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Issue Date:	February 10, 2017
Deadline for Questions/Clarifications:	February 26, 2017
Closing Date:	March 24, 2017
Closing Time:	09:00 a.m. Nepal time

Subject: Notice of Funding Opportunity (NFO) Number: RFA-367-17-000001

Program Title: Hamro Samman

Ladies/Gentlemen:

The United States Agency for International Development (USAID) in Nepal is seeking applications for a Cooperative Agreement from qualified U.S. and Non-U.S. organizations to fund a program entitled "Hamro Samman." Eligibility for this award is not restricted. See Section C of this NFO for eligibility requirements.

Subject to the availability of funds an award will be made to the responsible applicant whose application best meets the objectives of this funding opportunity and the selection criteria contained herein. While one award is anticipated as a result of this NFO, USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this NFO the term "Grant" is synonymous with "Cooperative Agreement," "Grantee" is synonymous with "Recipient," and "Grant Officer" is synonymous with "Agreement Officer." Eligible organizations interested in submitting an application are encouraged to read this NFO thoroughly to understand the type of program sought, application submission requirements, and the merit review criteria.

To be eligible for award, the applicant must provide all information as required in this NFO and meet eligibility standards in Section C of this NFO. This funding opportunity is posted on www.grants.gov, and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this notice of funding opportunity. Applicants will need to have available or download Adobe program to their computers in order to view and save the Adobe forms properly. It is the responsibility of the applicant to ensure that the entire NFO and any amendments have been received from the internet in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion process. If you have difficulty registering on www.grants.gov or accessing the NFO, please contact the Grants.gov Helpdesk at 1-800-518-4726 or via email at support@grants.gov for technical assistance.

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
G.P.O. Box 295
U.S. Embassy, Maharajgunj
Kathmandu, Nepal
usaidnepal@usaid.gov +977 1 423 4000
www.usaid.gov/nepal

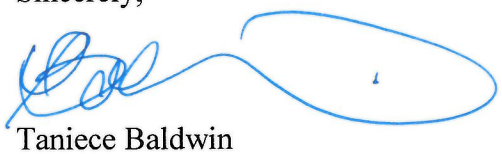
The successful applicant will be responsible for ensuring the achievement of the program objectives found in Section A. Please read each section of the NFO.

Please send any questions to the point(s) of contact identified in Section D. The deadline for questions/clarifications is shown above. Responses to questions/clarifications received prior to the deadline will be furnished to all potential applicants through an amendment to this notice posted to www.grants.gov.

Issuance of this notice of funding opportunity does not constitute an award commitment on the part of the U.S. Government nor does it commit the U.S. Government to pay for any costs incurred in preparation or submission of comments/suggestions or an application. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,



Taniece Baldwin
Agreement Officer

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ABBREVIATIONS AND ACRONYMS

4Ps	Prevention-Protection-Prosecution-Partnerships
ADS	Automated Directives System
AO	Agreement Officer
AOR	Agreement Officer's Representative
AWP	Annual Work Plans
CDCS	Country Development Cooperation Strategy
CLA	Collaborate, Learn, and Adapt
CLEAR	Country Level Engagement and Assistance to Reduce
CFR	Code of Federal Regulations
CSMAP	Civil Society: Mutual Accountability Project
CSO	Civil Society Organization
CTIP	Combating Trafficking in Persons
DCCHT	District Committee for Controlling Human Trafficking
DOFE	Department of Foreign Employment
DOJ	Department of Justice
DOL	Department of Labor
DUNS	Dun and Bradstreet Universal Numbering System
DWCDO	District Women and Children Development Office
EPRP	Emergency Preparedness and Response Plan
EO	Executive Order
FEA	Foreign Employment Act
GBV	Gender-Based Violence
GESI	Gender Equality and Social Inclusion
GIS	Geographic Information System
GON	Government of Nepal
IEE	Initial Environmental Examination
ILO	International Labour Organization
IPN	Implementing Partner Notices
IR	Intermediate Result
M&E	Monitoring and Evaluation
MEL	Monitoring, Evaluation and Learning
MELP	Monitoring, Evaluation and Learning Plan
MOLE	Ministry of Labor and Employment
MOWCSW	Ministry of Women, Children, and Social Welfare
NCCHT	National Committee for Controlling Human Trafficking
NFO	Notice of Funding Opportunity
NGO	Non-Governmental Organization
NPA	National Plan of Action
NHRC	National Human Rights Commission
NICRA	Negotiated Indirect Cost Rate Agreement
OCA	Organizational Capacity Assessments
OMB	Office of Management and Budget
OPI	Organizational Performance Index
PIRS	Performance Indicator Reference Sheet

PMP	Performance Management Plan
PPR	Performance Plan and Report
RDMA	Regional Development Mission for Asia
SAM	System for Award Management
SDG	Sustainable Development Goal
TIP	Trafficking in Persons
UPR	Universal Periodic Review
USG	U.S. Government
VCCHT	Village Committee for Controlling Human Trafficking
VDC	Village Development Committee

SECTION A: PROGRAM DESCRIPTION

A. PURPOSE

Ending modern slavery is one of the U.S. Government's top priorities. USAID/Nepal has been supporting the Government of Nepal (GON) to reduce instances of trafficking-in-persons (TIP) since 2001, and will continue to build on the gains achieved over the past years with additional programming through 2021, pending funds availability. In the current program started in 2010, USAID/Nepal employs its anti-trafficking mandate through a comprehensive effort that protects rights of survivors, supports service provision to survivors, raises vulnerable populations' awareness of TIP and safe migration, strengthens protection-related policies for government and local organizations, and builds prosecutorial and law enforcement capacity to address TIP. Though this next project, *Hamro Samman* (Nepali for "Our Respect"), USAID/Nepal will strengthen the sustainability of these efforts and expand anti-TIP partnerships to include the private sector.

In the 2015 report, "The Freedom Ecosystem," Deloitte Consulting lays out the need for all parties involved in fighting human trafficking to coordinate their efforts, and provides ideas for promoting this approach. They present a "freedom ecosystem" comprised of actors from the private, public, and nonprofit sectors:

At-risk people and survivors mobilize to safeguard their freedom, NGOs invest resources in mobilizing communities to protect themselves from predators, academia provides policymakers with research on trafficking hot spots, and government teams up with private sector technology experts such as Google and Palantir to grapple with the issue's severity. Functioning in different ways, these allies unite within the freedom ecosystem to reduce slavery's prevalence and support slavery victims and survivors.

Such coordinated and collaborative partnerships among stakeholders must be fostered and consolidated to better address human trafficking in Nepal. These partnerships will incorporate new stakeholders, and together increase attention, information, and efforts to strategically and sustainably combat TIP. The GON at the national and subnational levels, along with civil society organizations (CSO) and the private sector have the potential to form an effective system to safeguard the freedoms of vulnerable populations and support trafficking survivors. By creating a "freedom ecosystem" adapted to Nepal's needs, stakeholders would foster an environment that effectively reduces TIP from every angle, while building resilience of individuals, communities and institutions.

Hamro Samman will build on the successes of USAID/Nepal's current Combating-Trafficking in Persons (CTIP) project to improve sustainability and further strengthen Nepali institutions to address trafficking. Hamro Samman will support the GON, CSOs, and the private sector to further develop a sustainable ecosystem that provides a secure and enabling environment to reduce instances of TIP, protect the rights of exploited and vulnerable, and prosecute cases of human trafficking. Hamro Samman also will continue to emphasize a rights-based approach in supporting innovative activities and building upon successes of past USAID-funded, GON, CSO and other donors' activities in Nepal. The three Hamro Samman objectives are:

1. Strengthened national and local GON efforts to combat TIP
2. Improved CSO advocacy and engagement to address TIP
3. Increased private sector partnerships to service TIP survivors and at-risk populations

The U.S. Government signed the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children (also known as the Palermo Protocol) under the United Nations Transnational Organized Crime Convention and passed the United States' Trafficking Victims Protection Act in 2000, committing efforts and resources to counter-trafficking. As such, the U.S. Department of State's Office to Monitor and Combat Trafficking in Persons employs a range of diplomatic and programmatic tools to advance prevention-protection-prosecution-partnerships (or 4Ps) paradigm worldwide.

Prosecution, protection, prevention and partnership efforts are closely intertwined. The effectiveness of the 4Ps lies in the fact that they reinforce and complement each other. Prosecution, for example, acts as a deterrent, potentially preventing the occurrence of human trafficking. Likewise, protection can empower those who have been exploited so that they are not re-victimized once they re-enter society, thus deterring the occurrence of human trafficking. A victim-centered prosecution that enables a survivor to participate in the prosecution is integral to protection efforts.[1]The fourth P – partnership – is internationally recognized as critical to combat human trafficking. Partnerships strengthen and sustain the means to achieve progress across the first 3Ps and ensure that all segments of society are enlisted in the fight against modern slavery.

These components rely on a rights-based approach to strengthening systems and supporting and enabling environment to reduce the risk of human trafficking and unsafe migration. The 4Ps are intertwined in the results framework of Hamro Samman's three objectives.

The "4P" paradigm components

1: Prevention – Public agencies, local organizations and networks serve as frontlines to promote awareness of human trafficking, and increase local livelihoods to mitigate unsafe migration and avoiding victimization.

2: Protection - Judicial, law enforcement, and other relevant public and/or private entities provide counseling, skills-based training, legal support and other measures to empower victims of trafficking.

3: Prosecution – Government implements its laws through more effective law enforcement and justice system upholding human rights-based standards to protect victims and enforcing penalties for traffickers who victimize the vulnerable.

4: Partnership – Coordination between the subnational and national government officials, and non-government stakeholders (e.g., communities, CSOs, businesses) to strengthen combined efforts to combat trafficking via prevention, protection, and prosecution.

Development Hypothesis

Hamro Samman will build upon the 4P framework used by the 2010-2017 CTIP, with added attention to sustainability and new partnerships, as well as local resilience to counter the drivers of vulnerability. In this way, Hamro Samman will reduce the risk of human trafficking and unsafe migration, and build resilience to TIP at the individual, community and institutional level.

[1] http://www.state.gov/j/tip/3p/index.htm

The key development hypothesis that will be explored through these activities is that, *if* the GON leads a coordinated approach with civil society and the private sector to address TIP, and together they establish accountability mechanisms to monitor and enforce laws, raise awareness, and offer quality services, *then* individuals will face fewer risks to being trafficked, survivors will receive better care, and more cases will be identified and prosecuted.

B. CONTEXT IN NEPAL

Over the past decade, Nepal adopted a new constitution that lays the framework for a federal republic. Within this democratic transition to state restructuring, Nepal faces the complex political challenges of improving government effectiveness, broadening representation and social inclusion, and reducing poverty, as well as recovering from the 2015 earthquake.

In the ten years since the end of Nepal's decade-long civil war in 2006, a prolonged political transition created favorable conditions for various forms of human trafficking to thrive. A crippled economy, widespread corruption, weak infrastructure and institutionalized ethnic and gender discrimination provide an extremely exploitable workforce. The negative effects of the conflict and crippled economic growth encourage Nepali men, women and children to seek work overseas and in poorly-regulated environments, even when aware of the negative risks. Each one experiences unique drivers of human trafficking, as well as requires different attention as a survivor.

Though the GON, civil society and other stakeholders implement a varied range of anti-trafficking initiatives, Nepal continues to be a source, transit, and destination country for men, women, and children who are subjected to forced labor, sex trafficking, and other forms of trafficking. Despite the challenges, Nepal demonstrates progress annually to hold its Tier 2 status on the U.S. State Department TIP Report for several years.

Exclusion or social discrimination based on caste, ethnicity, or gender is a significant driver of TIP vulnerability. Poverty is another driver that cuts across ethnic and caste lines. Both inequalities challenge people's ability to meet even basic needs. Members of the Dalit communities, particularly women and children, are frequently prohibited from accessing public services and opportunities - such as education, healthcare, justice, and employment - that could mitigate their risks of being trafficked. The denial of basic rights for girls also increases the risks of child marriage. Apart from the cultural practice of child marriage in parts of Nepal, the earthquake districts also experienced an increase in child marriage, as per the media. Also members of the Dalit communities and ethnic groups are especially vulnerable to forced labor in brick and gravel making, agriculture, domestic servitude, street begging, forced marriage (including child marriage), and sexual exploitation. And though bonded labor was abolished in 2000 and 2002, the historical practice continues to persist in Nepal's agriculture, cattle rearing, brick kiln, stone-breaking, and domestic labor sectors. Nepalis also are exploited for their organs via a recent phenomenon that traffics Nepalis to India for their kidneys.

The Ministry of Women, Children, and Social Welfare's (MOWCSW) Central Child Welfare Board produced its "Case Management Guidelines," providing a framework to support children in vulnerable situations. An estimated 10 percent of girls in Nepal are married before they reach

age 15 and 40 percent before the age of 18, despite a national law that prohibits marriage under the age of 20. Child marriage includes common elements of forced labor, forced sexual acts, fraud and deception. Therefore a focus on enforcement of policies and laws to prevent child marriage, as well as shifting social norms and attitudes that perpetuate both child marriage and child labor within a broader framework of addressing trafficking vulnerability.

Domestic violence and gender-based violence (GBV) play a role in women and girls being vulnerable to exploitation through human trafficking. Domestically, Nepali women and girls are subjected to sex trafficking, particularly in dance bars, cabin restaurants, and massage parlors. In recent years, there is an increase in Nepali women trafficked to Africa for sex trafficking. Women and girls have also been trafficked to India, the Middle East, China, Malaysia, Hong Kong, South Korea, and Sweden for adult entertainment and the sex industry. Though the GON embassies in Kuwait, Oman, Saudi Arabia, Qatar, Bahrain, and United Arab Emirates will offer Nepali women emergency shelter, they are inadequate to support the high demand for assistance.

The abuse and exploitation of Nepali female migrant workers in the Gulf countries led to a ban by the Nepali government of women migrating for work as domestic workers. In 2012, Nepal adjusted the ban to women and girls under the age of 30 and then in 2015 lowered the ban to those aged 24 and under, and requires women to use licensed recruitment agencies. Implementation and enforcement of the ban is weak due to lack of human resources and endemic corruption, driving migration underground and increasing risks of trafficking. The ban does little to protect Nepali migrant workers, as women and girls continued to migrate via illicit migratory options or used falsified documentation, increasing their vulnerability to exploitation.

Economic fragility, poor wages and unemployment are widely seen as the primary reason why people are vulnerable to trafficking. Unemployment and family pressure to earn money often push people into unsafe options for work, or to migrate through unsafe channels. Nepali men, women, and children are subjected to forced labor in Nepal, India, the Gulf countries, China, Malaysia, South Korea, Israel, and the United States in construction, factories, mines, domestic work, begging, embroidered textiles and adult entertainment.

According to the World Bank, remittances continue to make up a significant portion of Nepal's GDP, reaching over 30 percent in 2015[2]. It is estimated that well over 500,000 Nepalis migrate abroad for work annually; in other words about 1,400 Nepalese every day are recorded to leave Tribhuvan Airport for labor migration purposes. The total number would be larger if cross-border labor migration was recorded. Migrant workers are at risk of being exploited and trafficked along the way and in the destination countries. The line between legal and illegal recruitment is often thin, with corruption playing a role at many steps in the process. Trafficking of Nepali migrant workers is linked to registered and unregistered recruitment agencies in Nepal, which are known to charge exorbitant fees that increase vulnerability to exploitation and debt bondage.

Crises, such as natural disasters, which displace vulnerable populations bring additional risk factors that must be considered when delivering immediate assistance, as well as for preparedness. With earthquakes and seasonal floods, Nepal is prone to natural disasters and is

[2] http://data.worldbank.org/indicator/BX.TRF.PWKR.DT.GD.ZS?locations=NP

ranked fourth in the world for vulnerability to climate change. It also ranks relatively high in terms of exposure to human hazard such as violence and conflict. Furthermore, "crime and violence tend to increase and the most vulnerable members of society are victimized. It is in these social circumstances that TIP thrives, with very little threat of law enforcement taking action against the offenders. With a lack of economic opportunities, individuals become more vulnerable to trafficking situations."[3]

The GON's disaster response was tested with the 7.8 magnitude earthquake that struck Nepal on April 25, 2015 and killed over 9,000 people, destroyed over 600,000 houses, and pushed nearly 1,000,000 people into poverty. The Ministry of Labor and Employment (MOLE) recently published its annual status report for Nepal on Labor Migration for Employment (Labor Migration Report) that shows a sharp decline of issuing labor permits in the post-earthquake situation. The 14 crisis-hit districts accounted for 21 percent of all labor permits issued in 2014/15.[4] However, the earthquake exacerbated vulnerability to trafficking as livelihoods were lost and struggles to recover continue. In addition, established social protection safety nets were also dismantled and contribute to the risk of unsafe out-migration. Furthermore, three of the fourteen severely earthquake affected districts were already a source of trafficked persons and organ trafficking. Nearly two years after the earthquake, the GON continues to face the post-disaster challenges of improving its resilience while addressing new trafficking trends to protect its people.

In Nepal, TIP is recognized as a crime against the state and punishable under the Human Trafficking and Transportation Control Act of 2007 (TIP Act). The TIP Act criminalizes slavery and bonded labor; however, it does not criminalize the recruitment, transportation, harboring, or receipt of persons by force, fraud, or coercion for the purpose of forced labor. It criminalized forced prostitution but, contrary to the 2000 UN TIP Protocol, does not consider the prostitution of children as a form of trafficking absent force, fraud, or coercion. Also police can raid adult entertainment locales, but not brick kilns under the Child Labor (Prohibition and Regulation) Act, 2000 and Rule. For brick kilns there is a separate committee and Labor Inspector to address this sector. Effective police monitoring of the kilns is difficult under the existing business licensing regime, particularly as they are considered "seasonal" businesses.

The "Act to Amend some Nepal Acts to Maintain Gender Equality" of 2015 established the victims compensation fund, creating a new avenue for victims to pursue compensation. Improving the legal process to seek justice under the TIP Act ensures that victims of trafficking receive justice and that traffickers are jailed. The initial perception of and response to human trafficking in Nepal focused largely on the sexual exploitation of women and girls – primarily the trafficking of women and girls to Indian brothels. While this trafficking, along with other forms of the oppression of women and girls, still exists, there is now growing knowledge of and concern about the exploitation of men and women during the labor migration process and foreign employment.

There is no special investigation unit for human trafficking in the Nepal Police or prosecution

[3] USAID Counter-Trafficking in Persons Field Guide, April 2013, p 25.
[4] http://apmigration.ilo.org/resources/labour-migration-for-employment-a-status-report-for-nepal-2014-2015

service. According to the Nepal Police Crime Investigation Department, the Nepal Police will form a new Human Trafficking Bureau dedicated to Trafficking in Persons in the future. Where it will be based is to be determined. Both the Nepal Police and its Women and Children Service Directorate play key roles in the GON's coordinated effort to address human trafficking.

The Nepal Police crime data recorded 181 cases of human trafficking in Nepal's fiscal year July 2014 to July 2015. Of this total, 98 were internally trafficked, 180 cross-border cases, and two were trafficked to a third country. Ninety-seven cases were related to sexual exploitation and one case was of labor exploitation, 36 were male and 244 were female (the number of victims exceeds the number of cases). Out of 280 cases, 21 used coercion and in 230 cases the perpetrators lured the victims and 15 were seduced into a fake marriage.

Statistics on criminal justice interventions demonstrate a bias and focus towards cross-border trafficking for sexual exploitation with limited or no focus on other forms of human trafficking. Many governments still view human trafficking as crimes involving sexual exploitation and violence against women and children. Awareness of forced labor is growing, however, law enforcement and other "first responders" may not be well trained or equipped to identify the indicators of forced labor, which may be harder to detect. Given the difficulties, the Nepal Police rely on victims or their relatives to file a first incident report as the primary means of drawing attention to a TIP case.

With regards to labor migration, Nepal passed the Foreign Employment Act (FEA) in 2007. It outlines the necessary steps that foreign-based entities must take to obtain a license to employ Nepali workers. To date, MOLE's Department of Foreign Employment (DOFE) has listed 754 recruitment agencies that received government issued licenses. MOLE's Labor Migration Report mentions 79.9 percent of labor permits over the past seven fiscal years were issued to migrants who used recruitment agencies services when seeking foreign employment. The Foreign Employment Promotion Board collects fees from departed registered migrants for a welfare fund that helps labor migrants and victims of FEA violations, but most of the funds remain unused.

In terms of accountability and coordination, the GON has a National Plan of Action (NPA) on Human Trafficking 2011-2021, developed in consultation with civil society. The TIP Act outlines the GON's National Committee for Controlling Human Trafficking (NCCHT) to coordinate with national and local anti-TIP initiatives to rehabilitate TIP survivors. The NCCHT is an inter-ministerial committee chaired by MOWCSW, and includes representatives from 13 ministries, police, CSOs, and trafficking survivors. Greater commitment by key ministries, such as MOLE, would improve the NCCHT's ability to effectively address TIP and labor migration as identified in the NPA.

The NCCHT is active and established District Committees for Controlling Human Trafficking (DCCHT) in all 75 districts and is still continuing the formation of Village Committees for Controlling Human Trafficking (VCCHT) in Village Development Committees (VDC). These Committees mirror the membership composition of the NCCHT, however, the DCCHT is chaired by the Ministry of Home Affairs' Chief District Officer and the MOWCSW's District Women and Children Development Officer (DWCDO) is the secretary. In 2015, the NCCHT allocated about $2,500 to each DCCHT for operations, awareness campaigns, and victim services; a significant increase over the 75 district committees' previous annual operations

budget of $500. About 183 VCCHTs within the six CTIP Project districts (Kavre, Sindhupalchwok, Makwanpur, Banke, Kanchanpur, and Kathmandu) incorporated the personnel from the CTIP-created Safe Migration Network to assist with local prevention and reporting. Additionally, CTIP worked with MOWCSW to generate VCCHT guidelines and train all 75 DCCHTs.

MOWCSW, through the DWCDO, offer rehabilitation centers and temporary housing for women and children. These services and CSO shelters for returning migrants, GBV victims, and trafficking survivors are under-resourced and primarily attend to women's needs. Shelter capacity and services for all survivors remain insufficient to adequately meet the demand for rescue services and assistance. MOWCSW maintains partial funding of eight rehabilitation homes and emergency shelters for female victims of GBV, including trafficking. In 2015 the GON opened the first long-term shelter in Kathmandu for women referred from emergency shelters. There is one NGO-run shelter for men in Kathmandu.

MOWCSW revised its guidelines to increase funding for victim services, including legal assistance, psychological support, transportation, reunification with families, medical expenses, and other forms of support. The GON allocated funds for the protection of adult male trafficking victims, but did not fund shelter services.[5] Long-term services for transitional reintegration support are lacking among many service providers as is the needed coordination between government and non-governmental entities to offer the services.

There is continued need to strengthen service providers to improve the availability of and access to quality comprehensive assistance for vulnerable populations and TIP survivors to receive support services, protect their rights and access justice. Furthermore, to reduce vulnerabilities, individuals need access to livelihoods resources, such as land, housing, property, inheritance and social capital to reduce risks for being trafficked or even re-trafficked. Integrating TIP survivors into community organizations is critical to improve understanding of needs and hastening reintegration. As identified under CTIP, opportunities exist to strengthen prevention efforts by improving livelihoods through services, such as seed funding, skills training and/or the family financial planning.

More work is needed at the grassroots level with all members of the community - political leaders, police, DCCHTs, VCCHTs, religious leaders, civil society, and business representatives - to foster long-term multi-faceted community support systems. It is worth noting that under the country's expected state restructuring mandated by the 2015 constitution, local government units are expected to change, thus creating new opportunities to revisit existing procedures, "ecosystems" and services for more effective practices.

C. USAID STRATEGY FOR FOREIGN ASSISTANCE IN NEPAL

U.S. Government foreign policy priorities in Nepal align with core areas of focus under the *Presidential Policy Directive on Global Development*,[6] especially: building sustainable governance and investing in country-owned models of inclusive growth and development that

[5] http://www.state.gov/documents/organization/258881.pdf
[6] http://www.whitehouse.gov/the-press-office/2010/09/22/fact-sheet-us-global-development-policy

are well-governed, economically stable, globally connected, and market-oriented.
The USAID 2014-2018 Nepal Country Development Cooperation Strategy (CDCS) seeks to advance a more democratic, prosperous and resilient Nepal. USAID believes that government institutions, civil society, and the private sector play critical roles in creating an environment for improved governance and greater inclusion that will help reach the CDCS' goal. In a politically stable environment with the strengthened institutions, increased civic participation, and improved public policy and government performance, Nepal's governance will be more inclusive and effective.

Under USAID's CDCS this program will directly support the Development Objective 1: More Inclusive and Effective Governance. This activity will primarily contribute to Intermediate Results (IR) and Sub-IRs listed below:

IR 1.2. Accountability of Selected Institutions Strengthened
Sub-IR 1.2.1. Legislative and government oversight mechanism strengthened
Sub-IR 1.2.2: Reporting, oversight and monitoring enhanced

IR 1.3 Civic Participation and Advocacy Increased
Sub-IR 1.3.3. Engagement between civil society and government improved
Sub-IR 1.3.4. Women and vulnerable populations' rights protected

IR 1.4 Public Policy and Performance Improved
Sub-IR 1.4.1. Legislation, regulation, and policies created, reformed, or implemented
Sub-IR 1.4.2: Governmental, non-governmental and private sector actors' service delivery improved

It will also contribute to CDCS Development Objective 2: Inclusive and Sustainable Economic Growth to Reduce Extreme Poverty and IR 2.4. Economic Growth and Performance Improved.

Gender Equality and Social Inclusion (GESI)
USAID requires that GESI integration is clearly incorporated into new project designs. Specifically, gender integration entails the identification and subsequent treatment of gender differences and inequalities during program/project design, implementation, monitoring, and evaluation. The successful applicant must assess and identify gender issues that impact the equal participation of men and women in the project and their equal access to benefits accrued.

USAID's CDCS and its GESI Mission Order specify women, Dalits, Janajatis, lesbian, gay, bisexual, transgender, and persons with disabilities as disadvantaged groups. In addition to these, Madhesi, other castes and Muslims also face particular challenges in relation to inclusion and equality. These identified groups are also the groups least likely to have the skills and social capital necessary to effectively run for political office or advocate to their elected officials. They are the least represented among the ranks of elected Members of Parliament.

Within the results of this project, expected GESI results include:

- Improved inclusion and balanced representation and meaningful participation of marginalized groups in VCCHT/DCCHT

- Strengthened GESI language in policies related to TIP
- Increased capacity of police officers (disaggregated by sex) on investigation and human trafficking
- Reduced gender and inclusion barriers in the investigation and prosecution process
- Equitable access by marginalized and disadvantaged groups to comprehensive services
- Increased leadership of women and marginalized groups in decision-making
- Research and evidence on linkages between other forms of GBV and trafficking
- Increased integration of policies on social inclusion with private sector partners

Sustainability

The ultimate goal of development cooperation is to enable developing countries to devise and implement their own solutions to key development challenges and to develop resilience against shocks and other setbacks. Sustainability cannot be an afterthought. Sustainability is about building skills, knowledge, institutions, and incentives that can make development processes self-sustaining. Per USAID's operational policy, ADS 200.3.1, sustainability demands that the following be considered:

1. Make assistance investments where there is demonstrable local demand and ownership, and where a broad segment of the community has a stake in ensuring that the activity or service continues after the USAID program or project ends;
2. Build the skills and capacity of local stakeholders critical for maintaining gains after the program or project ends;
3. Nurture effective institutions—governmental, civil society, and private-sector—to analyze, implement, and evaluate activities;
4. Ensure that activities or services are tied to sustainable financing models, either through private-sector participation or through publicly-managed arrangements; and
5. Ensure activities are environmentally sustainable.

From its inception, Hamro Samman will address these points and track progress towards sustainability, as well as clearly plan and strategize to graduate efforts passed on the private, public, or nonprofit sector.

D. PROJECT OBJECTIVES

USAID intends to continue its anti-trafficking efforts through Hamro Samman. This project will employ a 4P approach and support the Mission's CDCS Development Objective 1: More Inclusive and Effective Governance. The project will build on the success of the current CTIP project that strengthened GON efforts through the NPA, NCCHT, DCCHT, and VCCHT, as well as CSO prevention, protection, and prosecution support. Also Hamro Samman will adapt lessons learned from existing anti-TIP and safe migration efforts in Nepal and in migration destination countries for better targeted assistance regarding human trafficking trends and risks.

Hamro Samman will strengthen the GON's leadership to further a coordinated approach with civil society and the private sector to address TIP. The project will systematize means to monitor progress, enforce laws, raise awareness, and offer quality services. Using the 4P paradigm, this project will build its activities for sustainability using partnerships between government and non-government stakeholders - including CSOs, private sector, and TIP survivor groups - that will improve support for TIP survivors and at-risk populations. After five years, this project will achieve the following objectives to combat and address human trafficking:

1. Strengthened national and local GON efforts to combat TIP

   1.1 Improve GON data collection, sharing and usage to strengthen policy, coordination, and public reporting

   1.2 Strengthen GON national and local Committees for Controlling Human Trafficking to prevent, protect, and prosecute TIP

   1.3 Strengthen GON monitoring and enforcement of policies related to labor recruitment and TIP

   1.4 Increased GON implementation of national and international recommendations to mitigate and address human trafficking

2. Improved CSO advocacy and engagement to address TIP

   2.1 Improve CSO data collection, sharing and usage to strengthen policy, coordination, and public reporting

   2.2 Strengthen survivor organizations and networks to lead advocacy, oversight, and participation of anti-TIP activities

   2.3 Strengthen CSO monitoring and reporting of policies related to labor recruitment and TIP prevention, protection, and prosecution

   2.4 Build CSO networks for effective engagement and policy development with GON and private sector to prevent, protect, and prosecute TIP

3. Increased private sector partnerships to service TIP survivors and at-risk populations

   3.1 Improve the quality of existing GON, CSO, and private services and related referral system to assist TIP survivors

   3.2 Reduce legal barriers through GON, CSO and private sector partnerships for survivors to access justice and increase prosecutions

   3.3 Raise public awareness and foster safe migration via GON, CSO, and private sector partnerships

   3.4 Generate innovative solutions using private sector funding to support at-risk people and trafficking survivors

See Annex 1 below for Hamro Samman's illustrative framework with objectives and sub-objectives.

Expected Results

1. Strengthened national and local GON efforts to combat TIP

Nepal's policies and laws are comprehensive, though their implementation, coordination, and enforcement require greater coordination and attention between national and local level stakeholders. Activities under the first objective will focus on supporting GON's leadership to combat TIP. The GON's mandates include managing internal coordination among line ministries and committees to control human trafficking at national and subnational levels, maintaining a cohesive approach to working with non-government entities, and updating the National Plan of Action against all forms of human trafficking including internal and cross border trafficking.

1.1 Improve GON data collection, sharing and usage to strengthen policy, coordination, and public reporting

To date, USAID provided technical assistance through the CTIP Project to both the MOWCSW and MOLE in order to produce their annual TIP and Labor Reports. As critical tools for learning, the reports publicly shared data collected and informed decision-making. The reporting exercise highlighted gaps in data, collection, and quality. For example, data is supposed to flow from the VCCHT to the DCCHT then to the NCCHT for this reporting. However, it is common for DCCHTs or DWCDO to bypass the VCCHT and gather data directly from local CSOs and victims. Improved data (e.g. with disaggregation between age, sex, caste/ethnicity, and location by VDC as well as types of Trafficking in persons as relevant) also presents an opportunity to update policies and procedures within the GON to better target services, address needs, and strengthen coordination. Additional data sources may be explored such as informal intermediaries and employers. Strengthened functional linkages between local level service providers may also help sharing and uses to strengthen policy. Related to sustainability, data on financing and expenditures of the various anti-trafficking efforts would assist with understanding line ministry needs and efforts.

1.2 Strengthen GON member organizations of the Committees for Controlling Human Trafficking to prevent, protect, and prosecute TIP

The 2011 formation of the NCCHT, followed by the DCCHTs, and VCCHTs was an important step towards a stronger multi-level government engagement in combating TIP. The NCCHT meets regularly, however, lacks high-level engagement from more powerful ministries that are critical to combatting TIP. Each of the 13 member organizations holds great potential to strengthen the country's anti-TIP results. These challenges hinder strategy development and implementation, as well as coordination on national-level policy for regulation, monitoring, and implementation of international policies, protocols, and treaties.

The ability and awareness varies across the DCCHTs and VCCHTs with some being more active than others. The DCCHT and VCCHTs compete for the time and attention of their member organization to inform, reach, and serve communities and survivors. Locally, the Chief District Officer chairs more than 130 committees spanning various sectors. As a result, participating line ministries may not be regularly convened or prepared for the Committee's requirements. Given

the uncertainty of the constitution's mandate for state restructuring and challenges of high civil servant staff turnover - every six to eighteen months - across local government, a continuous need remains in order to work towards institutionalizing efforts and strengthening GON member organizations of the Committees for Controlling Human Trafficking to prevent, protect and prosecute TIP. The VCCHTs role is crucial for their VDC level watchdog role to prevent the trafficking cases through raising awareness, but also serving as a protection net to monitor safe migration, as well as survivors' reintegration.

1.3 Strengthen GON monitoring and enforcement of policies related to labor recruitment and TIP

Multiple opportunities exist to strengthen the government's monitoring, and enforcement of TIP and labor recruitment policies. While good policies do exist, weak capacity, coordination and resources affect the GON's ability to effectively monitor and enforce the legal framework that protects individuals from exploitation and trafficking. The GON has taken steps to address safe migration concerns through policy. The GON adopted a Foreign Employment Policy in 2012 to increase access for Nepali workers to the global labor market by managing foreign labor migration and improving laborers' skills, among other responsibilities. In efforts to protect migrants from exploitation and debt bondage, the GON in 2016 started requiring manpower agencies transfer costs to migrate away from the migrant-to-be and to the receiving businesses and foreign employment agencies. Despite GON's efforts to improve conditions for labor migrants, many manpower agencies are reluctant to conform to the new standards. In general, this "cottage industry" agency is poorly regulated and consequences enforced.

MOLE's DOFE is responsible for oversight of the labor recruitment agencies and brokers, including their registration and training requirements. However, DOFE has minimal staff to regularly inspect the estimated 30,000 local brokers. Many recruitment agencies also register licenses under multiple names to protect their businesses. For example, if one name is de-registered for violations they can continue to operate under another. As a result, there are no known cases of criminal prosecution of recruitment agencies or brokers for facilitating human trafficking.

1.4 Increase GON implementation of national and international recommendations to mitigate and address human trafficking

Regularly the GON receives national and international recommendations to mitigate and address human trafficking. The National Human Rights Commission (NHRC) and human rights' networks regularly raise issues through national and international reporting mechanisms, including the UN's Universal Periodic Review (UPR) process. Nepal's last UPR in 2015 included recommendations on ratifying the Palermo Protocol. In response to the various recommendations, the GON submitted its final human rights report to the UN in March 2016.

In addition, Nepal has ratified all the three International Labour Organization (ILO) conventions; Forced Labor Convention, 1930 (No. 29), the Abolition of Forced Labor Convention, 1957 (No. 105) and the Worst Forms of Child Labor Convention, 1999 (No. 182) and responsible regular reporting on the status of the provisions indicated. These are some of the most relevant international instruments address to trafficking in persons and its forced labor outcomes.

Other national recommendations may come from MOWCSW, MOLE and NHRC's regular reporting. The annual U.S. State Department TIP Report also provides recommendations to the GON to improve its policy framework and implementation in combatting TIP. The 2016 TIP Report recommends that Nepal address law enforcement efforts to respond to and investigate all forms of trafficking, revise the TIP Act, improve referral services, and prosecute suspected labor trafficking offenders, etc. The domestic and international recommendations serve as a guide to emphasize priorities within Hamro Samman activities, as well as to create an aperture for new efforts not anticipated currently.

2. Improved CSO advocacy and engagement to address TIP

Activities under objective two will focus on supporting civil society's ability to address internal and cross border TIP through skilled advocacy and engagement with the beneficiaries, GON, and private sector. The CTIP Project partners with non-government organizations to research, train, and counsel.

2.1 Improve CSO data collection, sharing and usage to strengthen policy, coordination, and public reporting

The Nepal Police is responsible for the official recording of TIP cases; however their numbers are significantly lower than those recorded by civil society. The inconsistent figures are attributed to survivors approaching CSOs more often than the police and thereby duplicating the count of cases and survivors by multiple CSOs. Duplication may also occur due to varying definitions and methodologies for documentation, among other reasons. Data not shared by CSOs or survivors with the police results in incomplete data to count TIP incidents or to build legal cases. Addressing data gaps, public budgeting, and discrepancies will help more survivors receive public services, and help law enforcement and the judiciary to improve their case management systems for more prosecution of trafficking cases. This is only one example of where there is a real need to better coordinate for data collection and reporting.

Helping CSOs, including non-governmental universities and research institutions, learn to collect good data (e.g. with dis-aggregation between rural and urban populations, age, sex, caste, ethnicity) to analyze and publicly report is critical to shaping national policy. Under CTIP, data driven research used to date has helped identify human trafficking trends, misfiled TIP cases convicted under the Foreign Employment Act, and types of jurisprudence used for TIP judgements; information needed to better communicate with beneficiaries and decision-makers.

Government required GESI Audits and gender-based budgeting are entry points for CSOs to monitor and use the four GON-prescribed social accountability mechanisms are tools available to communities. Where used in existing USAID programming this method can mobilize citizens and empower people to understand their rights, monitor policy implementation and support services, and ultimately hold duty bearers to account for noticeable improvements at the community level.

2.2 Strengthen survivor organizations and networks to lead advocacy, oversight, and participation of anti-TIP activities

Ensuring the inclusion of TIP survivors and at-risk populations in activities and decision-making around trafficking prevention is essential to building resilience. Survivor organizations and networks have started becoming active participants in advocating for protective, inclusive policies. Many of these groups are not connected with national-level organizations or with each other to advance agendas or issues in favor of TIP prevention, protection, and prosecution. Depending on their level of desired visibility, they could also become public spokespersons to counter-TIP. These organizations have the potential to survey beneficiaries' satisfaction and monitor government benefits and services of efforts to counter TIP. Their oversight and monitor could assist with the improvement of the services directed towards them. Furthermore, these groups also have the potential to participation in local governance decision making such as through the VDC planning process. In addition, as the local governance structures evolve during the life of the Hamro Samman, it will be important to assist local CSOs and communities to continuously participate in local decision making in order to address their needs.

2.3 Strengthen CSO monitoring and reporting of policies related to labor recruitment and TIP prevention, protection, and prosecution

CSOs from the village level up to the national level are making progress in raising awareness and preventing trafficking through monitoring and reporting of labor recruitment and TIP. Given the skills sets of many active CSOs (unions, networks and associations), they have the potential to serve as monitors for the treatment of aspiring migrant laborers in their pre- and post-deployment. Nepalese tend to use the Foreign Employment Act rather than the Human Trafficking Act for redress. This leads to undercounting of trafficking cases, and lets perpetrators go free.

Additionally, there is a lack of understanding among justice sector actors and DOFE about the linkages between labor exploitation and human trafficking. In most labor exploitation and fraud cases, the charges are not brought to both the Foreign Employment Tribunal and the court. For example the recently published Labor Migration Report does not provide any significant analysis of such linkages. The victims of labor exploitation also tend to not file a complaint with the police because of the lack of effective compensation provision under the TIP Act as compared to the Foreign Employment Act. Additionally, CSOs could better coordinate to monitor and report progress made towards the multi-stakeholder interventions to prevent, protect and prosecute TIP.

2.4 Build CSO networks for effective engagement and policy development with GON and private sector to prevent, protect, and prosecute TIP

CSO networks focused around each of the 3Ps could strengthen efforts from the grassroots to district to national level efforts. The need for coordination continues, for example, anti-trafficking CSOs intercept potential trafficking victims at district and international borders. Often their border service cabins exist only meters apart, thus stopping and re-counting the same person for whom they are intercepting or informing. Recognizing that CSOs could better coordinate their geographic locations more strategically, they could also remove redundancy in their counting and data, as well as branch out to help greater numbers of cross labor migrants. Such coordination among CSOs, and especially incorporating the law enforcement authorities, would greatly increase the number of interceptions along these open borders. While this is only

an example for prevention, efforts to build networks for protection and prosecution could also be better harnessed.

CSO networks can also increase their ability to advocate for the needs of survivors of TIP. Coordination among CSO can help unify a common platform in order to communicate and engage with GON and private sector actors. For example, CSO networks can coordinate an approach to working with VCCHT, provide oversight of private and public sectors and communicate with the media to convey relevant messages. Similarly, CSO network can support the NHRC's initiatives in protecting victims of human trafficking in destination countries. For example, the NHRC of Nepal signed a Memorandum of Understanding to protect the rights of Nepali migrant workers with NHRC of Qatar in November 2015. Further, the CSO network can substantially engage with the MOWCSW in formulating and implementing the new NPA on human trafficking as well as implementation of U.S. Department of Labor's (DOL) Foreign Employment Policy and MOLE's recently developed five-year National Strategic Action Plan. CSOs integration in local level planning process may increase the effectiveness of plans during implementation.

3. Increased private sector partnerships to service TIP survivors and at-risk populations

The opportunity to engage with all key stakeholders working to counter human trafficking exists. There are a number of entrance points to engage the private sector within Nepal to fight trafficking via media messaging, private health clinics, pro-bono legal support, and potential employers. Working with various sectors to address anti-trafficking holistically provides a greater possibility of success. For example, forced labor and child trafficking historically provide much of the workforce for agriculture and brick kilns. With the earthquake reconstruction underway, it is important to ensure that supplies and labor used for building are monitored for forced labor in the supply chain. Additionally, private sector actors in Nepal have employed survivors to offer stable economic opportunities to prevent their return to illicit or unsafe labor migration. The applicant must propose how they would identify and engage the possible landscape of private sector partners in order to support TIP survivors and at-risk populations.

3.1 Improve the quality of existing GON, CSO, and private services and related referral system to assist TIP survivors

Existing GON, CSO and private services offered include shelter, employment, livelihood, health care, psycho-social counseling, and legal aid. Service providers also contribute to increased access to livelihoods resources, such as land, housing, property, inheritance, and social capital for female, male and child survivors of TIP.

These services are generally scattered at the community level, though at the national level MOWCSW with CTIP Project technical assistance recently launched a website to centralize information in a single portal[7] covering 16 of 75 districts' services. The private sector is absent from this service provider list. As a first step, this provides resource information to internet users in those districts. Also MOWCSW have discussed one-window services for TIP survivors and at-risk populations to receive assistance and referrals, for which the GON, CSOs and private sector

[7] http://www.sewa.mowcsw.gov.np/

must be knowledgeable enough to know when and how to make referrals.

While MOWCSW stated their interest in a standardized referral system, much work remains to standardize and institutionalize service providers for all types of trafficking survivors. CTIP's achievements related to coordinating services include the promulgation of the National Minimum Standards and Standard Operating Procedures for local shelters and service providers. Vulnerable individuals need access to quality services for both prevention of- and protection after experiencing human trafficking.

3.2 Reduce legal barriers through GON, CSO and private sector partnerships for survivors to access justice and increase prosecutions

Nepalis tend to use the Foreign Employment Act rather than the Human Trafficking Act for redress. This leads to undercounting of trafficking cases, and lets perpetrators go free. Improving the legal process to seek justice under the Human Trafficking Act ensures that victims of trafficking receive justice and that traffickers are jailed. There is a general mistrust in the police and the justice system, which is partially due to a lack of knowledge of the justice system. To promote prosecution of TIP crimes, measures must be in place to build trust and ensure a safer and more secure environment for the victim. CSOs who work with trafficked persons need to coordinate better with the police to provide such an environment. Police stressed the need for them to be involved from the onset as a victim enters the shelter in order to work with victims to identify the traffickers. TIP survivors also face barriers in implementing Human Trafficking Policies in order to attain full protection of their rights under the current legal framework. Opportunities also exist with partnerships with private legal firms, media companies, and manpower agents willing to provide legal services, share access to justice information, and engage in legal referral processes, respectively.

3.3 Raise public awareness and foster safe migration via GON, CSO, and private sector partnerships

As highlighted in the report, "Modern Slavery in Nepal," the Migrant Resource Centers and other pre-departure orientation materials provided by the GON for migrant laborers are not meeting the needs of Nepali migrants. Orientation programs do not provide workers with sufficient information about destination countries, their rights as workers, and how to access help when needed. Additionally, due the legal restrictions on women traveling abroad to work, many women travel undocumented and without visas, thereby missing out on even basic awareness training. GON, CSO and private sector partnerships could collaborate to promote messages and early engagement around safe migration to increase public awareness. Continuing public education and awareness programs are critical to combatting trafficking, but prevention efforts must also motivate vulnerable populations, CSOs, private sector, and GON institutions to take proactive steps to prevent trafficking and address the root causes.

3.4 Generate innovative solutions using private sector funding to support at-risk people and trafficking survivors

Nepal fortunately offers innovative solutions to help at-risk people and trafficking survivors.

MOLE has successfully partnered with the private sector to produce innovative solutions. The first partnership was with Sparrow, a local technology firm that offered free licensing information to pre-departure labor migrants who questioned their contracts against MOLE's database on manpower agency. The more recent public-private partnership is with Ncell, the first private mobile operator in Nepal, to fund MOLE's planned hotline for labor migrants under duress. More possibilities could be developed with proven technologies and tools, as the above activities also begin taking shape.

E. COMPLEMENTARY USAID, OTHER USG, AND DONOR ACTIVITIES

The applicant must include a comprehensive plan to coordinate with the U.S. Government (USG) and other donors, development agencies, as well as to build partnerships with the GON's, CSO's and private sector's national, district, and local networks and other interlocutors in order to achieve the objectives of this program. Wherever possible, applicants must align these activities with the goals and objectives of U.S. Government-funded programs. Applicants may present ways to better collaborate with existing programs already underway.

Complementary USAID Activities

The successful applicant will collaborate and build linkages with other USAID programs and sectors. A non-exhaustive summary of USAID's programs in Nepal can be found below. Otherwise, Fact Sheets for each sector can be found at the bottom of each page of "Our Work" located on the Mission's web page: http://www.usaid.gov/nepal.

Hamro Samman should partner with several on-going USAID projects including: Sajhedari Bikaas (2012-2017, Pact Inc.), Singha Durbar (2014-2017, Search for Common Ground), Stop Girl Trafficking (2016-2019, RHEST), Civil Society: Mutual Accountability Project (2016-2021, FHI360), KISAN (2013-2017, Winrock International), SABAL (2014-2019, Save the Children), PAHAL (2014-2019, Mercy Corps), and the Early Grade Reading Program (2014-2019), Asia CTIP (2016-2021).

Sajhedari Bikaas: USAID/Nepal's local governance project works with women economic empowerment groups (WORTH groups) in 12 districts to provide livelihood support to vulnerable women. This effort is applicable to Hamro Samman's prevention aspects that would target TIP vulnerable women. Furthermore, Sajhedari Bikaas also supports community engagement in the local government decision-making through the 14-step planning process that determines the budget for VDC priorities.

Stop Girl Trafficking: This project focuses primarily on prevention of TIP among school-aged girls. The program provides education support to keep girls in school, as a means of preventing trafficking in six districts in Nepal.

Civil Society: Mutual Accountability Project (CSMAP): This project, which was launched in 2016, focuses on building capacity and sustainability of local CSO, non-governmental organizations (NGO) and media outlets to provide oversight and engage with the government to advance evidence-based policy recommendations. Hamro Samman could coordinate with CSMAP to provide capacity building support, as feasible, to local CSO and NGO partners

working on TIP-related issues.

PAHAL: This Food for Peace-funded project focuses on building resilience capacities of vulnerable people, households and communities by helping them better prepare to respond and recover from shocks and stresses; mitigating and adapting the effect of shocks and stresses over time; and enhancing the enabling environment to exercise their absorptive and adaptive capacities. PAHAL's alternative livelihood interventions aim to ensure that men and women, particularly among vulnerable groups, hold profitable safe employment or non-agricultural entrepreneurship that reduces the impact of and exposure to ecological and economic shocks and stresses. Unsafe, unreliable and unprofitable migration – both formal and informal – is one of the major factors adversely affecting the livelihoods of disadvantaged communities. PAHAL collaborates with and supports the District Development Committees to develop plans to address these gaps in services by facilitating establishment of safe migration counselling desks. PAHAL also helps support migrants to develop a forum to share experiences at the community level in order to better inform decisions, as well as help change perceptions, around migration.

SABAL: This second Food for Peace-funded project aims to improve food security and nutrition outcomes at the individual, household, and community levels. It is a multi-sectoral project that includes activities relating to agriculture, livelihood diversification, nutrition, and disaster risk reduction. It is designed to address the root causes of poverty with the aim of assisting individuals, households, and communities to positively manage shocks and stresses related to natural disasters, climate change, political unrest, as well as more localized shocks like illness or death in the family. It also works on migration. Its vocational training courses include content on safe migration with the expectation that there may be domestic rural-urban migration as well as labor migration abroad. For productive household use of earned remittances resulting from migration, SABAL provides guidance to community group members; examples include guidance how to develop small-scale enterprises after returning from migrant labor, and ways to develop sustainable farmsteads. Women's protection and safety is included as a part of the safe migration modules.

Counter Trafficking in Persons in Asia (Asia CTIP): This recently awarded project focuses on Asia's transnational and regional challenges to combat human trafficking. Managed from USAID's Mission in Bangkok, Asia CTIP will advance regional coordination in Asia and strategically support USAID CTIP programs throughout the region by strengthening USAID's understanding of human trafficking, CTIP interventions, and their collective interaction in the region; reinforcing the CTIP evidence base, including improving the quality and usage of empirical data associated with human trafficking; facilitating practical cross-border cooperation between source, transit and destination countries; and developing opportunities for increased leadership by the private sector, among other stakeholders.

LINKAGES: This program focuses on HIV services for key populations, such as people who inject drugs, men who have sex with men, transgender persons, sex workers and prisoners. Among other activities, LINKAGES promotes safer communities with stronger crisis response systems and reduced gender-based and other forms of violence. Collaboration with LINKAGES could offer referrals to organizations and livelihoods.

Other U.S. Government Activities
Other related USG efforts include the Department of Justice (DOJ) programming. DOJ's Office of Overseas Prosecutorial Assistance, Development, and Training is working with Nepal's Office of the Attorney General on prosecution guidelines that facilitate a victim-centered approach for TIP. The DOJ's International Criminal Investigative and Training Assistance Program is working with the Nepal Police and offers mentoring, monitoring and advising, as well as training that supports anti-trafficking. The DOL funds the Country Level Engagement and Assistance to Reduce Child Labor (CLEAR II) to address policy targeting child labor. DOL also contributes to the ILO Bridge Project (From Protocol to Practice: Building a Bridge to Global Action on Forced Labor) for global and national efforts to take action on the ILO Forced Labor Protocol to Convention 29 of Forced Labor and its supporting Resolution, which aim to advance prevention, protection and compensation measures. Over the course of the full design, the precise points on complementary interventions will be further elaborated.

Complementary Donor Activities
Here are examples of other donor activities which are complementary to Hamro Samman:

- WALK FREE is conducting a country-wide study on modern slavery issues in Nepal.
- Humanity United supports Better Brick Nepal, a market strategy for the elimination of bonded and child labor from brick production. Better Brick Nepal was launched in 2014 by establishing relationships with five pilot kilns and is in the process of creating a certifiable Better Brick Nepal Standard on child labor, bonded labor and decent working conditions.
- ILO: A number of ILO efforts, funded by a broad range of donors in the Asia-Pacific and Middle East, bring governments, experts, and non-governmental stakeholders together to identify policy and protection gaps that lead to migrant workers' vulnerability, and to encourage private sector employers and recruitment agencies to follow ethical standards of recruitment and fair employment practices (e.g. nondiscrimination, employer-paid recruitment fees). Examples are Denmark's support to ILO "Towards Achieving the Elimination of the Worst Forms of Child Labor as Priority" (ACHIEVE) and the European Union's support to ILO to "Promote Effective Governance of Labor Migration from South Asia."
- The Government of Switzerland, through a bilateral initiative with the GON, supports the Safer Migration Project (SaMi) as well as leads the donor working group on safe migration.
- The International Office on Migration is starting a "Public-Private Alliance for Fair and Ethical Recruitment" to create a platform for employers, recruitment intermediaries, governments, civil society organizations and other organizations to promote fair recruitment internationally.
- UNICEF is assisting the MOWCSW to devise standard operating procedures – including a data reporting mechanism – for the return and repatriation of domestic and transnational trafficking victims.

F. GEOGRAPHIC FOCUS

For its overall work to reduce TIP and protect the rights of victims, the project will have both

national and district-level impact. Hamro Samman will take a national focus for policy-level work, and a district- and village-level focus for capacity building and outreach. Hamro Samman will prioritize earthquake-affected districts and source, transit, and destination districts within the CDCS districts. MOWCSW is currently collecting new data to identify the districts with the highest incidence of TIP. This updated data should be used to target the districts for Hamro Samman.

USAID anticipates the scope to be national and local. The successful applicant will work in at least ten districts selected from both the CDCS and earthquake-affected districts.

CDCS Districts
Sub-national activities must seek to complement USAID programs working in the twenty focus districts outlined in the 2014-2018 CDCS. Those twenty districts of the West, Mid-West and Far-West regions are: Kapilvastu, Palpa, Arghakanchi, Gulmi, Dang, Salyan, Pyuthan, Rukum, Rolpa, Banke, Bardiya, Surkhet, Dailekh, Jajarkot, Kailali, Doti, Achham, Kanchanpur, Dadeldhura and Baitadi.

Earthquake-Affected Districts
The project should also work in the 14 districts that were severely affected by the earthquake, namely: Okhaldhunga, Ramechhap, Dolakha, Sindhuli, Sindhupalchowk, Kavrepalanchowk, Kathmandu, Lalitpur, Bhaktapur, Nuwakot, Rasuwa, Dhading, Gorkha and Makwanpur. Coordinating with the District Reconstruction Authority, Hamro Samman should ensure the relevant local level skills provided through the program are used effectively in the post disaster reconstruction process.

2015 Constitution
Per the 2015 constitution, Nepal intends to formulate provinces and combine VDCs and municipalities for larger local government units. This restructuring may affect how Hamro Samman addresses trafficking and records indicator data for its efforts and the project should be prepared through adaptive management as described in the next section, Monitoring, Evaluation, and Learning.

G. PROGRAMMATIC APPROACHES

The following considerations are recommended to formulate a programmatic approach:

- Activities should support, and not undermine, the aGON as a major agent of development.
- Conduct a data systems analysis and strategic gap analysis in service provision during the first quarter of Hamro Samman to better address data shortcomings.
- Sustainability should be built into a design that strengthens institutions to provide support to combat human trafficking; using a system approach, Applicants should consider the interconnections of stakeholders in counter trafficking efforts; and, based on analysis of the current system, activities should address weaknesses and support strengths of existing efforts to counter TIP in Nepal.
- Grounded in local solutions, Hamro Samman will further engage with those most vulnerable to assess and address their needs. USAID's "Local Systems: A Framework for Supporting

Sustained Development" offers a process for tapping into local knowledge to understand the needs and effectively serve the community members. Hamro Samman will leverage existing local talents and resources, such as members of the Safe Migration Networks that are being integrated into VCCHTs, and develop their capacity.

- Using lessons learned from other countries implementing seed funding, cash transfers, livelihood support, and other poverty alleviation options, Hamro Samman will build individual and community resilience to human trafficking, reducing economic vulnerabilities and providing social support for vulnerable communities at risk of trafficking.
- A rights-based approach with a focus on equality, non-discrimination and dignity applying gender equality and social inclusion as well as "Do No Harm" principles.
- Incorporate public-private partnerships to bolster economic opportunities and reduce vulnerabilities to exploitation. Examples in Nepal include Target's work with the CSO "Goodweave" for carpets certification to vendors working free of child labor.
- Considering uncertainties, delayed elections, and the unresolved status of Nepal's new federal structures, activities should be flexible and capable of responding to new windows of opportunity.

H. MONITORING EVALUATION AND LEARNING (MEL) PLAN

The MEL Plan for Hamro Samman should be developed to measure and demonstrate results, and to support adaptive management. Building on collaborating, learning and adapting (see below for details), the learning activities should be central to the project's MEL Plan, with explanations of how knowledge will be used for adaptive management. MEL activities should involve stakeholder participation at key decision points during monitoring and learning to help the project take into account the complexity of TIP in Nepal. In addition, the MEL Plan should be flexible and responsive to rapidly changing contexts with the types of indicators and data collection methods included in the plan, and different tools and logic models that better demonstrate activities and projects, such as theories of change re-articulation during inception phases. MEL Plans also include illustrative indicators and evaluation questions.

The MEL Plan will outline how Hamro Samman will document best practices, lessons learned, and innovations, resulting from the project as well as how the Applicant intends to adjust its course to incorporate the learning. Apart from performance evaluations, USAID reserves the right to conduct a third-party impact evaluation using a randomized control trial experimental design, a quasi-experimental design, or a survey with embedded experiments as part of the Agency's own efforts to build an evidence base for civil society strengthening initiatives.

Through its global Memorandum of Understanding, USAID may enter into a separate agreement that disperses cash transfers among vulnerable individuals, and identify the impact of those on vulnerabilities to human trafficking through an impact evaluation. In this case, USAID will also conduct the research for the impact evaluation. Hamro Samman's implementing partner is expected to closely coordinate with the cash transfer program and inform the evaluation activities.

The USAID/Regional Development Mission for Asia (RDMA) recently awarded the Asia CTIP

activity to measure trafficking in persons in Asia and determine the collective impact of the Asia region's USAID anti-human trafficking programs, as well as garner greater empirical data on human trafficking and the interaction between programming and human trafficking. Asia CTIP will support the development of a methodology for tracking and evaluating the implementation, successes, failures, and long-term impacts of all USAID counter-trafficking programs in Asia. This will include collaborative development of regional monitoring and evaluation indicators to be reported on by all USAID counter-trafficking programs in Asia. However, Asia CTIP will not duplicate any monitoring and evaluation activities to be conducted by Hamro Samman, including performance and impact evaluations discussed in previous sections. Data collected through the Hamro Samman and the MEL Plan will be shared with Asia CTIP to assist USAID in better understanding its counter-trafficking programing, human trafficking, and their interaction in the region.

Illustrative Indicators for Consideration

Obj.	Indicator	Type (Custom, Standard)
1	Number of policies/regulations/administrative procedures in each of the following stages of development as a result of USG assistance: process/step - 1. Analysis, 2. Stakeholder consultation/public debate, 3. Drafting or revision, 4. Approval (legislative or regulatory), 5. Full and effective implementation; policy area - 1. Institutional architecture for improved policy formulation, 2. Others	USAID/Nepal PMP 1.4.1-2 (F[8] 4.5.1-24 / EG.3.1-12)
1	The number of anti-TIP policies, laws or international agreements strengthened and/or created with USG assistance	USAID/Nepal PPR (F 1.5.3-19)
1.1	Number/% of DCCHTs collecting data from VCCHT	Custom
1.1	Number/% of VCCHT collecting data on TIP cases and referrals	Custom
1.2	Quality of participation of line Ministries in TIP-related, GON-led initiatives	Custom
1.2	Capacity and/or performance of NCCHT (Organizational Capacity Assessments (OCA) and/or Organizational Performance Index (OPI) change)	Custom
1.3	Number/% of TIP survivors who file legal cases	Custom
1.3	Number of recruitment agencies and businesses penalized for TIP related activities	Custom
1.3	Number/% of cases leading from the USG-supported legal assistance provided to TIP victims resulting in prosecutions, convictions and/or arrests	USAID/Nepal PMP 1.3.4-2
1.4	Nepal ranking (Tier level) in US Report on TIP	Custom
1.4	Number of draft laws reviewed by legislative committees	USAID/Nepal PMP 1.2.1-1
2	Number/% of local partners with improved capacity and/or performance (measured by OCA and OPI)	USAID/Nepal PMP 1.3.1-2
2	Number of public policies introduced, adopted, repealed, changed or implemented consistent with citizen input	USAID/Nepal PMP 1.4.1-1 (F 2.4.1-12)
2	Quality of inclusion in community-based anti-TIP committees	Custom
2	Number of USG-assisted CSOs that participate in legislative proceedings and/or engage in advocacy with national legislature and its committees	USAID/Nepal PMP 1.3.3-3 (F 2.2.1-7)
2.1	Number of unique individual survivors of TIP identified by service providers	Custom
2.1	Number of cases of TIP identified by Police	Custom
2.2	Percent of leadership positions in USG-supported community management entities that are filled by a woman or member of a vulnerable group	USAID/Nepal PMP 1.3.2-1

[8] https://www.state.gov/f/indicators/

2.3	Percentage of referred cases of sexual and gender-based violence against women and children that are investigated and sentenced	SDG 39[9]
2.3	Number of communities conducting at least one local TIP awareness event or initiative per year	Custom
2.3	Number of survivors receiving reintegration support from community-based committees	Custom
2.3	Number of CSO receiving USG support reporting new funding sources	USAID/Nepal PMP 1.3.1-4
2.4	Number of CSO receiving USG assistance engaged in advocacy interventions	USAID/Nepal PMP 1.3.1-1 and PPR (F 2.4.1-9/DR.4.2-2)
2.4	Number of CSO undertaking advocacy activities for the first time	USAID/Nepal PMP 1.3.1-3
3	Quality of shelter/service providers (examples below): ● Shelters and/or services are available and located where victims need them ● Assistance provided addresses the different needs of men, women and children victims ● Victims describe shelter staff as empowering and caring ● Shelters are staffed with full-time, qualified personnel ● Successful reintegration of victims	Custom
3.1	Number of people accessing services through referral networks	Custom
3.1	Number of organizations listed in MOWCSW's Directory of Services, disaggregated by GON, CSO, and private sector partners	Custom
3.1	Survivor satisfaction with services provided by DWDO and/or first responders	Custom
3.2	Number of TIP cases filed under the TIP Act	Custom
1.5	Number/% of cases leading from the USG-supported legal assistance provided to TIP victims resulting in prosecutions, convictions and/or arrests	USAID/Nepal PMP 1.3.4-2
3.3	Number of people in targeted populations, including vulnerable populations, law enforcement, health care providers, educators, and others, exposed to a USG-funded mass media campaign that provides information about TIP	USAID/Nepal PMP 1.3.4-3 and PPR (F 1.5.3-14)
3.4	Number of individuals accessing institutional financial services for the first time as a result of USG assistance	Custom
3.4	Number of people trained in entrepreneurial skills through USG supported programs	USAID/Nepal PMP 2.2.1-1

Note: The indicators being considered needs to be incorporated into a separate MEL plan together with detailed description for each with elements like definition, data collection methods, applicable disaggregation (e.g. sex, age, caste/ethnicity, and types of trafficking in persons as relevant for person-level indicators). All training participants will be enrolled in the TraiNet system, per USAID requirements. Indicators will also address GESI as described in Section C above.

Collaborate, Learn, and Adapt (CLA) Approach

USAID's operational policy, ADS Chapters 200-203, guides funding use in programs supporting the CLA approach to development. The CLA method centers on opportunities to collaborate on and improve the process of generating, capturing, sharing, and using knowledge (including evaluation findings and monitoring data). It leads to iterative adaptation of the activity strategy, design and/or implementation to support and improve development outcomes. Collaboration occurs between and among stakeholders, sub-partners, USAID implementing partners and

[9] http://indicators.report/indicators/i-39/

USAID staff. Opportunities for CLA should be identified as part of the work plan and MEL plan so they are fully integrated into activity implementation.

An adaptive approach is essential to counter human trafficking in Nepal. First, according to the recent 2015 constitution, there will be new local and provincial level governmental units expected during the time frame of Hamro Samman. These new governance units will affect the distribution of authority and engagement to address TIP in Nepal. Work plans and MEL Plans should reflect the needs to adapt Hamro Samman strategies based on the implementation of the 2015 constitution, as relevant. Second, given Nepal's susceptibility to natural disasters, such as annual floods, landslides and earthquakes, and the fact that such natural disasters increase the vulnerability of marginalized populations prone to TIP, it is essential that Hamro Samman is prepared to adapt quickly and appropriately to changing needs. Using adaptive management, the Work Plan and MEL Plan will structure decision points (dates or events) and identify stakeholder decision-makers to convene and decide which next steps to take. Hamro Samman will document the discussion and decisions made.

Adaptive approaches will also be encouraged to incorporate new learning and empirical evidence identified by the regional Asia CTIP activity. Asia CTIP will support activities that build an empirical evidence base to inform the design, management, adaptation, and evaluation of USAID counter-trafficking programs. This will include engaging with a wide range of national and regional stakeholders such as governments, researchers, civil society organizations, private sector, and others to identify pressing research needs, share new evidence as it emerges, and discuss with stakeholders including Hamro Samman how to integrate new information and learning into existing and future anti-TIP programming.

I. AUTHORIZING LEGISLATION

The authority for the NFO is found in the Foreign Assistance Act of 1961, as amended. The award will be subject to 2 CFR 700 and 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

[END OF SECTION A]

SECTION B: FEDERAL AWARD INFORMATION

A. ESTIMATE OF FUNDS AVAILABLE

Subject to the availability of funds, USAID intends to obligate an amount not anticipated to exceed $8 million of USAID funding over a five year period to implement Hamro Samman. Actual funding amounts are subject to the availability of funds, progress and necessary approvals.

B. NUMBER OF AWARDS CONTEMPLATED

USAID intends to award one cooperative agreement pursuant to this NFO. USAID reserves the right to fund any one or none of the applications submitted. The U.S. Government may make award on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. Government reserves the right (but is not under obligation to do so), however, to request one or more applicants for clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

Neither financial data submitted with an application nor representations concerning facilities or financing, should form a part of the resulting agreement. The Agreement Officer (AO) is the only individual who may legally commit the USG to the expenditure of public funds. No costs chargeable to the proposed award may be incurred before receipt of either a fully executed cooperative agreement or a specific, written authorization from the AO.

C. PERIOD OF PERFORMANCE

The anticipated period of performance is five years, starting on or about July 1, 2017 and ending on June 30, 2022. The estimated start date will be based upon the signature of the award, on or about.

D. SUBSTANTIAL INVOLVEMENT

USAID/Nepal shall be substantially involved in the administration of the agreement to help the successful applicant achieve the project's objectives:

1. Strengthened national and local GON efforts to combat TIP
2. Improved CSO advocacy and engagement to address TIP
3. Increased private sector partnerships to service TIP survivors and at-risk populations

USAID shall be substantially involved during the implementation of this cooperative agreement consistent with Automated Directives System (ADS) 303.3.11 in the following ways:

1. Approval of the Recipient's implementation plans
2. Approval of specified key personnel

3. Agency and Recipient collaboration or joint participation

1. Approval of the Recipient's Implementation Plans

USAID shall be substantially involved, giving the final approval of the Recipient's annual work plans, M&E plan, and other required plans, as well as required reports and all modifications that describe the specific activities to be carried out under the cooperative agreement. The initial draft annual work plan should be submitted with the application under this NFO. The draft work plan must be finalized no later than 30 days after the award is made. The Agreement Officer's Representative (AOR) must provide written comments on the draft work plan within three weeks of receipt and when the plan is finalized, the AOR must provide written approval.

Annual work plans for subsequent years are due to the AOR no later than 30 days prior to the end of the USG's fiscal year on September 30. Work plans may be submitted electronically. Upon acceptance of the work plan by the AOR, any substantial revisions to the plan require the written approval of the AOR.

The work plan should include a description of the activities to be completed during the year, the expected results, provide quantitative targets for all indicators outlined in the Monitoring, Evaluation, and Learning Plan (MELP), a list of commodities to be procured and key benchmarks to be met throughout the fiscal year and provide a timeline for the implementation of activities. The work plan includes the detailed budget with a pipeline analysis of costs incurred and projections of costs for the life of the award implementation plan for achieving project outputs.

In order to ensure that project activities are maximizing positive and constructive dynamics in the context and communities in which they operate, and not exacerbating negative or destructive dynamics, the recipient will submit a brief analysis and strategy to respond to potential conflict sensitivities and incorporate do no harm principles. The document will be submitted within 30 days of the Award in conjunction with the work plan. A conflict sensitive approach reflects understanding of the context in which the Project will operate; the interaction between the proposed intervention and that context; and innovative thinking for avoiding negative impacts and maximizing positive ones. For more information please see Annex 6: Conflict Sensitive Development Programming.

Regardless of the start date of this award, work plans should be adjusted to the USG fiscal calendar of October 1-September 30. Within 60 days of award, the recipient finalizes the MELP in conjunction with the AOR. The work plan must set forth a comprehensive MELP that measures impact and progress towards achieving results over the life of the award. The MELP must include indicators (output, outcome and impact), targets, data sources and collection methods, baseline information and periodic evaluations, and data quality assessment methods. The indicators will be in alignment with the relevant USAID/Nepal Performance Management Plan (PMP) indicators. For each indicator, a Performance Indicator Reference Sheet (PIRS) must be developed that includes information such as the sources of data, frequency of data collection. Data collected under the MELP must be submitted with the final report. Regardless of the start date of this award, the MELP must be adjusted to the fiscal calendar of October 1-September 30. As necessary, the MELP may be updated each year of this award as part of the work plan

approval process.

The recipient shall adhere to the relevant USAID operational policy as stated in the ADS with respect to monitoring and evaluation activities for the design and final program. The designed activity is expected to include indicators against which results shall be measured. These indicators are expected to include USG standard indicators, Mission-specified indicators against USAID/Nepal's CDCS PMP, and additional indicators as identified by the recipient in their application.

Per USAID/Nepal policy, all person-level indicators for which data are collected (either through quarterly/annual reports, surveys, evaluations or assessments) should be disaggregated by sex, age, and caste/ethnicity.

- The caste/ethnicity disaggregation should follow, at a minimum, the following six categories: Dalit, Muslim, Brahmin/Chhetri, Newar, Janajati, and Other.
- The age disaggregation should be by the following five-year groupings: 15-19, 20-24, 25-29, 30-34, etc.
- For the purposes of this Project, further disaggregation may be appropriate and will be agreed upon in the approved MELP.

The recipient must submit to the Development Data Library at www.usaid.gov/data, in a machine-readable, non-proprietary format, a copy of any dataset created or obtained in performance of this award, including datasets produced by a subcontractor at any tier.

2. Approval of Specified Key Personnel

For this program, the applicant should propose three key personnel positions for AO approval. The three full-time key personnel positions are required with clear justification, roles and responsibilities that are reflected in the program budget. All changes to specified key personnel require approval of the AOR.

3. Agency and Recipient Collaboration or Joint Participation

When the Project would benefit from USAID's technical knowledge, the AO may authorize the collaboration or joint participation of USAID and the Recipient for the successful accomplishments of the Project's objectives. The AO may include appropriate levels of substantial involvement such as the collaborative involvement in selection of advisory committee members, concurrence on selection of sub-award recipients, and/or the substantive provisions of the sub-awards, and monitor to authorize specified kinds of direction or redirection according to the ADS 303.3.11

4. Agency Authority to Immediately Halt a Construction Activity

There will be no construction activities under this award.

E. TITLE TO PROPERTY

Property title under the resultant agreement shall vest with the recipient in accordance with the requirements of 2 CFR 200.310 and 2 CFR 200.316 regarding use, accountability, and disposition of such property.

F. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for this Project is 937. Code 937 is defined as the United States, the cooperating/recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources. Procurement of agricultural commodities and related products, motor vehicles and pharmaceuticals is subject to the limitations in 22 CFR 228.19 and may require a waiver.

G. PURPOSE OF AWARD

The principal purpose of the relationship with the recipient and under the subject project is to transfer funds to accomplish a public purpose of support to or implementation of Hamro Samman which is authorized by U.S. federal statute. The recipient will be responsible for ensuring the achievement of the project's objectives and the efficient and effective administration of the award through the application of sound management practices. The recipient will assume responsibility for administering U.S. federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the federal award. The recipient using its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the resulting award.

H. RESULTS FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) FORMAT

1. Methods of Data Representation

During project implementation, the recipient will provide USAID with geo-coded data sets for the following:

a. Baseline

b. Indicators (Results/Outcomes)

c. Beneficiaries

The recipient shall geo-code the above categories of data for geo-enabled performance management reporting using VDC as the primary spatial unit, the Nepali government implements state restructuring. At which time, USAID will determine the new primary spatial unit for Hamro Samman. This data should be provided to USAID every reporting period (i.e. written reports, Aid Tracker Plus, etc.). At the end of the Project, the recipient shall provide all the accumulated data from the reporting periods using a reporting template provided by USAID and recorded in the Development Data Library at www.usaid.gov/data. This data collection should be reflected in the Project's monitoring and evaluation plan.

a. Baseline

Baseline values should draw from existing secondary sources like an endline report of the earlier project. If a baseline survey or analysis is required and data is collected by the Recipient (rather than by a third party contracted by USAID), then the recipient should provide USAID with numeric baseline data, geo-coded at the VDC level as appropriate. This will allow for comparison of pre- and post-intervention situations.

b. Indicators (Results/Outcomes)
As appropriate, for all indicators in the MELP that are reported in numeric form, the recipient should record their source VDCs and organize the data to show targets and actual results by VDC. Such indicators will be designated in the approved MELP.

c. Beneficiaries
The recipient shall provide data on the number of beneficiaries in each VDC where the Project is implemented and the location coordinates of their worksites and administrative units. *Recipients shall establish and follow data security practices and honor the privacy of individuals.*

2. GIS and Data Policy

Data: If the recipient creates, collects, purchases, or acquires any data, spatial or non-spatial, that supports the aim of the Project, but is not specifically included in part one (1. Baseline), with USG funds, in whole or in part, either as a component or as part of design and implementation of the Project, then the Recipient must document digital spatial data according to Federal Geographic Data Committee Level 1 metadata standards (see www.fgdc.gov). (Free tools are available to create this metadata at the following link: http://www.fgdc.gov/metadata/geospatial-metadata-tools). The recipient must:

- Deliver to USAID digital copies of spatial data with accompanying metadata;
- Provide USAID all processed, intermediate and raw data;
- Make spatial data available to the public at the cost of reproduction; and
- Upload data to a web-based data repository that has ability to search and discover per directives and systems provided by USAID and/or the Geo-Center in Washington, DC.

3. Software

If the recipient develops software such as applications/apps (i.e. GIS, other software, etc.) to process project-related data, the Recipient must provide such software, documentation of the software, and copy and source code of the software to USAID/Nepal. If the Recipient develops an online repository of project-related information, then it is mandatory for the Recipient to provide USAID/Nepal full access to this information, including the right to extract and use of data. If the Recipient buys software with significant resources, a mechanism must be worked out with USAID with regards to its use after the Project closes out.

Geo-spatial data described above is guided and regulated by the following USG regulations, circulars and Executive Orders (EO):

- EO 12906 - Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure (April 13, 1994) – for sharing and coordinating the production and use of geospatial data;
- Office of Management and Budget (OMB) Circular A-16 Revised (August 19, 2002) – An elaboration on EO 12906;
- OMB Circular A-130 Revised - Management of Federal Information Resources
- USAID's ADS 507 (August 24, 2012) – Freedom of Information Act;
- USAID's ADS 551 - Data Administration;
- USAID's ADS 557 (August 5, 2011) – Public Information;
- ADS Chapter 201 (March 23, 2012) – Planning;
- ADS Chapter 202 (January 25, 2012) – Achieving; and
- ADS Chapter 203 (February 12, 2012) – Assessing and Learning

I. DISASTER READINESS

Nepal is exposed to multiple natural disasters, including flood, landslide, drought, fire, and earthquake. As such, Nepal is a seismically active zone and is considered at high risk of earthquakes. Minor tremors are not uncommon. Earthquakes are impossible to predict and can result in major devastation and loss of life. There are several websites focusing on earthquakes preparedness, including http://www.ready.gov/earthquakes. The Emergency Preparedness Guide created by the U.S. Embassy Nepal's Consular Section is an additional resource: http://photos.state.gov/libraries/nepal/391216/misc_pdf/Emergency%20Preparedness%20Manual%202013-12.pdf. In the event of a major natural or manmade disaster, entities operating in Nepal must be prepared to be self-sufficient. To facilitate emergency preparedness, USAID requires implementing partners to develop sound Emergency Preparedness and Response Plan (EPRP). USAID also requests implementing partners incorporate disaster risk reduction into their activities when applicable.

Disaster Risk Reduction: Addressing vulnerabilities to, and preparation for, anticipated and recurring natural hazards requires sound awareness and advocacy within the government, external development partners, civil society and the general public. The Implementer is encouraged to promote disaster resilience and continually seek creative opportunities for incorporating disaster risk reduction into program activities. This includes such activities as awareness raising and advocacy for emergency preparedness and disaster risk reduction within the Government of Nepal. The Implementer is expected to ensure that project training, where appropriate and as directed, include appropriate emergency preparedness and disaster risk reduction elements.

Implementer Preparedness: The successful Applicant must develop an EPRP that prepares for the impact of a large-scale disaster on both staff and program implementation. After award, the implementer has 90 days to prepare and submit its EPRP. The EPRP will contain the following:

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1. Primary contacts within the implementer's organization and sub-partners, noting if back up communications (i.e. radio, satellite phone, etc.) are available.

2. Primary contacts with USAID/Nepal and their information. In the event of a major disaster, USAID wants to maximize the possibility of awardees being able to contact USAID. This should include contact information and backup communications information of:

- AOR and Alternate AOR
- Office Director and Office Deputy Director
- Agreement Officer

3. Plans for awareness raising, information sharing and educating of staff and sub-partners, including drills and other practice in an event of an emergency. The Awardee is expected to inform its staff about the contents of its EPRP through training and drills or other similarly effective methods.

4. Resource list identifying items on-hand and items necessary during an emergency. This may include solar-powered satellite phones with numbers, contents of go-bags and stay-bags, portable generators, essential survival equipment first-aid and other medical resources, etc., and their locations. For example, the items should have mention of specific locations in an identified room, car, or other location in offices, work vehicles, or project locations which is understood by the entire staff and sub-partners.

5. Communications plan identifying the chain of communication for staff and their families, head office, field offices, and sub-partners.

6. Description of post-disaster recovery activities within the manageable interest of the partner which could be undertaken in the case of a natural disaster. The Awardee should not dedicate resources beyond preparedness for responding to staff needs. However, partners should be prepared for contingencies, including the possibility that USAID may modify activities within the award as a result of a disaster.

The brevity required for the EPRP submission to USAID does not in any way restrict the Implementer from developing a fuller emergency preparedness manual for use by project management and staff. Additionally, the Implementer can request the U.S. Embassy to share details of its own earthquake preparedness planning for staff.

[END OF SECTION B]

SECTION C: ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

All qualified potential applicants are eligible to apply. U.S. and non-US organizations may participate under this NFO. USAID encourages applications that include those from potential new partners and from local organizations. USAID is particularly interested in applications which include partnership arrangements among local and/or other organizations that draw on each organization's unique skills and comparative advantages. Assistance provided under this program is intended to develop and complement rather than to supplant local initiatives and resources.

USAID shall not accept applications from individuals. All applicants must be legally recognized with organizational entities under applicable law.

B. RESPONSIBILITY OF THE APPLICANT

Applicants must have established financial management, monitoring and evaluation processes, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations. The successful applicant will be subject to a responsibility determination assessment (including pre-award survey) by the AO.

The recipient must be a responsible entity. The AO may determine a pre-award survey is required to conduct an examination that will determine whether the prospective recipient has the necessary organization, experience, accounting and operational controls, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award.

In order for an award to be made, the AO must make a positive risk assessment that the Applicant is "responsible," as discussed in ADS 303.3.9. This means that the applicant must possess, or have the ability to obtain, the necessary management and technical competence to conduct the proposed program, and must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID. In the absence of an affirmative "responsibility" determination, an award can ordinarily not be made. However, in rare cases, an award can be made with "special award conditions" (i.e., additional non-standard award requirements designed to minimize the risk presented to USAID of making an award to an NGO for which an affirmative determination of "responsibility" cannot be made), but only where it appears likely that the successful applicant can correct the deficiencies in a reasonable period.

C. COST-SHARE OR MATCHING

USAID has not established a suggested cost-share for the recipient of the award. Applicants may demonstrate their commitment to program success by including cost-sharing. Cost share may be mobilized from the recipient; other multilateral, bilateral, and foundation donors; host governments; and local organizations, communities and private businesses that contribute financially and in-kind to implementation of activities at the country level.

Cost share is defined by USAID as "contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the recipient's records." Cost-sharing shall be subject to 2 CFR 200.300 and the standard provision entitled "Cost Sharing (Matching)" (U.S. NGOs) or the standard provision entitled "Cost-Sharing (Matching)" for non-U.S. NGOs.

Although there is no general legislative requirement that recipients of cooperative agreements must cost share, USAID policy is that cost sharing is an important element of the USAID-recipient relationship.

D. PROGRAM INCOME

Any program income generated under the award(s) will be added to USAID funding (and any cost-sharing that may be provided) and used for program purposes. Program income will be subject to 2 CFR 200.307 for U.S. NGOs or the standard provision entitled "Program Income" for non-U.S. NGOs.

[END OF SECTION C]

SECTION D: APPLICATION AND SUBMISSION INFORMATION

A. AGENCY POINT OF CONTACT

The contact information is only for informational purposes. All applications must be submitted according to the directions regarding application submission in this NFO and not to the point of contact. All questions regarding this NFO should be submitted in writing via email to the Office of Acquisitions and Assistance at kathmanduoaaexchange@usaid.gov.

Questions regarding this NFO should be submitted no later than February 26, 2017 05:00 P.M Nepal time to provide sufficient time to address the questions and incorporate the questions and answers as an amendment to this solicitation. Any information given to a prospective applicant concerning this NFO will be furnished promptly to all other prospective applicants as an amendment to this NFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicant.

B. DEADLINE AND ELECTRONIC SUBMISSION

This announcement is found on the internet at www.grants.gov

Applications are due to USAID/Nepal by March 24, 2017 09:00 a.m. Nepal Time. Incomplete or late applications may not be considered. Applications should be received by the deadline.

Applications must be submitted electronically to the following e-mail address: kathmanduoaaexchange@usaid.gov.

All application files submitted must be compatible with Microsoft (MS) Office in a MS Windows environment and/or Adobe Acrobat (.pdf). There may be a problem with the receipt of *.zip files due to anti-virus software. Therefore, applicants are hereby discouraged from sending files in this format as USAID/Nepal cannot guarantee their acceptance by the internet server. The subject of each e-mail must read as follows:

NFO: RFA-367-17-000001 - "Hamro Samman Project

Applicants are reminded that e-mail is NOT instantaneous, in some cases delays of several hours occur from transmission to receipt. For this NFO the initial point of entry to the government infrastructure is USAID/Nepal mail server.

Applicants must retain for their records copy of the e-mails and application and all enclosures which accompany the application. Telegraphic or faxed application is not authorized for this NFO and shall not be accepted.

C. CONTENT AND FORMAT OF APPLICATION SUBMISSION

It is USAID policy that English is the official language of all award documents because a translation may not convey the full meaning of the original. If an application or any supporting documents are provided in both English and a foreign language, each document must state that

the English language version is the controlling version.

Applications must include only one prime Applicant, which shall enter into sub-agreements or contracts with partner institutions. In this case, the prime Applicant shall be responsible for establishing and maintaining sub-agreement and/or contracting relationships with proposed partners. For the purposes of this NFO, the term "Applicant" is used to refer to the prime and any proposed partners.

Applicants shall submit their application in two separate emails to:
kathmanduoaaexchange@usaid.gov, for the:

1. Technical Application with Annexes, and
2. Cost Application with Annexes and Budget Notes.

In the event of technical difficulties during electronic submission of an application, applicants must contact kathmanduoaaexchange@usaid.gov

1. Technical Application

Technical applications shall be specific, complete and presented concisely, and within the page limit. The applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Technical applications shall take into account requirements of the program and the merit review criteria found in this NFO.

The formation of a manageable and cost effective consortium is encouraged. USAID encourages creative partnerships and innovative approaches. Applicants should be specific and realistic in stating what will be achieved given the proposed activities, budget and timeframe.

All applications received by the deadline shall be reviewed for responsiveness to the specifications outlined in these guidelines and compliance with the application format. Applicants are expected to review, understand, and comply with all aspects of this NFO. Failure to do so shall be at the applicant's risk. Each applicant must provide the information required by this NFO. Applicants must sign the application and print or type their name on the cover page of the technical and cost applications. Erasures or other changes must be initiated by the person signing the application. Applications signed by an agent must be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, shall mark the title page with the following legend: "This application includes data that are not to be disclosed outside the U.S. Government."

The application must be prepared according to the structural format set forth below.

a. Technical Application Format
Technical applications must not exceed 43 pages and must be printed on A4 or standard 8 ½-inches by 11-inch letter size paper, utilizing Times New Roman 12-font size, single spaced and

1-inch margins (top, bottom, left and right). Note that there is no page limit on the cost application and its annexes. For the technical application, the cover page, dividers, table of contents, and acronym list do not count toward the page limitation of the technical application. The main body of the application - numbers (3) through (9) below - will be no more than 43 pages and the annexes will be no more than 30 pages. Any pages of the technical application that exceed the page limitation will not be considered. The technical application should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this Project. Therefore it should be specific, complete and presented concisely. It should take into account and be arranged in the order of the criteria specified in Section E: Application Review Information.

b. Application Contents

Technical applications made in response to this funding opportunity must be specific, complete and presented concisely. The applications must demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. An extensive background discussion of the human trafficking situation in Nepal is unnecessary - much of this information is presented in the body of Section A: Program Description. The applicant should focus on the content of its technical application and the proposed program. The technical application should include a description of how this program will work with other U.S. Government-funded programs and partners as well as other international donors. Overall, the applicant should place the greatest emphasis on sustainability through lasting capacity development and progressive transfer of skills to Nepal-owned initiatives and institutions that can be ultimately replicated by the GON, CSO and private sector in absence of donor funding. The applicant must take into account the merit review criteria found in Section E below.

The Technical Application, at a minimum, must contain the following:

(1) Cover Page

The cover page does not count toward the page limitation. The cover page is a single page with the Project title and NFO number, the names of the organizations/institutions involved, and the lead or primary applicant clearly identified. Any proposed sub-grantees (or local and international implementing partners) should be listed separately. In addition, the cover page must provide a contact person for the prime applicant, including this individual's name (both typed and his/her signature), title or position within the applicant's organization/institution, address, telephone and fax numbers and e-mail address. The cover page also states whether the contact person is the person with authority to contract for the applicant, and if not, the person with authority should also be listed with the same required contact information. The USG Tax Identification Number and Dun and Bradstreet Universal Numbering System (DUNS) of the Applicant's organization must be listed on the cover page.

(2) Table of Contents and Acronym List

The table of contents and acronym list do not count toward the page limitation. The table of contents lists all parts of the technical application with page numbers and attachments. The acronyms list includes and spells out all acronyms used in the application in alphabetic order.

(3) Executive Summary (1-2 pages)

In two pages or less, the applicant will summarize the a) proposed goals, b) key activities and anticipated results, and c) managerial resources of the Applicant.

(4) Program Narrative (15-18 pages)
The Program Narrative should be a comprehensive and realistic approach to achieve the objectives and results described in the above Program Description. The Program Narrative should describe how the applicant will provide technical assistance to improve sustainability and strengthen Nepali institutions to address trafficking. This section should clearly describes the context in which the activities will be implemented. The narrative should describe the applicant's technical understanding of the challenges, needs, and opportunities for helping USAID meet its objectives through this Project, as listed on page 8 of this NFO. This section must include a clear description of the conceptual approach and describe the applicant's methodology and techniques to be further fleshed out in the Implementation Strategy Annex.

In this section, the Applicant must not repeat what is already described in the NFO. The Applicant must present a convincing and compelling articulation of their technical approach, while meeting this NFO's criteria. Applicants must focus on describing *how* they propose to achieve the program objectives and expected results. The Applicant must elaborate in their technical approach the most effective way to develop and realize the results of this program including the reasonable course of action and tasks that are relevant to the current needs and political context of Nepal.

The Applicant must explain how the program will make significant contributions towards achieving USAID/Nepal's CDCS and its Development Objective 1 (DO1) for more inclusive and effective governance. The application must describe not only their understanding of DO1 and Do No Harm principles, but the ways in which the Applicant's anti-human trafficking efforts will collaborate with the GON, the private sector and existing USG and other donor programs.

(5) GESI Approach (2-3 pages)
The applicant will summarize their proposed approach and action plan to advance GESI under each Project objective. applicants also will explain how their approach will accomplish the GESI Results outlined in Section A: Program Description. The actions in support of GESI should be highlighted in the MELP and the first year's work plan and implementation plan found in the application's annex in order to demonstrate the viability of the proposed GESI approach, plan and results.

(6) Sustainability Plan and Exit Strategy (2-3 pages)
The applicant must explain how their approach described in the above Implementation Strategy will lead to greater sustainability. The application should outline benchmarks by objective for a feasible sustainability plan and exit strategy, successfully transitioning anti-human trafficking efforts for local ownership and continuation. These benchmarks and indicators should be highlighted in the MELP, work plan, and implementation plan found in the application's annex and bolster the applicant's method to achieve sustainability.

(7) Management and Staffing Plan (2-3 pages)
The applicant must address both management and staffing in their plan for this section. The management and staffing plan must present the applicant's strategy for managing implementation of the tasks to achieve the Project's objectives and results described. This narrative is an opportunity for the applicant to elaborate on its vision for implementation through

its personnel choices, describing how the proposed individuals are uniquely qualified for their respective roles and how they will fulfill the responsibilities of this contract.

The management and staffing plan must specify the compositions and organizational structure of the activity team and describe each staff member's role, technical expertise, and estimated amount of time each will devote to completing tasks under this activity. It must clearly describe the roles and responsibilities of the applicant's home office or headquarters, field staff, consortium partners, and/or sub-partners, as applicable. An organogram of the proposed roles and responsibilities must be provided in the annex.

The plan must provide brief biographies and description of roles and responsibilities for required key personnel, and if applicable, additional proposed key (maximum one), and non-key personnel. The applicant must describe how any proposed additional long-term or short-term positions will carry out the applicant's technical approach to achieving each of the Project's objectives. The Applicant must indicate the employer for each staff - prime or partner; local, U.S., or other.

Management

The management plan must provide detailed information about the organizational and management structure. The management plan must be appropriate and aligned with the proposed technical approach. The applicant must propose a staff, team and/or consortium structure, which provides a wide range of strategic and technical assistance to achieve the project's objectives. The applicant shall propose an organizational arrangement that clearly demonstrates an effective mechanism for managing project resources and working with partners to implement the proposed activities successfully. This section must address how the structure ensures effectiveness and efficiency, in order to achieve maximum benefits and results at minimum cost. It also must demonstrate the proposed effective management systems and procedures for personnel, sub-contracts, commodities, training, and information technology solutions.

Staffing

Applicants may propose up to four key personnel to implement the Project, though this NFO only requires three key personnel, the Chief of Party, Deputy Chief of Party, and Monitoring and Evaluation Specialist. If the applicant wishes to propose more than the three key personnel, then a detailed description of the proposed personnel's title, qualifications, and their roles in the management structure with justifications are required to support the Project. As an annex to this section, applicants will submit resumes and related certificates for all proposed key personnel. Each proposed key personnel must sign a letter of commitment, which is different than a letter of exclusive relations. Letters of exclusive relations are not requested.

(8) Institutional Capability (1-2 pages)

It is up to the applicant to clearly demonstrate the institutional capability and experience of all proposed organizations to implement this Project. This section demonstrates all proposed partners' capability and experience in managing projects with similar objectives, magnitude, and complexity. The applicant must clarify the applicant's and its partners' institutional roles and responsibilities, and how those responsibilities complement and complete one another to implement all three objectives of Hamro Samman.

(9) Key Personnel (9-12 pages)
Applicants must submit resumes for all proposed key personnel under the application's Annex. Copies of certificates that verify applicable expertise for the proposed key personnel may be included. The resumes must be no more than two pages each and should include at least three professional references with current telephone numbers or email addresses for each reference. Each resume must be accompanied by a signed letter of commitment from each candidate indicating his/her (a) availability to serve in the stated position on a specific date and for a definitive term of service and (b) agreement to the compensation levels as set forth in the cost application. Please note that documentation that reflects an exclusive relationship between an individual and an applicant is not requested and should not be submitted.

The following personnel are essential to the successful implementation of Hamro Samman:

CHIEF OF PARTY

The Chief of Party serves as the primary point of contact with USAID with regards to day-to-day activity implementation and management matters relating to the cooperative agreement. The Chief of Party must be a full time staff and have overall responsibility for assuring that all assistance provided under the award is technically sound and appropriate for the needs to be addressed and for adequately managing and supervising the work of all field staff, long-term staff, short-term staff, consortium partners, and/or sub-partners, as proposed. Offerors will identify and clearly describe the professional qualifications, education and relevant experience of its proposed Chief of Party for Hamro Samman. If a non-native English speaker is proposed as Chief of Party, the candidate should be fluent in English and have excellent writing skills. The Chief of Party should possess and demonstrate the following:

1. A minimum of eight years of relevant experience in a senior management position in a program of similar magnitude and complexity, preferably including experience in cross-sector programming.
2. Excellent management, communication and negotiation skills demonstrating the ability to lead and build consensus, cooperation, and coalitions among individuals, civil society groups, private sector, and government officials with competing interests.
3. Experience working to strengthen civil society and government systems required.
4. Past technical experience in the following areas: counter trafficking in persons, labor rights, private sector partnerships, rule of law, advocacy, grant management, cash transfers, organizational capacity building, and sustainability.
5. Experience mentoring local staff and local organizations and transferring skills and knowledge.
6. Experience working in Nepal or the South Asia region is strongly preferred.
7. Experience with gender equality and/or social inclusion experience is preferred.
8. Ability to coordinate and collaborate with other donor programs and with USAID implementing partners for creative solutions, and complementarities to maximize results.

DEPUTY CHIEF OF PARTY

The Deputy Chief of Party (DCOP) supports the Chief of Party and serves as the next point of contact with USAID in absence of the Chief of Party. Similar to the Chief of Party, the Deputy

Chief of Party will be capable of handling responsibilities related to Hamro Samman's technical outcomes, internal management, and external coordination. Offerors will identify and clearly describe the professional qualifications, education and relevant experience of its proposed Deputy Chief of Party for Hamro Samman. Thus the DCOP is expected to meet many of the qualifications listed for the Chief of Party. If a non-native English speaker is proposed, the candidate should be fluent in English and have excellent writing skills. The Deputy Chief of Party should possess and demonstrate the following:

1. A minimum of five years of relevant experience in a senior management position in a program of similar magnitude and complexity, preferably including experience in cross-sector programming.
2. Strong management, communication and negotiation skills demonstrating the ability to build consensus, cooperation, and coalitions among individuals, groups, and government with competing interests.
3. Experience working to strengthen civil society and government systems is preferred.
4. Past technical experience in the following areas: counter trafficking in persons, labor rights, private sector partnerships, rule of law, advocacy, grant management, cash transfers, organizational capacity building, and sustainability.
5. Experience working with local staff and local organizations to transfer skills and knowledge.
6. Experience with gender equality and/or social inclusion experience is preferred.

MONITORING AND EVALUATION (M&E) SPECIALIST

The M&E Specialist serves as the point of contact with USAID with regards to monitoring and evaluation matters relating to the cooperative agreement. The M&E Specialist must have overall responsibility for assuring that all M&E requirements are fulfilled to achieve best result. Offerors will identify and clearly describe the professional qualifications, education and relevant experience of its proposed M&E Specialist for Hamro Samman. The M&E Specialist should possess and demonstrate the following:

1. A minimum of five years of relevant M&E experience in international development, including experience and/or technical knowledge in design and management of development projects.
2. Strong management, communication and negotiation skills demonstrating the ability to collect data among number of partners.
3. Experience working to strengthen civil society and government systems is preferred.
4. Past technical experience in the following areas: counter trafficking in persons, labor rights, private sector partnerships, governance, grant management, cash transfers, organizational capacity building, research and/or sustainability.
5. Experience working with local staff and local organizations to transfer skills and knowledge.
6. Experience with gender equality and/or social inclusion experience is preferred.

(10) Annexes

The following are required annexes for the application. The annexes should not exceed 13 pages

including supplementary information the applicant would like to include apart from the required annexes. The page limit for each annex is found next to the annex headings. Dividers do not count towards the page limit.

It is the Applicant's responsibility to ensure that all costs related to the implementation of the Implementation Plan and MELP are included in the cost application.

Implementation Plan (3-5 pages)
As an overall roadmap of the Hamro Samman, the implementation plan is the higher level plan spanning the five years and then detailed by the annually submitted work plans and the MELP. The implementation plan should explain the applicant's sustainability plan and exit strategy, as well as benchmarks for CLA. The plan also clearly outlines the links between the proposed results, conceptual approach, and performance milestones, and should include a realistic timeline for achieving midpoint and end-of-program results.

MELP (3-4 pages)
The MELP will be made final within 60 days of the Project's award to the successful Applicant. The Applicant's GESI approach must be highlighted throughout the MELP. The MELP must explain how the applicant proposes to monitor the project performance and measure results. The MELP must include results, indicators, targets, data sources, frequency of data collection, collection methods, data verification, and responsible parties for data collection, baseline information, and benchmarks. The applicant must discuss the ways in which the collection, analysis and reporting of performance data shall be managed under the project. All data collected must be disaggregated (please see Section B: Award Information, subsection D.1. for details on USAID/Nepal's data disaggregation).

The draft MELP should also propose a Learning Agenda to include any relevant analyses and studies that shall inform and strengthen the implementation of proposed activities. Such studies may include research related to each objective to better deliver on expected results and/or learn from proposed activities in order to justify expanding efforts. USAID also encourages the Applicant to use data and findings from existing surveys and research for the Project's intervention as necessary.

Management Organogram (1-2 pages)
The Applicant will map out how Hamro Samman will be managed using an organogram. The proposed roles and responsibilities of key personnel, the management responsibilities per Objective and the relationship to proposed partners should be depicted clearly. The organogram will also show which proposed partner is responsible for which objective.

Past Performance Summary (1-2 pages)
Applicants must provide a list of all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The reference information for these awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact list with current telephone numbers. This summary should include a description of the past performance of the Applicant (and consortium partners, if applicable) and will include a description of the following:

- Organizational history and relevant experience
- Institutional strength as represented by breadth and depth of experienced personnel in project relevant disciplines and areas
- Accomplishments in developing and implementing similar projects
- Relevant experience with proposed approaches

In the application's annex please include specific information related to past performance as well as the applicant Past Performance Reports as outlined in this NFO's Annex 4 found below.

2. Cost Application Guidance

The Applicant must submit its Cost Application in a separate email to kathmanduoaaexchange@usaid.gov. There is no page limit for the Cost Application. It must include required forms, schedules and other information necessary to support and/or explain the proposed costs. The applicant's estimating processes and assumptions must be clearly evident and concise. Financial data and information must be fully supported and organized in a manner that facilitates review. In the event of technical difficulties during electronic submission of an application, applicants must contact kathmanduoaaexchange@usaid.gov.

The following describes the documentation that applicants for assistance awards must submit in the Cost Application.

If the applicant has established a consortium or other legal relationship among its partners, the Cost Application must include a copy of the legal relationship between the parties. The agreement should include a full discussion of the relationship between the applicant and sub-applicant(s) including identification of the applicant with whom USAID will work with for purposes of agreement administration, identity of the Applicant which will have accounting responsibility, how agreement effort will be allocated and the express agreement of the principals thereto to be held jointly and severely liable for the acts or omissions of the other.

a. Budget Requirements

The Applicant may propose activities for up to $8 million over a five-year period ensuring rapid start-up within one month of award. The objectives mentioned in the Program Description are equally important and mutually complementary. The successful applicant will use the following percentages for its budget for each component while achieving the above expected results. As an overall approximate guide, Objectives 1 should use 40% of the budget, Objective 2 should use 30% and Objectives 3 should use 30% of the budget. GESI is equally important and is expected to be woven throughout.

The budget must be submitted with the following SF 424 Form(s):

Instructions for SF-424	http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html
SF424	http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf
Instructions for SF-424A	http://www.grants.gov/web/grants/form-instructions/sf-424ainstructions.html
SF 424A	http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf

Instructions for SF-424B	http://www.grants.gov/web/grants/form-instructions/sf-424b-instructions.html

Further, the budget must include the following worksheets or tabs, and contents, at a minimum:

(1) Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the Applicant and any potential sub-applicants for the entire period of the program.

(2) Detailed Budget which comprises the budget breakdown for each proposed costs for the prime and each sub-recipient, core and field support, budget line items for all federal funding and cost share, broken out by budget category, and by year, for the entire implementation period of the project. The Detailed Budget must contain the following budget categories and information, at a minimum:

(a) *Personnel* must be proposed in accordance with the Applicant's personnel policies and must include as much as possible information about the personnel's name, position, status, salary rate, level of effort and salary escalation factors. Explain assumptions in the Budget Narrative. If the organization has standing policies across all projects for annual salary escalations that exceed current inflation rates, those policies and the effective date of those policies must be provided with the application. The Applicant must also certify that the policy applies to all staff across all projects.

(b) *Fringe Benefits/Allowances,* if applicable, must be applied to the salaries and wages in a manner that allows the USAID cost analyst to ensure proper application of the fringe benefits. Please provide adequate justification for the proposed rate. If the Applicant has a fringe benefit rate approved by an agency of the U.S. Government, the Applicant must use such rate and provide evidence of its approval. If an Applicant does not have a fringe benefit rate approved, the Applicant must propose a rate and explain how the Applicant determined the rate. In this case, the Budget Narrative must include a detailed breakdown comprised of all items of fringe benefits (e.g., superannuation, gratuity, etc.) and the costs of each, expressed in U.S. dollars and as a percentage of salaries.

(c) *Travel, Transportation, and Per Diem* must be separated into international and domestic travel. Within each category, details must be provided to explain the purpose of the trips,

(d) *Equipment*: The Applicant must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates.

(e) *Supplies:* The Applicant must itemize the materials and supplies and briefly justify the need for the items to be purchased as they apply to the Project. Per item, indicate the estimated unit cost and number of units for each item to be purchased.

(f) *Contractual: Sub-awards* must specify the services or goods provided by the sub-applicants. The sub-applicants must prepare similar Detailed Budgets and Budget Narratives that align with the same requirements as the Applicant. If using a U.S. sub-recipient, the sub-recipient must

provide its USAID NICRA or an approved letter from a cognizant U.S. Federal audit agency to substantiate fringe or indirect rates. If none exists, the U.S. organization must either charge all costs directly or provide two years of audited financial data and a narrative that supports how the fringe and indirect rates were calculated. U.S. organizations must also include a cost element for Allowances, if any are expected. The Small Grants Program must be included as a separate line item under this cost category and is required to be a plug figure of $2.5 million over the five-year project. It may be split between earmark and landscape as determined by the Applicant's technical approach.

(g) *Other Direct Costs* including but is not limited to: office rent, utilities, communication equipment service costs, report preparation costs, insurance (other than insurance included in the Applicant's indirect rates), etc. Costs not included under any other cost element must be included here. This may include meeting costs, training sessions, advertisements, etc. The Budget Narrative must detail the number of meetings/trainings, training/meeting costs such as facility rental, audiovisual rental, meals, local travel for participants, etc. Meals and local travel must not be duplicated for the Applicant's staff in travel and transportation, but must only cover non-Applicant or non-sub-recipient employees attending the meetings/trainings. The Budget Narrative must support the unit number and price and reason for all other direct costs.

(i) *Indirect Costs* must be supported with information to substantiate the calculation of the indirect cost. The Applicant must submit a Negotiated Indirect Cost Rate Agreement

Negotiated Indirect Cost Rate Agreement (NICRA) if the organization has such an agreement with an agency or department of the U.S. Government. If no NICRA is available, the applicant should either charge all costs directly or submit the following documentation:

- Reviewed Financial Statements Report: a report issued by a Certified Public Accountant documenting the review of the financial statements was performed in accordance with Statements on Standards for Accounting and Review Services; that management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework and for designing, implementing and maintaining internal control relevant to the preparation. The account must also state he or she is not aware of any material modifications that should be made to the financial statements; or

- Audited Financial Statements Report: An auditor issues a report documenting the audit was conducted in accordance with Generally Accepted Auditing Standards, the financial statements are the responsibility of management, provides an opinion that the financial statements present fairly in all material respects the financial position of the company and the results of operations are in conformity with the applicable financial reporting framework (or issues a qualified opinion if the financial statements are not in conformity with the applicable financial reporting framework.

(h) *Indirect costs for sub-awards*: Applicants who propose sub-awards to organizations that do not currently have a negotiated indirect cost rate agreement (NICRA) from their cognizant agency must either budget all costs for that sub-award as direct costs or use an indirect rate not to exceed 10% of the modified total direct costs as per 2 CFR 200.414(f). If a proposed indirect

rate is higher than 10%, the Applicant must submit the following information in order for USAID to determine the reasonableness of the proposed indirect rate:

- Copies of the sub-awardee's financial reports for the previous three-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
- Projected budget, cash flow and organizational chart; and
- A copy of the organization's accounting manual.

(i) *Cost Share Component:* This section is required, but not scored. Please see Section C: Eligibility Information for more information on cost sharing or matching. Funds received by the Applicant directly from the U.S. Government or USAID intermediaries or foreign governments are not allowable elements of the match but should be identified as sources in the overall budget if they are critical to the program.

Applications should identify all critical sources of support for the program, including private and public cash receipts recorded in the organization's accounts and in-kind contributions of goods and services and other contributions not recorded in the organization's accounts but directly supporting its grant program activities. Criteria for acceptance and allowability for the non-U.S. federal contributions are set forth in 2 CFR 200/700. (Copies of 2 CFR 200/700 may be obtained through the Government Printing Office, Washington, D.C. 20401 or from Internet address: http://www.usaid.gov/policy/ads/cfr.html#22.

(l) *Budget Narrative:* The cost elements provided in the Detailed Budget must also be provided in the Budget Narrative, but with text that explains the rationale for the choices and costs. As noted throughout the cost elements above, the Budget Narrative must contain sufficient detail so that USAID can read the document while reviewing the Detailed Budget and understand the proposed costs. The Budget Narrative must be thorough, including sources for costs to enable USAID to determine more quickly the cost as fair and reasonable.

b. Cost Application

Budget Template Formats
The Cost Application must include the following two budget formats to be submitted in the Cost Application (1) General Template and (2) Component-Level Budget.

(1) General Template: The following will be used by the Applicant to compose its Summary Budget in Microsoft Excel.

S.N.	Cost Element	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total	Year 5 Total	Totals
1	Personnel						
2	Fringe Benefits/Allowances						
3	Travel, Transportation and Per Diem						
4	Equipment						
5	Supplies						
6	Contractual: Sub-awards						
7	Other Direct Costs						
8	Total Direct Costs (Sum of						

	1-8)						
9	Indirect Costs						
10	Cost Share						
11	GRAND TOTAL						

(2) Component-Level Budget: To understand how the Applicant divided the budget by the three components, the Applicant will present a second budget table in its Cost Application. It must itemize the estimated budget for the program activities as per objectives stated in the Technical Proposal. Additionally it will provide complete details of costs that may be incurred. Below is the template for the Component-Level Budget:

S.N.	Objective/Activity*	Year 1	Year 2	Year 3	Year 4	Year 5	Grand Total
1	Objective 1 Total Cost						
1.1	Activity 1.1 Cost						
1.2	Activity 1.2 Cost						
2	Objective 2 Total Cost						
2.1	Activity 2.1 Cost						
2.2	Activity 2.2 Cost						
3	Objective 3 Total Cost						
3.1	Activity 3.1 Cost						
3.2	Activity 3.2 Cost						
4	GRAND TOTAL						

*The number of activities given here is illustrative

c. Certifications, Assurances, Statements and Other Required Forms

The Cost Application must include the following signed certifications, assurances and other statements of the applicant, which may be found in ADS 303.3.8 or at: https://www.usaid.gov/sites/default/files/documents/1868/303.pdf.

In addition, cost application must include the following documents:

(1) Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance.

(2) Evidence of Responsibility: Applicants must submit any additional evidence of responsibility deemed necessary for the AO to make a positive determination of responsibility. The information submitted must substantiate that the Applicant:

- Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
- Has the ability to meet the award terms and conditions, considering all existing and currently prospective commitments of the Applicant, both governmental and non-governmental.
- Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
- Has a satisfactory record of business integrity.
- Is otherwise qualified to receive an award under applicable laws and regulations of the USG.

(3) Authority to Obligate U.S. Government Funds: The AO is the only individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed cooperative agreement may be incurred before receipt of either a fully executed cooperative agreement or a specific, written authorization from the AO.

(4) Foreign Government Delegations to International Conferences: Funds in the Agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences," which can be found at http://www.usaid.gov/policy/ads/300/350maa.pdf or as approved by the AO.

(5) DUNS and System for Award Management (SAM): Unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d), Each Applicant is required to:

- Be registered in SAM before submitting its application;
- Provide a valid DUNS number in its application; and
- Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

The federal awarding agency will not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

d. Funding Restrictions

Pursuant to 2 CFR 200.400, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (2 CFR 200/700 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the anticipated award.

Under this award, there will be no construction.

e. Potential Request for Additional Documentation

Upon consideration of award or during the negotiations leading to an award, Applicants may be required to submit additional documentation deemed necessary for the AO to make an affirmative decision of risk assessment. Applicants should not submit the information below with

their applications. The information in this section is provided so that Applicants may become familiar with additional documentation that may be requested by the AO. The information submitted should substantiate:

(1) Bylaws, constitution, and articles of incorporation, if applicable.

(2) Whether the organizational travel, procurement, financial management, accounting manual and personnel policies and procedures, especially regarding salary, promotion, leave, differentials, etc., submitted under this section have been reviewed and approved by any agency of the Federal Government, and if so, provide the name, address, and phone number of the cognizant reviewing official. The applicant should provide copies of the same.

(3) Past performance information: The applicant will be required to provide performance information for itself and its sub-recipient(s). Further, USAID may contact references other than those provided by the Applicant.

[END OF SECTION D]

SECTION E: APPLICATION REVIEW INFORMATION

A. TECHNICAL EVALUATION CRITERIA

The merit review criteria presented below have been tailored to the requirements of this particular NFO. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications shall be evaluated. To facilitate the review of applications, applicants must organize the technical proposal of their application in the same order as the technical application guidance noted on pages 42 through 48 of this NFO.

B. REVIEW AND SELECTION PROCESS

A Selection Committee reviews the applications according to the criteria described below. Committee members examine the logic, feasibility and appropriateness of the technical approach, including responsiveness to cross-cutting themes, indicators and anticipated development results or impacts; quality and availability of personnel in response to stated qualifications or requirements, and several institutional factors. To make an objective review possible, applicants must clearly demonstrate how the organization and the application meet these criteria. The technical review focuses on the applicant's overall ability to achieve results under the framework provided in this NFO.

Recognizing that various approaches may have merit, this NFO seeks an implementing partner that, on the basis of its experience, that can propose cost-effective ways of implementing this project. USAID may reject any or all applications if they are not deemed sufficiently responsive.

C. TECHNICAL EVALUATION

USAID intends to evaluate the applications and award a cooperative agreement without discussions with the applicant. However, USAID reserves the right to conduct discussions if the Agreement Officer determines it to be necessary. Therefore, the initial offer should contain the applicant's best terms from a technical and cost/price standpoint.

USAID will conduct a merit review of all applications received that complies with the instructions in this NFO. Applications will be reviewed and evaluated in accordance with the following criteria:

Technical Application The technical application will be evaluated to the extent to which the program narrative and Monitoring and Evaluation Plan describes an approach that is technically sound; demonstrates a clear understanding of the objectives of the program and a convincing approach to achieve them and benchmarks to measure achievements.
GESI Approach

The applicant's approach to GESI will be evaluated to the extent to which the GESI approach is structured to achieve the application's GESI results and how well each objective is addressed with a GESI lens.
Sustainability Plan and Exit Strategy The application will be evaluated to the extent to which the Sustainability Plan and Exit Strategy is achievable and accounts for realities and overcomes challenges to ensure that activities started and milestones achieved under each objective will continue to progress after the life of the project.
Management and Staffing Plan Management and Staffing Plan will be evaluated to the extent to which the Management and Staffing Plan convincingly demonstrates the applicant's strategy for managing implementation of tasks to achieve project objectives and results.
Key Personnel Key Personnel will be evaluated to the extent to which the Key Personnel has practical experience, knowledge, and capability in managing and implementing the activities proposed.
Institutional Capability Institutional Capability will be evaluated to the extent to which the Applicant and its sub-recipients convincingly demonstrate their experience in implementing anti-human trafficking activities with similar scope and complexity.

Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants must organize the narrative sections of their applications with the same headings and in the same order as the selection criteria.

Overall Rating

- The Program Narrative will be considered the most significant determinant of the overall rating of a Technical Application.
- The second most significant determination will be the GESI Approach and Sustainability Plan and how well these approaches are woven throughout the application. These components are considered approximately equal in weight to each other.
- Management and Staffing Plan and Institutional Capability sections are considered the next most significant factors in determining the overall rating and are considered approximately equal in weight to each other.

D. COST APPLICATION EVALUATION

Evaluation of the Cost Application

The cost application of the apparently successful technical application will be evaluated for cost reasonableness, allowableness and allocability.The cost application must be complete with adequate budget detail and must be consistent with elements of the technical application. USAID will assess whether the overall costs are realistic for the work to be performed, whether the costs reflect that the applicant understands the requirements, and whether the costs are consistent with the technical application.

USAID reserves the right to determine the resulting level of funding for any awards made under this NFO.

[END OF SECTION E]

SECTION F: FEDERAL AWARD ADMINISTRATION INFORMATION

A. FEDERAL AWARD NOTICE

Award of the agreement contemplated by this NFO cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures.While USAID anticipates that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award.

Notice of Award signed by the AO is the authorizing document, which shall be transmitted to the successful Recipient for countersignature to the authorized agent of the successful organization electronically, to be followed by original copies for execution.

The AO is the only individual who may legally commit the U.S. Government to the expenditure of public funds.Applicants are advised that costs incurred prior to receipt of either a fully executed Agreement (in electronic or print form) or a specific, written authorization from the AO are not allowable and therefore are ineligible for reimbursement under the Agreement. USAID may choose to change the Applicant's proposed award type, grant or cooperative agreement, prior to award.

Issuance of this NFO does not constitute an award or commitment on the part of the U.S. Government to make any awards, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. Please be advised that only limited funding is currently available for democracy and governance programs. Request for additional information from unsuccessful Applicants will not be considered.

B. REPORTING REQUIREMENTS

1. Narrative and Financial Reports

a. Quarterly Progress Reports
The Recipient must prepare and submit quarterly progress reports that include information of the agreement and a summary of progress of each objective's activities in relation to the requirements of the agreement, indicating any problems encountered, and proposing remedial actions as appropriate, as well as to provide other updates related to GESI, sustainability, and the learning agenda. The report should articulate progress toward goals and indicator targets, highlighting key achievements and problem areas that require senior management intervention.

The quarterly progress reports reflect key elements of the annual work plan, and address at least the following points:

- Activities completed under each planned intervention
- Activities to be undertaken in the following quarter

- Outputs accomplished and results realized in the quarter
- Achievements of the quarter (and cumulative to date)
- Progress in achieving award deliverables
- One page success stories (also called Telling Our Story or Transforming Lives, Annex 5) to document accomplishments and written for public distribution
- Aggregate outputs accomplished and results realized since activity inception
- Discussion and proposal of solutions to issues or problems that are affecting the delivery or timing of interventions, or the achievement of results of this activity
- An update of actions taken to comply with GIS and data reporting requirements, including a description of each quarter's submission to the Development Data Library
- Electronic and hard copies of all reports, success stories, and other relevant documents prepared during the quarter (to be submitted as attachments).
- Each quarterly report must be a stand-alone document and shall summarize all activity since the beginning of the activity. Quarterly reports must be submitted to the USAID AOR on the same day as the quarterly financial report.

b. Financial Reports

The Recipient will prepare and submit to the AOR the estimated accrual report every quarter from the anniversary date and as directed by the AOR to include:

- total estimated cost of the award
- total amount obligated
- total amount invoiced
- total amount expended but not yet invoiced
- remaining unexpended funds

The estimated accrual is due two weeks before the end of each quarter.

The Recipient will prepare and submit to USAID other financial reports as may be required under the cooperative agreement.

c. Annual Reports

The Annual Report will be submitted to the USAID no later than October 31st of each year. The Annual Report reflects the structure of the annual work plan. Annual is defined according to the U.S. Government's fiscal year: October 1st to September 30th. The report must:

1. Describe overall performance against targets during the U.S. fiscal year, and why targets were not achieved or why they were exceeded.
2. Discuss problems and challenges and how they may affect out-year planning.
3. Provide illustrative activities to demonstrate whether goals are being achieved, in the context of the overall goals of the activity.
4. Identify prospects for achieving longer term impact where applicable.

5. Discuss critical GESI activities and/or dynamics over the year. What GESI factors were critical to achievement of results in the year? How were these GESI factors addressed? What accomplishments were achieved during the year?
6. Discuss achievements towards sustainability and efforts to transition towards an exit strategy.
7. Discuss partnerships established and collaborative efforts with stakeholders including private sector, GON, civil society, and other development partners.
8. Discuss sector analytical work, evaluations and assessments over the year and how recommendations are being used to improve activity performance.
9. Discuss status of supporting documents for information reported in the year. Supporting documents must be easily accessible, verifiable and time-specific. Supporting documents must correspond with data collection methods in the activity's PMP and are subject to audit.

d. Final Agreement Completion Report

At least 45 calendar days prior to the agreement's completion, the recipient will prepare and submit one electronic version (as a single MS Word file) of the Agreement Completion Report to the AOR which summarizes the accomplishments of this agreement, methods of work used, recommendations regarding unfinished work and/or activity continuation, and the financial status of the agreement.

The Agreement Completion Report contains an index of all reports and information products produced under this agreement. Along with the completion report, a CD-ROM depository shall be submitted, containing all written documents, reports and presentations. The depository shall be organized in a user-friendly system. Once approved by the AOR, the recipient will submit the final report to the AOR, the Office of Financial Management and the Agreement Officer. Another copy shall be sent in electronic (preferred) or paper form (with all final documents) to one of the following addresses:

- Online:
  ksc@usaid.gov

- By mail (for pouch delivery):
  USAID Development Experience Clearinghouse
  M/CIO/ITSD/KM
  Ronald Reagan Building M.01
  U.S. Agency for International Development
  Washington, DC, 20523

e. Closeout Plan

The Recipient will develop and submit to the AOR and AO for approval a closeout plan (administration, information, finance, procurement and management) that will include, but will not be limited to, the following:

1. Dates for final delivery of all goods and services for sub-grants or sub-contracts;

2. A property disposition plan for the recipient and sub-grantees or sub-contractors in accordance with agreement requirements, which must be approved by the AO;
3. Review of agreement files for audit purposes and final billing to USAID;
4. A schedule to address office leases, bank accounts, utilities, cell phones, personnel notification, outstanding travel and social payments, household shipments, vehicle; phone subscriptions, etc.;
5. Receipt of all final invoices and agreement performance reports;
6. Report on the estimated amount of funds not required for the completion of the agreement; and
7. Report on compliance with all local labor laws, tax clearances, and other appropriate compliance matters.

The format and outline of contents of this closeout plan will be proposed by the recipient no later than 180 calendar days prior to the agreement completion date, and approved by the AOR no later than 150 calendar days prior to the agreement completion date.

f. Short-Term Consultant Reports, Technical Briefs/Reports, Special and External Reports
Upon completion of the services of each short-term consultant, the Recipient will submit a report to the AOR summarizing the activities, accomplishments and recommendations of the consultant. This can be either in written or verbal form as determined by the AOR. In addition, the Recipient will provide copies of all technical reports including analyses, policy recommendations, comparative studies, etc. to the AOR as these are developed.

The Recipient will fulfill all requests from the AOR regarding USAID, congressional, or presidential inquiries. As necessary, programs will illustrate the outcome result of any/all activities. As applicable, any special reporting requirements will be communicated to the Recipient well in advance or as soon as the request is received in the case of late notices. As requested, the Recipient will regularly report progress and metrics to key stakeholders, implementing partners, media houses, private sector, civil society, and communities. External reports that USAID may request from the Recipient include:

- Annual work plans with key activity activities and substantive performance indicators
- Program performance reports (quarterly and annual)
- Financial management and audit reports
- Performance management system strategy and M&E plans
- Long-term activity implementation strategy

g. Management Review
The Recipient must prepare for and participate in a joint annual management review of this activity's progress that will be conducted by the AOR and Alternate AOR its M&E contractor, other donors or partners to be selected by USAID and activity staff. This will assess the overall direction of the activity, examine the achievement of yearly work plan objectives, and resolve any major management or implementation issues. The review meeting will make recommendations for appropriate changes and broaden its participation to include other strategic stakeholders, partners, and implementing partner(s).

h.Annual Work Plans
The program will be guided by the Program Description, which will provide an overall activity 'map' that indicates broad activities, expected outcomes, and budget along the five year timeline. annual work plans are developed yearly and include proposed activities for the given year, time-frame, implementation of activities, an itemized and detailed budget, review of the previous year's accomplishments (if applicable), problems and challenges encountered in achieving specified results, proposed annual outputs, and progress towards achieving results. The annual work plans must also describe a plan and timeline for internal monitoring and evaluation that takes into account the performance monitoring plan. The annual work plans will be developed in country by the Recipient and in cooperation with the AOR. Annual work plans must not deviate from the cooperative agreement requirements. All activities planned through this process must be in accordance with the cooperative agreement Program Description and consistent with the approved budget for the agreement.

i.Foreign Tax Reports
Standard reports will be issued for each fiscal year and delivered prior to April 16 of each year.

i. Success Stories
Each fiscal quarter, the Recipient will provide at least one success story (Telling Our Story and Transforming Lives) from its program. Success stories can either be in written format or media and attached as an annex to the quarterly progress reports. Success stories should be no more than one page and follow USAID guidance (http://www.usaid.gov/sites/default/files/documents/1861/Success_Story_Guidelines_for_USAID_partners.pdf). More information can be found in Annex 5.

j. Communications Plan
The Recipient shall submit a Communications Plan, which complies with the Branding and Marking Regulations (See ADS Chapter 320, Branding and Marking) and meets the NFO:RFA-367-17-000001 specifications of USAID/Nepal's Hamro Samman addressing:

- Dissemination of identified activity messages to targeted audiences in Nepal routinely and consistently; and
- Use of selected outreach tools and opportunities – for example, program launches, media events, Telling Our Story database – to communicate new or noteworthy program success.

k. Submission to the Development Data Library
The Recipient must submit to the Development Data Library at www.usaid.gov/data, in a machine-readable, non-proprietary format, a copy of any dataset created or obtained in performance of this award, including datasets produced by a sub-awardee or a sub-contractor at any tier. The submission must include supporting documentation describing the dataset, such as code books, data dictionaries, data gathering tools, notes on data quality, and explanations of redactions. A description of each quarter's submission to the Development Data Library will be listed in the quarterly progress report.

C. APPLICABLE PROVISIONS

For U.S. organizations, 2 CFR 700, 2 CFR 200, and ADS 303maa, Standard Provisions for U.S. non- governmental organizations are applicable. For non-U.S. organizations, ADS 303mab, Standard Provisions for non-U.S. non-governmental organizations applies. These policies and federal regulations are available at the following web sites:

- ADS 303: http://www.usaid.gov/sites/default/files/documents/1868/303.pdf
- 2 CFR 200 and 2 CRR 700: http://www.ecfr.gov/

D. USAID IMPLEMENTING PARTNER NOTICES PORTAL FOR ASSISTANCE (JULY 2014)

1. Definitions

"USAID Implementing Partner Notices (IPN) Portal for Assistance (IPN Portal)" means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at https://sites.google.com/site/usaidipnforassistance/. "IPN Portal Administrator" means the USAID official designated by the Director, M/OAA, who has overall responsibility for managing the USAID Implementing Partner Notices Portal for Assistance. "Universal bilateral amendment" means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

2. IPN Portal

By submission of an application and execution of an award, the Applicant acknowledges the requirement to: (1) Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and (2) Receive universal bilateral amendments to this award and general notices via the IPN Portal.

3. Procedure to Register for Notifications

Go to https://sites.google.com/site/usaidipnforassistance/ and click the "Register" button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.

4. Processing of IPN Portal Amendments

The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system shall also notify the Recipient by email when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient's review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment.

a. Within 15 calendar days from receipt of the notification email from the IPN Portal, the

Recipient must do one of the following:

- Verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment;
- Download the amendment and incorporate the following information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award;
- Sign the hardcopy version; and
- Send the signed amendment (by email or hardcopy) to the AO for signature.

The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;

b. Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or

c. Notify the AO that the Recipient declines to sign the amendment. Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

E. USAID DISABILITY POLICY (JUNE 2012)

The Recipient must not discriminate against people with disabilities in the implementation of USAID funded programs and should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities. The text of the USAID Disability Policy can be found at the following website address: http://pdf.usaid.gov/pdf_docs/PDABQ631.pdf.

F. ENVIRONMENTAL COMPLIANCE

Section 117 of the Foreign Assistance Act of 1961, as amended, requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in federal regulations, 22 CFR 216, and in USAID's ADS 204, which require that any potential environmental impacts of USAID-financed activities be identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. In case of a conflict between host country and USAID regulations, the latter shall govern. The Recipient's environmental compliance obligations under these regulations and procedures are specified in the following paragraphs.

In addition, the Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. No activity funded under this cooperative agreement shall be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion, Initial Environmental Examination (IEE), or Environmental Assessment duly signed by the Bureau Environmental Officer.

As part of its initial work plan, and all annual work plans thereafter, the Recipient, in collaboration with the USAID AOR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, will review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved regulation 22 CFR 216 environmental documentation.

If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

G. MARKING AND BRANDING

All USAID-funded foreign assistance (including programs, projects, activities, public communications, or commodities) must be communicated, promoted, and marked as coming from the American people through USAID. Specific communications and promotion measures be described in the "Branding Strategy" and "Branding Implementation Plan," and specific marking be described in the "Marking Plan" for the this award. Branding and marking under this award shall comply with the USAID Automated Directive System Chapter 320 Branding and Marking (ADS 320).

ADS 320 requires that, after the evaluation of the applications, the USAID AO 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 be acknowledged. USAID shall not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website: https://www.usaid.gov/who-we-are/agency-policy/series-300

In preparation of the branding implementation and the marking plan, the Applicant should request from the AO the templates for these documents. Additional guidance is available at http://www.usaid.gov/branding. The cost application must incorporate the estimated cost of the proposed Branding Implementation and Marking Plan.

[END OF SECTION F]

SECTION G: FEDERAL AWARDING AGENCY CONTACTS

A. EMAIL FOR APPLICATION AND INQUIRY

USAID/Nepal's email address is as follows for inquiries and/or submissions of applications: kathmanduoaaexchange@usaid.gov.

B. AGREEMENT OFFICER'S REPRESENTATIVE

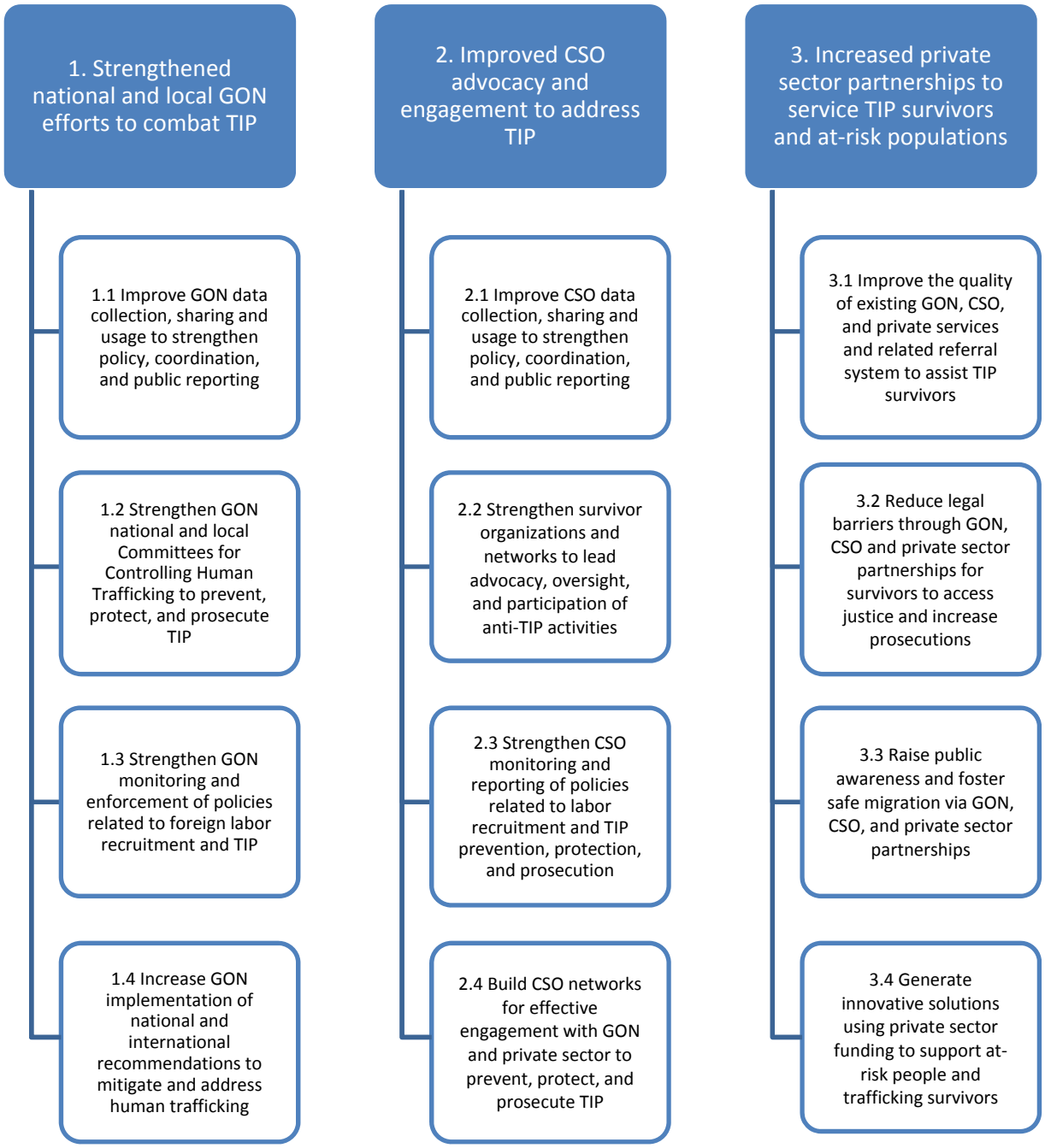
The AOR and Alternate AOR will be designated prior to award. The AOR designation letter will be provided to the Recipient and to the relevant offices of USAID/Nepal.

[END OF SECTION G]

SECTION H: OTHER INFORMATION

USAID reserves the right to fund any or none of the applications submitted. As per ADS 303.3.7, the AO's decision to fund or not to fund an award is final and not subject to review. Any information that may impact the AO's decision must be directed to the AO.

ANNEX 1: Illustrative Framework with Objectives and Sub-Objectives



ANNEX 2: Mission GESI Analysis

Gender-based discrimination is rampant in Nepali society. It affects all women, whatever their economic status, caste, ethnicity, or regional affiliation. A patriarchal worldview is embedded not only in social and cultural practices, but also in Nepal's systems of governance and its legal framework, permeating all aspects of the lives of women and girls. Patriarchy also pervades the social spectrum so that Dalit (historically "untouchable") women face multiple layers of exclusion. Women and girls lag behind men because of at least six factors:

(1) Disparities in education;

(2) Limitations on the rights of women to own and inherit property until the recent past;

(3) Access to quality reproductive health services and commodities;

(4) Low access to labor markets, employment and productive assets/resources;

(5) Gender-based violence; and

(6) Lack of fair representation in decision-making.

Gender-based violence and domestic violence in particular, is widespread throughout Nepal. Overall, 26% of Nepali women report having experienced violence in their lifetime, and one-third of ever-married women report having experienced spousal violence.[10] Most gender-based violence goes unreported, and those who do report it often have few legal or health resources available to them. Women of historically lower castes are at greater risk of gender-based violence, including spousal abuse, accusations of witchcraft, dowry-related violence, polygamy, and forced and early marriage. For example, Madhesi Dalit women are more than three times more likely to have experienced physical or sexual spousal abuse than Brahmin and Chhetri (higher-caste) women from the same region.[11]

Nepali women have long raised their voices against these oppressions and have made remarkable strides in addressing policy barriers and improving participation. They have, for instance, secured the allocation of approximately 30 percent of Constitution Assembly seats, and won the right for women to provide citizenship to their children. The MOWCSW was established in 1995 and actively works to mainstream gender into national development plans, policies, and programs and initiated measures to remove socio-cultural, structural, and other obstacles to women's full and equal participation in national development. The Ministry helped institute gender focal points in government ministries, conducts gender assessments and gender audits in some ministries, and holds trainings for government officials. At the district level, the Women Development Offices, which report regularly to the MOWCSW, act as the focal government mechanism for women. These offices support community women's groups, provide trainings, and recently began conducting outreach on gender-based violence. Various identity-based CSOs have also increased awareness of women's social exclusion, and the media more frequently

[10] Women's Rehabilitation Center (WOREC) Nepal and Isis-WICCE (2011). *Unveiling Justice: Rape Survivors Speak Out: A Research Report on Access to Justice for Rape Survivors in Nepal 2007-2010.* Kathmandu, Nepal. 17, 80.

[11] Source: Nepal Social Inclusion Survey 2013. Tribhuvan University: March 2014.

reports on these issues.

Women are also at greater risk for human trafficking. Each year thousands of Nepalis are trafficked internally and to countries in Asia and the Middle East. Unregistered migrants using informal channels, traveling via India and/or relying on independent recruiting agents, are more vulnerable to forced labor and human rights violations. While the 2012 GON labor migration ban on Nepali women under age 30 intended to protect women from abusive labor situations in the Gulf, women circumvented GON safeguards by traveling through India. By the end of 2013, female labor migration increased by 9%. The U.S. State Department's Annual Trafficking in Persons Report for 2015 lists Nepal as a Tier II country.[12] With USAID support, Nepal's government and civil society have made significant gains, including an anti-trafficking national action plan, the establishment of minimum standards for trafficking victim care, stricter monitoring of labor-recruitment agencies, and 59 convictions for trafficking cases as of June 2015. Despite progress, Nepal's economic challenges continue to drive vulnerable populations in search of labor that often results in human trafficking. Nepal thus remains a source, transit, and destination country for men, women, and children who are subjected to forced labor and sex trafficking.

Within Nepal, child labor is a serious problem that most acutely affects marginalized groups in search of financial opportunities. Although the 1991 Children's Act prohibits the employment of any child in any enterprise, around 18%of Dalit children are involved in traditional and often arduous and hazardous occupations.[13] The International Labor Organization estimates that 8% of all Dalit children are victims of slavery or slavery-like practices.[14]

Nepal is widely recognized as a regional leader in respecting and promoting the rights of sexual minorities (including those who are LGBT—lesbian, gay, bisexual, and transgender). After the April 2008 Constituent Assembly election, Nepal was also the first country in Asia to have an openly gay nationally elected official. Also in November 2008, Nepal's Supreme Court directed the government to enact laws enabling equal rights for LGBT citizens, including forming a committee to study same-sex marriage laws in other countries and their possible adoption in Nepal. Nepalis have the choice to be registered as the third gender on voter rolls and for passport registration. Nevertheless, as in most countries, sexual minorities in Nepal continue to face discrimination and unique challenges in accessing services, asserting their rights, and participating in decision making.

Overall, gender inequality and practices such as human trafficking, forced labor, and child labor in Nepal are inextricably linked with the norms and inequalities between castes and ethnic groups, with gender disparities being greatest among poor and traditionally marginalized groups.

[12] U.S. categorization of the countries based on their performance to combat human trafficking. Tier 2 - Countries whose governments do not fully comply with the Trafficking Victims Protection Act minimum standards, but are making significant efforts to bring themselves into compliance with those standards.

[13] These occupations include: sweeping and human waste disposal; collecting metal scraps and glass; disposing of carcasses; cremating dead bodies; working in coal mines; portering; leatherwork; midwifery; earthwork and soil-digging; and laundry washing. ILO 2005: xvi.

[14] *Ibid.*

ANNEX 3: Background Documents

Apart from footnotes and other referenced material found in Section A Program Description, the following is a non-exhausted list of background documents on Combatting Human Trafficking in Nepal, starting with USAID's materials. URL addresses are added to publications available online.

USAID, "Counter Trafficking in Persons Field Guide" (2013), http://pdf.usaid.gov/pdf_docs/pnaec100.pdf

USAID, Vanderbilt University, "Reducing Vulnerability to Human Trafficking An Experimental Intervention Using Anti-Trafficking Campaigns to Change Knowledge, Attitudes, Beliefs, and Practices in Nepal" (2016), http://pdf.usaid.gov/pdf_docs/pa00mbt4.pdf

USAID/Nepal, "2014-2019 Performance Management Plan" (2014), http://pdf.usaid.gov/pdf_docs/pa00jzws.pdf

USAID/Nepal, "Mid-term Performance Evaluation of the USAID/Nepal Combating Trafficking in Person (CTIP) Project" (2013), http://pdf.usaid.gov/pdf_docs/pa00jz5r.pdf

USAID/Nepal, The Asia Foundation (TAF) and FWLD," Human Trafficking and Transportation (Control) Act, 2007: Its Implementation" (2014), http://pdf.usaid.gov/pdf_docs/pa00kdt4.pdf

USAID/Nepal and Saferworld, "Justice Mechanisms and Conflict Dynamics in Nepal Local perceptions and impacts" (2016), http://pdf.usaid.gov/pdf_docs/pa00m4pf.pdf

USAID/Nepal, TAF and World Education, "Foreign Labor Migration Remittances and their Impact Study from Nepal" (2016), http://pdf.usaid.gov/pdf_docs/pa00mgp8.pdf

USAID/Nepal, TAF and PPR Nepal, "Kidney Trafficking in Nepal, Study of Selected VDCs in Kavrepalanchowk District" (2015), http://pdf.usaid.gov/pdf_docs/pbaac456.pdf

USAID, TAF, World Education, Family Financial Planning Endline Review report (June 2016), http://pdf.usaid.gov/pdf_docs/pa00mgp7.pdf

USAID, TAF, World Education, Foreign labor migration remittances and their impact: a study from Nepal (May 2016), http://pdf.usaid.gov/pdf_docs/pa00mgp8.pdf

US Department of State, "2016 Trafficking in Persons Report Country Narrative: Nepal" (2016), https://www.state.gov/j/tip/rls/tiprpt/countries/2016/258829.htm

USAID/Nepal, TAF, and FWLD, Analysis of Judicial Decisions on Migrant Workers (2015), http://fwld.org/wp-content/uploads/2016/07/Analysis-of-Judicial-Decisions-on-Migrant-Workers.pdf

UNODC, "Responses to Human Trafficking in Bangladesh, India, Nepal and Sri Lanka" (2011), http://www.unodc.org/documents/humantrafficking/2011/Responses_to_Human_Trafficking_in_Bangladesh_India_Nepal_and_Sri_Lanka.pdf

The Asia Foundation, Combating Trafficking in Persons (CTIP) Program, Annual report (October 1, 2012– September 30, 2013), http://pdf.usaid.gov/pdf_docs/pa00m3rk.pdf

The Asia Foundation, Combating Trafficking in Persons (CTIP) Program, Annual report (October 1, 2013– September 30, 2014), http://pdf.usaid.gov/pdf_docs/pa00m3rm.pdf

The Asia Foundation, Combating Trafficking in Persons (CTIP) Program, Annual report (October 1, 2014– September 30, 2015), http://pdf.usaid.gov/pdf_docs/pa00m3rn.pdf

Open Society Foundation, UNSW/Law, "Migrant Workers' Access to Justice at Home: Nepal"(2014), https://www.opensocietyfoundations.org/sites/default/files/migrant-nepal-report-english-20140610_1.pdf

ANNEX 4: Applicant's and Proposed Partners' Past Performance Report

Applicants and any proposed partners shall be evaluated in accordance with ADS 303.3.6.3 and ADS 303.3.9. An Applicant must provide a list of all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs during the past three years. The reference information for these awards must include the performance location, award number (if available), a brief description of the work performed, and a point of contact list with current telephone numbers. The Selection Committee validates an Applicant's past performance reference information by relying on existing evaluations to the maximum extent possible; and making a reasonable, good faith effort to contact all references to obtain verification or corroboration on the below evaluation criteria:

- How well an Applicant performed,
- The relevancy of that the program work,
- Instances of good performance,
- Instances of poor performance,
- Significant achievements,
- Significant problems, and
- Any indications of excellent or exceptional performance in the most critical areas.

The Selection Committee chair and the Agreement Officer may use the Contractor Performance Assessment Reporting System and the Past Performance Information Retrieval System if there is information available on the recipient in these systems, taking into account the differences between performance under acquisition and performance under assistance.

ANNEX 5: Tips – How to Tell Our Story for Transforming Lives

A. Writing Tips: How to Tell Our Story for Transforming Lives

The formula is simple: use powerful statistics; communicate progress; frame your story around USAID's larger mission, not just a specific program; and bring the story to life with a personal narrative.

The best short stories typically include both a human interest lead that illustrates how a project has improved people's lives or made a difference in the host country, and results to back up our claim to success.

You can do this by giving some background on how things were before:

For example:

"Fifteen-year-old John Smith can't remember the last time he went to bed on a full stomach. In urban Newport, Rhode Island, where he and his 3 brothers share a one-bedroom pantry, mutant cockroaches had raided his kitchen cabinets each morning for as long as he remembers. But things have changed since USAID's pest extermination and empowerment squad came to his community. In fact, the bug raids have seen a 99 percent drop off in Newport from over 1,000 to just 20 in the three months since USAID moved into town."

So if you start with a human-interest story—a colorful description of an individual or family (or a quote), you should later go back and tie it into a larger USAID objective, i.e. health, education or food security.

"The project is part of a larger USAID-backed initiative that empowers native Newportians to regain access to both breakfast and peace of mind through new technology, personal hygiene, education and marketing expertise."

Notice, there are no acronyms and no technical speak.

Then of course, expound on **why** this project/program is important/why your audience should care [Is it making the world a safer place? Is it creating markets abroad? is it boosting the United States' standing in the world?]. Point to how many people it has helped and the measurable results. Sprinkle in a beneficiary quote or two and you've got a story.

The most effective stories focus on examples of international assistance that meet and highlight the following:

- Individuals empowered to help themselves
- Sustainable change rather than one-off successes
- Permanent "leave behinds" created, such as new infrastructure or skills that have a lasting impact
- A self-consciously "new" approach to aid, one that rejects past "Band-Aid" and "handout" approaches

- Moral and ethical imperatives are a central part of the motivation for supporting assistance. Americans believe that the United States must act as a world leader and live up to its founding ideals.

B. Storytelling DOs and DON'Ts

- Do use powerful statistics that show a large, specifically defined change; show the change over a specific period of time; and are achieved at a low cost per unit.
- Don't use statistics that present percentages or numbers with no sense of context or scale.
- Don't lead with funding amounts. Telling how many vaccinations were provided or how many lives were saved is a much more effective metric than how much was spent.
- Do tell stories that showcase a sustainable change.
- Don't tell stories that could represent a one-off success or that aren't connected to a larger narrative or solution.
- Do create emotional/personal connections that bring viewers into the scene.

C. A Few Other Pointers

Think big picture. Health, education, women and girls. Creating stable societies and future trading partners. Try to avoid framing the stories solely around specific USAID programs, but rather tie to USAID's bigger mission—bringing sustainable change to the developing world and empowering people to help themselves!

Keep it jargon-free. Translate technical jargon such as "capacity building" to "training" or other words that everyone understands, and try to break down development concepts in the same way. These stories are written for the average reader—for your mother and father, a member of Congress, the man in the street—as well as for fellow development experts.

Avoid acronyms: If you can describe it in real words, do so on first reference. Acronyms can be used later, but should be done so sparingly.

Use quotes from beneficiaries. Since these are personal narratives, this seems self-explanatory, but many submissions still lack quotes!

Most importantly, **have fun writing**! An author's enthusiasm shows through in their work, so don't be shy about flaunting the good work USAID is doing around the world.

D. Submission Checklist

- Is your story written like a newspaper/magazine article, and not an academic paper or a report?

- Does your story use plain language, not technical or "aid speak?"

- *So this: "Farmers in developing countries often lack the technical resources, human capacity, and financial backing to respond to agricultural development challenges." Becomes: "Farmers in developing countries often lack the money, tools and skills to*

succeed."

- Does your story include some 'humanity?' (Is your story written in a way that will make a general audience care about your topic or is it just a rundown of facts? Note: Best way to do this is through powerful biographical descriptions of beneficiaries, and good quotes.)

- Does your story focus on the IMPACT of our work on the ground (and not on HOW USAID works, our internal processes or other "inside baseball" topics)?

- Does your story include contextual information on the country and topic you are writing about? (Assume your audience is not familiar with the local history, geography, political or socio-economic situation.)

- Does your story include at least one of those real people, and contain all necessary information about them (full names, ages, town names, etc.)?

- Does your story use real quotes from these beneficiaries?

- Do your quotes sound like people REALLY said them? (People don't speak like robots!

- Does your story note the real, measurable results of the project you are featuring?

- Do you zoom out to the "big picture?" In other words, do you situate the project you are writing about within the context of USAID's overall mission and goals in that sector and in that country?

- Does your story include all other basic details of the action as it unfolds (town/city names, distances traveled, dollar amounts, timelines)?

- Is your story between 300 and 500 words?

- Have you included a high-resolution photo with caption and credit with your story?

- Does your story include a "grabbing" title, subhead and pull-quote?

ANNEX 6: Conflict Sensitive Development Programming

Throughout all development sectors, USAID/Nepal seeks a conflict sensitive approach. Conflict sensitivity is the ability of an organization to:

- ***Understand the context in which it is operating,***
- ***Understand the interaction between the intervention and that context, and***
- ***Act upon that understanding, in order to avoid negative impacts and maximize positive impacts.***

Conflict sensitivity does not require that all agencies or projects become peacebuilders. Rather, it insists that all agencies and actors consider the unintended consequences of their programs on the relationships between people in the context, and act to address them.

One tool for planning, implementing, and monitoring conflict sensitive programming is the Do No Harm Framework. Applying Do No Harm for conflict sensitivity helps organizations to be more effective, accountable and efficient in their programming choices. It aids **effectiveness** by encouraging organizations to tailor their interventions to the precise needs and specific nature of the context in which they are implemented. It aids **accountability** by requiring that an organization respond to any unintentional negative impacts created by its intervention and encouraging the incorporation of local voices and priorities in programming. It aids **efficiency** by helping implementers to predict potential negative impacts of their programs and therefore prevent them, enabling programs to be implemented more smoothly, more quickly, and with more support from local communities.

The Do No Harm Project was a collaborative learning effort led by CDA Collaborative Learning Projects. Through the Project, thousands of aid workers, academics, donors, communities shared their experiences of aid in conflict. Based on this collective experience, the following six lessons were seen to be universal:

When an intervention of any kind enters a context, it becomes part of that context.

All contexts are characterized by both Dividers and Connectors.

All interventions will interact with both Dividers and Connectors, making them better or worse.

Interventions interact with Dividers and Connectors through their organizational Actions and the Behavior of staff.

The Details of an intervention are the source of its impacts.

There are always Options

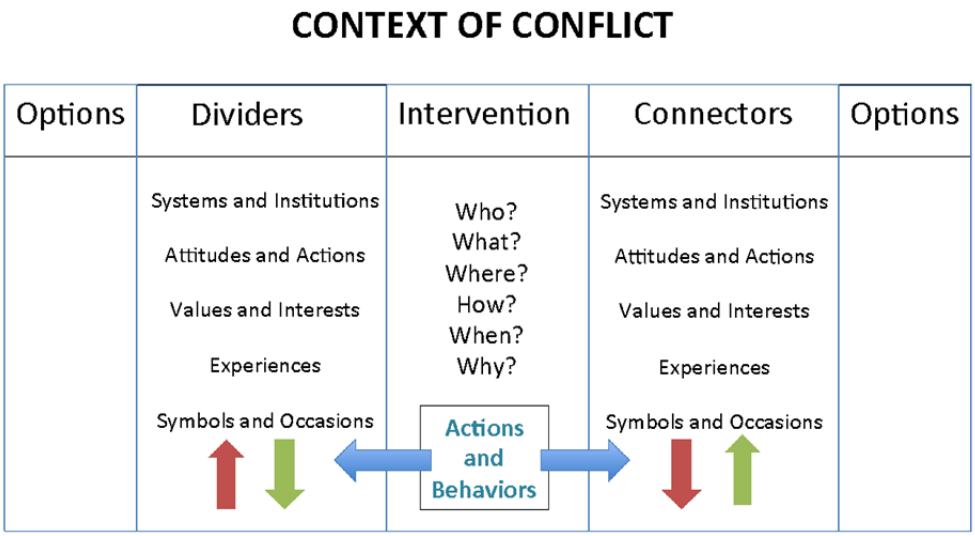
Aid, whether development, peacebuilding, or humanitarian assistance *will* become a part of the context in which it is implemented. Do No Harm uses the straightforward concepts of **Dividers** and **Connectors** to analyze that context. These two elements allow for a nuanced understanding

of the relationships among groups in the context. The framework also analyzes the interactions of Dividers and Connectors with the details of the program, yielding predictable patterns of actions (of organizations) and behaviors (of staff). Actors are not connectors or dividers themselves. Any analysis should explicitly avoid identification of actors/individuals as connectors or dividers, but rather actions, issues, and behaviors. Finally, Do No Harm recognizes that there are always options to implement programs in a more conflict sensitive way. Small changes can be made to program details, without jeopardizing the goals, mandates, or missions of the implementing organization. USAID/Nepal encourages during the project design, implementation, monitoring, and evaluation cycle to develop project-specific identified dividers and connectors.

The Do No Harm Framework is, by no means, the only approach to conflict sensitive programming and USAID supports a broad range of tools.

Patterns of Impact

There are two sets of patterns that determine the impact of an intervention on Dividers and Connectors: Patterns of Action (what and organization does, the resources it brings into a context, how it brings those resources) and Patterns of Behavior (how staff interact with communities and the messages communicated through those behaviors).



Patterns of Action

- Theft: *Are resources likely to be stolen? Does the intervention make local communities more vulnerable to theft?*
- Market Effects: *Will the resources brought into the context affect local prices such that local people are priced out of their own markets, or that they are unable to make a living due to deflation?*
- Distribution Effects: *Are resources distributed along the lines of existing divisions in society? Are they perceived to be distributed along those lines?*
- Legitimization Effects: *Are certain authorities or actors legitimized because of their*

involvement with the intervention? Are certain behaviors rewarded and thus encouraged?

- Substitution Effects: *Are existing systems and structures ignored, overwhelmed or undermined by the intervention? Is the organization taking on roles that should be played by authorities or government?*

Patterns of Behavior

- Respect: *Who is consulted? Who decides? How are disputes settled? Do staff listen?*
- Accountability: *Do staff respond to grievances and feedback? Are problems and mistakes fixed promptly?*
- Fairness: *Are local definitions of "fair" considered in the design and implementation of the intervention?*
- Transparency: *Are criteria shared and understood? Do people know what to expect? Transparency cuts across Respect, Accountability, and Fairness.*

Additional Resources

Additional resources available on conflict sensitive programming tools include:

A Distinction with a Difference: Conflict Sensitivity and Peacebuilding by Peter Woodrow and Diana Chigas. CDA Collaborative Learning Projects. 2009
This document outlines the important distinctions (practical and strategic) between conflict sensitivity tools for working IN conflict and peacebuilding processes for working ON conflict.

Monitoring and Evaluating Conflict Sensitivity: Methodological Challenges and Practical Solutions by Diana Chigas and Rachel Goldwyn. DFID Conflict Crime and Violence Reduction Initiative. 2013
This document lays out the specific challenges of attempting to monitor and evaluate an intervention's application of conflict sensitivity. It lays out some tools for developing processes for M&E of CS, as well as discusses the importance of conflict sensitive M&E.

Do No Harm in Land Tenure and Property Rights Programming by Nicole Goddard and Maureen Lempke. CDA Collaborative Learning Projects. 2012
This tool is directed at technical specialists in the field of land tenure and property rights programming. It is intended to be a step-by-step guide to applying DNH to these programs, with a special consideration for gender and vulnerability.

Conflict Sensitive Education Pack International Network for Education in Emergencies. 2013
This toolkit supports the integration of conflict sensitivity into education policies and programs.

Do No Harm Trainer's Manual CDA Collaborative Learning Projects. 2014

USAID technical publications on conflict management and mitigation *USAID's Bureau for Democracy, Conflict, and Humanitarian Assistance has a collection of numerous documents which can serve as a resource for conflict sensitive programming. These include, but are not limited to conflict assessment and analysis tools, conflict early warning briefing, climate change and conflict, theories and indicators of change, electoral security, energy security and conflict,*

economic growth in post-conflict countries, people-to-people peacebuilding, gender and conflict, youth and conflict, land and conflict, etc.

Solicitation Package

USAID/Nepal design teams are encouraged to consider the following points of entry as well for incorporating a conflict sensitive lens on programming:

1. Guiding principles
2. Monitoring and Evaluation – consider including as a potential mid-term evaluation question, Applicants should propose a mechanism to monitor changes in the context affecting dividers and connectors, which would include indicators. If specific programming is envisioned related to dialogue, mediation, or other dispute management/resolution work, specific indicators should be identified.
3. Sustainability Plan/Exit Strategy

ANNEX 7: Initial Environmental Examination

USAID | NEPAL
FROM THE AMERICAN PEOPLE

INITIAL ENVIRONMENTAL EXAMINATION

FACE SHEET

PROJECT/ACTIVITY DATA:

Project Number:	367-00XXXX
FY14-18 CDCS Objective:	DO1 – More Inclusive and Effective Governance
F Objectives:	1. Peace and Security; 2. Governing Justly and Democratically
Program Areas:	Transnational Crime; Conflict Mitigation and Reconciliation; Good Governance; Political Comp/Consensus Building; Civil Society
Country/Region:	Nepal
Project Title:	USAID/Nepal's Integrated Governance project
Project Begin Date:	September 15, 2014 (including re-aligned on-going activities)
Project End Date:	September 30, 2020
Est. LOP amount:	$100 million, of which $95 is covered under this IEE
Prepared by:	Lawrence Odle
Date:	July 21, 2014
IEE:	Original

ENVIRONMENTAL ACTION RECOMMENDED: (Place X where applicable)
Categorical Exclusion: __X__ Negative Determination (with conditions): _____
Positive Determination: _____ Deferral: __X__
Exemption: _____

APPROVAL OF RECOMMENDED ENVIRONMENTAL ACTIONS:

Beth Dunford / Director/USAID/Nepal Date: 10/29/14

CONCURRENCE:

William Gibson, Bureau Environmental Officer (BEO):

Approved: _____ Date: 11/13/14

Disapproved: _____ Date: _____

William Gibson,
Asia Bureau
Environmental Officer
11/18/14

Annex j | 1

INTEGRATED GOVERNANCE PROJECT

[END OF SECTION H]