

DEPARTMENT OF LABOR

Bureau of International Labor Affairs

**Combating Exploitive Child Labor through Education in
Guatemala, Indonesia, Nepal, and Rwanda**

June 2, 2009

Announcement Type: New. Notice of Availability of Funds and Solicitation for Cooperative Agreement Applications

Funding Opportunity Number: SGA 09-06

Catalog of Federal Domestic Assistance (CFDA) Number: Not applicable.

Key Dates: Deadline for Submission of Applications is July 27, 2009. Deadline for Submission of All Technical Questions is June 30, 2009. All awards will be made by September 30, 2009.

Executive Summary: The U.S. Department of Labor, Bureau of International Labor Affairs, will award up to USD 18.45 million through 4 or more cooperative agreements to one or more qualifying organizations and/or Associations to combat exploitive child labor in the following 4 countries: Guatemala (up to USD 4.2 million), Indonesia (up to USD 5.5 million), Nepal (up to USD 4.25 million) and Rwanda (up to USD 4.5 million). Projects funded under this solicitation will seek to ensure children’s long-term withdrawal and prevention from exploitive child labor, including through the provision of direct educational services, and build capacity in target countries to eliminate exploitive child labor. Eligible Applicants must respond to the entire scope of work outlined in this solicitation for each country for which an application is submitted.

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List of Acronyms

BAFO	Best and Final Offer
CBOs	Community-Based Organizations
CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CLMS	Child Labor Monitoring System
CSEC	Commercial Sexual Exploitation of Children
DBMS	Direct Beneficiary Monitoring System
DUNS	Dun and Bradstreet Number
EST	Eastern Standard Time
GPRA	Government Performance and Results Act
GTIP	U.S. Department of State's Global Trafficking in Persons Office.
HHS-PMS	Department of Health and Human Services - Payment Management System
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
IPEC	International Program on the Elimination of Child Labor
MPG	Management Procedures and Guidelines
NGOs	Nongovernmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
OVC	Orphans and Vulnerable Children
PEPFAR	U.S. President's Emergency Fund for AIDS Relief
PMP	Performance Monitoring Plan
SF	Standard Form
TPIN	Trader Partnership Identification Number
USAID	U.S. Agency for International Development
USDOL	U.S. Department of Labor
USDOS	U.S. Department of State
VAT	Value Added Tax

I. FUNDING OPPORTUNITY DESCRIPTION

The U.S. Department of Labor (USDOL), Bureau of International Labor Affairs (ILAB), announces the availability of funds to be awarded by 4 or more cooperative agreements to one or more qualifying organizations and/or partnerships of more than one organization, known as an Association(s) (hereinafter collectively referred to as “Applicant(s)”) for the purpose of combating exploitive child labor, particularly the worst forms of child labor, in the following 4 countries: Guatemala (up to USD 4.2 million), Indonesia (up to USD 5.5 million), Nepal (up to USD 4.25 million), and Rwanda (up to USD 4.5 million). Projects funded under this solicitation will seek to achieve this goal by withdrawing and preventing children from exploitive child labor, including through the provision of direct educational services, and improving the capacity of target countries to address exploitive child labor.

USDOL/ILAB is authorized to award and administer cooperative agreements for this purpose by the Department of Labor Appropriations Act, 2009, P.L. 111-8 (2009). Cooperative agreements awarded under this solicitation will be managed by USDOL/ILAB’s Office of Child Labor, Forced Labor, and Human Trafficking (OCFT). The duration of the projects funded by this solicitation is 3 to 4 years. The start date of program activities will be negotiated upon award of individual cooperative agreements but will be no later than September 30, 2009. Applicants may apply for any funding amount up to the maximum amount specified per target country.

A. Background and Problem Statement

1. *Extent of the Problem, Factors Contributing to Child Labor, and Barriers to Education*

According to the ILO, there were an estimated 317 million children ages 5 to 17 around the world who were economically active in 2004. Of those 317 million working children, an estimated 218 million were engaged in child labor and, of child laborers, 126 million were involved in hazardous work. The majority of the world’s working children are found in Asia, followed by sub-Saharan Africa, Latin America and the Caribbean, and other regions, but Sub-Saharan Africa is the region where the highest incidence of child labor is found.¹

Children become involved in exploitive child labor, including the worst forms of child labor, due a variety of complex factors, including: poverty; education system barriers; infrastructure barriers; legal and policy barriers; resource gaps; institutional barriers; informational gaps; demographic characteristics of children and/or their families; cultural and traditional practices; tenuous labor markets; and weak child labor law enforcement. Additional factors include: families’ need for additional income; children’s need to provide a livelihood for themselves and/or their siblings; lack of parent(s) or caregiver(s); and a lack of awareness of the importance of education and/or the hazards associated with exploitive child labor, including the worst forms of child labor. While these factors tend to exist throughout the world in areas with a high incidence of exploitive child labor, they manifest themselves in specific ways in the countries of interest in this solicitation (*see* section I.B.3. for countries of interest).

Depending on their work status (*e.g.*, children who have been removed from exploitive labor; underage children at risk of dropping out of school and joining the labor force; and children engaged in exploitive child labor in a particular sector), children have varying educational needs and encounter different barriers to education.

¹ International Labor Organization, *The End of Child Labor: Within Reach; Global Report under the Follow-up to the ILO Declaration on Fundamental Principles and Rights at Work 2006*. For a definition of the term “economically active,” please see the full-text of the report, which is available from <http://www.ilo.org/public/english/standards/reim/ilc/ilc95/pdf/rep-i-b.pdf>.

2. USDOL Support for the Global Elimination of Exploitive Child Labor

Since 1995, the U.S. Congress has appropriated over USD 720 million to USDOL for efforts to combat exploitive child labor internationally. This funding has been used to support technical cooperation projects to combat exploitive child labor, including the worst forms, in more than 80 countries around the world. Technical cooperation projects funded by USDOL range from targeted action programs in specific sectors of work to more comprehensive programs that support national efforts to eliminate the worst forms of child labor as defined by ILO Convention 182. Since 1995, USDOL-funded projects have withdrawn or prevented over 1.3 million children from exploitive labor.

3. International Legal Framework for Child Labor: International Labor Organization (ILO) Conventions 182 and 138

The international legal framework for child labor is comprised primarily of two ILO Conventions—No. 182, the Worst Forms of Child Labor Convention, 1999 (accompanied by ILO Recommendation 190) and No. 138, Minimum Age, Convention 1973. Article 1 of ILO Convention 182 calls for ratifying states to take “immediate and effective measures to secure the prohibition and elimination of the worst forms of child labor as a matter of urgency.” Taken together, ILO Conventions 182 and 138, along with ILO Recommendation 190, provide the definitional basis for the following terms: exploitive child labor, worst forms of child labor, unconditional worst forms of child labor, and hazardous work for children.

“**Exploitive child labor**” is comprised of the “worst forms of child labor” as outlined in ILO Convention 182 Article 3(a)-(d); all types of work by children in violation of national labor laws and international standards, including ILO Conventions 182 and 138; and work that prevents a child from obtaining an education or impedes a child’s ability to learn, as outlined in ILO Convention 138. Article 7.1(b) of ILO Convention 138 states that children within a particular age range shall not participate in work that will “prejudice their attendance at school, their participation in vocational orientation or training programmes approved by the competent authority or their capacity to benefit from the instruction received.”

The “**worst forms of child labor**” are defined in Article 3 of ILO Convention 182 as:

- a. all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
- b. the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances;
- c. the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;
- d. work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

The worst forms of child labor specifically identified in Article 3(a)-(c) of ILO Convention 182 are collectively known as the “**unconditional worst forms of child labor.**” Forms of work identified as “unconditional worst forms” do not vary by country; they are universal.

The worst forms of child labor referred to in Article 3(d) are known as “**hazardous work,**” which, according to ILO Convention 182, “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards. ...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation 190 states in Section II,

Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- a. work which exposes children to physical, psychological, or sexual abuse;
- b. work underground, under water, at dangerous heights or in confined spaces;
- c. work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- d. work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- e. work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.”

ILO Recommendation 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

“**Acceptable work**,” while not specifically defined in the ILO Conventions, is work that is performed by children who are of legal working age, in accordance with national legislation and international standards, namely ILO Conventions 138 and 182; non-hazardous; non-exploitive; and does not prevent a child from receiving the full benefit of an education. For example, “acceptable work” would generally include light work that is compatible with national minimum age legislation and education laws.

For a visual presentation of the categories of child labor, *see* USDOL/ILAB’s Web site at <http://www.dol.gov/ilab/grants/bkgrd.htm>.

B. Scope of Work

Please note that definitions for technical terms used throughout the solicitation, including the Scope of Work, are provided in Appendix A.

1. General Requirements: The Five Goals of USDOL-Funded Projects

All projects to be funded under this solicitation must promote the following five goals:

1. Withdrawing and preventing children from involvement in exploitive child labor through the provision of direct educational services;
2. Strengthening policies on child labor and education, the capacity of national institutions to combat child labor, and formal and transitional education systems that encourage children engaged in or at risk of engaging in exploitive labor to attend school;
3. Raising awareness of the importance of education for all children and mobilizing a wide array of actors to improve and expand education infrastructures;
4. Supporting research and the collection of reliable data on child labor; and
5. Ensuring the long-term sustainability of these efforts.

Applicants must demonstrate a thorough understanding of the key concepts and terms related to USDOL-funded projects defined in Appendix A, and employ these concepts and terms accurately and effectively throughout their application.

a. Withdrawal and Prevention of Children from Exploitive Child Labor

The first goal that projects funded under this solicitation must achieve is the withdrawal and prevention of children from exploitive child labor through the provision of direct educational services. USDOL recognizes that, in some cases, the provision of direct educational services alone may be insufficient to ensure children's complete withdrawal from exploitive child labor over the long-term. In such cases, a combination of other direct services [e.g., psychosocial counseling, extracurricular activities; *see* Appendix A] and/or other project interventions [e.g., teacher training, alternative income-generating activities; *see* Appendix A]—provided in addition to direct educational services—may represent the most effective strategy for ensuring the withdrawal or prevention of children from exploitive labor over the long-term.

Applicants must identify the specific needs of direct beneficiaries and consider factors such as geographic areas, sector(s) of work, and ages/grade levels of children to be targeted. Applicants must develop a package of direct services, including direct educational services, and other direct services and/or other project interventions, as appropriate, in order to ensure direct beneficiaries':

1. Complete withdrawal from exploitive child labor, including hazardous work (as defined by the target country and/or ILO Recommendation 190) and other work that violates minimum age laws and/or other child labor laws in the target country; OR
2. Transition from hazardous work or exploitive labor to acceptable work (possible only for children of legal working age); OR
3. Prevention from entering exploitive child labor; AND
4. Enrollment in, retention in, and completion of, a direct educational service.

For a visual illustration of the withdrawal and prevention process, *see* USDOL's Web site at <http://www.dol.gov/ilab/grants/bkgrd.htm>.

Applicants targeting older children or youth, particularly children ages 15 to 17 years, should consider providing other direct services, such as occupational safety and health interventions for children, as a means for withdrawing these children from hazardous or exploitive child labor and transitioning them into safe, acceptable work. Applicants should consider proposing creative, comprehensive, cost-effective interventions that will have a demonstrable impact in eliminating exploitive child labor in the geographic area(s) and/or sector(s) being targeted.

(1) Provision of Direct Educational Services

Applicants must design projects that complement ongoing efforts to promote education in the target country and strengthen existing education and/or training programs. Where appropriate, Applicants should consider replicating or enhancing successful models to serve a greater number of children and communities. Applicants' strategy for providing direct educational services must demonstrate a thorough knowledge of the target country's formal, non-formal, and/or vocational education systems and school calendar(s), and the specific programs offered in the geographic area(s) to be targeted by the project. The Applicant's strategy should address issues such as the cause(s) of low rates of school enrollment; availability of and access to existing education and/or training programs in the target geographic area(s); and the quality of such programs. Applicants may propose other project interventions, such as teacher training and the inclusion of child labor issues in school curriculum, in order to improve the quality of education and/or training programs and ensure that they are responsive to the needs of (former) child laborers entering/returning to school.

Applicants should develop strategies to increase the perceived relevance among children, their families, and their communities of education and/or training programs for children engaged in, or at risk of entering, exploitive child labor. Applicants should demonstrate familiarity with any unique gender-related issues pertaining to child labor and education, and incorporate these issues into the design of proposed interventions.

If cultural traditions and norms impact decisions about schooling, Applicants must show how education programs would be sensitive and responsive to these traditions, particularly as they relate to girls' education.

Applicants are expected to support the provision of healthy learning environments for children and should seek to ensure that goods, services, and schools and other learning environments (including classrooms, restroom facilities or latrines, and wells), which will be sponsored by and/or associated with the Applicant (including any Associates) and/or subcontractors, are safe and pose no threat to the mental or physical well-being of the project's direct beneficiaries. Applicants should assess learning environments in target areas and propose to allocate appropriate resources in their budgets to ensure safe and healthy learning environments at sites where children will receive project services. Improvements to school infrastructure may include the construction of latrines and digging of wells. As stated in section IV.D.4, funding for construction should ordinarily not exceed 10 percent of the project budget. If it is not possible to ensure safe and healthy learning environments for children with 10 percent or less of the project budget, Applicants should either 1) consider proposing alternative sites for the delivery of project services, or 2) propose an alternate level of funding for construction and include a justification in the Budget Narrative as to why additional funds are needed. Applicants are also encouraged to work with local partners and communities to share costs in order to maximize available resources and promote sustainability.

Applicants should develop an approach that successfully enrolls children in direct educational services with minimal delay and without missing an academic year or program cycle. To the extent possible, Applicants are encouraged to begin providing direct educational services to at least one-quarter of their direct beneficiaries during the first year of implementation. USDOL recognizes that the timeframe for providing direct educational services will be affected by the project design and how it relates to the school calendar(s) of the target country.

(2) Identification and Selection of Direct Beneficiaries

Based on a needs assessment, Applicants must present a clear indication of the defining characteristics and specific criteria they plan to use to identify: 1) children to be withdrawn from exploitive child labor, and 2) "at-risk" children to be prevented from entering exploitive child labor. The criteria for identifying children for withdrawal must be based on ILO Convention 182; ILO Convention 138 and ILO Recommendation 190; the target country's legislation related to child labor, including laws pertaining to the worst forms of child labor; minimum age for work; acceptable hours and conditions for children's work; and national policies related to child labor, such as a country list of hazardous work for children that has been submitted to the ILO. The criteria for identifying children for prevention should be based on the project's definition of "at-risk"—which should be based on the definition in Appendix A, but adapted to the country context and specific conditions facing children in the target geographic area(s). Selection criteria for direct beneficiaries may be refined in consultation with USDOL after award, as a result of baseline data collection.

In addition to the selection criteria, Applicants must describe the process they will use to identify direct beneficiaries in the target geographic area(s), including the following: 1) who will be responsible for identifying the children, 2) how the process will be conducted, and 3) how the project will prioritize children who meet the criteria for withdrawal or prevention and demonstrate the greatest need. In cases where multiple organizations will be responsible for withdrawing and preventing children from exploitive child labor, the application must describe the identification process that will be used by all implementing organizations (including Associate(s) and/or subcontractors). It should also describe how the Lead Applicant will ensure that all Associate(s) and/or subcontractors use the same criteria to select and prioritize direct beneficiaries.

(3) Minimum Number of Direct Beneficiaries

Applicants must propose to serve a minimum of 177 direct beneficiaries for each USD 100,000 of USDOL funding being requested under this solicitation. This requirement is based on the specific cost-efficiency measure that USDOL-OCFT has established with the Office of Management and Budget (OMB) for FY 2009.

Applications that do not meet this requirement will be considered non-responsive and will be rejected. Applications must include both the total number of direct beneficiaries to be reached, as well as a breakdown of the number of children to be withdrawn from exploitive child labor and the number of children to be prevented from entering exploitive child labor by sector. Since withdrawal and prevention are mutually exclusive categories, these numbers must be listed separately.

While Applicants must reach 177 direct beneficiaries per USD 100,000 of USDOL funding, they are encouraged to use resources effectively to reach the maximum number of direct beneficiaries possible without sacrificing quality or length of services to be provided. In the process of targeting direct beneficiaries, Applicants are strongly encouraged to propose a greater number of children for withdrawal than for prevention, and to prioritize the withdrawal of children engaged in the worst forms of child labor as a matter of urgency, as called for by ILO Convention 182. This recommended prioritization of children in the worst forms of child labor should be balanced with the need for prevention, and should take into account the realities of the implementing environment.

Applicants may also propose to serve children or adults as indirect beneficiaries, but there is no minimum number requirement associated with indirect beneficiaries.

(4) Direct Beneficiary Monitoring

In order to ensure that direct beneficiaries are effectively withdrawn or prevented from exploitive child labor, Applicants must propose an effective strategy for monitoring direct beneficiaries throughout the period of service provision. In cases where direct beneficiaries will complete their direct educational service(s) before the project ends or where direct educational service(s) being proposed are of limited duration (*i.e.*, vocational training programs), Applicants are encouraged to monitor and report on the work and education status of these direct beneficiaries beyond the period of service provision—ideally through the end of the project.

The Applicant must design and implement a direct beneficiary monitoring system (DBMS) that will cover all of the project's direct beneficiaries. This DBMS must capture direct beneficiaries' basic identification information (*i.e.*, name, address, sex, and age at intake/enrollment); information on their work status (*e.g.*, is the child working in an exploitive labor situation? Has s/he met the project's criteria to be considered withdrawn or prevented?); and information on his/her educational status (*e.g.*, is the child still attending an educational or training program? Has s/he completed the program?). The DBMS will allow the project to report to USDOL on: 1) the number of children withdrawn or prevented from exploitive child labor; 2) the percentage of children withdrawn or prevented from exploitive child labor through a USDOL-supported direct educational service who continue in the program AND continue to be withdrawn or prevented from exploitive child labor (retention); and 3) percentage of children withdrawn or prevented through a USDOL-supported direct educational service who complete the program (completion) [for more information on USDOL's common indicators, including Government Performance and Results Act (GPRA) indicators, *see* section I.B.2.b.(2)]. If the project is targeting children involved in hazardous work or exploitive labor for withdrawal through improved working conditions (*i.e.*, fewer hours and/or a safer workplace) or transition into acceptable work [these types of withdrawal are only possible for direct beneficiaries of legal working age], then the DBMS must capture additional information on children's work status, including 1) the type of work in which children are engaged, and 2) their working conditions, including hours of work and workplace conditions (including any hazards).

The ultimate goal of the DBMS is to ensure that children who are withdrawn from exploitive child labor continue to stay out of exploitive child labor and children who are prevented do not enter exploitive child labor, at least for the period of service provision, but preferably for the duration of the project. Applicants must describe in detail the methodology that they will use to implement the DBMS and identify the following:

1. Who will be responsible for monitoring children's work status and education status (*i.e.*, teachers, project staff, community members, child labor committee members, parents, employers);
2. What specific data will be collected (*i.e.*, school attendance records, work activities, counseling information);
3. Frequency of data collection (*i.e.*, weekly, monthly, quarterly, semi-annually);
4. How the data on work status and educational status will be verified (*i.e.*, corroboration by third parties, sample-based checks, school and workplace site visits); and
5. How supporting documentation will be maintained.

Applicants must also propose a remediation strategy that outlines how the project will address cases where monitoring reveals that a child who was formerly considered withdrawn has returned to exploitive child labor and/or a child who was formerly considered "prevented" has entered exploitive child labor. Applicants' strategy for monitoring direct beneficiaries' work status should also take into account those times when children are out of school and likely to engage in exploitive child labor (*i.e.*, before and after school, on weekends, and during school holidays or vacation periods), and propose specific efforts to monitor children's work status during those periods.

Applicants must develop a sound and consistent approach for verifying data collected in the field. In cases where multiple organizations will be responsible for withdrawing and preventing children from exploitive child labor, Applicants must describe their proposed internal quality control procedures for ensuring that all implementing organizations (*i.e.*, Associate(s) and/or subcontractors) use the project's DBMS and employ the same methodology for monitoring direct beneficiaries.

In cases where target countries have a functional child labor monitoring system (CLMS) in place, Applicants should, to the extent possible, coordinate their DBMS with the CLMS, to strengthen local capacity and increase sustainability. These could include CLMS established by the ILO's International Program on the Elimination of Child Labor (IPEC) or other country or sector-level CLMS.

b. Strengthening Country Capacity to Combat Exploitive Child Labor and Promote Education

The second goal that projects funded under this solicitation must achieve is strengthening the capacity of national institutions to combat child labor and strengthening government capacity to promote access to, and quality of, basic education, and ensure that the national education system is responsive to the needs of children formerly engaged in exploitive child labor and actively supports their school entry/return to, and regular attendance at, school. Where applicable, and to the extent feasible, projects should work with governments in the target countries to eliminate school fees that create a barrier to education. USDOL considers the strengthening of country capacity to combat exploitive child labor and promote education to be critical for achieving long-term impact in combating exploitive child labor in the target countries identified in this solicitation. Applicants should consider strengthening the efforts of national and/or local law enforcement to enforce the country's child labor and education laws and consider proposing creative ideas that address the nexus between better law enforcement and the reduction of exploitive child labor and improvement of educational opportunities for children.

Projects to be funded under this solicitation are required to contribute to improvements in "country capacity" to address child labor, which is one of USDOL-OCFT's GPRA Indicators [*see* section I.B.2.b.(2)]. Improved country capacity can be demonstrated if one or more bulleted actions listed below took place in the target country in one of the following four areas:

1. The adaptation of the legal framework to international standards.
 - List of hazardous work activities for children approved or revised after tripartite consultation (among government, employer, and employee representatives) and officially adopted (e.g. through law, presidential decree, etc.);
 - Adaptation of labor code or education laws to include or modify child labor-related issues;
 - Adaptation of criminal code to include or modify child labor-related issues;
 - Adaptation of existing legislation concerning child labor or education to conform with ILO Conventions 138 or 182; or
 - Approval of new legislation concerning specific forms of child labor.
2. The development and finalization of specific policies and programs at the national, regional, or sectoral level within a target country dealing with exploitive child labor. Progress in this field can be demonstrated by the finalization of a policy, plan, or program document on the worst forms of child labor, a specific worst form of child labor, or basic education reforms that address the worst forms of child labor by one or more of the following entities:
 - The Government (at any level);
 - The National Steering Committee; or
 - Social Partners.
3. The inclusion of child labor concerns in relevant development, social and anti-poverty policies and programs.
 - The elimination of child labor, including through basic education reform that benefits child labor elimination, has been included as an explicit objective in poverty reduction, development, educational, or other social programs;
 - Child labor was included as an indicator in poverty reduction, development or educational strategies, etc. (e.g., UN Development Assistance Framework, Poverty Reduction Strategy Paper, Education for All, Millennium Development Goals);
 - Child laborers have been considered as a priority target group in the poverty reduction, development or educational strategies, etc.; or
 - Ensuring that children go to school and do not work has been set as a condition for families that wish to benefit from social and stipends programs.
4. The establishment of a CLMS. A CLMS involves the identification, referral, protection, and prevention of exploitive child labor through the development of a coordinated multi-sector monitoring and referral process that aims to cover all children living in a given geographical area, not just those who are direct beneficiaries of a USDOL-funded project. Progress in this field can be demonstrated if one or several of the following systems has been established and is in operation:
 - A CLMS covering various forms of child labor at the national level;
 - A CLMS covering various forms of child labor at the local level;
 - A CLMS in any formal or informal sector, urban or rural; or
 - A comprehensive plan and/or pilot program to develop and establish national, local or sector specific CLMS.

The characteristics of a comprehensive and credible CLMS can include the following:

- The system is focused on the child at work and/or in school;
- It involves all relevant partners in the field, including labor inspectors if appropriate;
- It uses regular, repeated observations to identify children in the workplace and determine risks to which they are exposed;
- It refers identified children to the most appropriate alternative to ensure that they are withdrawn from hazardous work;
- It verifies whether the children have actually been removed and/or shifted from hazardous work to an appropriate situation (school or other);
- It tracks these children after their removal, to ensure that they have satisfactory alternatives; and
- It keeps records on the extent and nature of child labor and the schooling of identified child workers.

c. Raising Awareness on Exploitive Child Labor and the Importance of Education

The third goal that projects funded under this solicitation must achieve is raising public awareness of exploitive child labor and the importance of education. As part of their overall strategy to combat exploitive child labor and promote education in the target country, Applicants should propose awareness raising activities and social mobilization campaigns that promote understanding of child labor and will promote sustained impact on key stakeholders' knowledge, attitudes, and practices on these issues. Key stakeholders can include, but are not limited to: parents, educators, community leaders, national policy makers, and key opinion leaders. To promote sustained impact, the awareness raising strategy should encourage the permanent withdrawal of children from the worst forms of child labor in the target country. It should also seek to improve the quality of education and the improvement and expansion of educational infrastructure (e.g., school classrooms, health and sanitation facilities; wells; latrines) so that children remain in school rather than drop out to work.

d. Supporting Research and Data Collection on Exploitive Child Labor

The fourth goal that projects funded under this solicitation must achieve is engaging in research and data collection on exploitive child labor. In their applications, Applicants must propose strategies and methodologies for conducting the surveys outlined in this section. All Applicants are required to carry out a baseline survey that collects data on exploitive child labor, including working conditions; children's living conditions; and children's participation in education in the project's target areas and/or target sectors, in accordance with the timeframe and instructions outlined in section VI.C.1. Information from the project's baseline survey must be used to: 1) develop reliable project targets and identify direct beneficiaries (and indirect beneficiaries, as appropriate); and 2) inform project design and activities, including the identification and development of relevant services to direct beneficiaries and others. Baseline data can also be used to establish benchmarks, contribute to the measurement of project impact, and inform management decisions throughout the period of performance.

To increase the knowledge base on child labor, and as needed to support the project's overall objectives, Applicants should consider conducting small-scale research studies, including on the unconditional worst forms of child labor, considering the dearth of systematic and reliable data available on these forms. If small-scale research studies are conducted during the period of performance, USDOL expects Applicants to disseminate the findings and use this information to raise awareness, enhance the quality of services provided to direct beneficiaries, and formulate more targeted and coordinated responses to exploitive child labor in the target country.

Applicants are also required to conduct a needs assessment and develop a plan to inspect schools and other learning environments that will be attended by direct beneficiaries; identify those with conditions that present risk of illness or injury to the health or safety of the children; and develop an action plan for mitigating these conditions during the life of the project.

e. Promoting Long-Term Sustainability of Efforts to Combat Exploitive Child Labor

The fifth goal that projects funded under this solicitation must achieve– the long-term sustainability of efforts to combat exploitive child labor and promote education in the target countries– is of critical importance, particularly given the limited resources and timeframes of USDOL-funded projects. To USDOL, sustainability is linked to project impact and the ability of individuals, communities, organizations, and nations to ensure that certain activities or changes implemented by a USDOL-funded project endure.

A project's impact is manifested at the level of individuals, organizations, and systems. For individual children and their families, this would mean a positive and enduring change in their life conditions as a result of project interventions. For children removed by the project from exploitive child labor, including the worst forms, this positive and enduring change in life conditions would include their long-term withdrawal from such labor after the project ends. At the level of organizations and systems, sustained impact would involve continued commitment and ability (including financial commitment and policy change) by project partners to continue the actions generated by the project, including enforcement of existing laws and policies that target child labor and school attendance.

Applicants must develop strategies and activities to promote the long-term sustainability of efforts to combat exploitive child labor and promote education in the target country. Applicants should incorporate issues of sustainability at all stages of the project, including design, staffing, implementation, and evaluation. From their inception, project strategies should foster long-term impact and sustainability. Applicants' strategies should explain how sustainability will be achieved, according to the specific objectives to be attained by the end of the project.

Applicants must propose a comprehensive strategy for building local capacity in the target country and promoting the sustainability efforts to combat exploitive child labor beyond the life of the project. Applicants should identify key individuals and/or organization(s) (*i.e.*, national and/or local government ministries; nongovernmental organizations (NGOs); community-based, faith-based, rural, and/or indigenous organizations) in the target country that could potentially contribute to long-term efforts to combat exploitive child labor and work to build their capacity over the course of the project. Applicants should consider partnering with national/local organizations in the target country, either through subcontracts or as an Association, to the extent possible. For example, Applicants could propose to strengthen the capacity of national/local organizations in areas such as administrative and financial management, technical assistance, project management, advocacy, and awareness raising on child labor issues.

Applicants should consider the role of children and their families as actors to achieve long-term sustainability. When developing strategies to promote sustainability, Applicants are encouraged to involve all of the key stakeholders deemed critical to the project's sustainability strategy and thought to be instrumental in continuing key activities after the project ends.

Since USDOL-funded projects tend to be implemented in resource-poor environments where government education and labor inspection systems may be limited, Applicants should consider, where feasible and appropriate, working with local stakeholders to develop sustainable CLMS, including community-based systems, which could facilitate government efforts to monitor children's work and educational status after the project ends and enforce the country's child labor and education laws (*see* section I.B.1.b).

2. Other General Requirements

a. Collaboration

Due to the limited resources available under this solicitation, and in order to enhance sustainability, Applicants must design projects that will complement existing efforts to combat exploitive child labor and promote

education in the target country, and, to the extent possible, collaborate and coordinate with stakeholders currently engaged in these efforts and secure assistance from third parties in support of these purposes. Where appropriate, Applicants are encouraged to replicate or enhance successful models to serve a greater number of children and communities.

In order to avoid duplication, enhance collaboration, expand impact, and develop synergies, Applicants must work cooperatively with government stakeholders at the national and/or local level, including the Ministries of Labor, Education, and other relevant ministries or government bodies (including those specifically mentioned in section I.B.3. for the target country) in developing project interventions. USDOL has informed host government ministry officials of the proposed award and requires that Applicants discuss proposed interventions, strategies, and activities with host government officials (and other key stakeholders noted below) during the preparation of their applications.

As noted in section I.B.1.e., Applicants are also expected to work with other key stakeholders, including those specifically mentioned in section I.B.3. Country-Specific Requirements for the target country, as well as other organizations working to address issues of child labor and education in the target country, including (as applicable): international organizations; NGOs; national steering/advisory committees on child labor and education; faith and community-based organizations (CBOs); trade unions, employers' and teachers' organizations; and children engaged in exploitive child labor and their families. Applicants are strongly encouraged to coordinate with existing projects in the target country, particularly those funded by USDOL, including other Child Labor Education Initiative projects and projects implemented by ILO-IPEC. Applicants are also encouraged, when applicable, to coordinate with projects funded by other U.S. Government agencies, such the U.S. Agency for International Development (USAID) and the U.S. Department of State's Global Trafficking in Persons (GTIP) Office.

Applicants are also encouraged to solicit assistance from non-Federal third parties in support of the grant or its goals. This could take a variety of forms; for example, Applicants could secure concrete commitments from business entities and individual business leaders to engage in partnerships to reduce child labor and increase educational opportunities for direct beneficiaries. Other ideas for business involvement could include the provision of scholarships; donations of goods; mentoring and volunteering by employees; assistance in awareness raising; and the provision of internships for children and/or teachers during vacation periods that would help them improve leadership and other skills.

b. Clear and Specific Outcomes, GPRA, USDOL-OCFT Common Indicators, and Project Monitoring

(1) Clear and Specific Outcomes

Projects to be funded under this solicitation are required to achieve the following outcomes/results to show that they have met the five goals of USDOL-funded projects (outlined in section I.B.1.): 1) reducing the number of children engaged in, or at-risk of entering, exploitive child labor; 2) improving laws, policies, and/or programs on education and child labor; 3) enhancing awareness and building alliances; 4) increasing the knowledge base on child labor through data collection and research; and 5) developing sustainable systems to support these efforts.

(2) The Government Performance and Results Act and USDOL-OCFT Common Indicators

Projects funded by USDOL-OCFT are subject to the provisions of the GPRA, which was passed by Congress in 1993 to establish strategic planning and performance measurement in the Federal government to ensure that taxpayers' dollars were being used efficiently and effectively for the public good. GPRA requires Federal agencies to develop and submit strategic and annual performance plans that include performance goals and indicators. Each year Federal agencies receiving appropriated funds are required to submit to Congress a

performance and accountability report. Congress uses these reports to make informed assessments of program effectiveness for future funding decisions.

For GPRA purposes, ILAB falls under USDOL's Strategic Goal 2: A Competitive Workforce: Meet the competitive labor demands of the worldwide economy by enhancing the effectiveness and efficiency of the workforce development and regulatory systems that assist workers and employers in meeting the challenges of global competition. Specifically, OCFT is required to measure Indicator 2I: Contribute to the elimination of the worst forms of child labor internationally. The specific GPRA indicators that OCFT measures for all of its child labor projects are: 1) Number of children withdrawn or prevented from exploitive child labor and provided education and/or training opportunities as a result of USDOL-funded projects; and 2) Number of countries with improved capacity to address child labor as a result of USDOL-funded projects. (Means to satisfy these indicators are elaborated upon in sections I.B.1.a. and I.B.1.b., respectively).

In addition to the GPRA Indicators, USDOL-OCFT also measures two non-GPRA indicators across all USDOL-funded projects: 1) Number of children who have been retained in a USDOL-supported education and/or training program (or "retention"); and 2) Number of children who have completed a USDOL-supported education and/or training program (or "completion"). The "retention" indicator is measured as the percentage of children who have been withdrawn or prevented from exploitive child labor through a USDOL-supported educational program(s) who continue in the program (*i.e.*, to subsequent years, periods, and/or levels of the program or who stay in the program even if they are not promoted) and who continue to be withdrawn or prevented from exploitive child labor. The "completion" indicator is defined and measured as the percentage of children withdrawn or prevented from exploitive child labor through a USDOL-supported educational or training program that complete the program(s).

Taken together, the two GPRA and two non-GPRA Indicators mentioned above comprise USDOL-OCFT's four "common indicators," which USDOL requires Grantees to report on semi-annually.

(3) Project Monitoring

Applicants must propose internal project monitoring strategies for measuring their performance in meeting the requirements outlined in this solicitation and assessing the impact of proposed direct educational services and any other direct services to be provided on direct beneficiaries. Applicants must also describe how management will ensure that: 1) all goals, objectives, and deliverables of the project will be met; 2) information and data will be collected and used to demonstrate the impacts of the project; and 3) self-assessment, evaluation, and continuous improvement will occur (including any systems that will be put in place to support this objective).

3. Country-Specific Requirements

Applicants are expected to tailor their project design and strategies for carrying out the Scope of Work to the cultural, economic, social, and legal contexts of the target country—recognizing that approaches applicable in one country may not be relevant to others. Applicants must consult with the host government in the target country(ies) as part of their project design and the development of their application(s). Applicants' strategies should address the specific and contextual factors that contribute to children's involvement in exploitive child labor and the barriers to education that child laborers face in the target country. Applicants must take into account country-specific issues that could affect project results, including those outlined below for each target country, and meaningfully incorporate them into the proposed strategy, either to increase opportunities for, or reduce obstacles to, successful implementation. As applicable, Applicants should demonstrate a thorough knowledge of previously piloted interventions and good practices to eliminate exploitive child labor in the target county and seek to build upon progress achieved by past projects. Subject to the requirements outlined below for each target country, Applicants must identify the geographic area(s) and/or sector(s) to be targeted and provide a justification for these choices.

a. Guatemala

(1) Background and Problem Statement

Children in Guatemala work in the agricultural sector, including in sugar, broccoli, and coffee production. Children produce fireworks and work in the gravel sector along the Pacific coast and in the western highlands. Approximately half of Guatemala's working children are of indigenous heritage. Indigenous girls work in domestic service and in flower and vegetable packaging. Children are trafficked for forced labor and commercial sexual exploitation within Guatemala and to Mexico.

Guatemala has one of the highest rates of child labor in Latin America, especially in rural areas. Cultural acceptance of child labor contributes to school desertion and grade repetition. Only 60 percent of children complete the sixth grade. More than two million children do not attend school, a high proportion of which are indigenous girls. Significant gaps remain in access to and provision of quality education, the enforcement of child labor laws, and the capacity of multiple sectors including the government, civil society, and employers to address the various factors that contribute to child labor.

To address some of these factors, the Guatemalan Government has directed resources to poverty alleviation and education. In 2008, it initiated a conditional cash transfer program, *Mi Familia Progres*a, with incentives for families to withdraw children from work and ensure their school attendance. In addition, Guatemala's new list of hazardous occupations for children focuses on agricultural work; trash sorting; domestic work and work in public areas; mining; pyrotechnics; and gravel.

(2) Project Targets: Direct Beneficiaries, Sector(s), and/or Geographic Area(s)

Taking into account Guatemala's Labor Code, its Constitution, and its new list of hazardous occupations for children, the Applicant must target direct beneficiaries engaged in exploitive child labor, with a priority on addressing the worst forms of child labor for children under the age of 18 years. The Ministry of Labor has specifically requested that Applicants focus on combating the worst forms of child labor. These children must be integrated into educational or vocational programs, and if appropriate, into legally-acceptable work. The Applicant must work in a self-selected number of municipalities chosen from the 136 municipalities that Guatemala's *Consejo de Cohesión Social* has initially targeted in the *Mi Familia Progres*a Program. The Applicant must propose to assist the selected municipalities to become "child labor-free zones." A child labor-free zone is defined as a geographic area where: 1) all children below legal working age are not involved in work that violates national laws, and are attending quality schools, and 2) children above legal working age up to age 18 are not involved in the worst forms of child labor, but only engaged in legally acceptable forms of work. The Applicant should consider the special circumstances of both boys' and girls' involvement in child labor to design effective approaches to child labor withdrawal and prevention for all children.

(3) Project-Specific Strategies

In creating a model "child labor-free zone" the Applicant must use an integrated approach. An integrated approach includes, but is not limited to, diagnostics and case studies to document the nature and extent of exploitive child labor in rural and urban settings in targeted municipalities; strategic awareness raising and communication; development, strengthening, and application of policy, regulatory, and legal frameworks to combat child labor; attention to occupational safety and health issues and child labor inspection; promoting an implementing environment that allows civil society and employers to contribute solutions; efficient management of resources; monitoring of results; and implementation of quality education programs that are accepted by families as a preferable alternative to child labor. The Applicant can draw from the experiences of other efforts to implement child labor-free zones, such as USDOL-funded projects in the Dominican Republic (the child-labor free-municipality of Constanza) <http://www.ilo.org/ipeinfo/product/viewProduct.do?productId=9214>, Brazil (the child-labor-free state of Bahia), and the ILO child labor project in Santa Filomena, Peru. See <http://www.ilo.org/wow/Articles/lang-->

en/WCMS_081339/index.htm; <http://www.ilo.org/ipecinfo/product/viewProduct.do?productId=1280>; <http://www.ilo.org/ipecinfo/product/viewProduct.do?productId=6572>; and <http://www.ilo.org/ipecinfo/product/viewProduct.do?productId=6569>.

The Applicant must propose a strategy to identify leaders and innovators (from NGOs, business, the media, indigenous communities) who will serve as champions of the “child labor-free zone” described above. Applicants are encouraged to propose strategies for increasing the capacity of these individuals to mobilize resources, people, and public opinion to that end in the targeted municipalities. The Applicant can, at its option, designate part of the project budget to an “innovation fund” that can be used by these leaders and innovators in support of initiatives that support the goal of a child labor-free zone. This funding must be awarded through subcontracts (*see* section IV.D. and Appendix D).

The Applicant must build on previous child labor eradication efforts in Guatemala, including the *Primero Aprendo* project, recently implemented by CARE; *see* <http://www.primeroaprendo.org/aprendo>. The Applicant must propose educational approaches that reduce child labor and school desertion, and that complement existing national educational programs to improve educational access, quality, and children’s school performance. For children over 14, the Applicant must provide vocational training opportunities to enhance entrepreneurial skills and future employability, and link families to alternative income-generation programs that help to reduce their dependence on child labor. The Applicant must also propose strategies to work with the private sector to address child labor, potentially through codes of conduct and/or the contribution of private sector resources for education.

Because of the high level of child labor among indigenous children, the Applicant must demonstrate knowledge of Guatemala’s indigenous culture, including the role of child labor in the family economy, and as a means of socialization. Where relevant and appropriate, the Applicant must propose to incorporate the use of indigenous languages. For example, in its communication strategy, the Applicant must translate and disseminate key child labor documents including Guatemala’s list of hazardous occupations, and excerpts from ILO Convention 182 to enable indigenous communities to discuss and understand the differences between acceptable and hazardous work for children. The Applicant can draw from experiences and practices developed by other USDOL projects to combat indigenous child labor such as the *Wiñari* project in Ecuador implemented by World Learning and Desarrollo y Auto Gestión (DYA), and the *Programa Ñaupaqman Puriy Kereimba* in Bolivia implemented by DYA. Both projects have encouraged high levels of indigenous community participation and transparency in project design and budgeting that could be relevant to Guatemala; *see* <http://www.worldlearning.org/1217.htm>.

(4) Collaboration with the Government and/or Links to Specific National Laws, Policies, and/or Programs

For a full list of, and comprehensive information related to the Government of Guatemala’s ratifications of ILO and UN conventions, national child labor laws, policies, and programs that Applicants must consider in the development of their proposals, *see* the U.S. Department of Labor’s 2007 Findings on the Worst Forms of Child Labor Report, available from <http://www.dol.gov/ilab/programs/ocft/PDF/2007OCFTreport.pdf>. For evaluation reports for OCFT project(s) funded in Guatemala, please *see* <http://www.dol.gov/ilab/programs/ocft/projeval.htm>. For additional background resources related to the Guatemala scope of work, *see* <http://www.dol.gov/ilab/grants/bkgrd.htm>. Applicants must demonstrate familiarity with these documents in their proposals.

The Applicant must collaborate with the Ministries of Labor, Health, and Education, as well as the conditional cash transfer program *Mi Familia Progresá*. The Applicant must demonstrate knowledge of different Guatemalan Government, NGO, and private sector initiatives, as well as donor programs and projects that can contribute to child labor eradication. The Applicant must show how the project would collaborate with them to achieve its objectives, reduce duplication, and maximize resources and synergy. Of special interest to USDOL is how the project would collaborate with and complement with USAID initiatives, particularly those focusing

on education and social sector investment. The Applicant must propose how it would work with USAID from the outset of the project to coordinate interventions in targeted municipalities.

b. Indonesia

(1) Background and Problem Statement

Based on 2002 data, there are 4.87 million working children in Indonesia. Amongst other sectors, children work in exploitive conditions in commercial agriculture (tobacco, rubber, palm oil, coffee, cacao, sugar, and tea), small-scale mining, fishing, footwear, and furniture making. Girls are also exploited in domestic service, often through forced labor. There are also large numbers of street children, many of whom are engaged in drug trafficking and prostitution. Children are trafficked both internally and internationally for forced labor and commercial sexual exploitation.

The Government of Indonesia has enacted legislation, conducted research, and launched a National Plan of Action (NPA) for the Elimination of the WFCL. However, significant gaps remain. Indonesia's large population and geographic dispersion make large scale coverage and results difficult to attain. Additional gaps include: availability of and access to non-hazardous employment for youth of legal working age; lack of credible information and data on specific types of WFCL; limited access and low quality of schooling; and continued family reliance on the incomes of working children due poverty and a lack of income-generating opportunities for parents.

(2) Project Targets: Direct Beneficiaries, Sector(s), and/or Geographic Area(s)

Applicants must target children in two age groups: 1) under 15 years, and 2) 15 to 17 years. Applicants must design project strategies in accordance with Indonesia's Manpower Development and Protection Act, the National Child Protection Act, and all regulations that address hazardous jobs for children, including the Government's minimum age requirement, which sets the minimum age for work at 15. Applicants must completely withdraw or prevent direct beneficiaries under the age of 15 from engaging in exploitive child labor through the provision of education and other services. For direct beneficiaries aged 15 to 17 years, Applicants must ensure prevention of entry into exploitive labor, and/or engagement in acceptable children's work.

Applicants must target children engaged in domestic work, children working in plantation agriculture, and children that have been trafficked for commercial sexual exploitation or forced labor. Applicants must state which type(s) of plantation agriculture will be targeted for removal or prevention of children from exploitive labor. In addition to targeting children in these sectors, Applicants must target children engaged in at least one other sector identified in Indonesia's National Plan of Action or another emerging sector for which the applicant provides compelling evidence of need. A minimum of one-third of the project's total direct beneficiaries must be targeted for withdrawal and prevention from the sectors of domestic work and trafficking. Applicants must target a minimum of three provinces and must provide a justification for their selection of each province. If possible, Applicants should utilize the results of the forthcoming National Child Labor Survey (conducted by the Indonesian statistics office with support from ILO-IPEC) to inform later project interventions and strategies.

(3) Project-Specific Strategies

Applicants must demonstrate an understanding of the particular challenges involved in working with children engaged in domestic work, plantation agriculture, trafficking for commercial sexual exploitation or forced labor, and other sector(s) proposed by the Applicant, and propose strategies that meet their special needs. Applicants must also demonstrate knowledge of the cultural environment and address how they will work within this context to affect change.

Applicants must exhibit an understanding of current efforts to promote youth employment in Indonesia and design interventions that include assisting beneficiaries of legal working age in securing non-hazardous

employment. Such interventions could include, but are not limited to, public/private partnerships, apprenticeships, internships, and self-employment.

Applicants must conduct original research on at least two WFCL sectors as identified by the National Plan of Action. Applicants must conduct research in areas where little information currently exists and propose a strategy for raising awareness on and disseminating the findings of the research.

Applicants must include efforts to improve access for children to formal schools, especially in rural areas, and also improve the quality and relevance of education to encourage enrollment. Applicants must work to integrate child labor concerns into the formal school system, including public and private schools at the national and local levels.

Applicants must support alternative income-generating activities or skills training for parents to reduce their reliance on working children for family income and to encourage school enrollment. Applicants must propose creative strategies to help families increase incomes, including providing training and referrals/links to microfinance opportunities and vocational training and job placement. Entrepreneurship should be encouraged.

Finally, Applicants must propose strategies for building the capacities of local organizations and implementers to combat the worst forms of child labor in areas such as service provision, fund raising, fiscal responsibility, project management, advocacy, research and data collection, awareness raising, and the efficient and effective use of donor funds.

(4) Collaboration with the Government and/or Links to Specific National Laws, Policies, and/or Programs

For a full list of, and comprehensive information related to, the Government of Indonesia's ratifications of ILO and UN conventions, national child labor laws, policies, and programs that Applicants must consider in the development of their proposals, *see* the U.S. Department of Labor's 2007 Findings on the Worst Forms of Child Labor Report, available from <http://www.dol.gov/ilab/programs/ocft/PDF/2007OCFTreport.pdf>. For evaluation reports for OCFT project(s) funded in Indonesia, please *see* <http://www.dol.gov/ilab/programs/ocft/projeval.htm>. For additional background resources related to the Indonesia scope of work, *see* <http://www.dol.gov/ilab/grants/bkgrd.htm>. Applicants must demonstrate familiarity with these documents in their proposals.

Applicants must support the Indonesian Government's current efforts to eliminate exploitive child labor under the second phase of the National Plan of Action for the Elimination of the WFCL, including efforts at the provincial and district levels through the child labor action committees. Applicants must also collaborate with the National Action Committee on Child Labor and the National Task Force on Suppressing Trafficking, including additional direct collaboration with the Ministry of Manpower and Transmigration, Ministry of Social Affairs, Ministry of National Education. The project must coordinate with the USDOL-funded ILO-IPEC Project of Support to the Government's Timebound Program on the Elimination of the WFCL to the extent possible, due to its similar focus on child domestic work, trafficking for commercial sexual exploitation, and plantation agriculture. In particular, geographic focus and beneficiary monitoring should be coordinated.

In addition, Applicants must adhere to the 2008 Indonesian "Regulation of the Minister of Home Affairs Number 38 Regarding Acceptance and Granting of Social/Charity Organization's Assistance from and to Foreign Parties."

*c. Nepal**(1) Background and Problem Statement*

The majority of working children in Nepal are active in the informal sector. Children work in many sectors, including as domestic servants, porters, rag pickers, rock breakers, carpet factory workers, in mines, in brick kilns, in restaurants, in agriculture, and in the transportation sector. Bonded child laborers, who often come from large, landless families, work in the following sectors: agriculture, brick kilns, carpet-weaving, commercial sexual exploitation, domestic work, embroidered textiles (*zari*), restaurants and stone quarries.

Children in Nepal are also exploited through prostitution, sex tourism, and internal and international trafficking. Reports indicate many children are trafficked to India to work in a variety of sectors including domestic service. Nepal is also a source country for children trafficked to India and the Middle East for commercial sexual exploitation. The post-conflict environment and the lack of rule-of-law combined with an increase in entertainment establishments have contributed to a rise in internal trafficking and sexual exploitation of children. Internal trafficking occurs for commercial sexual exploitation and involuntary servitude as child soldiers, domestic servants, circus entertainers, and factory workers.

The Government of Nepal has identified specific sectors for elimination of exploitive child labor in its National Master Plan on Child Labor, including the commercial sexual exploitation of children (CSEC), trafficking, and the involvement of children armed conflict, and bonded or forced labor situations. However, gaps remain in efforts to address these forms of child labor. Addressing the challenging needs of the targeted population, including poor education quality and low income levels, as well as building the capacity of local and national organizations, are necessary in order to make significant progress in combating exploitive child labor in Nepal.

(2) Project Targets: Direct Beneficiaries, Sector(s), and/or Geographic Area(s)

Applicants must target children in two age groups: 1) children under the age of 14 must be completely withdrawn or prevented from engaging in exploitive child labor through the provision of formal or non-formal education and other services, and 2) children ages 14 to 17 must be prevented from entry into exploitive labor, and/or engagement in acceptable children's work. Applicants must design project strategies based on each target group's specific needs and in compliance with Nepal's Child Labor Act of 2000.

Applicants must target children engaged in CSEC, including children who have been internally trafficked for sexual exploitation in the entertainment industry. In addition, Applicants must target children engaged in at least three other sectors identified in the National Master Plan on Child Labor. Applicants must prioritize children who may have been trafficked or who are working under forced or bonded conditions. Applicants must work in a minimum of 10 districts of Nepal, and must provide a justification for the selection of each district.

(3) Project-Specific Strategies

Applicants must demonstrate an understanding of the challenges involved in working with children engaged in CSEC and child trafficking victims and propose strategies that meet their special needs. Applicants must also demonstrate knowledge of the cultural environment and address how they will work within this context to affect change.

Applicants must show how proposed education programs and awareness raising campaigns will be sensitive and responsive to the specific needs of the targeted populations. Applicants are encouraged to support or provide linkages to adult literacy and educational programs with the aim of increasing children's school enrollment through increasing their parent's educational awareness and increased value of education for the entire family unit.

Applicants must propose alternative income-generating activities, such as skills training or links to microfinance opportunities, for parents to reduce their need to rely on the labor of their children to meet basic family needs and to make enrollment of children in school more feasible. Applicants must conduct one or more small-scale research studies in support of the project's overall objectives.

Applicants must also provide information on how they will comply with the U.S. Treasury's Office of Foreign Assets Control license to work in Nepal.

(4) Collaboration with the Government and/or Links to Specific National Laws, Policies, and/or Programs

For a full list of, and comprehensive information related to, the Government of Nepal's ratifications of ILO and UN conventions, national child labor laws, policies, and programs that Applicants must consider in the development of their proposals, see the U.S. Department of Labor's 2007 Findings on the Worst Forms of Child Labor Report, available from <http://www.dol.gov/ilab/programs/ocft/PDF/2007OCFTreport.pdf>. For evaluation reports for OCFT project(s) funded in Nepal, please see <http://www.dol.gov/ilab/programs/ocft/projeval.htm>.

For additional background resources related to the Nepal scope of work, including further information on World Education's Brighter Futures Phase II Program, the ILO-IPEC Sustainable Elimination of Bonded Labor Phase II, and the Macro International Research project on children working in the carpet industry of India, Nepal and Pakistan, see USDOL's Web site at <http://www.dol.gov/ilab/grants/bkgrd.htm>. Applicants must demonstrate how their project design/strategies incorporate relevant information from these sources.

Applicants must support the Nepalese Government's current efforts to eliminate exploitive child labor under the Nepal National Master Plan on Child Labor 2004-2014. The project must also support the work begun under the USDOL-funded IPEC Sustainable Elimination of Bonded Labor Phase II. For those applicants intending to provide assistance to children affected by armed conflict, proposals must indicate how project interventions would compliment UNICEF's efforts in this area. Applicants must also collaborate on trafficking, education, and exploitive child labor issues with the Ministry of Education, the Ministry of Women, Children, and Social Welfare, and the Ministry of Labor and Transport Management.

d. Rwanda

(1) Background and Problem Statement

Children in Rwanda work primarily in subsistence agriculture. Children also work on tea, sugar cane, and rice plantations and harvest coffee. They engage in vending and micro-enterprises, make bricks, crush stones, extract sand, and burn and carry charcoal. They are also found working at waste disposal sites. In Kigali, girls engage in domestic service for third-party households; children are exploited in prostitution; and street children work in the informal sector. Older children are often on the streets due to having family members affected by the 1994 Genocide (*i.e.*, killed or imprisoned), while younger children are often there as a result of losing parents to HIV/AIDS.

Approximately half of Rwanda's population is under the age of 18. The majority of children in Rwanda are vulnerable to engaging in exploitive child labor. A joint study by UNICEF and the Minister of Gender and Family Promotion estimated that, as of late 2007, 24 percent of Rwandan children 0 to 17 years of age were orphans, and another 59 percent were non-orphan vulnerable children.

The Government of Rwanda has undertaken a number of efforts to address orphans and vulnerable children (OVC) and child labor issues, including passing the National Policy for OVC and National Child Labor Policy. Nevertheless, there remains a need for technical assistance to help enhance enforcement of child labor laws and for direct action projects to remove or prevent children from involvement in exploitive child labor in various sectors. Employment assistance for orphaned and vulnerable children of legal working age is also needed to help the country make significant progress in eliminating exploitive child labor.

(2) Project Targets: Direct Beneficiaries, Sector(s), and/or Geographic Area(s)

Applicants must target direct beneficiaries in two age groups: 1) children under the minimum legal working age of 16 years, and 2) children ages 16 to 17. Applicants must tailor their strategies for withdrawal and prevention from exploitive child labor in accordance with Rwanda's labor laws and ILO Conventions 138 and 182, as well as each age group's specific needs.

In selecting direct beneficiaries, Applicants must prioritize children who are orphaned, affected by HIV/AIDS, and/or living in child-headed households who are engaged in, or at-risk of entering, exploitive child labor, including the worst forms of child labor. Applicants may choose to target children that meet additional vulnerability criteria as well, but these three criteria must be included at a minimum.

The Ministry of Education has identified the following child labor sectors as priorities for Applicants to consider targeting: mining, tea harvesting, and cattle keeping/herding. If proposing to work in Kigali, Applicants must target children who are engaged in CSEC, domestic service, and/or street children working in the informal sector. If proposing to work in rural areas, Applicants must target children working in agriculture, including in the production of tea. Applicants must provide a justification for the sectors of work and geographic areas selected, and include information on how their choices complement the Rwandan Government's priorities, including the Ministry of Education's priorities noted above.

(3) Project-Specific Strategies

Applicants choosing to target children engaged in agriculture, CSEC, domestic service, mining, cattle keeping/herding, informal sector work on the streets, and/or other sector(s) proposed by the Applicant must demonstrate an understanding of, and sensitivity towards, the unique challenges facing children in these sectors, and propose effective strategies for identifying and selecting children in these situations; ensuring their long-term withdrawal and prevention from exploitive child labor in accordance with ILO Conventions 182 and 138, ILO Recommendation 190, and Rwanda's labor laws; and effectively meet their special needs—realizing that interventions that may be effective for withdrawing children from child labor in one sector may not necessarily apply to children working in another. Applicants choosing to target children working in agriculture, including tea harvesting, must demonstrate knowledge of, and propose to utilize injury prevention strategies for, all children who continue to work, including under the supervision of their parents or guardians, if applicable.

All Applicants must demonstrate an understanding of, and sensitivity towards, the unique challenges facing orphaned children, HIV/AIDS-affected children, and children living in child-headed households, and propose effective strategies for working with these populations, including in the beneficiary identification and selection processes and the delivery of services.

Applicants proposing to work with children age 16 or over must propose strategies for ensuring that these children, who are of legal working age, are able to secure viable employment in acceptable work after completing their project-supported direct educational service(s). Such strategies could include job placement and/or referral services; entrepreneurship training; and/or income-generating activities.

Applicants must also demonstrate knowledge of the cultural environment and address how they will work within the cultural context of Rwanda to effect change. Applicants must propose strategies for mainstreaming HIV/AIDS prevention and awareness-raising strategies into their project design and promoting the meaningful participation of children, their families, and communities in project activities.

Rwanda's Ministry of Education has requested that Applicants consider supporting the following educational priorities: strengthening the provision of 9-year basic education in the country by increasing and improving the quality of school infrastructure; strengthening government catch-up centers, and supporting vocational training centers to provide short and long-term training in relevant skill areas. Applicants must propose effective

strategies to address one or more of these educational priorities in their project design. (Note: Applicants proposing to undertake construction to increase/improve the quality of school infrastructure must bear in mind the requirements stated in sections IV.D.4. and IV.B.1.b.) Applicants proposing to provide vocational training to direct beneficiaries must complement government vocational training programs and propose strategies for demonstrating, through the collection and use of quantitative data, that there is a market for the skills to be taught in the vocational training program(s) being proposed. Applicants may take advantage of recent market research surveys conducted in the proposed geographic areas, if available, and/or should include sufficient funds in their budget for undertaking such market research survey(s).

Applicants should note that ILO-IPEC is currently conducting a child labor survey in Rwanda with funding from USDOL. It is anticipated that the survey results will be available in July 2009. If available, and to the extent possible, Applicants should use survey results to inform their project design, including proposed strategies for targeting direct beneficiaries, geographic areas, and/or priority sectors for intervention.

(4) Collaboration with the Government and/or Links to Specific National Laws, Policies, and/or Programs

For a full list of, and comprehensive information related to, the Government of Rwanda's ratifications of ILO and UN conventions, national child labor laws, policies, and programs that Applicants must consider in the development of their proposals, see the U.S. Department of Labor's 2007 Findings on the Worst Forms of Child Labor Report, available from <http://www.dol.gov/ilab/programs/ocft/PDF/2007OCFTreport.pdf>. For evaluation reports for OCFT project(s) funded in Rwanda, please see <http://www.dol.gov/ilab/programs/ocft/projeval.htm>. For additional background resources related to the Rwanda scope of work, including resources developed by the Kenya, Uganda, Rwanda, and Ethiopia Together (KURET) Project, implemented by World Vision, the International Rescue Committee, and the Academy for Educational Development; and the Combating and Preventing HIV/AIDS-Induced Child Labor in Sub-Saharan Africa Pilot Project, implemented by ILO-IPEC in Uganda and Zambia, see <http://www.dol.gov/ilab/grants/bkgrd.htm>; <http://www.kuret.or.ug/>; and <http://www.ilo.org/ipec/lang--en/index.htm>. Applicants must demonstrate familiarity with these documents in their proposals.

Applicants must describe how their project will complement and build upon initiatives and policies of the Government of Rwanda. Furthermore, Applicants must consult with the Government of Rwanda in the development of their project design and strategy, including the Ministry Public Service and Labor; the Ministry of Education; and the Ministry of Local Government, and other ministries as appropriate. In line with the Government's Decentralization Strategic Framework, Applicants must propose strategies for working closely with the Ministry of Local Government. Applicants are encouraged to include letter(s) of support from district government officials in the districts to be targeted by the project if possible.

Applicants must support the Government's current efforts to eliminate exploitive child labor, including under the 2008 National Policy on the Elimination of Child Labor. Applicants must also support the Government's efforts to assist OVCs, including working children, as outlined in its National Policy for OVC and 2006-2011 National Strategic Plan. Applicants should propose strategies for providing technical assistance to the Government of Rwanda at the national level, including for the development and/or implementation of a National Child Labor Action Plan(s) and the development of a list of hazardous occupations for children, as called for under ILO Convention 182. Likewise, Applicants' education strategies must complement the Government's ongoing efforts, including its Education Sector Strategic Plan 2006-2015 and existing vocational training programs.

Applicants should consider building on previous child labor efforts in Rwanda, including the USDOL-funded KURET Project. Potential KURET activities that Applicants could consider incorporating into their strategy include the development and implementation of district child labor by-laws; training of district labor inspectors

and community child labor councils on child labor issues; and the implementation of a mentoring program for child-headed households developed by World Vision, Tulane University, and the University of Rwanda.

Applicants should also consider building on activities piloted under the USDOL-funded ILO-IPEC Project Combating and Preventing HIV/AIDS-Induced Child Labor in Sub-Saharan Africa: Pilot Action in Uganda and Zambia. Potential ILO-IPEC activities developed under this project that could be incorporated include the implementation of community-based social protection schemes for assisting children and the use/adaptation of the Supporting Children's Rights through Education, the Arts, and the Media (SCREAM): Special Module on HIV/AIDS and Child Labor from ILO-IPEC's Web site at: <http://www.ilo.org/ipecinfo/product/viewProduct.do?productId=6884>.

To the extent possible, Applicants should coordinate with USAID and PEPFAR on projects that support efforts related to basic education, youth employment, OVCs, and HIV/AIDS in Rwanda in order to promote the sharing of information, enhanced quality of services provided to direct beneficiaries and their families, maximization of synergy, and reduction of duplication.

II. AWARD INFORMATION

A total of up to USD 18.45 million will be awarded under this solicitation. USDOL may award 4 or more cooperative agreements to one or more organizations and/or Associations for projects to combat exploitive child labor in the following 4 countries: Guatemala (up to USD 4.2 million), Indonesia (up to USD 5.5 million), Nepal (up to USD 4.25 million), and Rwanda (up to USD 4.5 million). The duration of the project(s) to be funded under this solicitation is 3 to 4 years. The start date of project activities will be negotiated upon awarding of the cooperative agreement but will be no later than September 30, 2009.

Type of assistance instrument for projects to be awarded under this solicitation: cooperative agreement. A cooperative agreement is a type of grant where substantial involvement is anticipated between the donor (USDOL) and the Grantee during the performance of project activities. The level of monitoring and accountability required by USDOL under a cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.

The funding for this USDOL/ILAB program does not include authority for subgrants. Therefore, the Grantee may not subgrant any of the funds obligated under these cooperative agreements. The Grantee may, however, award subcontracts. *See* section IV.D.6. and Appendix D for additional information of, and clarification on the differences between, subgrants and subcontracts.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s) capable of successfully withdrawing and preventing children from exploitive child labor and developing and implementing educational programs to serve this target population in the target country is eligible to apply, provided that the organization is in compliance with audit requirements and can demonstrate presence in the target country, as outlined below. Applications from foreign governments and entities that are agencies of, or operated by or for, a foreign state or government will not be considered. Applications from organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended will not be considered. Applicants (which in the case of an Association, includes all members of the Association) are not allowed to charge a fee (profit) associated with a

project funded by USDOL under this award. Lack of past experience with USDOL cooperative agreements, grants, or contracts is not a bar to eligibility or selection under this solicitation.

The Applicant (which, in the case of an Association, includes all members of the Association) and any proposed subcontractors must be in compliance with all audit requirements, including those established in OMB Circular A-133. For Applicants and their subcontractors that are U.S.-based non-profit organizations and subject to the Single Audit Act, failure to conduct annual single audits or comply with single audit submission timeframes established in OMB Circular A-133 will result in an application being considered non-responsive and being rejected. For Applicants and any proposed subcontractors that are foreign-based or for-profit organizations, failure to submit the most current independent financial audit will result in an application being considered non-responsive and rejected. In addition, the submission of any audit report that reflects adverse opinions will also result in the application being considered non-responsive and being rejected.

Applicants must demonstrate presence in the target country— either independently or through a relationship with another organization with country presence (*i.e.*, a subcontractor)— which gives it the ability to initiate program activities upon award of the cooperative agreement. For Applicants applying as an Association, this requirement can be met if one or more members of the Association can demonstrate presence in the target country. Applicants must be formally recognized by the host government using the appropriate mechanism (*e.g.*, Memorandum of Understanding, local registration of the organization) within 60 days of signing the cooperative agreement.

If it is deemed the most effective and efficient strategy for achieving the goals outlined in the Scope of Work, USDOL may award one or more cooperative agreement to an Association. An Association is comprised of two or more organizations that do not constitute a single legal entity, but join in applying for an award under this solicitation. Each member of the Association must be individually eligible for the award.

In the event of award, all members of the Association identified in the application must sign the cooperative agreement with USDOL and agree to be bound jointly and severally by the cooperative agreement. If any entity identified in the application as a member of an Association (also known as an “Associate”) does not sign the cooperative agreement, the Lead Grantee must provide, within 60 days of award, either a written subcontract agreement with such entity, acceptable to USDOL, or an explanation as to why that entity will not be participating in the cooperative agreement. USDOL reserves the right to re-evaluate the award of the cooperative agreement in light of any such change in an entity’s status and may terminate the award if deemed appropriate.

Any Applicant applying as an Association must submit to USDOL, in Annex H of their technical proposal, an Association Agreement, reflecting an appropriate joint venture, partnership, or other contractual agreement and outlining the deliverables, activities, and corresponding timeline for which each Associate will be responsible. This agreement must designate one member of the Association as the “Lead Applicant.” In the event of award, this organization will become the “Lead Grantee.”

For the purposes of this solicitation and cooperative agreement awards, the Lead Grantee will be: 1) the primary point of contact with USDOL to receive and respond to all inquiries (except for indirect cost negotiations), communications and orders under the project; 2) the only entity with authority to withdraw or draw down funds through the Department of Health and Human Services - Payment Management System (HHS-PMS); 3) responsible for submitting to USDOL all deliverables, including all technical and financial reports related to the project, regardless of which Associate performed the work; 4) the sole entity that may request or agree to a revision or amendment of the cooperative agreement or the Project Document; and 5) responsible for working with USDOL to close out the project.

Each member of an Association is ultimately responsible for overall project performance, regardless of any assignment of specific tasks, but Associates may agree, among themselves only, to apportion the liability for such performance. Each Associate must comply with all applicable Federal regulations and is individually subject to audit. In accordance with 29 Code of Federal Regulations (CFR) Part 98, entities that are debarred or suspended from receiving Federal contracts or grants shall be excluded from Federal financial assistance and are ineligible to receive funding under this solicitation.

B. Cost Sharing

This solicitation does not require Applicants to share costs or contribute matching funds, in-kind contributions, or other forms of cost sharing. However, Applicants are encouraged to do so, and may receive up to five (5) additional points for proposing to cost share (*see* section V.A.6.). Applicants that propose matching funds, in-kind contributions, and/or other forms of cost sharing must indicate their estimated dollar value in the Standard Form (SF) 424 and SF-424A submitted as part of the cost proposal (*see* section IV.B.1.a.). In the event of award, these funds will be incorporated into the cooperative agreement and cooperative agreement awardees (“Grantees”) will be: 1) required to report on these funds to USDOL in quarterly financial status reports (SF-269), and 2) liable for meeting the full amount of these funds during the life of the cooperative agreement. Matching funds, in-kind contributions, and/or other forms of cost sharing indicated on their SF-424 and SF-424A are subject to Federal cost principles and all provisions outlined in section IV.D.

If proposed matching funds, in-kind contributions, and/or other forms of cost sharing come from subcontractors, the value of the cost share must not be directed to the Applicant or its employees for their benefit. The cost share may only be used to support the work of the project or defray its costs. Applicants may not make the award of a subcontract contingent upon a subcontractor agreeing to provide matching funds.

Applicants must note the definitions of the following key terms pertaining to cost sharing, and employ these terms effectively in their application as applicable:

- “Cost Sharing” means any method by which the Grantee accomplishes the work of the grant, or work that supports or enhances the goals of the grant, with funds or other things of value, obtained from the Grantee and/or non-Federal third parties. These methods may include, but are not limited to, “matching funds” and “in-kind contributions.”
- “Matching Funds” means cash or cash equivalents, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such funds from the third party and applying them to the work of the grant. Failure to do so may result in USDOL’s disallowance of costs in the amount of the committed matching funds.
- “In-Kind Contributions” means goods or services, committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such goods or services from the third party and applying them to the work of the grant. Failure to do so may result in USDOL’s disallowance of costs in the amount of the committed in-kind contributions.

C. Other Eligibility Criteria

1. Dun and Bradstreet Number(s)

Applicants must include their unexpired Dun and Bradstreet/ DUNS number in the organizational unit section of Block 8 of the SF-424. For Associations, Block 8 of the SF-424 must contain the DUNS number of the Lead Applicant, and a list of the DUNS number(s) of all Associate(s) must be included as an attachment to the SF-424. These DUNS numbers must be included with the application unless an Applicant provides evidence of an OMB exemption from the DUNS number requirement. Applications that do not meet these requirements will be considered non-responsive and will be rejected.

DUNS is an acronym that stands for “Data Universal Numbering System,” and DUNS numbers are unique nine-digit numbers used to identify businesses. To obtain a DUNS number free of charge, call 1-866-705-5711 or access the following Web site: <http://www.dnb.com/us/>. Requests for exemption from the DUNS number requirement must be made to the Office of Management and Budget (OMB), Office of Federal Financial Management at 202-395-3993. Any Applicant (including Associates, as applicable) that does not already have a DUNS number should consider starting the process of obtaining their DUNS number as soon as possible in order to avoid delays that could result in the rejection of an application.

After receiving a DUNS number, Applicants must also register as a vendor with the Central Contractor Registration (CCR) through the following Web site: <http://www.ccr.gov> or by phone at 1-888-227-2423. CCR should become active within 24 hours of completion. For any questions regarding registration, please contact the CCR Assistance Center at 1-888-227-2423. After registration, Applicants will receive a confirmation number. The Point of Contact listed by the organization will receive a confidential password, known as a Trader Partnership Identification Number (TPIN) via mail.

2. Requirements for Application Responsiveness

USDOL’s Office of Procurement Services will screen all applications for responsiveness. Applications will be considered non-responsive and will be rejected for any one of the following reasons:

1. Failure to submit application by www.grants.gov or hard copy via the U.S. Postal Service or other delivery service, such as Federal Express, DHL, or UPS;
2. Failure to include the required DUNS number(s) or proof of OMB exemption(s) from the DUNS number requirement;
3. Failure to propose to serve a minimum of 177 direct beneficiaries per USD 100,000 of USDOL funding being requested under this solicitation;
4. Failure to submit both a completed cost proposal and a completed technical proposal;
5. Failure to include all of the required documents in the cost proposal or technical proposal, as outlined in section IV.B.1. and IV.B.2. (and Appendices B and C), respectively;
6. Failure to include all required audit report(s);
7. For U.S.-based non-profit organizations, failure to comply with annual single audit completion and submission timeframes established in OMB Circular A-133;
8. Inclusion of an audit report(s) that reflects adverse opinions;
9. Failure to designate key personnel candidates or not including résumés and signed letters of commitment for key personnel candidates; or
10. Combination of responses to more than one country under this solicitation into a single application.

If an application is deemed non-responsive, the Office of Procurement Services will send a letter to the Applicant, indicating the reason for the determination of non-responsiveness and explaining that the technical review panel will be unable to evaluate the application. If the application is deemed non-responsive due to being incomplete, this letter will indicate which document was missing from the application.

IV. INSTRUCTIONS TO OFFEROR

A. Application Package

This solicitation contains all of the necessary information, including information on required forms, needed to apply for cooperative agreement funding. The application package for this solicitation can be downloaded and viewed from www.grants.gov by referencing Funding Opportunity Number 09-06. In order to view the application package and submit applications on www.grants.gov, Applicants will need Pure Edge Viewer software, which can be downloaded free from http://www.grants.gov/applicants/apply_for_grants.jsp. A brief

synopsis of this solicitation will also be published in the Federal Register. The full-text version of this solicitation may be accessed on www.grants.gov and USDOL/ILAB's Web site at <http://www.dol.gov/ILAB/grants/main.htm>.

B. Content and Form of Application Submission

Applicants interested in applying for a cooperative agreement for more than one country outlined in this solicitation must submit a separate application for each country. If applications for more than one cooperative agreement are combined, they will be considered non-responsive and will be rejected.

The application package must consist of two separate parts: 1) a cost proposal and 2) a technical proposal. If the application is missing either the cost proposal or the technical proposal, it will be considered non-responsive and will be rejected. Unless otherwise specified, all documents identified in this section (*i.e.*, section IV.B.; also noted in Appendices B and C) must be included in the application package in order for the application to be considered complete and responsive. There are certain documents, listed as either "optional" or "as applicable," which are only required in cases where Applicants 1) wish to be considered for extra points for Cost Sharing (*see* section V.A.6., respectively, for more information); 2) are applying as an Association; and/or 3) are proposing to use subcontractors. Applicants should pay close attention to instructions concerning these documents, in order to ensure that their application package contains all the documents required for their particular situation.

Applicants' cost and technical proposals must address the entire scope of work outlined in section I.B. for the target country for which an application is being submitted.

To the extent possible, Applicants should number all pages of the application. All parts of the application must be written in English. Any additional documentation submitted that is not required or specifically requested under this solicitation may not be considered. Any required or additional supporting documents submitted in languages other than English may not be considered.

1. Cost Proposal Format

Part I of the application, the cost proposal, must address the Applicant's financial capacity to plan and implement the proposed project in accordance with the provisions of this solicitation. The cost proposal must contain the SF-424 Supplemental Key Contacts Information; SF-424 Application for Federal Assistance; the SF-424A Budget Information; a detailed Outputs-Based Budget and an accompanying Budget Narrative; and the Indirect Cost Form and supporting documentation, as applicable. The cost proposal must be organized according to the format provided in Appendix A. All forms in the SF-424 family of forms are available on www.grants.gov. In addition, all SF-424 forms necessary for this solicitation, the Indirect Cost Form, and a sample Outputs-Based Budget are available from USDOL/ILAB's Web site at <http://www.dol.gov/ilab/grants/bkgrd.htm>.

a. Standard Forms

Applicants must include the SF-424 Supplemental Key Contacts Information in their cost proposal. This form must list the information for key contact person at the Applicant's organization (including Associates' organization(s), as applicable), including name, position title, address, telephone and fax numbers, and e-mail address.

The Applicants' SF-424 Application for Federal Assistance and the SF-424A Budget Information must reflect the entire amount of funds being requested under this solicitation and the amount of any cost sharing being proposed by the Applicant, if applicable. See section III.B. for further information and instructions related to cost sharing.

For organizations applying as Associations, the Association must submit one consolidated SF-424 and SF-424A that aggregates the amounts reflected in separate SF-424As that must be submitted for each Associate organization. For example, Section B.(6a.) Personnel of the consolidated SF-424A for an Association should include the aggregated personnel costs of each member of the Association— not just the personnel costs of the Lead Grantee. The individual SF-424A for each organization in the Association must reflect the amount of funding going to that organization. Also please note that the budgets for Associates cannot be listed under Section B.(6f.) Contractual of the consolidated SF-424A, as USDOL considers all members of an Association to be Grantees of USDOL.

All Applicants are advised that all costs for construction activities being proposed that are: 1) over USD 5,000; and/or 2) for the construction of a permanent structure, such as latrines and wells, must be reported on the SF-424A under Section B.(6g.).

b. Outputs-Based Budget

The cost proposal must contain a detailed Outputs-Based Budget that corresponds to the Applicant's SF-424A. Applicants applying as Associates must submit a consolidated Outputs-Based Budget, which corresponds to their Associations' consolidated SF-424A, as well as individual Outputs-Based Budgets that correspond to each Associate's individual SF-424A. This budget must comply with Federal cost principles (which can be found in the applicable OMB Circulars) and the requirements listed below in section IV.D.1. through IV.D.13. All projected costs must be included in the Applicant's Outputs-Based Budget, as this budget will become part of the cooperative agreement in the event of award. If costs are omitted, the Grantee may not be allowed to include them after award.

In the detailed Outputs-Based Budget, the Applicant must: 1) show how the budget reflects project goals and design in a cost-effective way, and 2) link the budget to the activities, objectives, and outputs reflected in the Project Design Narrative, Work Plan, and/or Logical Framework. The largest proportion of project resources must be allocated to direct educational services, other direct services, and other project interventions aimed at children targeted as direct beneficiaries of the project, rather than direct and indirect administrative costs. Applicants must provide a breakdown of the total administrative costs into direct administrative costs and indirect administrative costs. The Grant Officer reserves the right to negotiate administrative cost levels prior to award.

The Outputs-Based Budget must detail the costs for performing all of the requirements presented in this solicitation and for producing all required reports and other deliverables outlined in section VI.C. The project budget must therefore include sufficient funds for the following activities: 1) to conduct mid-term and final evaluations and, as applicable, annual single audits or attestation engagements; 2) to conduct studies pertinent to project implementation and monitor, report on, and evaluate programs and activities; and 3) to finance appropriate in-country and international travel, including to required meetings with USDOL.

Regarding the first activity, Applicants must set aside a total of at least USD 70,000 in the proposed budget to cover the costs of a mid-term and a final evaluation, including: 1) labor costs associated with hiring an independent external evaluator and other staff, as needed; 2) costs associated with conducting a stakeholders' meeting, including meeting facilities, interpreters (if necessary) and travel costs of meeting participants; and 3) site visits including travel to and within the country (airfare, ground transportation, meals and lodging, interpreters (if necessary), etc.). Applicants must also budget for compliance with annual single audits or attestation engagements as applicable. Costs for these audits or attestation engagements must be included in direct or indirect costs, whichever is appropriate, in accordance with the cost allocation procedures approved by the U.S. Federal cognizant agency. Requirements related to annual single audits and attestation engagements can be found in section VI.B.2.

Regarding the second activity, Applicants are expected to allocate sufficient resources to conduct proposed studies, assessments, surveys, and monitoring and evaluation activities. This includes but is not limited to costs associated with conducting the baseline study and any other studies pertinent to implementation; developing and implementing the DBMS [*see* section I.B.1.a.(4)]; collecting data and reporting on USDOL's common indicators; meeting the reporting requirements discussed in section VI.C.; data management and assessing the impact of direct educational services, other direct services, and/or other project interventions on direct beneficiaries (and the impact of other direct services and/or other project interventions on indirect beneficiaries).

Regarding the third activity, Applicants must allocate funds for travel by the project director and/or other key personnel based in the field to meet annually with USDOL officials in Washington, D.C. or within the project's region (*e.g.*, Africa, Asia/Pacific, and Latin America/Caribbean). Applicants based both within and outside the United States must budget for the Project Director and/or another key personnel staff member to travel to Washington, D.C. for a post-award meeting, which will be held within 2 months of award (*i.e.*, prior to November 30, 2009).

The Applicant's Outputs-Based Budget must include a contingency provision, calculated at five percent of the project's total direct costs, as USDOL will not provide additional funding to cover unanticipated costs. USDOL has determined that the use of contingency provision funds for USDOL-funded projects is intended to address circumstances affecting specific budget lines that relate to one or more of the following: 1) inflation affecting specific project costs; 2) UN System or foreign government-mandated salary scale or benefits revisions; and 3) exchange rate fluctuations. USDOL also recognizes that certain extraordinary and unforeseen circumstances may arise that will lead to a need for exceptions to the aforementioned uses of contingency provision funds, related to the need for modifications to budgets or time extensions. These include but are not limited to the following: 1) changes in a country's security environment; 2) natural disasters; 3) civil or political unrest/upheavals or government transitions; or 4) delays related to loss of or damage to project property.

If proposing to undertake construction, Applicants must clearly specify funds for such construction in the budget and include a justification for these costs in the Budget Narrative. While construction with funds under the cooperative agreement is subject to USDOL approval and ordinarily should not exceed 10 percent of the project budget's direct costs, Applicants proposing to allocate more than 10 percent of the budget's direct costs for construction should note this in their budget and Budget Narrative, along with a justification as to why additional funds are needed to meet the goals of the project.

Applicants must include a justification for any proposed housing costs, housing allowances, and/or personal living expenses in their Budget Narrative. As noted below in section IV.D., housing costs, housing allowances, and/or personal living expenses (*e.g.*, dependents' allowance) of project staff may only be included in the project budget if they are accounted for as direct costs of the project, not as fringe benefits or indirect costs.

The project budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) submitted with the application must include all necessary and sufficient funds, without reliance on other contracts, grants, or awards, to implement the Applicant's proposed project activities and to achieve proposed project goals and objectives under this solicitation. If anticipated funding from another contract, grant, or award fails to materialize, USDOL will not provide additional funding to cover these costs.

c. Budget Narrative

The cost proposal must include a Budget Narrative that corresponds to the Outputs-Based Budget. The Budget Narrative must include a detailed justification, broken down by line item, of all of the Applicant's costs included in the Outputs-Based Budget. In meeting this requirement, Applicants applying as Associations may

elect to submit one Budget Narrative corresponding to their consolidated Outputs-Based Budget and/or multiple Budget Narratives corresponding to each Associate's individual Outputs-Based Budget.

d. Indirect Cost Information

The cost proposal must also contain information on the Applicant's indirect costs, using the form provided on USDOL/ILAB's Web site at <http://www.dol.gov/ilab/grants/bkgrd.htm>. Applicants must include one of the following supporting documents, as applicable, in their application: 1) a current Negotiated Indirect Cost Rate Agreement (NICRA) or 2) a Certificate of Direct Costs, if no indirect costs are claimed. In the case of Associations, each member of the Association must submit information on their indirect costs, including the required form and supporting documents as applicable. In the event of award, all entities in the Association will be considered direct recipients of Federal funds. The Lead Grantee may charge the costs of coordinating the members of the Association and in dealing with USDOL on behalf of the Association. Such costs must be reflected in an approved NICRA.

e. Equal Opportunity Survey (optional)

All Applicants are requested, but not required, to complete and include the Survey on Ensuring Equal Opportunity for Applicants (OMB No. 1890-0014) in their applications; this form is provided on USDOL/ILAB's Web site at: <http://www.dol.gov/ilab/grants/bkgrd.htm>.

2. Technical Proposal Format

Part II of the application, the technical proposal, must address the Applicant's technical capacity to plan and implement the proposed project in accordance with the provisions of this solicitation. The technical proposal must contain all of the documents outlined below in section IV.B.2.a. through IV.B.2.d. (as well as in Appendix C), except those specifically marked as "optional" or "as applicable," which are required only for certain Applicants (as noted in section IV.B. above). To facilitate the review of applications, Applicants must organize their technical proposals in the same order as documents appear below and in Appendix C.

a. Executive Summary

The technical proposal must include an Executive Summary, which should not exceed 2 single-sided, (8-1/2" x 11") double-spaced pages with 1-inch margins. Font size should be no less than 10-point. The Executive Summary should include the following information:

- Project title;
- Name of the Applicant (or Lead Applicant, in the case of an Association);
- Proposed Associate(s) and/or subcontractors (as applicable);
- Summary of the proposed project design and key project activities;
- Funding amount being requested from USDOL (up to the maximum amount available for the target country); and
- Total dollar value of matching funds, in-kind contributions, and other forms of cost sharing being proposed on the Applicant's SF-424 and SF-424A (if applicable).

b. Table of Contents

The technical proposal should include a Table of Contents listing all of the relevant required documents and their corresponding page numbers.

c. Project Design Narrative

This section of the technical proposal constitutes the "preliminary project design document" and serves as the basis of the final project document to be submitted and approved by USDOL after award. The Applicant's preliminary project design document must describe, in detail, the proposed approach to comply with the

requirements listed in the Scope of Work and below, and be linked to a supporting Logical Framework and Work Plan. The Applicant's project design narrative must not exceed 50 single-sided, double-spaced (8-1/2" x 11") pages with 1-inch margins. Font size should be no less than 10-point. All documents required to be included as annexes to the technical proposal do not count toward the 50-page limit for the project design narrative.

(1) Background and Justification

This section must identify the geographic area(s) and sector(s) of work being targeted by the Applicant and provide a justification for these choices. This section should be based on the Applicant's needs assessment and should demonstrate the Applicant's knowledge and understanding of the following: 1) the policy (*i.e.*, child labor, education, and social welfare policies) and implementing environment in the target country, including relevant projects, government plans and/or programs, including those specified in section I.B.3 for the target country; 2) the national system of education in the target country, including formal, non-formal, and/or vocational education programs and the requirements and school calendar(s) associated with each; 3) the specific education and/or training programs currently being offered in the project's target geographic area(s); 4) the incidence and nature of exploitive child labor, particularly the worst forms of child labor, occurring in the geographic area(s) and sector(s) being targeted, including hours of work, conditions of work (including hazards), and, if available, any research or data indicating correlations between educational performance and child labor; 5) factors contributing to children's involvement in exploitive child labor and educational barriers (including any unique gender-related issues pertaining to child labor and/or education) that children face in the target geographic area(s) and sector(s); and 6) best-practice solutions to address the needs of proposed direct beneficiaries.

Applicants must conduct a needs assessment in preparing their application. The needs assessment must include a thorough review of available literature on child labor and education issues in the target country and should identify the factors contributing to children's involvement in exploitive child labor; barriers to education; gaps in current service provision; unmet needs; and opportunities that could be addressed through a USDOL-funded project. The needs assessment must also include information on the incidence and nature of exploitive child labor, particularly the worst forms of child labor, occurring in the target geographic area(s) among proposed direct beneficiaries; sector(s) of work, including industries and occupations; hours and conditions of work; age and sex distribution of the proposed direct beneficiaries; educational performance relative to other children, if available; and any research or other data that might indicate correlations between child labor and educational performance. The needs assessment should be used to make a preliminary identification of the children that the Applicant proposes to target as direct beneficiaries of the project; inform the Applicant's proposed selection criteria for direct beneficiaries [*see* section I.B.1.a.(2)]; and form the basis of the Applicant's Project Design Narrative (*see* section IV.B.2.c.).

(2) Project Design and Strategy

This section must discuss the Applicant's proposed project design and strategy for carrying out all requirements outlined in Section I.B. Scope of Work, including the five goals of all USDOL-funded projects [with the exception of Goal 5: "Ensuring the long-term sustainability of these efforts," which should be addressed in the Sustainability Strategy of the Applicant's Project Design Narrative (*see* section IV.B.2.c.(4) below)], other general requirements, and country-specific requirements. This section must be informed by the Applicant's needs assessment.

This section must identify the total number of direct beneficiaries to be served and the specific criteria and process that the project will use to select its direct beneficiaries. This section must discuss the Applicant's strategies for withdrawing and preventing children from exploitive child labor and providing direct educational services, which should provide the following information on proposed direct beneficiaries: geographic area(s); ages; gender; sector(s) of work; and a description of the direct educational service(s) (including the program's

frequency, length, and cost per child) and other direct services to be provided (including the cost per child of each intervention).

This section should also describe the specific needs and barriers to education facing target direct beneficiaries in the country of interest, and how the project will address these needs and barriers.

This section should also identify the number of indirect beneficiaries to be served, and describe the types of services these indirect beneficiaries will receive from the project (*see* definitions of “other direct services” and “other project interventions” in Appendix A).

(3) Strategy for Monitoring Direct Beneficiaries

This section must provide a narrative description of the Applicant’s strategy and detailed methodology for monitoring the project’s direct beneficiaries. It should also describe the components of the Applicant’s proposed DBMS [*see* section I.B.1.a.(4)].

(4) Strategy for Building Local Capacity and Promoting Sustainability

This section of the technical proposal should respond to the scope of work outlined in section I.B.1.e, and must discuss the Applicant’s strategy for ensuring the long-term sustainability of efforts to combat exploitive child labor in the target country. This section should reflect the Applicant’s strategic vision of what key project components, contributions, or activities need to be sustained after the project ends in order to have a long-term impact on efforts to combat exploitive child labor in the target country. In designing a sustainability strategy, Applicants must consider several factors including: the project components/contributions/activities that should be sustained, methods for attaining this strategy, actors who should be involved, data to measure progress towards sustainability, etc. After award, project staff will be required to submit a Sustainability Matrix demonstrating a clear and verifiable instrument that can be used to judge progress towards local ownership and capacity to sustain components, activities, or contributions of the project to eliminate the worst forms of child labor in the target country.

(5) Organizational Capacity

This section must present the qualifications of the proposed Applicant (including Associates, in the case of an Association) and/or any proposed subcontractors to implement the project. In the case of Associations, where more than one organization will be responsible for project implementation and providing direct services to direct beneficiaries, this section should discuss each organization’s strategic advantages and areas of expertise and should indicate what makes their Association uniquely qualified to carry out the scope of work under this solicitation.

(a) International and U.S. Government Grant and/or Contract Experience

This section must provide a brief overview of the information presented by the Applicant in Annex C: Past Performance Table(s) of their technical proposal. Applicants should highlight any experience they may have with implementing projects to 1) withdraw or prevent children from exploitive child labor through the provision of direct educational services; 2) implement basic, transitional, non-formal, and/or vocational education programs for children; and 3) address issues of educational access, quality, and policy reform for vulnerable children, including in the target country. Annex C must include information on all of the Applicant’s (including Associates, as applicable) previous and current grants, cooperative agreements, and/or contracts funded by USDOL; other Federal agencies; and other donors, including foreign governments that are relevant to this solicitation. Applicants proposing to use subcontractor(s) to provide direct services to the project’s direct beneficiaries must also complete a Past Performance Table for each subcontractor. *See* section IV.B.2.d.(3) for further instructions related to Annex C.

(b) Country Presence and Host Government Support

In this section, Applicants must address their organization's country presence and ability to start up project activities soon after signing a cooperative agreement. Applicants should also discuss their ability to work directly with government and NGOs, including local organizations and CBOs, and their past experience working with these stakeholders. Applicants may submit supporting documentation in Annex F demonstrating country presence and/or outreach to host government ministries and NGOs operating in the target country.

(c) Fiscal Oversight

In this section, Applicants must provide a narrative description and evidence that their organization has a sound financial system in place that can effectively manage the funds being requested under this solicitation. Applicants' (including Associates, if applicable) and subcontractor(s)' (if applicable) most recent audit reports must be submitted in Annex G of the Technical Proposal. See section IV.B.2.d.(10) for specific audit requirements.

(6) Personnel and Project Management Plan

This section of the technical proposal must include information on the Applicant's key personnel and other professional personnel, and must address each candidate's level of competence, past experience relevant to this solicitation, and qualifications to perform the requirements outlined in section 1.2 Scope of Work. It must also include information on the project's management plan. This section should summarize the information presented in Annex D: Project Management Organization Chart and Annex E: Personnel Descriptions, Resumés, and Letters of Commitment of the Applicant's technical proposal.

(a) Key Personnel

Applicants must identify all key personnel candidates being proposed to carry out the requirements of this solicitation. Together, the Project Director, Education Specialist, and Monitoring and Evaluation Officer comprise the key personnel of USDOL-funded child labor projects. These three members of the project staff are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables.

- 1) The Project Director is responsible for overall project management, supervision, administration, and implementation of the requirements of the cooperative agreement. The Project Director will establish and maintain systems for project operations; ensure that all cooperative agreement deadlines are met and targets are achieved; maintain working relationships with project stakeholders (including Associates and/or subcontractors, as applicable); and oversee the preparation and submission of technical and financial reports to USDOL. The Project Director must have a minimum of three years of professional experience in a leadership role in implementation of international development projects relevant to this solicitation. Fluency in English is required and working knowledge of at least one of the official languages of the target country is strongly suggested.
- 2) The Education Specialist is responsible for providing leadership in developing the technical aspects of this project in collaboration with the Project Director. The Education Specialist must have at least three years experience in basic education projects in developing countries in areas including student assessment, teacher training, educational materials/ curriculum development, educational management, and educational monitoring and information systems. The Education Specialist must have an understanding of child labor issues, particularly the special educational needs of children withdrawn from exploitive child labor when they enter/return to school, and/or have experience working with this target population. This individual must have experience in working successfully with ministries of education, networks of educators, employers' organizations, and trade unions or comparable entities. A working knowledge of English and at least one of the official languages of the target country are strongly suggested.

- 3) The Monitoring and Evaluation Officer is responsible for overseeing the implementation of the project's monitoring and evaluation activities, including the DBMS. This individual must have at least three years progressively responsible experience in the monitoring and evaluation of international development projects, such as child labor, education and training, or other relevant experience. Relevant experience can include strategic planning and performance measurement, indicator selection, quantitative and qualitative data collection and analysis methodologies, database management, and knowledge of the GPRA. A working knowledge of English and at least one of the official languages of the target country is strongly suggested.

All key personnel must allocate 100 percent of their time to the project and live in the target country. Key personnel positions must not be combined. Applicants are required to ensure that all proposed key personnel will, in fact, be available to staff the project should the Applicant be selected for award. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project and their availability to commence work within 45 days of cooperative agreement award [see section IV.B.2.d.(8)]. If any key personnel candidates are not designated, or any of the required documents in Annex E are not submitted, the application will be considered non-responsive and will be rejected.

All key personnel must be employed by the Grantee, not a subcontractor. In cases where an Association proposes to split the employment of key personnel among the Lead Grantee and Associate(s), the Project Director, at a minimum, must be employed by the Lead Grantee. Additionally, the Applicant must provide a justification for why dividing key personnel positions among the Lead Grantee and Associate(s) is the most effective staffing strategy for the project.

With the goals of utilizing existing expertise and enhancing local capacity in the target country and utilizing project resources as effectively as possible, USDOL encourages Applicants to hire national/local staff for key personnel positions, to the extent possible. Finally, if either the Education Specialist or Monitoring and Evaluation Officer are not fluent in English, the Grantee must assume full responsibility for ensuring that these staff have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents produced for submission to USDOL are in fluent English.

(b) Other Professional Personnel

In this section, Applicants should identify any other professional program personnel deemed necessary for carrying out the requirements of this solicitation and provide a justification for including these individuals, including any past experience and/or qualifications for serving on a USDOL-funded project. Résumés and personnel descriptions, which include the candidates' roles and responsibilities related to the project and level of effort, must be included in Annex E of the technical proposal for all other professional personnel being proposed.

(c) Project Management Plan

This section must discuss the Applicant's project management plan. This plan must correspond with Annex E: Personnel Descriptions, Résumés, and Letters of Commitment and Annex D: Project Management Organizational Chart of the technical proposal and include a narrative description of a) the roles and responsibilities of key personnel, other professional personnel, and other project staff and b) the project's management structure and lines of authority between key personnel, other professional personnel, and any other staff directly responsible for providing direct services to the project's direct beneficiaries. In the case of an Association, where the Applicant proposes that the project's key personnel would not all be employed by the Lead Grantee, a clear indication of the following must be provided in this section: the rationale for dividing key personnel among members of the Association; lines of authority among key personnel, other professional personnel and other staff involved in providing direct services to the project's direct beneficiaries; the process

of supervision and performance evaluation of personnel who are not members of the same organization; the process by which all parties would come to agreement on key implementation issues; and mechanisms of conflict resolution should the need arise.

(7) Cost Sharing (optional)

This section is only required for those Applicants proposing to cost share and must be completed in order to be eligible for the (up to) 5 additional points available under the Cost Sharing technical rating criteria, as discussed in section V.A.6. This section must provide information on any matching funds, in-kind contributions, and/or other forms of cost sharing being proposed by the Applicant on its SF-424A. Specific requirements associated with cost sharing are detailed in section III.B. In this section, Applicants must indicate the nature; source(s) of funds and/or in-kind contributions; the amount (or estimated value) in U.S. Dollars; and the proposed project activities anticipated with these resources. Applicants must also clearly describe how the programs, activities, or services that will be provided with these funds or contributions will complement and enhance project objectives.

d. Annexes

(1) Annex A: Logical Framework

Annex A must contain the Applicant's Logical Framework (Logframe). The Logframe is a tool that summarizes project design; corresponds with the Project Design Narrative; and clearly documents the logic and causal linkages underlying an Applicant's strategy. In developing a Logframe, Applicants should document how project activities will lead to outputs (or "intermediate results"), which, taken together, will lead to the achievement of the project's purpose. The purpose is the overall result for which the project will be held accountable. The Logframe also includes a contextual goal that reflects the broader societal issue that the project hopes to influence. In addition to requiring Applicants to provide a narrative summary of this hierarchy of results (activities-outputs-purpose-goal), the Logframe also requires the project to list performance indicators for each result and the means by which those indicators will be measured. Applicants are expected to select appropriate indicators and targets at both the output and purpose levels, which are the most critical results for ensuring that the project achieves its intended outcomes. Projects also have the option of monitoring relevant indicators at the lowest, activity level and the contextual goal level, though this is not required. The final element of the Logframe is the assumptions column, which Applicants should use to describe those conditions outside their control that might affect achievement of project results. Applicants must carefully consider what might go wrong that would affect the link of activities to outputs, the link of outputs to purpose, and the link of purpose to goal. Any issues that are outside the Applicant's control that might affect the ability to achieve results should be documented in the assumptions column so they can be monitored over the life of the project. In the case of awareness raising, Applicants should identify indicators that lead to changes in behavior, not only in knowledge and attitudes (*see* section I.B.1.c.). A sample Logframe is available from USDOL/ILAB's Web site at www.dol.gov/ilab/grants/bkgrd.htm.

(2) Annex B: Work Plan

Annex B must contain the Applicant's Work Plan. The Work Plan must identify major project activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities. The Work Plan must correspond to activities identified in the Logframe and the Project Design Narrative. The Work Plan may vary depending on what is the most logical form (*i.e.*, it may be divided by project component, country, or region depending on the project).

(3) Annex C: Past Performance Table(s)

Annex C must contain the Applicant's Past Performance Table(s). This table should complement section IV.B.2.c.(5)(a) of the Applicant's Project Design Narrative and must provide information on the Applicant's grants, cooperative agreements, and/or contracts with USDOL, other Federal agencies, and other donors that are relevant to this solicitation.

Applicants must include the following information in the table:

1. The agency, donor, or organization for which the work was done;
2. Name, phone and fax numbers, and e-mail address for a current contact person in that organization with knowledge of the project;
3. The project’s name and instrument number of the grant, contract, or cooperative agreement;
4. The project’s funding level, in U.S. Dollars;
5. The country of implementation and period of performance for the project; and
6. A brief summary of the work performed and accomplishments.

Agency/ Donor	Contact Information	Name of the Project and Instrument Number	Funding Amount (in USD)	Country and Period of Performance	Brief Summary of Work Performed and Accomplishments

Note: A separate Past Performance Table must be completed for each Associate within an Association and/or for each subcontractor that will be providing direct services to the project’s direct beneficiaries.

(4) Annex D: Project Management Organization Chart

Annex D must contain the Applicant’s Project Management Organization Chart. The chart must provide a visual depiction of the project’s management structure and lines of authority among all key personnel, other professional personnel, and other project staff being proposed in section IV.B.2.c.(6) and must correspond with section IV.B.2.c.(6)(c) of the Applicant’s technical proposal. This chart must also include lines of authority among all organizations (including Associate(s) and/or subcontractor(s), as applicable) that will be responsible for key elements of project implementation, including providing direct educational services and other direct services to the project’s direct beneficiaries.

(5) Annex E: Personnel Descriptions, Résumés, and Letters of Commitment

Annex E must contain personnel descriptions (outlining roles and responsibilities) and résumés for all key personnel and other professional personnel being proposed by the Applicant. Each résumé must include the following information:

- Educational background, including highest education level attained;
- Work experience covering at least the last 5 years of employment to the present, including such information as employer name, position title, clearly defined duties, and dates of employment;
- Salary information for at least the last 5 years of employment to the present;
- Other special experience, capabilities, or qualifications related to the candidate’s ability to implement the scope of work and perform effectively in the proposed position; and
- Description of English language abilities and any other language abilities pertinent to the solicitation and/or target country.

Annex E must also include signed letters from all key personnel being proposed by the Applicant, indicating their commitment to serve on the project and their availability to commence work within 45 calendar days of the cooperative agreement award.

(6) Annex F: Documentation of Country Presence and Host Government Support

Annex F must contain documents that corroborate the Applicant's representations in section IV.B.2.c.(5)(b) demonstrating country presence. Such documentation could include, but is not limited to: official registration of the Applicant's organization in the target country. Documents indicating the support the Applicant has received from the host government in the target country may also be included in this Annex. Such documentation could include, but is not limited to a current Memorandum of Understanding between the Applicant (including Associates, as applicable) and the host government in the target country and/or letters of support for the proposed project from the national and/or local government(s) of the target country.

(7) Annex G: Audit Report(s)

Annex G must contain the audit report(s) of the Applicant (including Associates, in the case of an Association) and any proposed subcontractors (as applicable). The following audit attachments are required, depending on the organization's status: 1) the Applicant's most recent single audit, as submitted to the Federal Audit Clearinghouse, if the Applicant is a U.S.-based, non-profit organization already subject to the single audit requirements. In addition, this Annex must show that the Applicant has complied with report submission timeframes established in OMB Circular A-133; 2) the Applicant's most current independent financial audit, if the Applicant is a for-profit or foreign-based organization; 3) the most recent single audit report for all proposed U.S.-based, non-profit, Associates and/or subcontractors that are subject to the Single Audit Act; and/or 4) the most current independent financial audit, for all proposed Associates and/or subcontractors that are for-profit or foreign-based organizations. In order to expedite the screening of applications and to ensure that the appropriate audits are attached to each application, Applicants must provide a cover sheet to the audit attachments listing all proposed Associates and/or subcontractors (as applicable).

(8) Annex H: Association Agreement(s) (if applicable)

Annex H must contain the Applicant's Association Agreement(s); it is only required for Applicants that are applying as an Association (*see* section III.A.). An Association Agreement should reflect an appropriate joint venture, partnership, or other contractual agreement and outline the deliverables, activities, and corresponding timeline for which each Associate will be responsible. This agreement must designate one member of the Association as the "Lead Applicant."

C. Submission Date, Time, Address, and Delivery Method

Applications in response to this solicitation may be submitted in hard copy or electronically via www.grants.gov. Applications submitted by other means, including e-mail, telegram, or facsimile (FAX) will be not be accepted. Irrespective of submission method, all applications must be received by USDOL by 5:00 p.m. Eastern Standard Time (EST) on July 27, 2009. Applicants electing to submit hard copies must submit one (1) blue ink-signed original, complete application, *plus* three (3) additional copies of the application. Applicants electing to submit electronically must submit one electronic copy of the complete application via www.grants.gov no later than 5:00 p.m. Eastern Standard Time (EST) on July 27, 2009. Hard copy applications must be delivered to: U.S. Department of Labor, Procurement Services Center, 200 Constitution Avenue NW, Room S-4307, Washington, DC 20210, Attention: Lisa Harvey, Reference: Solicitation 09-06. Applicants submitting via www.grants.gov are responsible for ensuring that their applications are received by www.grants.gov by the deadline. Applicants are advised to submit their applications in advance of the deadline.

Applicants electing to submit hard copy applications may submit them via the U.S. Postal Service or non-U.S. Postal Service delivery services, such as Federal Express or UPS. However, regardless of the type of delivery service selected, Applicants bear the responsibility for timely submission. The application package must be received at the designated place by the date and time specified or it will be considered non-responsive and will be rejected.

Any application received at the Procurement Services Center after the deadline will not be considered unless it is received before the award is made and:

1. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at USDOL at the address indicated; and/or
2. It was sent by registered or certified mail not later than the fifth calendar day before the deadline; or
3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, prior to the deadline.

The only acceptable evidence to establish the date of mailing of a late application sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. The only acceptable evidence to establish the date of mailing of a late application sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper on the original receipt from the U.S. Postal Service.

If the postmark is not legible, an application received after the above closing time and date shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (not a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, Applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at USDOL is the date/time stamp of the Procurement Service Center on the application wrapper or other documentary evidence of receipt maintained by that office. Confirmation of receipt can be obtained from Lisa Harvey (*see* section VII. for contact information). Note: Please be advised that U.S. mail delivery in the Washington D.C. area can be slow and erratic due to concerns involving contamination. All Applicants must take this into consideration when preparing to meet the application deadline.

Applicants submitting their applications electronically through Grants.gov should note the following submission instructions: 1) When submitting on www.grants.gov, Applicants must save all attachments as a .doc, .pdf, .txt, or .xls file; 2) An individual with authority to bind the Applicant must be responsible for submitting the application on www.grants.gov; and 3) Applications submitted through www.grants.gov do not need to be signed manually; the form will automatically affix an electronic signature for the authorized person identified.

It is strongly recommended that Applicants immediately initiate and complete the "Get Registered" registration steps at http://www.grants.gov/applicants/get_registered.jsp. These steps may take multiple days to complete, and this time should be factored into plans for submission in order to avoid unexpected delays that could result in the rejection of an application. Applicants are also advised to consult the Grants.gov Web site's Frequently Asked Questions and Applicant User Guide, available at <http://www.grants.gov/help/faq.jsp>, and http://www.grants.gov/assets/UserGuide_Applicant.pdf, respectively.

Applicants should contact the [Grants.gov](http://www.grants.gov) Contact Center at 1-800-518-4726 or support@grants.gov to obtain assistance with any problems related to using the www.grants.gov Web site, including difficulties downloading the application package; software compatibility questions; and questions on how to electronically assemble application packages.

D. Funding Restrictions, Unallowable Activities, and Specific Prohibitions

USDOL/ILAB would like to highlight the following restrictions, unallowable activities, and specific prohibitions, as identified in OMB Circular A-122, 29 CFR Part 95, 29 CFR Part 98, and other USDOL/ILAB policy, for all USDOL-funded child labor technical cooperation projects. Applicants' cost and technical proposals must be developed in accordance with the provisions outlined below in sections IV.D.1. through IV.D.13. If any Applicant has questions regarding these or other restrictions, please e-mail Lisa Harvey at harvey.lisa@dol.gov with a copy to Georgiette Nkpa at nkpa.georgiette@dol.gov.

1. Pre-award Costs

Cooperative agreement funds may not be encumbered/obligated by a Grantee before the period of performance. Pre-award costs, including costs associated with the preparation of an application submitted in response to this solicitation, are not reimbursable under the cooperative agreement.

2. Alternative Income-Generating Activities

USDOL funds awarded under any USDOL/ILAB cooperative agreements may not be used to provide micro-credits, revolving funds, or loan guarantees. Permissible costs related to alternative income-generating activities for parents and children may include, but are not limited to: vocational, skills, literacy/numeracy, and/or entrepreneurship training; incidental tools and equipment; guides; manuals; and market feasibility studies. USDOL reserves the right to negotiate the exact nature, form, or scope of alternative income-generating activities and to approve or disapprove these activities at any time after award of the cooperative agreement.

3. Direct Cash Transfers to Communities, Parents, or Children

As a matter of policy, USDOL/ILAB does not allow for direct cash transfers to target beneficiaries. Therefore, Grantees may not provide direct cash transfers to communities, parents, or children. However, USDOL would support the purchase of incidental items in the nature of "beneficiary support costs," which are necessary to ensure that proposed direct beneficiaries are withdrawn or prevented from exploitive child labor and able to benefit from project-supported direct educational services. Beneficiary support costs are direct costs that may include such items as uniforms, school supplies, books, provision of tuition, and transportation costs. If approved by USDOL, these items must be purchased or paid for directly by the Grantee or its subcontractor(s) in the form of vouchers, or payment to the service provider, as opposed to handing cash directly to children or other individuals. This insures that the money goes for its intended purpose and is not diverted or lost.

If an Applicant proposes the provision of beneficiary support costs, it must specify: 1) why these activities and interventions are necessary and how they will contribute to the overall project goals; and 2) how the disbursement of funds will be administered in order to maximize efficiency and minimize the risk of misuse. The Applicant must also address how beneficiary support costs will be made sustainable once the project is completed.

4. Construction

Construction with funds under the cooperative agreement is subject to USDOL approval and ordinarily should not exceed 10 percent of the project budget's direct costs. Funds for construction must be clearly specified in the budget. Any activities that lead to the creation of real property (*i.e.*, a new classroom, an addition to an existing building, wells, latrines) that is of a permanent nature must be classified under construction expenses. In addition, expenses in support of construction cannot be classified as supplies, and should be regarded as construction activities.

In general, USDOL expects construction to be limited to improving existing infrastructure and facilities of schools and/or other learning environments in the project's target communities. In order to ensure sustainability, USDOL encourages Applicants to secure matching funds, in-kind contributions, or other forms of cost sharing from communities and local organizations when proposing construction activities.

5. Housing and Personal Living Expenses

USDOL funds may only be used to pay for housing costs, housing allowances, and personal living expenses (e.g., dependents' allowance) of project staff if they 1) are separately accounted for as direct costs of the project necessary for the performance of the project and 2) receive prior approval from USDOL. In accordance with Federal cost principles, housing and personal living expenses may not be counted as fringe benefits or indirect costs.

As a general rule, it is USDOL's position that housing and other personal expenses are costs that are appropriately the responsibility of individual employees, whether they are residing in the United States or abroad. In general, housing costs, housing allowances, and personal living expenses will only be authorized under the cooperative agreement if deemed necessary for the performance of the project, in particular, in cases of extraordinary costs of living attributable to unique circumstances affecting a local economy.

6. Subgrants and Subcontracts

The funding for this USDOL/ILAB program does not include authority for subgrants. Therefore, the Grantee may not subgrant any of the funds obligated under the cooperative agreement. Subgranting may not be included in the budget as a line item or in the text of the application. However, subcontracting may be included as a budget line item. Subcontracts awarded after the cooperative agreement is signed, and not proposed in the application, must be awarded through a formal competitive bidding process in accordance with 29 CFR 95.40-48. All subcontracts are subject to audit, in accordance with the requirements of 29 CFR 95.26(d).

The determination of whether a Grantee's relationship with a subawardee would constitute a subgrant or subcontract is determined primarily with reference to an agreement's general purpose, programmatic functions, and responsibilities given to the subawardee. These three elements should be closely examined, together with the usual characteristics (terms and performance standards, scope of work, etc.). As a reference tool in determining whether an agreement is a subgrant or a subcontract, *see* Appendix D. The table in Appendix D is for reference only and does not create any legally binding obligation.

The debarment and suspension rule, as outlined in 29 CFR 95.13 and 29 CFR Part 98, applies to all subcontracts issued under the cooperative agreement. Grantees are responsible for ensuring that all subcontractors are eligible for participation in Federal assistance programs. More detailed information on subcontracts may be requested by USDOL during the Best and Final Offer (BAFO) process.

7. Lobbying and Fundraising

Funds provided by USDOL for project expenditures under cooperative agreements may not be used with the intent to influence a member of the U.S. Congress, a member of any U.S. Congressional staff, or any Federal, State, or Local Government official in the United States (hereinafter "government official(s)"), to favor, adopt, or oppose, by vote or otherwise, any U.S. legislation, law, ratification, policy, or appropriation, or to influence in any way the outcome of a political election in the United States, or to contribute to any political party or campaign in the United States, or for activities carried on for the purpose of supporting or knowingly preparing for such efforts. This includes awareness raising and advocacy activities that include fundraising for, or lobbying of, U.S. Federal, State, or Local Governments. (*See* OMB Circular A-122, as codified at 2 CFR Part 230). This does not include communications for the purpose of providing information about the Grantees and their programs or activities, in response to a request by any government official, or for consideration or action on the merits of a Federally-sponsored agreement or relevant regulatory matter by a government official.

Applicants classified under the Internal Revenue Code as a 501(c)(4) entity [*see* 26 U.S.C. 501(c)(4)] may not engage in any lobbying activities. According to the Lobbying Disclosure Act of 1995, as codified at 2 U.S.C. 1611, an organization, as described in Section 501(c)(4) of the Internal Revenue Code of 1986, that engages in lobbying activities directed toward the U.S. Government is not eligible for the receipt of Federal funds constituting an award, grant, cooperative agreement, or loan.

8. *Funds to Host Country Governments*

USDOL funds awarded under cooperative agreements are not intended to duplicate existing foreign government efforts or substitute for activities that are the responsibility of such governments. Therefore, in general, Grantees may not provide any of the funds obligated under a cooperative agreement to a foreign government or entities that are agencies of, or operated by or for, a foreign state or government, ministries, officials, or political parties. Only after a competitive procurement process has been conducted and the Grantee has determined that no other entity in the country is able to provide direct services or undertake project activities, may subcontracts be awarded to foreign government agencies or entities that are agencies of, or operated by or for, a foreign state or government, ministries, officials, or political parties. In such cases, Grantees must receive prior USDOL approval before awarding the subcontract.

9. *Miscellaneous Prohibitions*

USDOL funds may not be used to provide for:

- The purchase of land;
- The procurement of goods or services for personal use by the Grantee's employees;
- Entertainment, including amusement, diversion, and social activities and any costs directly associated with entertainment (such as tickets, meals, lodging, rentals, transportation, and gratuities). Costs of training or meetings and conferences, when the primary purpose is the dissemination of technical information, are allowable. This includes reasonable costs of meals and refreshments, transportation, rental of facilities and other items incidental to such meetings and conferences. Costs related to child labor educational activities, such as street plays and theater, are allowable; and
- Alcoholic beverages.

10. *Prostitution and Trafficking*

The U.S. Government is opposed to prostitution and related activities which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. NGOs, and their subcontractors, cannot use funds provided by USDOL to lobby for, promote or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign-based NGOs, and their subcontractors, that receive funds provided by USDOL for projects to combat trafficking in persons cannot lobby for, promote or advocate the legalization or regulation of prostitution as a legitimate form of work while acting as a subcontractor on a USDOL-funded project. It is the responsibility of the Grantee to ensure its subcontractors meet these criteria. This provision must be included in any applicable subcontract that the Grantee awards using USDOL funds and the Grantee will obtain a written declaration to that effect from the subcontractor concerned. Also, Applicants will be required to adhere to the requirements at 2 CFR Part 175 relating to trafficking in persons, which will be inserted into the cooperative agreement.

11. *Inherently Religious Activities*

The U.S. Government is generally prohibited from providing direct financial assistance for inherently religious activities. The Grantee(s) may work with and subcontract with religious institutions; however, Federal funds provided under a USDOL-awarded cooperative agreement may not be used for religious instruction, worship, prayer, proselytizing, other inherently religious activities, or the purchase of religious materials. Neutral, non-religious criteria that neither favor nor disfavor religion will be employed in the selection of Grantees and must

be employed by Grantees in the selection of subcontractors. This provision must be included in all subcontracts issued under the cooperative agreement.

Any inherently religious activities conducted by the Grantee must be clearly separated in time or physical space from activities funded by USDOL. Grantees must segregate from Federal and matching funds (neither of which may be used to fund inherently religious activities), and to account for separately, any non-Federal and non-matching funds (or allocable portion of those funds) used for such inherently religious activities. Additionally, direct beneficiaries of the project must have a clear understanding that their enrollment in a USDOL-funded project is not conditioned on their participation in any religious activities and a decision to not participate in any inherently religious activity will in no way impact, or result in any negative consequences to, their project standing. For additional guidance, please consult USDOL's Center for Faith-Based and Community Initiatives' Web site at <http://www.dol.gov/cfbci>. As in any matter of uncertainty, where the Grantee is unclear if project activities are allowable, USDOL should always be consulted for prior approval.

12. Terrorism

Applicants are reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Grantee to ensure compliance with these Executive Orders and laws. It is the policy of USDOL to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. Applicants responding to this solicitation and Grantees subsequently awarded funding by USDOL under this solicitation must check the applicable Web site to assess available information on parties that are excluded from receiving Federal financial and non-financial assistance and benefits. See <http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf>. In the event of award, this provision must be included in all applicable subcontracts issued under the cooperative agreement.

13. Value Added Tax (VAT)

Applicants should consider discussing the possibility of exemption from customs and VAT with host government officials during the preparation of their application. While USDOL encourages host governments to not apply customs or VAT taxes to USDOL-funded projects, some host governments may nevertheless choose to assess such taxes. Applicants should take such costs into account when preparing their budgets, since USDOL may not be able to provide assistance in this regard. If these costs are omitted, a Grantee may not be allowed to include them after award.

V. APPLICATION REVIEW INFORMATION

A. Application Evaluation Criteria

The criteria outlined below will be used to evaluate applications submitted in response to this solicitation on the basis of 100 points, with up to 5 extra points possible. Only applications deemed responsive will be evaluated (*see* section III.C.2.). All information and requirements presented in this solicitation will be taken into consideration in the evaluation of applications.

Specific Evaluation Criteria:

- | | |
|---|----------------|
| 1. Project Design and Budget | 45 points |
| 2. Strategy for Monitoring Direct Beneficiaries | 10 points |
| 3. Building Local Capacity and Promoting Sustainability | 20 points |
| 4. Organizational Capacity | 10 points |
| 5. Personnel and Project Management Plan | 15 points |
| 6. Cost Sharing (optional) | 5 extra points |

1. Project Design and Budget (45 points)

In evaluating Applicants on this criterion, USDOL will consider the Applicant's cost proposal as well as the Applicant's technical proposal, including the Project Design Narrative, Annex A: Logical Framework, and Annex B: Work Plan.

Applicants will be evaluated on the overall quality, effectiveness, relevance, and clarity of their proposed project design and strategy, including the extent to which it responds to all of the requirements outlined in the Scope of Work in section I.B. of this solicitation, including the five goals of USDOL-funded projects (section I.B.1.), other general requirements (section I.B.2.), and country-specific requirements for the target country (section I.B.3.). Applicants will be given preference for proposing effective and relevant strategies for identifying direct beneficiaries; ensuring the long-term withdrawal and prevention of children from exploitive child labor; and providing direct educational services in the target country. Applicants will also be evaluated on the extent to which the number of children being targeted by the project relates to the project's goals for broader impact in the target country and/or sector(s). Applicants will also be evaluated on the extent to which their project design will: 1) be based on good practices (and innovative approaches, where applicable), and 2) build upon existing efforts and government policies, plans, and/or programs in the target country. Applicants will also be evaluated on the feasibility and sensibility of the timeframes for the accomplishment of tasks and the proposed outcomes.

Applicants will be evaluated on the extent to which their cost proposals reflect realism, reasonableness, and completeness. The evaluation of realism will assess the degree of consistency between the proposed costs outlined in the budget and the work to be performed, as outlined in the Applicant's Project Design Narrative; the context in the target country will also be taken into account when assessing cost realism. The evaluation of reasonableness will be based on the acceptability of the Applicant's methodology for estimating proposed costs. The evaluation of completeness will be based on the extent to which the cost proposal is responsive to the entirety of the requirements outlined in section I.B. Scope of Work and the sufficiency of information to enable Government review.

Applicants will also be evaluated on the degree to which budget-performance integration—the link between the allocation of resources in the budget and the project's strategy—is evident and the extent to which proposed costs will lead to the achievement of identified outputs. Applicants will also be evaluated on the extent to which the budget supports a cost-effective plan for ensuring the long-term withdrawal and prevention of children from exploitive child labor, taking into account such factors as the sector(s) of work being targeted. Preference may be given to Applicants with low administrative costs and a budget breakdown that provides a larger amount of resources to direct services (*i.e.*, direct educational services, other direct services, and other project interventions).

2. Strategy for Monitoring Direct Beneficiaries (10 points)

In evaluating Applicants on this criterion, USDOL will consider the Applicant's technical proposal, including the Project Design Narrative— particularly the Strategy for Monitoring Direct Beneficiaries section— and may also consider the cost proposal.

Applicants will be rated on the extent to which their strategy to monitor direct beneficiaries and proposed DBMS responds to the scope of work and will effectively monitor the work status and education status of children in order to promote and ensure children's withdrawal and prevention from exploitive child labor throughout the period of service provision. USDOL may give preference to Applicants proposing to monitor children's work and education status beyond the period of service provision in cases where direct beneficiaries will complete their direct educational service(s) before the project ends, or where direct educational service(s) being proposed are of limited duration. In cases where multiple organizations will be responsible for withdrawing and preventing children from exploitive child labor, Applicants will be evaluated on the

effectiveness and consistency of their proposed internal quality control procedures to ensure that all implementing organizations (*i.e.*, Associate(s) and/or subcontractors) use the project's DBMS and employ the same definitions and methodology for counting children to USDOL as withdrawn or prevented from exploitive child labor and monitoring direct beneficiaries.

3. Building Local Capacity and Promoting Sustainability (20 points)

In evaluating Applicants on this criterion, USDOL will consider the Applicant's technical proposal, including the Project Design Narrative (particularly the section on Building Local Capacity and Promoting) and cost proposal. Applicants will be rated based on the quality, effectiveness, and appropriateness of their strategy to build local capacity and ensure the long-term sustainability of efforts to combat exploitive child labor.

4. Organizational Capacity (10 points)

In evaluating Applicants on this criterion, USDOL will consider the Applicant's cost proposal and technical proposal, including the Project Design Narrative: Organizational Capacity, Annex C: Past Performance Table(s); Annex F: Documentation of Country Presence and/or Host Government Support; Annex G: Audit Report(s); and Annex H: Association Agreement(s).

Applicants will be rated on their demonstrated capacity to manage (technically, administratively, and financially) a project of similar type, funding amount, and complexity as the one being applied for under this solicitation. Applicants proposing to utilize subcontracts will be evaluated based on their past experience and performance in providing quality technical, administrative, and financial oversight to subcontractors to ensure responsiveness and quality reporting to the donor and that all targets and deliverables are met under the grant, cooperative agreement, and/or contract.

Applicants will be rated on their experience in implementing international development projects that aim to 1) withdraw or prevent children from exploitive child labor through the provision of direct educational services; 2) provide basic, transitional, non-formal and vocational education programs to children; 3) improve country capacity to combat exploitive child labor and/or improve access to, and quality of, basic education; and 4) combat human trafficking and poverty. Applicants will also be evaluated on their ability to commence project activities in the target country soon after signing a cooperative agreement with USDOL.

Applicants will also be rated on their past performance implementing grants, cooperative agreements, and/or contracts that are relevant to this solicitation. USDOL reserves the right to contact the organizations listed in the Organizational Capacity: International and U.S. Government Grant and/or Contract Experience of the Project Design Narrative and/or Annex C of Applicants' technical proposals and use the information provided in evaluating applications. Past performance will be rated by such factors as:

1. The Applicant's demonstrated ability to meet its GPRA targets under past or current USDOL-funded projects, if applicable for a) withdrawal and prevention of direct beneficiaries from exploitive child labor and b) improved country capacity;
2. The quality and timeliness of submitted grant, cooperative agreement, and/or contract deliverables to USDOL and/or other donors;
3. The responsiveness of the Applicant and its staff to USDOL and/or other donors, including the quality and timeliness of communications regarding such deliverables; and
4. Performance of the Applicant's key personnel on projects with USDOL and/or other donors, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel. Lack of past experience with USDOL cooperative agreements, grants, or contracts is not a bar to eligibility or selection under this solicitation.

5. *Personnel and Project Management Plan (15 points)*

In evaluating Applicants on this criterion, USDOL will review the technical proposal, including but not limited to, the Personnel and Project Management Plan section of the Project Design Narrative; Annex D: Project Management Organization Chart; and Annex E: Personnel Descriptions, Résumés, and Letters of Commitment. USDOL will also review the Applicant's cost proposal.

Since the successful performance of the project depends heavily on the management skills and qualifications of the key personnel who will be carrying out the scope of work, USDOL will place emphasis on the qualifications, management experience, and commitment of the key personnel identified. USDOL may also give preference to Applicants proposing effective staffing strategies that aim to develop the capacity of national and/or local staff over the course of the project. USDOL will also take into consideration the overall cost-effectiveness of the project's proposed staffing strategy, including other professional personnel that the Applicant may be proposing.

When evaluating key personnel candidates, USDOL may give preference to individuals demonstrating the traits described below. For the Project Director, preference will be given to professionals with experience managing child labor and/or complex basic education projects in developing countries in areas such as: education policy; improving educational quality and access; educational assessment of disadvantaged students; development of community participation in the improvement of basic education for disadvantaged children; and monitoring and evaluation of basic education projects. Additional preference may be given to candidates with additional years of experience including experience working with officials of ministries of labor and/or education. Preferred candidates must also have knowledge of exploitive child labor issues, and experience in the development of transitional, formal, and vocational education programs for children removed from exploitive child labor.

For the Education Specialist, preference will be given to candidates with experience with child labor/education policy and/or monitoring and evaluation. Preference may also be given to candidates who demonstrate an understanding of the special educational needs of children withdrawn from exploitive child labor and/or have experience working with this target population.

For the Monitoring and Evaluation Officer, preference may be given to candidates with a demonstrated ability to build capacity of the project team and stakeholders partners in strategic planning and performance measurement; indicator selection; quantitative and qualitative data collection and analysis methodologies; database management; and knowledge of the GPRA.

Given the complex nature of USDOL projects to be funded under this solicitation, the Applicant's approach to project management must be clear and effective for carrying out the scope of work. Applicants will be evaluated on the quality and clarity of information provided on their approach to project management and staffing.

6. *Cost Sharing (5 extra points)*

In evaluating Applicants on this criterion, USDOL will review the Applicant's cost proposal and technical proposal, including the SF-424A and Project Design and Cost Sharing sections of the Project Design Narrative. USDOL may award up to five (5) additional points to applications that include committed non-U.S. Federal Government resources that significantly expand the dollar amount of the project. These resources must also expand either the size and/or scope of the project. In awarding points, USDOL will determine the extent to which the proposed programs, goods, services and/or activities to be provided with the matching funds, in-kind contributions, or other cost sharing mechanisms will effectively enhance project objectives within the context of the Applicant's project design and whether the Applicant's proposal to share costs is allowable, realistic, and significantly expands the project's dollar amount as well as size and/or scope.

B. Review and Selection Process

Each complete and responsive application will be objectively evaluated by a technical review panel against the criteria described in this solicitation. Neutral, non-religious criteria that neither favor nor disfavor religion will be employed in the selection of cooperative agreement awardees. Applicants are advised that panel recommendations to the Grant Officer are advisory in nature. The Grant Officer may elect to select a Grantee on the basis of the initial application submission or the Grant Officer may establish a competitive or technically acceptable range from which qualified Applicants will be selected. If deemed appropriate, the Grant Officer may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above may be repeated, in whole or in part, to consider such revisions. The Grant Officer will make final selection determinations based on panel findings and consideration of factors that represent the greatest advantage to the Federal Government, including cost, the availability of funds, and, if applicable, the Applicant's past performance on Federal awards. USDOL reserves the right to: 1) solicit information from Federal sources regarding Applicants' past performance on Federal awards—including evaluations, audits, attestation engagements, and questionnaires; 2) assess Applicants' past performance on Federal awards with respect to its potential effect on grant implementation; and 3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, USDOL reserves the right to terminate the competition and not make any award. The Grant Officer's determinations for awards under this solicitation are final.

Applicants should note that the selection of an organization as a potential cooperative agreement recipient does not constitute approval of the cooperative agreement application as submitted in response to this solicitation. Before the actual cooperative agreement is awarded, USDOL may enter into discussions with one or more selected Applicants—known as BAFO—for any reason deemed necessary, including to negotiate components of the project design/strategy; budget; project duration; staffing and funding levels; and financial and administrative systems in place to support grant implementation [including relevant issues raised in submitted audit report(s)]. If the negotiations do not result in a mutually acceptable submission, the Grant Officer reserves the right to terminate the negotiation and decline to fund the application. In the actual cooperative agreement, USDOL reserves the right to place special provisions on Grantees, including in cases where USDOL has concerns regarding their application, including their audit report(s). USDOL also reserves the right to negotiate program components further after award, during the project design consolidation phase and Project Document submission and review process. *See* section VI.C.3.

Award of a cooperative agreement under this solicitation may also be contingent upon an exchange of project support letters between USDOL and the relevant host government ministries in the target country.

C. Anticipated Announcement and Award Dates

Designation decisions will be made within 45 days after the deadline for submission of applications, where possible. All cooperative agreements will be awarded no later than September 30, 2009. USDOL is not obligated to make any awards as result of this solicitation, and only the Grant Officer can bind USDOL to the provision of funds under this solicitation. Unless specifically provided in the cooperative agreement, USDOL's acceptance of a proposal and/or award of Federal funds does not waive any cooperative agreement requirements and/or procedures.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

The Grant Officer will notify Applicants of designation results as follows:

Designation Letter: The designation letter signed by the Grant Officer will serve as official notice of an Applicant's designation as Grantee. The designation letter will be accompanied by a cooperative agreement and USDOL/OCFT's most current Management Procedures and Guidelines (MPG).

Non-Designation Letter: Any Applicant not designated will be notified formally of the non-designation. However, Applicants not designated must formally request a debriefing in order to be provided with the basic reasons for the determination.

Notification of designation by a person or entity other than the Grant Officer is not valid.

B. Administrative and National Policy Requirements

1. General

Grantees are subject to applicable U.S. Federal laws (including provisions of appropriations laws) and regulations, Executive Orders, applicable OMB Circulars, and USDOL policies. If during project implementation a Grantee is found in violation of any of the foregoing, the terms of the cooperative agreement awarded under this solicitation may be modified by USDOL; costs may be disallowed and recovered; the cooperative agreement may be terminated; and USDOL may take other action permitted by law. Determinations of allowable costs will be made in accordance with the applicable U.S. Federal cost principles.

2. Project Audits and External Auditing Arrangements

In accordance with 29 CFR Parts 96 and 99, USDOL has contracted with an independent external auditor to conduct project-specific attestation engagements at USDOL's expense to supplement the coverage provided by the annual audits/engagements that Grantees are required to arrange. Grantees scheduled for examination by USDOL's contractor will be notified approximately 2 to 4 weeks prior to the start of the engagement.

The following requirements related to audits and attestation engagements must be noted:

- i. U.S.-based non-profit Grantees whose total annual expenditure of Federal awards is more than USD 500,000 must have an organization-wide audit conducted in accordance with 29 CFR Parts 96 and 99, which codify the requirements of the Single Audit Act and OMB Circular A-133, and must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Grantees must send a copy of each single audit conducted within the timeframe of the USDOL-funded project to their assigned USDOL Grant Officer's Technical Representative (GOTR) at the time it is submitted to the Federal Audit Clearinghouse.
- ii. All Grantees, including foreign-based and private for-profit grantees, are subject to attestation engagements during the life of the cooperative agreement. Such an attestation engagement will be conducted in accordance with U.S. Government Auditing Standards, which includes auditors' opinions on 1) compliance with USDOL regulations and the provisions of the cooperative agreement and 2) the reliability of the Grantee's financial and performance reports.

3. *Mid-Term and Final Evaluations*

USDOL generally contracts with independent external evaluators to conduct mid-term and final evaluations of all projects. Grantees must tentatively schedule mid-term evaluations to correspond with the approximate mid-point of the project. The date of the final evaluation must be tentatively set for approximately 2 months prior to the project completion date.

4. *Administrative Standards and Provisions*

Cooperative agreements awarded under this solicitation are subject to the following administrative standards and provisions outlined in the CFR that pertain to USDOL, and any other applicable standards that come into effect during the term of the cooperative agreement, if applicable to a particular Grantee:

- 29 CFR Part 2 Subpart D – Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- 29 CFR Part 31 – Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- 29 CFR Part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR Part 36 – Federal Standards for Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR Part 93 – New Restrictions on Lobbying.
- 29 CFR Part 94 – Federal Standards for Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- 29 CFR Part 95 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments and International Organizations.
- 29 CFR Part 96 – Federal Standards for Audit of Federally Funded Grants, Contracts and Other Agreements.
- 29 CFR Part 98 – Federal Standards for Government-wide Debarment and Suspension (Non-procurement).
- 29 CFR Part 99 – Federal Standards for Audits of States, Local Governments, and Non-Profit Organizations.

Copies of all regulations referenced in this solicitation are available at no cost, online, at <http://www.dol.gov>. A copy of Title 29 of the CFR referenced in this solicitation is available from the U.S. Government Printing Office at no cost, online, at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=5e421ad42692a3a28f382a9aba659b2b&rgn=div5&view=text&node=29:1.1.1.39&idno=29>.

The terms outlined in this solicitation, the cooperative agreement, and the MPGs are all applicable to the implementation of projects awarded under this solicitation.

C. Reporting and Deliverables

Grantees must submit copies of all required reports and deliverables to USDOL by the specified due dates, unless otherwise indicated. More information on the reports and deliverables outlined below and exact timeframes for their completion will be addressed in the cooperative agreement and the MPGs, which are distributed to Grantees prior to signing the cooperative agreement with USDOL.

1. Baseline Survey and Report

Grantees are required to conduct a baseline survey, as stated in section I.B.1.d. Grantees are expected begin baseline data collection within 4 months of award and complete it within 7 months of award. USDOL also expects Grantees to complete their analysis of baseline data within 9 months of award and furnish the final baseline report to USDOL within 12 months of award.

2. Needs Assessment of Learning Environments and Action Plan

Grantees are required to conduct a needs assessment and develop a plan to inspect schools and other learning environments attended by direct beneficiaries; identify those with conditions that present risk of illness or injury to the health or safety of the children; and develop an action plan for mitigating such conditions, as stated in section I.B.1.d. This needs assessment and corresponding action plan must be submitted to USDOL within 12 months of award.

3. Project Document

Within 4 months of cooperative agreement award, the Grantee must deliver an initial draft of the Project Document, based on the application submitted in response to this solicitation and including the results of additional consultations with members of the project team; project stakeholders, including government officials and local partners in the target country; and USDOL. Within 8 months of award, the Grantee must deliver the final Project Document, which must incorporate findings of the project's baseline study and include the Logical Framework, Sustainability Matrix, and Work Plan (templates are provided in the MPGs). The final Project Document and Work Plan must include dates for mid-term and final evaluations. In addition, if the Grantee proposes to issue subcontracts to foreign governments, a table of proposed government subcontracts must be submitted as part of the final Project Document. For additional requirements related to foreign government subcontracts, *see* section IV.D.8.

4. Technical Progress and Financial Reports

Grantees must submit narrative technical progress reports to USDOL on a semi-annual basis by March 31 and September 30 of each year during the cooperative agreement period. However, USDOL reserves the right to require up to four technical progress reports a year, as necessary. The format for the technical progress reports will be provided in the MPG distributed to Grantees after award. Grantees must also submit an electronic financial report (SF-269) to USDOL, on a quarterly basis, through the E-Grants system. Grantees must also file a PSC 272 report for each project electronically through the HHS-PMS on a quarterly basis. All SF-269 and PSC 272 reports must be submitted no more than 30 days after the end of each quarter, *i.e.*: January 30; April 30; July 30; and October 30. In addition, Grantees are encouraged to submit an update to USDOL, on a semi-annual basis, of the project's detailed Outputs-Based Budget or a Financial Status Report that provides information on total allocations, expenditures, commitment of balances, and project balance by budget categories identified in the SF-424A.

5. Work Plan

Within 4 months of award, the Grantee must deliver an initial draft of the Work Plan covering the life of the project. Grantees must develop a final Work Plan within 8 months of award for approval by USDOL. The final

Work Plan must include dates for the mid-term and final evaluations. An annual Work Plan that updates the initial Work Plan must be submitted to USDOL annually with the September technical progress report.

6. Performance Monitoring Plan (PMP)

Grantees must submit a draft PMP to USDOL within 8 months of award. The final PMP must be submitted after completion of baseline data collection but no later than 12 months after award. A PMP serves three primary functions: 1) to delineate the data collection process; 2) to ensure data comparability; and 3) to guide data analysis. A PMP, therefore, must contain the following information:

- Definition of each indicator and unit of measurement;
- Description of each indicator data source;
- Method of data collection or calculation;
- Frequency and schedule of data collection;
- Institution(s) or person(s) responsible for ensuring data availability;
- Type or frequency of data analysis and person/institution responsible for data analysis; and
- Cost of data collection.

Appropriate performance indicators must be selected during the project design consolidation phase, specified in the Logframe, and further refined as the PMP is finalized. The PMP must be developed in conjunction with common indicators for reporting selected by USDOL, and must include a limited number of additional key indicators that can be realistically measured within the cost parameters allocated to project monitoring. The project's Logframe and PMP indicators are expected to inform baseline data collection. Target setting is also a critical part of the PMP finalization process, as targets are listed by time period in the PMP's data tracking table.

7. Final Report

Grantees must submit a final technical report no later than 90 days after the project completion date. The final report is a stand-alone report that provides a complete and comprehensive summary of the progress and achievements made during the life of the project.

VII. AGENCY CONTACTS

All technical questions regarding this solicitation (SGA 09-06) must be sent in writing to Lisa Harvey, Grant Officer, U.S. Department of Labor's Office of Procurement Services, via e-mail (e-mail address: harvey.lisa@dol.gov; telephone: (202) 693-4570— this is not a toll-free-number), with a copy to Georgiette Nkpa (e-mail address: nkpa.georgiette@dol.gov). These questions must be sent to Ms. Harvey and Ms. Nkpa no later than June 30, 2009 in order to receive a reply and allow these responses to reach all prospective Applicants prior to the submission of their applications. USDOL will compile all technical questions received from prospective Applicants by e-mail and post them, together with USDOL responses, on USDOL/ILAB's Web site [at www.dol.gov/ILAB/grants/main.htm](http://www.dol.gov/ILAB/grants/main.htm) within five weeks of this solicitation's publication.

In addition, USDOL will post a transcript of its June 24, 2009 Bidders' Meeting, which will include a question and answer session, on its Web site when it becomes available. A general list of frequently asked questions (FAQs) regarding USDOL's Solicitations for Cooperative Agreements for Child Labor grants will also be posted on USDOL/ILAB's Web site at <http://www.dol.gov/ILAB/grants/bkgrd.htm>.

VIII. OTHER INFORMATION

A. Office of Management and Budget Information Collection

This Solicitation for Cooperative Agreement Applications requests information from Applicants. This collection of information is approved under OMB Information Collection No. 1225-0086 (expires September 30, 2009). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for the grant application is estimated to average 40 hours per response. These estimates include time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and drafting the proposal. Each recipient who receives a grant award notice will be required to submit semi-annual technical progress reports to ILAB. Each report will take approximately 10 hours to prepare. Any comments regarding the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, should be directed to the U.S. Department of Labor, Bureau of International Labor Affairs, Office of Child Labor, Forced Labor, and Human Trafficking, attention: Michal Murphy (e-mail: murphy.michal@dol.gov or phone: (202) 693-4847—please note that this is not a toll-free number); or in the USDOL Office of Procurement Services, attention: Georgiette Nkpa (e-mail: nkpa.georgiette@dol.gov; phone: (202) 693-4570—please note that this is not a toll-free number). All applications should be sent to USDOL in hard copy by mail or via www.grants.gov in accordance with the instructions outlined in section IV.C of this solicitation.

This information is being collected for the purpose of awarding a grant. The information collected through this Solicitation for Cooperative Agreement Applications will be used by the U.S. Department of Labor to ensure that cooperative agreements are awarded to the Applicants best suited to perform the functions of these cooperative agreements. Submission of this information is required in order for the Applicant to be considered for award of a cooperative agreement. Unless otherwise specifically noted in this announcement, information submitted in the respondent's application is not considered to be confidential.

B. Privacy Act and Freedom of Information Act

Any information submitted in response to this solicitation will be subject to the provisions of the Privacy Act and the Freedom of Information Act, as appropriate.

Signed at Washington, DC, this 2nd day of June, 2009.

James Kinslow
Grant Officer

Appendix A: Definitions

“Acceptable work” (*see* section I.A.1.)

“At risk” refers to a set of conditions and/or circumstances under which a child lives or to which s/he is exposed, which make it more likely that the child will enter “exploitive child labor.” The specific criteria that will be used for identifying children as “at-risk” are expected to vary according to the country and geographic area being targeted but should take factors such as family situation (*e.g.*, being a sibling of a child currently or formerly engaged in exploitive child labor; being orphaned; living in a single parent or child-headed household; living in extreme poverty) and environment (*e.g.*, living in close proximity to economic activities prone to employ children) into account.

A **“Child”** or **“children”** are individuals under the age of 18 years. For the purposes of this solicitation, this term also includes older children (**“youth”**) who are under the age of 18 years.

“Child labor” **should**, for the purposes of this solicitation, be considered synonymous with the term **“exploitive child labor”** (*see* section I.A.1.).

“Child labor monitoring system (CLMS)” (*see* section I.B.1.b.)

“Children withdrawn from exploitive child labor” (sometimes abbreviated in this solicitation as “withdrawn”) and **“children prevented from entering exploitive child labor”** (sometimes abbreviated in this solicitation as “prevented”) are mutually exclusive categories—the project can consider a child as either “withdrawn” or “prevented” from exploitive labor, but not both.

In order for children to be counted as **“withdrawn from exploitive child labor,”** the project **must** have effected change in two areas of children’s lives: their work status and their education status. Children may only be considered **“withdrawn”** if the project is able to verify, through its DBMS, that:

1. The child was found to be working in one of the unconditional worst forms of child labor (as outlined in Article 3(a)–(c) of ILO Convention 182) but, as a result of the project’s intervention, has been fully removed from that work, which is required under ILO Convention 182; OR
2. The child was involved in work in violation of the country’s minimum age laws and/or other child labor laws but, as a result of project intervention, has been fully removed from that work; OR
3. The child was involved in hazardous work (Article 3(d) of Convention 182 and Section II, Paragraph 3 of ILO Recommendation 190) or exploitive labor that impeded his/her education (ILO Convention 138) but, as a result of the project’s intervention, is no longer engaged in hazardous work or exploitive labor, due to improved working conditions (*i.e.*, fewer hours and/or a safer workplace) or because the child has transitioned into a new form of work that is acceptable based on relevant factors including the child’s age (*i.e.*, acceptable work); AND
4. The child has been provided with a “direct educational service” by the project.

Note: USDOL would like to stress to Applicants the importance of understanding the two-fold nature of the term “withdrawn,” which encompasses both children’s work status and educational status. With regards to work status, a child who is engaged in an unconditional worst form of child labor is only considered to be “withdrawn” when s/he is fully removed from that work. In other words, no improvements in the working conditions of children involved in slavery or slavery-like practices, prostitution or pornography, or illicit activities, can ever create an acceptable environment for children to continue working in that unconditional worst form of child labor, even for one hour. This requirement is in contrast to interventions that may be undertaken to assist children who are engaged in “exploitive child labor,” including “hazardous work.” In some

cases, the work conditions of children involved in hazardous work may be improved so as to make the work conditions acceptable for children of legal working age. This may include, for example, reducing the number of hours children work or changing the type of work children perform (*i.e.*, disallowing children in agriculture from working with heavy machinery or pesticide applications). However, conditions can only be improved for children who are of legal minimum working age according to the specific laws of the target country. If, for example, a child is 9 years old and working in hazardous work in a country where the minimum age is 15 years, this child should be fully removed from that work, since conditions cannot be improved to make it legally acceptable for the child to work. Applicants should note that the process of withdrawing a child from child labor may take some time and that enrollment in a “direct educational service,” or merely improving the child’s educational status, is not the sole criterion that defines a child as “withdrawn from exploitive child labor.” For example, a child who attends a USDOL-supported non-formal education program in the morning and works under hazardous conditions in mining during the afternoon and evening may not be considered “withdrawn” from exploitive child labor for GPRA purposes. That is, if before the project’s intervention, a child is not going to school and is working in a worst form of child labor, and, after the project’s intervention, the child is now enrolled in school but continues to work in a worst form of child labor, then that child is not, by definition, “withdrawn from exploitive child labor.”

“Children prevented from entering exploitive child labor” are children who, while not yet engaged in exploitive child labor, are considered to be “at-risk” of entering such labor. Children may only be counted as “prevented from exploitive child labor” if the project is able to verify, through its DBMS, that they meet the following criteria: 1) the child has not yet entered exploitive child labor but is considered “at-risk” of doing so, and 2) the child has been provided with a “direct educational service” by the project.

“Direct beneficiaries” are children who, as a result of a USDOL-funded project, have been either “withdrawn from exploitive child labor” or “prevented from entering exploitive child labor” by the project AND provided with a direct educational service. For the purposes of this solicitation, direct beneficiaries may only include individuals who are “children” at the time of enrollment in the project (defined as the time at which the project begins providing the child with “direct services”).

“Direct beneficiary monitoring system (DBMS)” [*see* section I.B.1.a.(4)]

“Direct educational services” may involve either of the following:

1. The provision of goods and/or services (if lack thereof is a barrier to education) that meets direct beneficiaries’ specific needs and results in their enrollment in at least one of the four categories of educational activities listed below. Examples of goods and/or services that may meet the specific gaps/educational needs of targeted children include tutoring, school meals, uniforms, school supplies and materials, books, tuition and transportation vouchers, or other types of non-monetary incentives.

The four categories of educational activities that qualify are:

- a. Non-formal or basic literacy education- This type of educational activity may include transitional, leveling, or literacy classes so that a child may either be mainstreamed into formal education and/or can participate in vocational training activities;
- b. Vocational, pre-vocational, or skills training- This type of training is designed to develop a particular, marketable skill (*i.e.*, mechanics, sewing);
- c. Formal education - This is defined as the formal school system within the target country; or
- d. Mainstreaming - This type of educational activity involves transitioning children from non-formal education into the formal education system. Generally, mainstreaming involves the provision of goods and/or services that may assist in placement testing and enable a child to attend and stay in school.

OR

2. The direct provision of at least one of the following two educational activities by the project to its direct beneficiaries:
 - a. Non-formal or basic literacy education; or
 - b. Vocational, pre-vocational, or skills training.

Grantees must be able to match a particular service or educational or training opportunity to an individual child. Therefore, project interventions such as infrastructure improvements to schools and other learning environments, teacher training, construction of latrines, inclusion of child labor modules in teacher curriculum, or the provision of classroom chalkboards are not considered “direct educational services” as defined above (*see* definition of “other project interventions”).

“**Direct services**” is a general category of interventions that includes “direct educational services” and “other direct services” provided by the project.

“**Exploitive child labor**” (*see* section I.A.1); sometimes abbreviated as “**exploitive labor.**”

“**Hazardous work**” (*see* section I.A.1)

“**Indirect beneficiaries**” are individuals who may benefit from “other direct services” and/or “other project interventions” provided by the project but who do not receive a “direct educational service.” Such individuals would not qualify as direct beneficiaries.

“**Other direct services**” are services, other than “direct educational services,” that are 1) considered essential for ensuring children’s long-term withdrawal and prevention from exploitive child labor and 2) provided directly to the project’s direct beneficiaries. Some examples of “other direct services” would include extracurricular activities during school breaks; and psychosocial counseling or medical care (*e.g.*, for children withdrawn from commercial sexual exploitation, child soldiering). Another example would be providing direct beneficiaries who meet minimum age requirements for employment (particularly children 15-17 years) with occupational safety and/or health interventions that promote safe, acceptable work (*e.g.*, protective masks, goggles, gloves) or job placement services to facilitate children’s transition from a vocational or skills training program into acceptable work. If the project provides children with one or more “other direct services” but does not provide them with a “direct educational service,” then the project cannot count these children as “direct beneficiaries.” However, such children may be considered “indirect beneficiaries.”

“**Other project interventions**” are services that benefit children and their families, but do not qualify as either “direct educational services” or “other direct services.” Examples of “other project interventions” include such activities as awareness raising and social mobilization campaigns to combat exploitive child labor and promote education; alternative income-generating activities and business/skills training for parents; teacher training; inclusion of child labor modules into teacher curriculum or other curricula improvements; and/or infrastructure improvements to schools and other learning environments (including the construction of latrines and digging of wells), which are seen as necessary for ensuring the long-term withdrawal and prevention of children from exploitive labor because they increase access to basic education and/or improve its quality. Individuals who do not receive a “direct educational service,” but benefit from one or more “other project interventions,” cannot be considered “direct beneficiaries” of the project. Such individuals may, however, be considered “indirect beneficiaries” of the project.

“**Unconditional worst forms of child labor**” (*see* section I.A.1)

“**Worst forms of child labor**” (*see* section I.A.1)

Appendix B: Cost Proposal Format**I. Cost Proposal****A. Required Standard Forms**

1. SF-424 Supplemental Key Contacts Information
2. SF-424 Application for Federal Assistance, including all applicable DUNS Numbers in Block 8 (and as an attachment for each Associate, as applicable)
3. SF-424A Budget Information (Non-Construction Programs)

B. Outputs-Based Budget**C. Budget Narrative****D. Indirect Cost Information**

1. Indirect Cost Form for the Applicant (including one for each Associate, as applicable);
2. One of the following for the Applicant (including one for each Associate, as applicable): 1) A current, approved Negotiated Indirect Cost Rate Agreement (NICRA) or 2) A Certificate of Direct Costs.

E. Survey on Ensuring Equal Opportunity for Applicants (Optional)

Note: The SF-424 Supplemental Key Contacts Information Form, SF-424 Application for Federal Assistance, SF-424A Budget Information, Indirect Cost Information Form, Survey on Ensuring Equal Opportunity for Applicants, and a Sample Outputs-Based Budget are available from USDOL/ILAB's Web site at <http://www.dol.gov/ilab/grants/bkgrd.htm>. All forms in the SF-424 family of forms are also available on www.grants.gov.

Appendix C: Technical Proposal Format

I. Technical Proposal

A. Executive Summary

(Maximum 2 single-sided, 8 1/2" x 11" pages with 1-inch margins and font size no less than 10-point)

B. Table of Contents

C. Project Design Narrative

(Maximum 50 single-sided, double-spaced 8 1/2" x 11" pages with 1-inch margins and font size no less than 10-point)

1. Background and Justification
2. Project Design and Strategy
3. Strategy for Monitoring Direct Beneficiaries
4. Strategy for Building Local Capacity and Promoting Sustainability
5. Organizational Capacity
 - a. International and U.S. Government Grant and/or Contract Experience
 - b. Country Presence and Host Government Support
 - c. Fiscal Oversight
6. Personnel and Project Management Plan
 - a. Key Personnel
 - b. Other Professional Personnel
 - c. Project Management Plan
7. Cost Sharing (Optional)

II. Annexes to the Technical Proposal

(These do not count towards the 50-page maximum for the Project Design Narrative)

Annex A: Logical Framework

Annex B: Work Plan

Annex C: Past Performance Table(s)

Annex D: Project Management Organization Chart

Annex E: Personnel Descriptions, Résumés, and Letters of Commitment

Annex F: Documentation of Country Presence and Host Government Support

Annex G: Audit Report(s) and Cover Sheet Listing all Associates and Proposed Subcontractors, as applicable

Annex H: Association Agreement(s) (if applicable)

Appendix D: Definitions and Usual Characteristics of Subgrants vs. Subcontracts

DEFINITIONS	Subgrants	Subcontracts
* General Purpose	An agreement that provides for the transfer of money or property to accomplish a public purpose of support or stimulation through the OCFT grant, as authorized under Federal statute.	Legal contract in which the purpose is to provide supplies and/or services.
* Focus	Carries out one or more major programmatic functions in support of the goals of the OCFT grant.	Does not support the goals of the OCFT grant directly; instead the subcontractor provides supplies and/or services that are ancillary or supportive to the operation of the OCFT grant.
* Recipient Responsibility	Has responsibility for programmatic decision making, adherence to applicable Federal program compliance requirements, and is able to determine which participants are eligible to receive Federal financial assistance.	Provides supplies and/or services for use by the Lead Grantee that are supportive to the operation of the OCFT grant. Subcontractor is subject to procurement regulations, but not programmatic compliance requirements, and does not have decision-making authority pertaining to the OCFT grant.
USUAL CHARACTERISTICS	Subgrants	Subcontracts
Recipients	Awarded largely to non-profits, institutions of higher education, and state and local governments. Fewer commercial enterprises are recipients.	Awarded largely to commercial enterprises, although non-profits and state or local governments may respond to a request for bid or proposal.
Terms & Performance Standards	Less rigorous according to their terms and conditions than contracts. Performance is measured against whether the objectives of the Federal program are met (for example, to eliminate exploitive child labor)	More rigorous according to their terms and conditions. Performance is measured against the delivery of goods and services. The terms will define deliverables and indicate when they are due.
Monitoring	Less regulated. If the task is not accomplished, there may be fewer legal and financial ramifications.	More heavily regulated and more likely to carry substantial legal or financial risk.
Scope of Work	Scope of work, deliverables and delivery schedule are more flexible and easier to amend when changes are necessary.	Scope of work may be less flexible and more difficult to amend. Firm delivery schedule with deliverables subject to rigorous inspection.
Payment Schedule	Funds usually drawn down by recipient or paid in a lump sum. Payments are based on budgeted amounts rather than the unit cost of services.	Payment is usually made by invoice only after goods are delivered or services rendered. Advances are made under specific, limited circumstances. Payments are related to goods delivered or services rendered.

* The distinction between subgrants vs. subcontracts should be made primarily based on these three definitions. Even if an agreement has some or many of the “usual characteristics” of a subgrant, project managers and auditors should closely examine its purpose, focus, and recipient responsibilities (using the definitions provided above) before determining whether it meets the definition of a subgrant or subcontract