2015, there was a dramatic change in the political order and it was further reinforced by the victory of the ruling coalition in the parliamentary elections held in August 17th. The subsequent formation of the national government through a consensus arrangement between the two main political parties has opened up possibilities for consolidation of democratic gains and greater civic engagement in governance. It is recognized that the country has moved positively in critical democratic processes including free and fair elections, increased civil society space, curtailment of executive power, appointment of independent commissions, improved conditions for freedom of association, and expression and reduced fear. The tone and policy trajectory of the new government renewed the potential for meaningful initiatives towards inclusivity and social-cohesion. The Government's recognition of civil society and the less constrained operational space could potentially give the civil society an active role in these governance and reconciliation processes.

Under the rubric of good governance there are a number of issues that have come to fore. It is understood that constitutional reform process and a reconciliation process underwritten by principles of transitional justice would be among the areas of focus over the next year. In this current context, the constitutional reform discussions and the road to reconciliation through truth, justice, accountability and meaningful power sharing is fraught with challenges. Despite the change there still remain disadvantaged communities, like in the up-country area, vulnerable women headed households whose ability to engage in these processes remains constrained. The economic development initiatives during this period will also be crucial and some may have implications in terms of rising income inequality, challenges to social safety net, labor rights, and adverse environmental effects. These call for a robust role for civil society activism and engagement.

The change in context, while opening up space and opportunities, will challenge the civil society organizations to revisit their strategies and approaches in pursuing their objectives. The RFA will primarily support applications from CSOs operating at the district level that propose to extend national or regional level initiatives to grassroots communities by building partnerships between national or regional organizations and community-based groups to create broad-based constituencies for change. They will also support initiatives that enhance the CSO space at the local levels by expanding/scaling up community level initiatives.

1.3 Illustrative Tasks and Expected Results

The RFA is designed to support national and/or multi-regional efforts within Sri Lanka. It is intended for interventions that will be implemented and have impact, either nationally or across multiple, diverse provinces. Similarly, research or empirical studies should be directly relevant to the objectives stated. A variety of approaches may be used, such as those listed below; the objective of such approaches should be to support greater participation and capacity building in order to ensure more consultative and accountable institutions and systems.

In pursuing the RFA objectives, the applicants should consider from a full range of interventions as is to be expected from civil society in a functioning democracy. These include (a) bringing issues/problems to the attention of decision makers (b) working with the communities and influencing prioritization and agenda setting (c) mobilizing around issues, formulating participatory solutions, providing alternatives and constructive suggestions, (d) helping in implementation, (e) collecting and channeling feedback, particularly with regard to the impact on affected populations, and (f) building the capacity of stakeholders to be able to do the above.

Supporting the RFA objectives could be realized though the following illustrative tasks (not exhaustive). Proposed activities should reflect your organizational objectives, experience and capacity.

- Mobilization and empowerment of individuals/communities to articulate their demands and voice their opinions regarding issues that support the RFA's objectives;
- Convening forums, alliances and networks towards action on rights and governance issues;
- Convening forums with relevant actors including representatives from the government where applicable and civil society towards achieving RFA objectives;
- Strengthening citizen participation and inclusion in the design of systems, mechanisms and laws pertaining to accountability and governance;
- Advocacy campaigns aimed at drawing attention to civil, political, economic, social and cultural rights issues as outlined in the RFA's objectives and influencing decision makers;
- Establishing community and CSO monitoring and engagement with mechanisms such as independent commissions and other oversight bodies;
- Ensuring that mechanisms, policies, laws, and processes, as well as practice, are gender-sensitive and conflict-sensitive;
- Improving relations between diverse communities and ensuring inclusivity in interventions;
- Supporting rights awareness, documenting violations, seeking legal remedies, and citizen protections;
- Advancing the participation and empowerment of youth;
- Advancing the participation and empowerment of women;
- Building capacity of local media (mainstream and social media) to support RFA objective;
- Research and empirical studies that directly support RFA objectives;
- Strengthening, campaigning for policies and practices that support RFA objectives;
- Addressing gender based violence;
- Promoting principles of co-operative movements.

Additionally, the proposed activities should:

- Be designed to support broad development objectives that promote citizen participation and promote a public administration in Sri Lanka which is based on *inclusive governance*;
- Seek to take advantage of the expanded space for civil society to operate using approaches such as advocacy, media, government engagement or networking that may not have been possible previously;
- Take into account the long-term process of building amicable co-existence between diverse communities, a process which requires a diversity of approaches, including, but not limited to, *people-to-people approaches* and community-level inter-ethnic strategies;

- Be implemented by organizations that have shown an ability to organize and empower communities for social and economic action and for supporting processes that enhance inclusion;
- Expand successful community-level initiatives across provinces or through networking and building alliances with like-minded organizations as well as public and private sector stakeholders OR Extend national or regional-level initiatives to grassroots communities by building partnerships between national or regional organizations and community-based groups to create broad-based constituencies for change;
- Ensure that citizens are empowered with knowledge and skills to work together to represent interests, and work in a mutually accountable manner with government institutions;
- Integrate gender considerations to ensure that activities are equitable;
- Integrate diversity considerations from religious, ethnic, age perspectives as appropriate to the initiative being proposed;
- Take into consideration the sustainability of change brought about by the intervention

Applicants can propose initiatives that address any one of the above areas, or more than one area. Applicants are encouraged to network with like-minded organizations and engage government institutions where useful to increase their impact and widen their reach; and where applicable to leverage various media platforms, including mainstream, social, and alternative media, to amplify the impact of their initiatives. Application should attempt to identify anticipated impact in terms of achieving changes in policies, practices, knowledge, attitudes and/or behaviors.

1.4 Gender and Diversity Considerations

All applications must demonstrate how gender considerations have been incorporated in the needs analysis, problem definition, design and implementation plan of the proposed intervention. Applicants are expected to ensure that the stakeholder consultations used to identify proposed interventions involve a broad cross-section of actors and reflect gender, age and where applicable ethnic/religious balance. The stakeholders consulted should represent a variety of political viewpoints and include both women and men in roughly equal numbers. They should have consulted and incorporated the perspectives of youth. Applicant must give an indicative number of people that the project seeks to benefit, disaggregated by gender.

Requirements for submitting applications and information concerning the application, evaluation, and award decision are provided in Section 3 below.

1.5 Award Information

Funding: Subject to availability of funds USAID/SPICE intends to provide approximately $ 450,000 in total to implement approximately 15 - 18 grants. The duration of any grant award under this solicitation is expected to be 10 - 11 months, with an estimated start date of 1st of March, 2016 or thereabouts. MSI/USAID reserves the right to fund any or none of the applications submitted.

2. ELIGIBILITY REQUIREMENTS

2.1. Eligible and Ineligible Entities

a. Applicants must be organizations with a recent history of implementing similar activities at district and/or divisional level. Applicants can be any organization with *legal personality* that

is not a public sector or private sector institution. Such indigenous organizations may be registered under a variety of statutes, such as, not-for-profit companies, societies, cooperatives, independent trade unions, professional associations, and community based organizations. They must also be responsible, law-abiding organizations with a record of business integrity. **Grant funds awarded under this RFA cannot be used towards any profit by the grantees**.

b. The following are not eligible for grant support: individuals and government entities; political parties or organizations; organizations that advocate, promote or espouse anti-democratic policies or illegal activities; faith-based organizations pursuing exclusive religious purposes or whose programs and services discriminate based on religion, and whose main objective of the grant is of a religious nature; and any entity whose name appears on the:

-List of Parties Excluded from Federal Procurement and Non-Procurement Programs (https://www.sam.gov);
-Specially Designated Nationals List http://sdnsearch.ofac.treas.gov/Default.aspx); and
-the list established and maintained by the 1267 Committee with respect to individuals, groups, undertakings and other entities associated with Al-Qaida (https://www.un.org/sc/suborg/sites/www.un.org.sc.suborg/files/consolidated.htm).

2.2. Eligible and Ineligible Activities

a. Activities that are eligible for funding include those that support RFA objectives. Any purchases or activities that are not necessary to accomplish grant purposes are considered ineligible activities.

b. Execution of grant-funded activities must take place in Sri Lanka and all costs must be reasonable, allocable, and allowable. Reasonable costs are those costs that are generally recognized as ordinary and necessary, and would be incurred by a prudent person in the conduct of normal business. Allocable costs are those costs specifically linked to the execution of the activity, such as project staff salaries, experts' fees, trainings, meetings and seminars, publications, purchase and rental of equipment, office expenses, in-country travel, and other direct costs. Allowable costs are those costs which conform to any limitations in the grant award.

c. Specific cost items that are unallowable under a grant include: profit or fee; application preparation costs; international travel; payment of debts; political elections and related campaign activities; fees for public and elected government officials; fines and penalties; creation of endowments; 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; parties or "representation" expenses; purchases of restricted goods without prior USAID approval, such as agricultural commodities, motor vehicles, pharmaceuticals, pesticides, used equipment, and fertilizers.

2.3 Geographic Focus

a. The RFA solicits applications for interventions that will be implemented either nationally or across multiple provinces. Research or empirical studies should respond to issues of national or regional importance.

3. APPLICATION PROCESS:

3.1 Submission Requirements

a. Applications must be completed in English, Sinhala, or Tamil and submitted via e-mail to **spicerfa@msi-sl.com** with cc to: dsamudra@msi-sl.com in Word, Excel, and/or PDF attachments. E-mail submissions should not exceed 5 MB per e-mail.

b. The subject line for submissions should be as follows: **RFA No. 605100.05.16.917**. Applications should be valid for a minimum of 90 days from the submission date.

c. All applications should be submitted to SPICE no later than **25 January 2016 5:00 p.m. local Sri Lankan time**. Proposals received after this time may be rejected. It is the responsibility of the applicant to ensure that e-mail submissions are received by the due date and time.

d. Any questions about this RFA must be submitted in writing to **spicerfa@msi-sl.com with cc to:** dsamudra@msi-sl.com by **10 January 2016 5:00 p.m. local Sri Lankan time** and should reference the RFA number in the subject line. The questions/responses will be posted at https://www.dropbox.com/s/qsz58ik0e32thht/605100.05.16.917%20RFA.pdf?dl=0 Phone calls regarding technical content will not be entertained.

3.2. Grant Award, Anticipated Grant Size and Duration

a. Award amounts may range from approximately $20,000-$40,000 for duration of up to eleven months. It is expected that grants will end by January 2017. The number of awards depends on the number of applications selected and the kinds of activities approved for grant funding.

b. SPICE may reject any or all applications, accept more than one application, and waive minor informalities in applications received.

c. All Awards will be administered in accordance with USAID and U.S. government regulations. Non-U.S. organizations, shall also comply with the "Mandatory Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations" and "Required, as applicable, Standard Provisions for Fixed Obligation Grants to Nongovernmental Recipients" available at: https://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf

3.3 Estimated RFA Schedule Summary

RFA release	31 December 2015
Written questions submission	10 January 2016, by 5:00 p.m. Colombo time
Answers to submitted questions	15 January 2016
Application submission	25 January 2016 by 5:00 p.m. Colombo time
Anticipated grant start	1 March 2016

Applicants should be prepared to initiate project activities during the month of March 2016.

4. EVALUATION CRITERIA AND AWARD DECISION

Awards will be made to responsible and responsive applicants whose applications offer the greatest value to the SPICE program and the approval standards of USAID. The SPICE program will convene an evaluation panel to review applications.

All organizations which submit an application for grant funding will be notified in writing as to the success of their application.

Applications will be evaluated and scored based on the following evaluation criteria:

Technical Approach (40 points)

- Alignment with SPICE objectives, understanding of project objectives, SPICE goals, challenges and opportunities;
- Project relevance to the local context, understanding of the RFA context and appropriateness of the response and approaches to the context;

- Implementation Plan: detailed, results-oriented implementation plan with realistic timeline, logical sequence of tasks, and well-defined results contributing to the RFA's objectives;
- Evidence of Gender and Conflict sensitivity Considerations: incorporated at all stages including needs analysis, design and implementation;
- Performance Monitoring Plan: sound approach to monitoring and evaluation, with clear indicators and target results that contribute to the RFA's objectives.

Proposed Personnel (20 points)

- Team Structure: qualified team offering the right mix of skills, to meet project responsibilities and clear reporting relationships
- Personnel Qualifications and industry credentials: relevant prior experience and track record of proposed personnel on activities similar to this project, with detailed CVs provided for three key staff

Past Performance (20 points)

- Past Performance References: reputation in the region for doing similar work, demonstrated and verifiable prior experience in successfully implementing similar activities, including descriptions of previous relevant projects and results achieved, and contact information for their funders.

Organizational Experience and Capability (20 points)

- Organizational Experience: Relevance of initiative to organizations vision, mission, description of the organization's history and technical capabilities. Organizations standing in the sector/region for similar work.
- Financial Management Capacity: adequate accounting and financial management systems and demonstrated ability to properly manage and report on grant funds in accordance with donor regulations.

In addition to the above evaluation criteria, to be deemed "technically acceptable," the Technical Review Committee will also consider the applicant's dependence on other organizations, networks for effective project implementation as well as consider the criticality of government approval/support for whole or part of the project.

5. Instructions on Content and Format of Application

5.1. Grant Application. Technical applications should be specific, complete, and demonstrate the applicant's capabilities and expertise with respect to achieving activity objectives, applications should take into account the program requirements, any feedback from the evaluation panel and selection criteria found in this attachment. The full Grant Application shall not be dependent on reading of the prior concept paper. It shall include a clear description of the proposed intervention, a detailed implementation strategy and work plan, and information on the applicant's capacity to implement the intervention.

The Application will require the following documentation to be submitted:

- Signed cover letter, using a provided sample format;
- Completed Application form, using a provided template;
- Completed Work Plan chart, using a provided sample format;

- Completed M&E plan, using a provided sample format;
- CVs for key personnel, no longer than 3 pages each;
- Biodata, https://www.usaid.gov/forms/aid-1420-17
- Acceptance of Notifications and Standard Provisions.

5.2. Cost/Price Application. Applicants will be required to submit a detailed budget and accompanying budget in an excel template (see ANNEX C "Detailed Budget" below). Detailed budget notes should describe each proposed budget line item, including the basis for each cost, and provide a justification for why the line item is needed for successful implementation of the proposed project. All costs budgeted must be reasonable, allocable to the proposed project, and allowable. No profit or fee can be included in the budget and paid for with grant funds.

The ANNEX C "Detailed Budget" should include the following categories of costs:

Personnel: Salaries, Wages and Fringe/Benefits. This covers salaries and fees for regular staff members and short-term consultants. For regular staff, information must be provided on specific roles/responsibilities on the project, salary, and percentage of time the person will be working on the project. For short-term consultants, information must be provided on specific services to be rendered, daily or hourly rate, and number of days/hours to be worked on the project. Any associated taxes required by local laws must be included in the salary and fee rates. Social benefits must be shown in separate budgets line. Applicants may be required to provide supporting documentation justifying salaries or rates (such as pay slips, employment contracts, etc.);

Travel and Transportation. Applicants should justify any in-country travel budgeted and provide detailed information on the kind of travel, purpose, and associated expenses (e.g., origin and destination of travel, type of transportation, etc.);

Supplies/Equipment. Applicants should estimate expenses for supplies and general equipment maintenance during the period of the project (e.g. pens, paper, cartridges, etc.). If the applicant requests office equipment to be purchased or leased (e.g. computers, printers, telephones, fax machines, copiers, etc.), detailed explanations must be provided describing the kind of equipment needed and how it will be used for the purpose of the project (note that the purchase of used equipment is not authorized). Budgets must not include a proposed allocation for commodity procurement amounting above 20 percent of the total project costs;

Other Direct Costs (ODCs). This includes other costs associated with implementation of the project that are not included in any other cost category specified above, such as workshops or conferences; office/facility rent; communication and post-office expenses; photocopying, printing, and publishing; translation costs; and other expenses essential for project implementation. The budget notes should provide as many details as possible. For example, costs related to workshops should specify the expected number of participants, duration of the workshop, site costs per participant or per day, etc.;

Applicants should feel free to propose alternate and/or additional line items and costs that accurately reflect project activities. Budget line items must show unit type, unit price, and number of units, and must be justified in the budget notes, including the basis of the costs (e.g. quotes were obtained, quotes obtained, actual currently incurred costs of the organization, etc.), and how the costs further project objectives.

All the costs budgeted must be reasonable, allocable to the project, and allowable (no profit or fee, interest expense, fines, penalties, or entertainment expenses will be covered). SPICE will only fund direct costs that are clearly related to project activities. Budgeting for contingency cost is not allowed as every cost item should be associated with an activity.

All sums indicated in the budget must include associated taxes. Budget for payment of taxes should be built into the cost per item; no separate allocation for taxes will be made.

As part of their Cost/Price Application, applicants must include a completed Pre-Award Survey Questionnaire (found at ANNEX D). The Pre-Award Survey will be used as part of SPICE's assessment of a given applicant's adherence to eligibility requirements as well as capacity to adequately manage grant funds. It may be used in lieu of or in conjunction with other pre-award responsibility determination tools.

SPICE reserves the right to negotiate the actual grant budget with the most competitive applicant(s). SPICE also reserves the right to spread the award between two or more applicants therefore reducing the budget of each accordingly.

Although cost/price is not a factor for technical consideration, it is an important element in evaluation for award. Cost/price must show demonstrated "reasonableness" and be "balanced" among the respective components of performance. The significance of price will increase depending on how close the technical rankings of each applicant organization become. Applicants are strongly encouraged to provide their best cost/price proposal together with their application.

5.3. DETERMINATION OF RESPONSIBILITY AND RESPONSIVENESS

RESPONSIBLILITY

To be considered for award, an organization must be financially and technically responsible. Applicants will be requested to submit certain documentation to help determine their responsibility:

Organization's legal registration certificate, by-laws or charter, recent audited financial statements (if applicable), resumes/CVs of key management, performance references and any manuals (accounting, personnel, property, etc.), examples of current and/or previous work, and client/donor lists.

RESPONSIVENESS

To be evaluated, an applicant must be responsive to the procedural requirements of this RFA. An application that does not comply with the requirements may not be considered. Formal requirements to be responsive include:

- The application is submitted no later than the provided deadline;
- The application complies with the instructions in this RFA;
- The period of project implementation complies with the terms listed in the RFA description;
- The application is submitted electronically and contains electronic versions of all the necessary documents;
- All the sections are completed;
- The requested funding is within the range indicated in this RFA;
- The application contains the full contact information of the applicant;
- The application contains the full contact information of the applicant (including name of individual authorized to sign on behalf of the organization).

6. OTHER TERMS AND CONDITIONS

6.1. Branding Strategy and Marking Plan

U.S. Federal regulations (22 CFR 226.91) require recipients of USAID-funded grants to mark programs, projects, activities, public communications, and commodities with the USAID Standard Graphic Identity. The USAID Identity comprises the USAID logo and brand mark which clearly communicates that assistance to SPICE is from the American people. After the evaluation of grant applications, and once an applicant has been recommended for award, SPICE will request the proposed applicant to submit and negotiate a Branding Strategy and Marking Plan (BSMP). A “branding strategy” describes how a project is named and positioned, and how it is promoted and communicated to beneficiaries and citizens; it identifies all donors and explains how they will be acknowledged. A “marking plan” details the public communications, commodities, and program materials and other items that will visibly bear the USAID Identity; the plan may include requests for exceptions to marking.

Once the BSMP is negotiated, SPICE will proceed with signature of the grant. Failure to submit and negotiate a BSMP (unless this requirement is waived) will make the applicant ineligible for grant award. All estimated costs associated with branding and marking USAID programs, such as plaques, stickers, banners, press events and materials, and the like, will be submitted and negotiated at this stage and added to the grant budget. Exceptions to marking requirements may be granted in cases where marking would interfere with project goals, or where marking would be inefficient and ineffective. Specific guidance on the submission requirements for the BSMP will be provided to the applicant selected for award.

6.2 Reporting and Deliverables

The grantee is expected to work in close coordination and in full partnership with the SPICE team throughout the entire grant implementation process. The grantee shall keep SPICE appraised of progress and challenges, and any suggested adjustments to the work plan. In addition, the grantee shall submit the following deliverables to the SPICE program throughout the duration of the grant:

- Any required reports as may be indicated in the issued grant agreement;
- Summaries and participant attendance lists for any trainings conducted;
- Clippings of media coverage (if any)
- Final report summarizing grantee’s activities, any notable successes or challenges faced during implementation, any recommendations for possible follow-on grants of a similar nature or intent.

[NOTE: As part of the negotiations with the selected Applicants, SPICE and the grantee will clearly define the set of milestones and milestone deliverables which will form an integral part of the issued grant]

6.3 DUNS Number

Applicant is required to be registered in SAM before submitting its application, provide a valid DUNS number in the application, and continue to maintain an active SAM registration with current information at all times while their application is being considered. (The Data Universal Numbering System (DUNS) is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. To obtain a DUNS number, please visit www.dnb.com/get-a-duns-number.html)

ANNEX A. COVER LETTER (SAMPLE FORMAT)

"Promoting Active and Inclusive Citizenship through Support for Civil Society Action on Human Rights, Governance, Accountability, Reconciliation and Gender Empowerment"

RFA No. 605100.05.14.917

Complete the details below		
Legal Name of the Organization:		
Address:		
Phone:		Fax
E-mail:		

Dear Sir/Madam:

Please accept the attached technical and cost/price applications on behalf of my organization. The following completed documents are enclosed for your consideration as part of our application package:

Technical application form
Work plan
Personnel CVs
Detailed budget
Pre-award survey questionnaire (Not Applicable)
Signed certifications (Not Applicable)

If a grant is awarded by MSI to this organization, I am authorized herewith to commit my organization to comply with all of the terms, conditions, and mandatory flow-down provisions that will be included in any such grant. I also understand that this application will remain valid for at least 120 days.

Signature

Printed Name and Title

Date

ANNEX B. TECHNICAL APPLICATION

"Consolidating Democratic Gains through Grants for Protection of Rights, Active Citizenship, Transitional Justice, Social Cohesion and Gender Empowerment"

RFA No. 605100.05.16.917

I. GRANT/PROJECT INFORMATION			
9. PROJECT TITLE: What is the name of the project?			
2. NAME OF APPLICANT ORGANIZATION:			
3. CONTACT PERSON FOR PROJECT:			
Contact Person's Name		**Title/Position in organization**	
Contact e-mail		**Contact cell phone**	
4. PROJECT COST: Total cost of project as detailed in the budget.		**5. PROJECT DURATION:** What is the time period for the project?	

5. PROJECT AREA:

In which geographic areas will you implement the project? Provide information to the possible level of detail.

NATIONALLY	PROVINCE	DISTRICT	DIVISIONAL SECRETARIAT AREA	VILLAGES
	Please indicate province	Please indicate district/s	Please indicate divisional secretariat area	Please indicate village/s

6. PROJECT REACH

Please indicate the total number of people you hope to reach through the project, both direct and indirect.

II. PROJECT BACKGROUND AND PROPOSED INTERVENTION

7. PROJECT CONTEXT:

Explain why project being proposed? Describe the context in which the project is proposed. State the problem, barrier, constraint or challenge that you plan to address through the project. Also state briefly the process of problem identification or needs assessment.

8. PROJECT INTERVENTION:

A narrative of what the project proposes to do and how this intervention will address the identified problem barrier, constraint or challenge that you had identified above?

III. PROJECT PLAN

9. PROJECT FRAMEWORK

This section will help us understand how the project will achieve its purpose through a logical process.

Please refer below to understand how the process evolves.

Key Terms and an Example

Definitions

1. **Purpose:** The highest level result or objective pursued by the program; the reason the program is being done
2. **Outcomes**: Medium term results that represent the main lines of strategy or the ways in which the grantee proposes to achieve the purpose.
3. **Outputs**: The immediate concrete results from activities (e.g., numbers trained, schools built or refurbished, plans developed, events/forums held)
4. **Assumptions** are things outside your control that could negatively affect your ability to achieve the result or reach your targets.

PROJECT PLAN

Note 1: You can list as few or as many outputs and activities as you feel can be achieved during the course of the project. There is no required number or limit on this.

Note 2: You can add more outcomes if your project has more than one.

Note 3: Please list activities in the order you hope to implement them.

Note 4: If the log frame given below is not conducive to expressing what you propose to do under the project, you may use any other formats (and submit as an attachment) as long as it communicates to the evaluators the purpose, objectives and activities of the proposed initiative

PURPOSE/OBJECTIVES:

The highest level result pursued by the program

Outcome 1:

Medium term results through which the project hopes achieve to its purpose.

Output 1

The immediate concrete results from activities that will help achieve the stated outcome.

Activities	**1.1**
	1.2
	1.3
	1.4
	1.5
Output 2	
Activities	**2.1**
	2.2
	2.3
	2.4
	2.5
Output 3	
Activities	**3.1**
	3.2
	3.3
	3.4
	3.5
Outcome 2	
Output 1	
Activities	**2.1**
	2.2
	2.3
	2.4
	2.5
Output 2	
	2.1
	2.2

Activities	**2.3**
	2.4
	2.5

IV. PROJECT IMPACT

10. MEASURING EXPECTED RESULTS

Impact	**Indicators**	**Means/Sources of Verification**
Outcome 1		
Output 1		
Output 2		
Output 3		

Clarifying Comments / Assumptions

Please explain what factors outside your control can hinder you from achieving the outcomes/outputs.

Outcome 2		
Output 1		
Output 2		
Output 3		

Clarifying Comments / Assumptions

Please explain what factors outside your control can hinder you from achieving the outcomes/outputs.

11. PROJECT IMPACT IN RELATION TO BENEFICIARIES

Please consider the project impact on the expected beneficiaries. Project impact is the longer term effect or result of the project.

TYPE OF BENEFICIARY	**IMPACT** These are the longer term benefits accruing to those whom we seek to benefit as a result of the project.
Direct Beneficiaries Those who directly benefit from project.	

Indirect Beneficiaries Someone who indirectly benefits from the project.	

12. PROJECT RELEVANCE TO SPICE

Please state briefly how the purpose and outcome of your proposed project is relevant to purpose and outcome of this RFA explained under section 1.2 and 1.3 at the beginning of the document. Also outline briefly in a paragraph the how this project fits in with your organizational mission, vision, goals.

V. CROSS CUTTING ISSUES

13. CROSS CUTTING ISSUES

Gender
Briefly describe how the gender considerations have been taken into account at the needs analysis and project design stages, and incorporated into the implementation and monitoring and evaluation plans.

Inclusivity
Briefly describe how inter-ethnic and inter-religious understanding and conflict sensitivity have been taken into account at the needs analysis and project design stages, and incorporated into the implementation and monitoring and evaluation plans.

Environment
Briefly describe how environmental issues have been taken into account at the needs analysis and project design stages, and incorporated into the implementation and monitoring and evaluation plans.

VI. PROJECT PARTNERS

14. PROJECT PARTNERS

(please outline any other organization you intend to work with in partnership under this project)

Name of Implementing Partner Organization	Responsibility or Role of Partner	Reasons for Selecting Partner
1.		
2.		
3.		
4.		

VII. COST PROPOSAL

15. BUDGET

Please present in the attached 'Budget' format as a separate document.

VIII. PROJECT IMPLEMENTATION

16. RISK ANALYSIS:

Please state any critical assumptions that could affect project progress and achievement of outputs and purpose.			
RISK DESCRIPTION What is the risk?	**LIKELIHOOD** How likely is it to happen? State if it is high, medium or low.	**IMPACT** What is the impact on the project? State if it is high, medium or low.	**MANAGEMENT/MITIGATION STRATEGY** What will you to do to deal with the situation?
1.			
2.			
3.			
4.			

17. WORK PLAN

Please provide a detailed Work Plan using the table below. Please organize these by outcome and output.

However, if you already have a developed work plan which sets out the implementation schedule of proposed activities, please attach it as a separate document under the title 'Work Plan'.

No	**ACTIVITIES**	**Time Frame in Months**											
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Outcome 1/Output 1:													
1.													
2.													
3.													
4.													
5.													
Outcome 1/Output 2:													
1.													
2.													
3.													
4.													
5.													
Outcome 1/Output 3:													
1.													
2.													
3.													
4.													
5.													

IX. APPLICANT CAPACITY TO UNDERTAKE PROJECT
(Previous experience in similar projects)

18. SELF-ASSESSMENT OF CAPACITY

Please briefly (In about two or three paragraphs) describe your ability to successfully implement the project within the given time frame and resources. It would be desirable if you can briefly describe your ability in this regard by referring to a project similar to one you are proposing that you had recently completed.

19.ORGANISATIONAL FUNDING

OTHER GRANTS	YES	NO
Has the organization received other grants from donors in the last three years for organizational activities?		

If yes, please provide details of the 3 most recent awards including grantor, amount, period covered, project director and financial officer, and whether or not US Government funds were involved.

Project Title	Grant Amount in US$	Grantor name and contact details	Grant Period (start date and end date)	US Government funds?		Project Director	Financial Officer
1.				Yes	No		
2.				Yes	No		
3.				Yes	No		

OTHER EXPECTED GRANTS DURING PROJECT PERIOD	YES	NO
Does the organization expect to receive other grants during the proposed period of this project?		

If yes, list below the organizations to which you have submitted grant applications along with the titles of the projects and grant amounts, along with details of contact within the grantor/donor organization.

X. PROJECT MANAGEMENT

20. ORGANIZATION'S MANAGEMENT RESPONSIBILITY FOR THE PROPOSED GRANT:

Who will be substantively involved in the day to day management and implementation of the grant? If you are planning to recruit staff specifically for the project, but have not done so yet, please state position you hope to fill.

Name of Person	Position in Organization	Responsibility in Project Implementation	Key Qualifications and Experience	Percentage of Time he/she will Commit to SPICE funded Project

1.				
2.				
3.				
4.				

CONFLICT OF INTEREST STATEMENT

If any member of your organization or project team has a relationship with any staff member of the MSI-SPICE I project, which you believe may constitute a conflict of interest, check the appropriate box below, then provide the name(s) and state the reason for possible conflict of interest.		
We the undersigned, certify that to the best of our knowledge, the applicant, its management, and staff to be used for the present project *(check the appropriate box below)*:		
☐	Have no conflict of interest or potential conflict of interest with MSI-SPICE I, in the persons working for MSI-SPICE I, or work for donors.	
☐	Have a conflict of interest or potential conflict of interest with SPICE I, with the persons stated below working for MSI-SPICE I, or work for donors that fund the program.	
Name of Person	Position of the Person	Reason for Possible Conflict of Interest

21. HOW DID YOU LEARN ABOUT THIS RFA?

☐ Newspaper ad ☐ E-mail announcement ☐ Other website (specify: _____) ☐ Word of mouth

Grant Application Instructions

DUE DATE:

APPLICATION FORMAT: Microsoft WORD and Microsoft EXCEL

GRANT AMOUNT: Sri Lankan Rupee equivalent of estimated USD

PERIOD OF PERFORMANCE: Should not exceed one year

GRANT FUNDS DISBURSEMENT TIMELINE: Issued in a series of payments, each upon milestone completion or as expense reimbursement.

ELIGIBILITY TO PARTICIPATE: An applicant must be a qualified, legally registered Sri Lankan non-governmental organization (NGO), civil society organization (CSO), community-based organization (CBO) or community group whose main objectives are rights protection, rights advocacy, peace and reconciliation and/or women's empowerment and addressing issues of gender-based violence.

The organization will also have to demonstrate its ability to manage the project based on its internal management structure and past experience. See Responsibility for details.

RESPONSIBILITY: Applicants shall submit sufficient evidence to show that the Applicant:

a. Has an adequate financial resource or the ability to obtain such resources as required during the performance of the award. Has well established relationships with accredited banking institutions, access to accounting services as well as legal services.
b. Has the ability to comply with the award conditions, including the proposed delivery or performance schedule, taking into account all existing and currently prospective commitments of the applicant.
c. Has a satisfactory record of performance on the management and implementation of projects similar to the proposed project.
d. Has a history of excellent client relationships and has performed its work with the highest degree of integrity and business ethics; and,
e. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations.

GRANT APPLICATION COMPONENTS

Applicants are invited to submit a full application which has the following components, which will be provided as four separate attachments**.**

Section 1: Pre-Award Survey
Section 2: Grant/Project Proposal
Section 3: Budget Proposal
Section 4: Legal Documentation (Not Applicable at this stage)

Language

It is preferred that the Application be filled in English. The Application should be typed using MS Word and Calibri font (in set size) with a single space between lines. However, if you are unable to fill it in English and would like to submit it in Sinhala or Tamil, please contact the SPICE office.

Contact Person Ms. Samudra Dissanayake (Grants Manager)

Grant/Project Proposal

The Project Proposal (Section 3) shall be a stand-alone document. It should demonstrate the

applicant's capabilities and expertise with respect to achieving the objectives and goals of the SPICE grants program. A detailed format for the project application can be found in Section 3.

Budget Proposal

The Budget shall be submitted separately from the Project Proposal It needs to include

a. The total prices necessary for the implementation of the grants activity your organization is proposing
b. Budget notes to explain the prices proposed. Detailed budget notes should describe each proposed budget line item – including the basis for each price, and provide a justification for why the line item is needed for the program.
c. All prices budgeted must be reasonable and necessary to the proposed project and allowable (no interest expense, fines, penalties, taxes (except VAT), alcohol or entertainment).
d. No profit or fee can be included in the budget nor paid for with grant funds.

Note: The budget should follow the "Budget Template" provided in Section 3 and must be submitted in MS Excel.

THE FULL APPLICATION SHALL BE SUBMITTED ELECTRONICALLY TO: Management Systems International/SPICE, email: dsamudra@msi-sl.com

REQUIRED DOCUMENTS

The following documents constitute your application package. Please use this section as a checklist to ensure that all listed documents are submitted.

1. Completed Authorized Representatives	
2. Completed Pre-Award Survey	
3. Completed Grant/Project Application	
4. Organization's legal registration certificate	
5. Organization's by-laws or charter, which stipulates the goals, objectives, and major activities of organization	
6. Resumes of key management and technical personnel	
7. Budget Template	
8. Completed Certifications	
9. Most recent audited accounts of organization	
10.	

11.	
12.	
13.	
14.	
15.	
16.	
COMPLIANCE The proposed activities must be in compliance with 22 CFR 216 and must ensure environmental soundness and compliance in design and implementation. The activities to be proposed are expected to have no effect on the natural and physical environment and therefore fall under 22 CFR 216.2. Construction is not permitted under the terms of the USAID funded SPICE project.	

ANNEX C. DETAILED BUDGET (SAMPLE FORMAT)

(Applicants should complete the budget in Excel, showing calculations. Excel version is attached/can be e-mailed on request)

Name of the Applicant Organization:
Project Name:
Project Duration:
Currency: Sri Lankan Rupee (LKR)

Description	Position Title	Total Monthly Salary Rate	Project Duration (Months)	% of Time Billed to Project	Requested Funding from SPICE (LKR)
1. Personnel: Salaries, Wages, and Fringe Benefits					
	month		12	80.00%	0
	month		12	100.00%	0
	month		12	80.00%	0
	month		12	100.00%	0
	month		12	100.00%	0
	month		12	80.00%	0
	month		12	100.00%	0
Total Salaries and Consultancy Payments					**0**
	0	15.00%	12		0
Total Personnel Salaries, Wages & Fringe Benefits					**0**
2. Travel and Transportation (specify in detail)					
	Trip		12	100.00%	0
	month		12	100.00%	0
Total Travel and Transportation					**0**
3. Equipment/Supplies (specify in detail)					
					0
				100.00%	0
Total Equipment/Supplies					**0**

4. Other Direct Costs (ODCs) (specify in detail)					
4.1 Rent and Utilities					
4.1.a. Office Rent	month		12	0.00%	0
4.1.b. Electricity	month		12	0.00%	0
4.2.Communication					
4.2.a. Telephone and Internet	month		12	0.00%	0
4.3. Office Supplies (stationeries)					
4.3.a Stationery	month		12	100.00%	0
Total Other Direct Costs (ODCs)					**0**
5. Program Expenses					
5.1.					
				100.00%	0
5.2.					
				100.00%	0
				100.00%	0
5.3.					
				100.00%	0
				100.00%	0
5.4 Training/Workshops					
					0
					0
					0
Total Program Expenses					**0**
TOTAL PROJECT COSTS:					**0**

ANNEX D. PRE-AWARD SURVEY QUESTIONNAIRE

Information provided in this questionnaire will acquaint MSI-SPICE I staff with the accounting policies/procedures and grants management experience of your organization. Where possible, MSI-SPICE I will make recommendations on how your organization can strengthen its accounting and grants management policies and procedures.

Prior to any grant award, MSI-SPICE I must be assured that the applying grantee has sound financial controls and reporting systems to ensure that all funds are expended prudently and accounted for appropriately. MSI-SPICE I must also be assured that the applying grantee institution is able and willing to comply with applicable U.S. federal grant administration regulations, local laws and regulations, and MSI-SPICE I procedures.

Organizations that deliberately provide false or misleading information on this questionnaire will become ineligible to receive funding. *All information submitted to MSI-SPICE I in this form and through the requested attachments will be treated as confidential and will not be disclosed to any third parties, unless required by MSI's client or by law.*

Purpose
Information provided in this questionnaire will help MSI/SPICE staff to understand the accounting policies and procedures and grants management experience of your organization. Where possible, MSI/SPICE will make recommendations on how your organization can strengthen its accounting and grants management policies and procedures.

Please note that this survey is intended to capture the management capacity of the organization as a whole and not just in relation to the proposed project under SPICE.

Before any grant is awarded, MSI/SPICE must be assured that the organization applying for funds has sound financial controls and reporting systems. This is to ensure that all funds are used carefully and accounted for appropriately. MSI/SPICE must also be confident that the organization applying for funds is able and willing to comply with applicable U.S. federal grant administration regulations, local laws and regulations, and MSI/SPICE procedures.

Instructions
Please tick the appropriate box with 'X' where you have to answer 'yes' or 'no'.

Disqualifier
Providing false or misleading information in this survey will disqualify your organization from receiving funds under the SPICE project.

Confidentiality of information provided All information submitted to MSI/SPICE in this form and through this form will be treated as confidential and will not be disclosed to any third parties, unless required by MSI's client or by law.			
APPLICANT INFORMATION			
ORGANIZATION'S CONTACT INFORMATION			
Legal Address:	**Postal Address (if different from legal address):**		
Telephone no:	**Fax no:**		
E-mail address:			
Website (if applicable):			
ORGANIZATION'S REACH			
Do you operate nationwide?		**YES**	**NO**
If no, please describe geographic area in terms of province/s and district/s.			
HEAD OF THE ORGANIZATION Please give the name of the head of the organization and his/her exact title.	**Name:**		
	Title:		

PROJECT DIRECTOR Who is the person responsible for this project? Please give his/her name and exact position/title within the organization.	**Name:**	
	Title:	
Contact e-mail:	**Fax:**	**Mobile phone:**
CHIEF FINANCIAL OFFICER Who is in-charge overall of managing the finances within the organization?	**Name:**	
	Title:	
Qualification: Please state highest qualification.	**Experience:** Please state position/s held in the last three years.	
PROJECT ACCOUNTANT Who will account receipts and expenses for this project?	**Name:**	
	Title:	
Qualification: Please state highest qualification.	**Experience:** Please state position/s held in the last three years.	

CONFLICT OF INTEREST: RELATIONSHIP BETWEEN HEAD OF THE ORGANIZATION, PROJECT DIRECTOR, CHIEF FINANCIAL OFFICER, AND PROJECT ACCOUNTANT Is there any familial/other relationship between Head of the Organization, Project Director, Chief Financial Officer, and Project Accountant that could give rise to a conflict of interest?	**YES**	**NO**
BOARD MEMBERS AND OFFICE BEARERS RECEIVING REMUNERATION Are there board members/office bearers who are paid salaries, monthly allowances or professional fees by the organization?	**YES**	**NO**

If yes, please state the names, titles and nature of work of such board members.		
Name	**Title**	**Nature of Work**
1.		
2.		
3.		

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200 12th Street South, Suite 1200, Arlington, VA 22202

SURVEY

1. EMPLOYEES OF ORGANIZATION

NUMBER OF PAID EMPLOYEES	**Full Time:**		**Part Time:**	
VOLUNTEERS	**Full Time:**		**Part Time:**	
COMPOSITION BY GENDER	**Male**		**Female**	

2. LEGAL STATUS OF ORGANIZATION

Please specify the legal status/classification of organization, and mark 'X' in the relevant box.

NGO/Non-profit organization		Government Organization		Community-Based Organization	
For-profit/commercial enterprise		Faith-based Organization		Trade Union	
Co-operative Society		Other Please specify.			

3. ORGANIZATION REGISTRATION Please indicate with whom your organizations is registered, i.e. Registrar of Companies, NGO Secretariat, Social Services Department.		
If you are a membership-based organization or a co-operative, how many members do you have?		
If you are a member of a coalition or network that is relevant to this proposed grant, describe the coalition's name and purpose and nature of membership.		
NAME AND PURPOSE		
DESCRIPTION OF MEMBERSHIP		
4. TOTAL BUDGET FOR MOST RECENTLY ENDED FINANCIAL YEAR		
Revenue (including grants): **US$/SLRs**	**Expenses:** **US$/SLRs**	**If expenses for the period are higher than the revenue, please explain why.**
5. SOURCES OF ORGANIZATIONAL REVENUE OR FUNDS: What are the sources of the organization's revenue? Please mark 'X" against all that is relevant.		

US Government Aid		Sri Lankan Government Aid		Other Donor Aid	
Private Donor Assistance		Membership Fees		Self-generated	

6. FINANCIAL AUDIT

	YES	NO
OVERALL AUDIT Has an independent organizational financial audit been done by an accredited accountant?		
If yes, who is the auditor and when was the last audit conducted? Also provide a copy of the latest organizational financial audit.		
PROJECT AUDITS Has your organization done project audits?		
INTERNAL AUDITS Does your organization conduct internal audits?		
7. OUTSTANDING DEBTS Does your organization currently have outstanding debts to donors, local government, banks or other organizations?		
If yes, please explain.		
8. STAFF INVOLVEMENT IN SPICE Is the project director, accountant, or any other staff involved in other MSI/SPICE funded projects?		
If yes, please provide the person's name and position in the project and the grant number.		

ORGANISATIONAL FUNDING

9. OTHER GRANTS	YES	NO
Has the organization received other grants from donors in the last three years for organizational activities?		

If yes, please provide details of the 3 most recent awards including grantor, amount, period covered, project director and financial officer, and whether or not US Government funds were involved.

Project Title	Grant Amount in US$	Grantor	Grant Period	US Government funds?		Project Director	Financial Officer
1.				Yes	No		
2.				Yes	No		
3.				Yes	No		

10. OTHER EXPECTED GRANTS DURING PROJECT PERIOD	YES	NO

Does the organization expect to receive other grants during the proposed period of this project?		

If yes, list below the organizations to which you have submitted grant applications along with the titles of the projects and grant amounts, along with details of contact within the grantor/donor organization.

Project Title	**Grant Amount in US$**	**Name of Organization (Donor to which grant application has been submitted) Also state Contact Person and Contact Details (Telephone and E-mail)**
1.		
2.		
3.		

10. CO-FUNDING FOR PROJECT Have you applied or do you intend to apply to other funders for support for this project?	**YES**	**NO**

If yes, please provide details below.

Donor Agency	**Amount Requested in US$**	**Status of request (pending/granted/ refused)**	**Contact person/s**	**Telephone**	**E-mail**
1.					
2.					

ACCOUNTING SYSTEM		
11. FINANCIAL/ACCOUNTING MANUAL Does your organization have a written accounting policies and procedures manual?	**YES**	**NO**
12. ACCOUNTING SOFTWARE Is your accounting system automated?	**YES**	**NO**
If yes, please provide the name of the software.		
14. IDENTIFYING RECEIPT S AND EXPENDITURE FOR EACH GRANT Is your accounting system able to identify the receipts and expenditure of funds separately for each contract/grant?	**YES**	**NO**
NOTE: If you receive funding under SPICE, your organization will be required to track the grant receipts and expenditure separately from other organizational funds and other grants.		
15. BUDGETARY CONTROLS	**YES**	**NO**
a. Does your accounting/financial system have budgetary controls to prevent spending more than the total funds available under a grant?		
b. Does your accounting/financial system have budgetary controls to prevent spending more than the specific amount approved for a particular budget line (personnel, travel, etc?)		
16. MAINTAINING SUPPORT DOCUMENTATION For how long does your organization maintain support documentation (receipts, invoices, purchase orders, etc.) for all transactions?		

17. METHOD OF ACCOUNTING Does your organization utilize accrual or cash method of accounting?		
OTHER ORGANIZATIONAL POLICIES		
18. STAFF POLICIES, PROCEDURES AND GUIDELINES	**YES**	**NO**
a. Does your organization keep employees' job descriptions and responsibilities on file? Does the employee have a copy of the Job Description and is he/she aware of it?		
b. Does your organization have a manual or guidelines that govern staff conduct from recruitment to termination?		
If your organization receives funding under SPICE, your organization will be required to document all project employees' qualifications job descriptions/responsibilities.		
19. EMPLOYEE TIME SHEETS	**YES**	**NO**
Are individual time records kept, which reflect employee time on a particular project as appropriate?		
If your organization receives funding under SPICE, project employees will be required to document time spent on the project activities on a daily basis. This is only if the organization is running multiple projects, and the project employees are working on more than one project.		
20. GENDER POLICY	**YES**	**NO**
Does your organization have a gender policy?		
INTERNAL CONTROLS (ASSETS)		
21. OPERATIONS MANUAL	**YES**	**NO**
Does your organization have an Operations Manual that governs procurement and logistics?		
22. PROCUREMENT	**YES**	**NO**

Is there a documented competitive system of procurement for major purchases (value above Rs. 250,000)? **E.g. If your organization plans to acquire new equipment, it requests written bids from at least 3 vendors.**		
Who approves procurement in your organization? Is there a Procurement Committee and who is in the committee?		
Name	**Title**	
1.		
2.		
23. INVENTORY OF FIXED ASSETS	**YES**	**NO**
Is a record of fixed assets maintained (for example, serial numbers and locations of all computers/equipment are listed and maintained in a file)?		
24. PHYSICAL CONTROL OVER ASSETS **Please answer following questions by marking relevant box. petty cash limit**	**YES**	**NO**
a. Is cash kept in a safe?		
b. Is the office locked up at night?		
c. Is there a limit on cash withdrawals?		
d. Is there a guard/alarm system?		
e. Have the organizational assets been insured?		
f. Is there a petty cash limit		
Please state other steps taken, if any.		

SPICE GRANT FINANCIAL MANAGEMENT

25. RESPONSIBILITY FOR PAYMENTS AND APPROVALS

If a grant were awarded for this project, who would be responsible for the following tasks relating to this specific grant? If you hope to recruit staff in the future for any of the following functions, please indicate title only.

Task	Name of Employee	Title
a. Requesting payments		
b. Approving requests for payments		
c. Issuing payments		
d. Reconciling accounts		
e. Financial reporting to SPICE		

26. RECONCILING CASH REPORTS

How frequently does management review and reconcile cash reports, cash balances (including petty cash) and bank statements? Please mark 'X' in the relevant box.

Once a week		Once a month		Once a quarter		Once a year	

27. OVERSIGHT Who reviews these reports?	
Name:	**Title:**

BANK ACCOUNT INFORMATION

28. LOCAL CURRENCY ACCOUNT Does your organization have a local currency account in the name of the organization?	**YES**	**NO**

Please give details of the account you hope to use for SPICE funding should your organization be awarded a grant, or indicate whether you hope to open a dedicated account for SPICE funds? (Please indicate the type of account – Current/Savings Account)

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Annex E - APPLICANT CERTIFICATION

I certify that the information contained on this questionnaire is complete and correct to the best of my knowledge (*Please also certify document with organization's stamp*).

Director of Organization (Person who is authorized to represent the organization):

Signature: _____ Date: _____

Name (printed):_____ Title: _____

Chief Financial Officer / Chief Accountant:

Signature: _____ Date: _____

Name (printed):_____ Title: _____

ATTACHMENTS

Please attach the following documents (if available) and any other information you deem relevant to the subjects discussed above. ***You may provide these attachments with your application <u>or upon notification of award</u>. You are encouraged to provide them with your application to expedite processing of a potential award.***

Organization's registration certificate with the Ministry of Finance, VAT number, and DUNS Number;
Documents (protocols, orders, etc.) which prove the authorities of the organization's director;
Bank statement/receipt clearly displaying the organization's name;

ANNEX F. NOTIFICATIONS AND REPRESENTATIONS

I. IMPORTANT NOTIFICATIONS

Applicants are advised that they are subject to the following requirements if receiving an award:

People Trafficking (October 2010)

(**a) Provisions applicable to a recipient that is a private entity:**

(1) You, as the recipient, and your employees may not— (i) engage in severe forms of people trafficking during the period of time that the award is in effect; (ii) procure a commercial sex act during the period of time that the award is in effect; or (iii) use forced labor in the performance of the award or sub-awards under the award.

(2) MSI or its client may unilaterally terminate this award, without penalty, if (i) it is determined that you have violated a prohibition in paragraph (a)(1) of this award term; or (ii) you have an employee who is determined by MSI or it client to have violated a prohibition in paragraph (a)(1) of this award term through conduct that is either—(A) associated with performance under this award; or (B) imputed to you using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, ‘‘OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement).’’

(b) Provisions applicable to any recipient:

(1) You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this award term.

(2) Our right to terminate unilaterally that is described in paragraph (a)(2) of this section: (i) implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 .S.C. 7104(g)), and (ii) is in addition to all other remedies for noncompliance that are available to us under this award.

(3) You must include the requirements of paragraph (a)(1) of this award term in any sub-award you make to a private entity