

**DEPARTMENT OF LABOR**  
**Bureau of International Labor Affairs**

**Project to Combat Child Labor in Cambodia**

**ANNOUNCEMENT TYPE:** New. Notice of Availability of Funds and Solicitation for Cooperative Agreement Applications.

**FUNDING OPPORTUNITY NUMBER:** SGA-12-08

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER:** Not applicable.

**TOTAL FUNDING AVAILABLE FOR AWARD:** \$10 million.

**NUMBER OF ANTICIPATED FUNDING AWARDS:** One or more.

**EXECUTIVE SUMMARY:** In 2012, the U.S. Department of Labor (USDOL), Bureau of International Labor Affairs (ILAB) will award up to \$10 million for one or more cooperative agreement(s) to support efforts to reduce child labor in Cambodia with a focus on reducing social exclusion and promoting economic opportunities for the Cambodian households most vulnerable to the worst forms of child labor.

**KEY DATES:**

- **Issuance Date:** August 3, 2012
- **Closing Date:** October 2, 2012
- **Closing Time:** 5:00 PM EST
- **Deadline for Submission of Technical Questions:** August 17, 2012.
- **Date of Award:** No later than December 31, 2012

Applications will be accepted via electronic submission via [www.grants.gov](http://www.grants.gov) or by hardcopy (to include electronic copy/CD) mailed to the Grant Officer at the following address:

**USDOL/ Office of Procurement Services**  
Attn: Brenda White, Grant Officer  
200 Constitution Avenue NW, Room S-4307  
Washington, DC 20210  
Reference: SGA 12-XX

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Technical questions received by e-mail will be posted on USDOL/ILAB's Web site at [www.dol.gov/ILAB/grants/main.htm](http://www.dol.gov/ILAB/grants/main.htm). A list of frequently asked questions (FAQs) about USDOL's Solicitations for Cooperative Agreements for Child Labor grants will be posted on USDOL/ILAB's Web site at <http://www.dol.gov/ILAB/grants/bkgrd.htm>.

**TABLE OF CONTENTS**

I. FUNDING OPPORTUNITY DESCRIPTION .....	3
II. AWARD INFORMATION.....	13
III. ELIGIBILITY INFORMATION .....	13
IV. APPLICATION AND SUBMISSION INFORMATION .....	15
V. APPLICATION REVIEW INFORMATION.....	26
VI. AWARD ADMINISTRATION INFORMATION.....	27
VII. AGENCY CONTACTS .....	34
VIII. OTHER INFORMATION .....	34
APPENDICIES .....	36

**LIST OF ACRONYMS**

CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CLMS	Child Labor Monitoring System
CMEP	Comprehensive Monitoring and Evaluation Plan
DBMS	Direct Beneficiary Monitoring System
DUNS	Dun and Bradstreet Number
FOIA	Freedom of Information Act
GOTR	Grant Officer's Technical Representative
GPRA	Government Performance and Results Act
HHS-PMS	Department of Health and Human Services-Payment Management System
ID Poor	Identification of Poor Households Program
ILAB	Bureau of International Labor Affairs
ILO-IPEC	ILO's International Program on the Elimination of Child Labor
M&E	Monitoring and Evaluation
MoLVT	Ministry of Labor and Vocational Training
MPG	Management Procedures and Guidelines
NGOs	Nongovernmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
NPA-WFCL	National Plan of Action on the Elimination of the Worst Forms of Child Labor
NSPS	National Social Protection Strategy
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
OSH	Occupational Safety and Health
PDG	President's Policy Directive on Global Development
Prakas	Ministerial Orders
RGoC	Royal Government of Cambodia
SF	Standard Form
SGA	Solicitation for Grant Applications
SOW	Scope of Work
TDA	U.S. Department of Labor's 2010 Findings on the Worst Forms of Child Labor Report
TPIN	Trader Partnership Identification Number
TVPRA	U.S. Department of Labor's 2011 List of Goods Produced by Child Labor or Forced Labor
UN	United Nations
USAID	United States Agency for International Development
USDOL	U.S. Department of Labor
VAT	Value Added Tax

\* Definitions used in this SGA can be found in Appendix A.

## I. FUNDING OPPORTUNITY DESCRIPTION

USDOL/ILAB announces its intent to award up to \$10 million for one or more cooperative agreements to qualifying organizations to support efforts in Cambodia to reduce child labor in various sectors including agriculture, fishing and fisheries/aquaculture and domestic service. In addressing child labor in these sectors, this solicitation includes a focus on reducing social exclusion and promoting economic opportunities for Cambodian households most vulnerable to the worst forms of child labor.

Projects funded under this solicitation will also seek to combat child labor by (1) increasing children's access to quality education and vocational/skills training, (2) promoting sustainable livelihoods for their households, (3) increasing beneficiaries' access to national social protection programs that help households overcome dependence on child labor to meet basic needs, and (4) increasing youth's access to decent work.

USDOL's Office of Child Labor, Forced Labor and Human Trafficking (OCFT) conducts and funds research, develops strategic partnerships, and funds an international technical cooperation program to eliminate worst forms of child labor, forced labor, and human trafficking internationally. To learn more about our work, please see <http://www.dol.gov/ilab/programs/ocft/>.

In Cambodia, USDOL has funded projects to combat child labor in the following sectors: subsistence and commercial agriculture, freshwater fishing, salt, rubber, fish/shrimp processing, commercial sexual exploitation and trafficking, bricks, portering, domestic work, urban child labor and in the service sector. Applicants should consult project summaries and evaluations of activities in Cambodia, see <http://www.dol.gov/ilab/map/countries/Cambodia.htm>. Applicants should also consult the Cambodia section of the U.S. Department of Labor's 2010 Findings on the Worst Forms of Child Labor Report (TDA), <http://www.dol.gov/ilab/programs/ocft/PDF/2010TDA.pdf> and U.S. Department of Labor's 2011 List of Goods Produced by Child Labor or Forced Labor (TVPRA), <http://www.dol.gov/ilab/programs/ocft/PDF/2011TVPRA.pdf>.

USDOL/ILAB is authorized to award and administer cooperative agreements for this purpose by the Consolidated Appropriations Act, 2012, P.L. 112-74 (2012) cooperative agreements awarded under this solicitation will be managed by OCFT. The duration of the projects funded by this solicitation is four (4) years. The start date of program activities will be negotiated upon award of an individual cooperative agreement(s), but will be no later than December 31, 2012.

### A. Overview of Child Labor in Cambodia

Cambodia has the highest rates of child economic activity in all of East and Southeast Asia. Children in Cambodia work in a variety of sectors, including agriculture, fishing and fisheries/aquaculture, and domestic service. According to an Understanding Children's Work study, approximately 75 percent of children engaged in hazardous labor in Cambodia work in agriculture, forestry and fisheries.<sup>1</sup> Factors contributing to child labor include household poverty; lack of sufficient social protection for vulnerable households; inadequate access to quality education and training opportunities; and insufficient employment opportunities, including for youth. Poverty and high levels of income inequality in Cambodia leave many households vulnerable to child labor. In ten of Cambodia's 24 provinces, the poverty rate is greater than 45 percent and 31 percent of the population still lives below the poverty line.<sup>2</sup> In many cases, traditional networks of familial and community social safety nets that

<sup>1</sup> National Consultation on Child Labor in Fisheries, *Draft National Plan of Action on Eliminating Child Labour in Fisheries & Aquaculture Sector of Cambodia*, Phnom Penh, February 24, 2012. According to Cambodia's ministerial orders (prakas), hazardous labor refers to activities performed in dangerous and unhealthy conditions that expose children to illness and injury. Please see Government of Cambodia, *Prakas on working conditions for children in agriculture*. Please also see *Prakas on the Prohibition of Hazardous Child Labor*, Prakas No. 106, (April 28, 2004).

<sup>2</sup> Government of Cambodia, *Towards a Social Protection Strategy for the Poor and Vulnerable: Outcomes of the consultation process*, Council for Agriculture and Rural Development, Geneva, July 2010; available from <http://www.ilo.org/gimi/gess/ResShowResource.do?resourceId=19819>. See also Central Intelligence Agency, *The World Factbook: Cambodia*, [cited March 5, 2012]; available from <https://www.cia.gov/library/publications/the-world-factbook/geos/cb.html>.

formally provided support for the poor have been eroded by civil war, rapid population growth, and commoditization of assets such as land.<sup>3</sup>

Children from poor, rural communities in Cambodia work in all types of agriculture, including commercial plantations. Children working in agriculture are at risk of skin, eye, and respiratory problems caused by exposure to chemical pesticides and harsh climactic conditions. A majority of Cambodians engage in seasonal single crop subsistence agriculture such as rice and cassava cultivation.<sup>4</sup> Rural areas in Cambodia are marked by extensive poverty and weak infrastructure and households are highly vulnerable to economic shocks such as the devastating floods and droughts experienced in the last ten years.<sup>5</sup> These shocks also leave households more reliant on the labor of their children to meet basic needs.<sup>6</sup>

Children in Cambodia also work in marine and inland fishing and fisheries/aquaculture. Fish and seafood products play a key role in rural livelihoods in Cambodia.<sup>7</sup> Cambodians who are landless or land poor often rely on common lands, fisheries, and forests for their livelihoods, which are being steadily depleted by the demands of a rapidly increasing population and the mismanagement of public lands.<sup>8</sup> The ILO reports that the fishing sector involves at least 6 million people. Most people involved in this sector work at a subsistence level, making use of all family members, including children, for survival. According to Cambodia's laws, children between the ages of 12 and 15 are permitted to do "light work"<sup>9</sup> in the marine and inland fishing and fisheries/aquaculture sector under certain conditions, however, there are reports that children are working long hours, using dangerous tools, and at risk of water-borne illnesses, drowning, and other physical injuries.<sup>10</sup>

Children, primarily girls between age seven and 17, work in domestic service in third-party homes where they are particularly vulnerable to trafficking for commercial sexual exploitation.<sup>11</sup> According to a 2007 report, a total of 21,266 child domestic workers were found in Phnom Penh and the three provinces of Battambang, Kampong Cham, and Siem Reap. The children typically did not attend school, worked long hours with no medical benefits, and received little or no pay.<sup>12</sup> These girls, the majority migrating from rural to urban areas, often come from dysfunctional and/or indebted families. A majority of girls in domestic service have no formal contracts with their employers and have never been monitored by the local authorities, even though the local Labor Office is required to monitor all child workers.<sup>13</sup> Domestic child labor is included in Cambodia's hazardous child labor list and the National Plan of Action on the Elimination of the Worst Forms of Child Labor (NPA-WFCL) includes domestic service as a priority sector.<sup>14</sup> However, the Cambodian Labor Code states that its protections do not apply to domestic workers, except in cases of forced labor, which is forbidden.<sup>15</sup> Children as young as 12 years are

<sup>3</sup> Government of Cambodia, *Towards a Social Protection Strategy for the Poor and Vulnerable*.

<sup>4</sup> National Consultation on Child Labor in Fisheries, *Draft National Plan of Action on Eliminating Child Labour in Fisheries & Aquaculture Sector of Cambodia*. See also Government of Cambodia, *Towards a Social Protection Strategy for the Poor and Vulnerable*.

<sup>5</sup> National Consultation on Child Labor in Fisheries, *Draft National Plan of Action on Eliminating Child Labour in Fisheries & Aquaculture Sector of Cambodia*.

<sup>6</sup> Government of Cambodia, *National Social Protection Strategy for the Poor and Vulnerable*, 2011.

<sup>7</sup> National Consultation on Child Labor in Fisheries, *Draft National Plan of Action on Eliminating Child Labour in Fisheries & Aquaculture Sector of Cambodia*.

<sup>8</sup> Ibid. See also Sebastian Mathew, *Children's Work and Child Labor in Fisheries: A note on Principles and criteria for employing children and policies and action for progressively eliminating the Worst Forms of Child Labor in fisheries and aquaculture*, FAO Workshop: Child Labor in Fisheries and Aquaculture, Rome, April 14-16, 2010.

<sup>9</sup> According to the ministerial order (prakas) of 2008, light work includes work that is not hazardous to the health or mental and physical development of children and does not affect regular school attendance or the participation in educational programs or vocational training. Please see Government of Cambodia, *Prakas on determination of types of employment and light work that children who have attained 12 – 15 years of age may be hired*, (January 8, 2008).

<sup>10</sup> National Consultation on Child Labor in Fisheries, *Draft National Plan of Action on Eliminating Child Labour in Fisheries & Aquaculture Sector of Cambodia*. See also Mathew, *Children's Work and Child Labor in Fisheries: A note on Principles and criteria for employing children and policies and action for progressively eliminating the Worst Forms of Child Labor in fisheries and aquaculture*, U.S. Embassy- Phnom Penh, reporting, January 12, 2012.

<sup>11</sup> National Consultation on Child Labor in Fisheries, *Draft National Plan of Action on Eliminating Child Labour in Fisheries & Aquaculture Sector of Cambodia*. See also U.S. Embassy- Phnom Penh, reporting, January 12, 2012.

<sup>12</sup> Eleanor Brown, *Out of Sight, Out of Mind? Child Domestic Workers and Patterns of Trafficking in Cambodia*, International Organization for Migration, January 2007; available from <http://www.humantrafficking.org/publications/585>.

<sup>13</sup> Ibid.

<sup>14</sup> *Prakas on the Prohibition of Hazardous Child Labor*.

<sup>15</sup> Ibid.

permitted to perform domestic labor by law as long as the work is not hazardous to their health, safety or morals and does not involve any type of hazardous work specifically prohibited. However, there is not enough recent and credible information on the conditions and types of jobs that child domestic workers undertake to define what aspects of child domestic work are hazardous. The UN Committee on the Rights of the Child expressed concern in its June 2011 Concluding Observations that thousands of children work as domestics in exploitative conditions, mainly in the capital Phnom Penh. The Committee urged the Government to strengthen its national legislation prohibiting child labor and to give priority to addressing the vulnerable situation of child domestic workers in accordance with international standards.<sup>16</sup>

Children's engagement in child labor in Cambodia affects their school attendance and retention rates. Although primary school enrollment rates reach 81 percent, the rates for lower secondary (29 percent) and upper secondary (13.5) are dramatically lower, particularly in rural areas.<sup>17</sup> Moreover, 63 percent of Cambodian youth (ages 15-24 years) have either never attended school or dropped out before completing secondary education. Among the factors contributing to this situation are poor quality education, inability to pay informal school fees, a severe shortage of primary and secondary level teachers, and perceptions of the greater benefits from earning money over attending school.<sup>18</sup> Primary education is not compulsory in Cambodia, which serves as a serious constraint to child labor elimination efforts. In addition, school is offered in half-day shifts, which makes it easy for children to both attend school and work a full day.<sup>19</sup> Poverty and the vulnerability of households to economic shocks have also increased the likelihood of children dropping out or delaying entry into school.<sup>20</sup>

Child labor among youth is an area of particular concern. Many young people above the minimum working age and below 18 years do not have a smooth transition from school to work. Eighty-nine percent of out-of-school youth participate in the labor force, many without adequate social protection. Most of them begin employment in low-skill, unpaid family work, moving to equally low-skill and low-paying self-employment in the informal sector as they get older.<sup>21</sup> Youth are also more able and likely to migrate in search of employment, either from rural to urban areas or to neighboring countries where they become vulnerable to the worst forms of child labor.<sup>22</sup> Many Cambodian youth of legal working age lack the basic skills needed for employment in more stable, formal sector jobs. Although the Ministry of Labor and Vocational Training (MoLVT) and other government and non-government entities offer different options for vocational and skills training to youth, there remains a mismatch between labor market needs and skills and knowledge imparted through training and apprenticeship programs.<sup>23</sup> To compound this problem, there is a great need for private sector job creation that meets the needs of the more than 50 percent of the population that is less than 25 years old.<sup>24</sup>

The Royal Government of Cambodia (RGoC) has taken a number of steps to directly address child labor and to provide a social protection system to help lessen the vulnerability of poor households. As of 2011, the MoLVT has issued a number of ministerial orders (prakas) to address child labor, including hazardous labor, in agriculture, in the production of tobacco and cassava, and in freshwater fishing.<sup>25</sup> The ILO and the Food and Agriculture Organization, together with Cambodia's Ministry of Agriculture, Forestry and Fisheries and relevant stakeholders, have developed a Child Labor Plan of Action in the Fishing and Fisheries/Aquaculture sector, which seeks to improve legislation and policies to combat child labor in fisheries, raise awareness of child labor, and increase

<sup>16</sup> UN Committee on the Rights of the Child, *Consideration of reports submitted by States parties under article 44 of the Convention*, pursuant to Concluding observations: Cambodia, June 20, 2011; available from <http://www.ohchr.org/EN/countries/AsiaRegion/Pages/KHIndex.aspx>.

<sup>17</sup> Government of Cambodia, *Towards a Social Protection Strategy for the Poor and Vulnerable*.

<sup>18</sup> Ibid.

<sup>19</sup> U.S. Department of State, "Cambodia," in *Country Reports on Human Rights Practices- 2011*, Washington, DC, May 25, 2012; available from <http://www.state.gov/j/drl/rls/hrrpt/humanrightsreport/index.htm#wrapper>. See also Integrated Regional Information Networks, "Cambodia: Children miss out on school because of corruption", IRINnews.org, [online], December 5, 2008 [cited January 13, 2012]; available from [www.irinnews.org/Report.aspx?ReportId=81825](http://www.irinnews.org/Report.aspx?ReportId=81825).

<sup>20</sup> Government of Cambodia, *National Social Protection Strategy for the Poor and Vulnerable*.

<sup>21</sup> Government of Cambodia, *Towards a Social Protection Strategy for the Poor and Vulnerable*.

<sup>22</sup> ILO, *ILO Policy Brief on Youth Employment in Cambodia 2007*; available from <http://ap-youthnet.ilobkk.or.th/cmb-national-youth-employment-forum/resources/ilo-policy-brief-on-youth-employment-in-cambodia-1>

<sup>23</sup> Ibid.

<sup>24</sup> Ibid.

<sup>25</sup> *Prakas on the Prohibition of Hazardous Child Labor*.

livelihood opportunities for fisheries communities.<sup>26</sup> In 2011, the Government also launched a National Social Protection Strategy (NSPS), which aims to address the vulnerabilities of poor Cambodians through expanded social safety nets, particularly in rural areas. The NSPS is meant to protect the poor and vulnerable from chronic poverty and hunger, shocks, destitution, and social exclusion and allow them to benefit from investments in their human capital.<sup>27</sup> For more information about Cambodia's ongoing efforts to address child labor, please see Section I.E.

For more information on child labor in Cambodia, see the TDA and TVPRA reports.

## **B. Scope of Work**

Applicants must respond fully to the Scope of Work (SOW) outlined below in Section IC. – I.E in order to be considered responsive. This section provides information on the target populations to be served by the project and key areas of interventions. The SOW also notes a number of ongoing efforts that Applicants should take into account in developing their project strategy.

In developing proposals, Applicants should demonstrate an in-depth knowledge and understanding of the child labor situation in Cambodia. As part of pre-award requirements, Applicants should consult with the RGoC (national and/or local) to ensure that their proposed strategies are relevant to the country's needs and supportive of the Government's efforts to combat child labor. Proposals should be developed based on the findings of the Applicant's needs assessment, and Applicants should propose strategies that (1) are based on good practices (and innovative approaches, as applicable), and (2) build upon existing efforts and government policies, plans, and/or programs. For information on pre-award requirements, see Section VI on Award Administration Information.

Applicants' proposals should (1) demonstrate a thorough understanding of the cultural, economic, social, and legal contexts of Cambodia and the communities where project interventions would be carried out and the contextual factors contributing to children's involvement in child labor and lack of access to education; (2) seek to address existing gaps in child labor policies and programs, enforcement of relevant laws, and coordination of relevant efforts; and (3) promote sustainability and long-term progress toward a significant reduction in child labor in target areas. Issues of sustainability should be incorporated at all stages of a project, including design, staffing, implementation, and evaluation. Sustainability will be linked to project impact and the ability of local stakeholders to continue successful efforts initiated by the USDOL-funded project after the project has ended. Applicants should work to build the capacity of key individuals and/or organization(s) that can potentially contribute to long-term efforts to combat child labor. If applicable, Applicants should also propose strategies for supporting government efforts to act upon relevant recommendations to the RGoC within the current TDA.

## **C. Project Target**

Applicants must target children under the age of 18 engaged in or at-risk of involvement in child labor in various sectors including agriculture, fishing and fisheries/aquaculture and domestic service. Given the high level of need and gap in existing services for youth ages 15 to 17 years, Applicants must place high priority on targeting beneficiaries in this age group who are working or at-risk of engaging in child labor (including out of school youth). Applicants should prioritize provision of services for children in the most vulnerable circumstances. Applicants must also target households of children working or at-risk of involvement in hazardous labor as a means of reducing child labor. Applicants must describe geographic areas of focus and should use data from the Identification of Poor Households Program (ID Poor), the National Child Labor Survey (2012), the Cambodia Socio-Economic Survey (2010)<sup>28</sup>, and other credible sources to identify provinces, districts, municipalities and communes with the greatest incidence of poverty and child labor in the sectors mentioned above and other identified sectors.

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<sup>26</sup> National Consultation on Child Labor in Fisheries, *Draft National Plan of Action on Eliminating Child Labour in Fisheries & Aquaculture Sector of Cambodia*.

<sup>27</sup> Government of Cambodia, *National Social Protection Strategy for the Poor and Vulnerable*.

<sup>28</sup> For information about the Identification of Poor Households Program (ID Poor), please see <http://www.mop.gov.kh/Projects/IDPoor/tabid/154/Default.aspx>. For information about the Cambodia Socio-Economic Survey, please see <http://www.nis.gov.kh/nada/index.php/catalog/31>.

Applicants must propose an area-based approach in their proposal in order to mitigate potential negative affects that could result from focusing on combating child labor in only one sector in a targeted geographical area. The area-based approach must include a focus on the reduction of child labor in sectors such as agriculture, fishing and fisheries/aquaculture and domestic service, but also allow for the provision of services to children engaged in other kinds of child labor in target areas. Provisions of services to households should likewise be based on an area-based approach.

Applicants must present a clear indication of the defining characteristics and specific criteria they plan to use to identify: (1) children in the targeted sectors who are engaged in child labor; (2) children at “high-risk” of entering child labor in targeted sectors/geographic areas, and (3) households to receive livelihood services to make them less reliant on child labor to meet basic needs. The target populations must be classified in two ways, children and households. Children must be under the age of 18 years, and either engaged in or at high-risk of becoming engaged in labor in target areas. An overall assessment of each child and their households will determine the most appropriate type of educational and/or livelihood service to be provided and may include services for at-risk children between the ages of 5 and 18 years, including siblings of child laborers. Applicants must provide an initial set of criteria that will be used to categorize a child as “engaged in child labor” and “at high-risk of becoming engaged in child labor.” In addition, Applicants must provide a specific set of criteria by which they would define child labor in sectors targeted by the project.

Applicants must prioritize households with child workers identified as potential beneficiaries. The criteria should include an analysis of household incomes and exposure to food insecurity, inability to meet basic needs, poor health, natural disasters, and other factors related to vulnerability.

If applicable, Applicants may provide services to former USDOL project beneficiaries under the age of 18. However, they must provide a justification for doing so and seek agreement from USDOL on how the project will report on such beneficiaries.

Applicants should demonstrate knowledge and incorporate issues of gender and cultural traditions and norms pertaining to and impacting child labor and education in target areas, including how these issues will be considered while implementing project activities.

#### **D. Project Interventions**

In responding to this solicitation, Applicants must:

1. Propose strategies for combating child labor by (a) providing target children with education and vocational training services or improving their ability to access existing education and training services, and (b) providing livelihood assistance to target households.
2. Propose strategies for working with the RGoC to promote the NSPS’s effective coverage of social services for children and households targeted by this project.
3. Propose strategies for addressing the specific needs of youth engaged in or at risk of child labor, including their ability to identify and make the transition to safe and remunerated work once they have reached the legal age to work.

Following is a description of the eight major strategic areas that must be included in the project strategy:

##### **1. Education**

Applicants must propose strategies for promoting children’s access to education and training opportunities as a means of reducing child labor. Applicants must support the provision of healthy learning environments for children and take steps to ensure that goods, services, schools (including classrooms, training facilities, restroom facilities, latrines, and wells), and other learning environments provided, used or sponsored by the project (the Applicant, its subgrantees and/or subcontractors) are safe and do not pose a threat to the mental or physical well-

being of project beneficiaries. Applicants may also propose strategies for improving the quality and relevance of education for target children, including strategies for retaining quality teachers and reducing informal school fees. As part of a strategy to provide educational services, Applicants must:

1. Demonstrate knowledge of Cambodia's formal and nonformal education systems vocational/skills training system, school calendar(s), and existing policies and programs that seek to (1) promote children's access to education, (2) facilitate access to vocational/skills training for youth ages 15 to 17, and (3) combat child labor.
2. Identify and assess the most significant obstacles preventing children engaged in or at-risk of involvement in child labor from accessing and completing primary and secondary school.
3. Propose strategies that complement or strengthen ongoing government efforts to promote education and vocational/skills training for target beneficiaries.
4. Propose strategies that promote children's continued enrollment, retention, and completion in educational or vocational training services.
5. Propose direct delivery of education and training services to children engaged in or at-risk of child labor in target sectors and geographical areas.
6. Propose strategies to promote community involvement in providing children's access to education and healthy learning environments as well as improving the quality of education and training programs, such as teacher training or incorporating child labor issues in school curricula.
7. Describe why proposed strategies would be effective for promoting children's access to education and training opportunities as a means of reducing child labor.
8. Develop a plan to inspect schools and other learning environments that the Applicant proposes to use either for direct service delivery or for referral to meet the needs of children and their households. Improvements to school infrastructure may include construction of latrines and digging of wells in consultation with local communities. Funding for construction must not exceed 10 percent of the project budget without prior USDOL approval. Applicants unable to adhere to this threshold given the state of school conditions must either (1) consider proposing alternative sites for the delivery of project services, or (2) propose an alternate level of funding for construction, including a justification for the proposed amount in the budget narrative of the cost proposal.

While dependent on the date of project funding relative to the school calendar, USDOL encourages Applicants to provide direct educational services and training to as many beneficiaries as possible within the first year of the project.

## **2. Livelihoods**

Applicants must propose strategies to provide households with livelihood services and/or to link them to such services with minimal delay (if possible within the first year of the project) in order to help households offset income currently earned by children. Livelihood services may include education, training, income smoothing, social capital, and employment services, as well as economic strengthening, productivity transfers, and cooperatives (while education and training represent livelihood services, for the purposes of this solicitation, education and vocational training for children under 18 years are covered under the previous section on Education). Applicants should consider proposing creative ideas that address the nexus between the reduction of child labor, the improvement of educational opportunities, and the promotion of sustainable livelihoods for children and households. As part of a strategy to provide livelihood services, Applicants must:

1. Assess and describe the most significant obstacles that keep households of working children or children at-risk of child labor from achieving sustainable livelihoods without depending on child labor.
2. Propose strategies that address those obstacles and provide livelihood services to households according to their needs.
3. Propose a strategy to link beneficiaries to existing livelihood services or programs in Cambodia and assist project beneficiaries in obtaining services for which they are eligible. This could include linkages to programs such as the MOLVT technical and vocational training programs, public employment services, credit for small-scale businesses, occupational safety and health (OSH) protection for small enterprises,



food distribution for emergency relief and national public works programs, health equity funds, and/or community-based health insurance programs.

4. Propose direct delivery of livelihood services to household of target children in selected sectors and geographical areas.
5. Propose a strategy for actively promoting and securing the commitment and ownership of government and other local stakeholders for proposed livelihood services in order to enhance the likelihood that effective services or models will continue beyond the life of the project.
6. If proposing to implement micro-finance interventions (e.g., micro-savings, micro-insurance), Applicants must include a description of the assessed need of these interventions among the target population and a strategy for guarding against possible negative impacts on the livelihoods of target beneficiaries or other possible unintended consequences, such as the potential of encouraging child labor as a means for households to access microfinance.

### **3. Social Protection**

Applicants must propose activities that link project beneficiaries with existing social programs in Cambodia that could have a positive impact in reducing child labor, promoting children's participation in schooling, and securing sustainable livelihoods for target households. As part of a strategy to link project beneficiaries with social programs, Applicants must:

1. Support and work with the Ministry of Planning to capture data on child laborers and their families in the asset-based ID Poor targeting mechanism that will be used to identify beneficiaries to receive services as part of the NSPS.
2. Use Cambodia's PEOPLE Service referral mechanism in target areas where this service is available.
3. Identify and assess other available social protection programs and services in target areas and direct beneficiaries' access to them.
4. Identify the most significant gaps in availability and/or access to social protection programs and services affecting target beneficiaries (children and their households).
5. Propose strategies to address those gaps and other obstacles to receiving social protection programs and services by direct beneficiaries in target areas.
6. Describe why proposed strategies would be effective for increasing direct beneficiaries' access to social protection programs and services.

### **4. Youth Employment**

Applicants must propose strategies to promote youth employment and youth entrepreneurship for children of legal working age. In targeting older children or youth of legal working age, particularly children ages 15 to 17 years, Applicants should consider providing direct services, such as occupational safety and health interventions and other direct services as a means of transitioning children from unsafe working conditions into safe, acceptable work. Applicants must:

1. Assess the working conditions of children of legal work age to determine whether they are working under unsafe conditions.
2. Demonstrate knowledge of laws meant to ensure the safety of children 15 to 17, including laws restricting children of this age from certain types of work, limiting the hours of their work or prescribing workplace conditions.
3. Demonstrate knowledge of the current policies and institutional efforts that seek to improve linkages between labor-market needs and the educational system for working youth or youth at-risk of involvement in child labor.

Among the strategies that Applicants may consider are the following:

1. Propose a strategy to link project beneficiaries of legal working age with existing programs that protect working children from hazards in the workplace and that address the lack of sufficient or sustainable decent work for youth and any assessed mismatches between their skills (or training offered to them) and decent work opportunities/demand in the job market.

2. Propose a strategy to transition children of legal working age from child labor into acceptable work, including by addressing occupational safety and health issues or reducing hours of works or time of work to conform with international standards and national laws.
3. Identify youth wishing to start their own micro-businesses and provide them with basic literacy and numeracy, business, money management and other skills training as needed.
4. Build the capacity of entrepreneurial youth to develop a business plan and start a micro-business.

### **5. Strengthening Institutional Capacity and Policies**

Applicants must propose activities that strengthen Cambodia's capacity to combat child labor. Applicants may propose capacity building strategies that contribute to the (1) implementation of policies and enforcement of laws relevant to child labor; (2) integration and/or expansion of child labor into specific social policies or programs; (3) establishment or improvement of child labor monitoring systems (CLMS) in target areas; (4) development and implementation of models that demonstrate innovative and cost effective ways to reduce child labor and enhance sustainable livelihoods of targeted households, or (5) development of the capacity of government, employers' and workers' groups, the private sector, and civil society.

As part of a strategy to strengthen institutional capacity, Applicants must:

1. Identify and assess gaps in child labor-relevant programs and policies (including those related to agriculture, fishing and fisheries/aquaculture and domestic work);
2. Propose strategies for working with the RGoC to build the capacity of officials in relevant ministries to combat child labor.
3. As needed in target areas, support the establishment of Provincial and Commune Councils to act as child labor workplace monitors and raise awareness on child labor issues or build the capacity of existing Provincial and Commune Councils to carry out such efforts.

Among the strategies that Applicants may consider are the following:

1. Support the Government to finalize, officially approve, and provide resources for the second NPA-WFCL (2013-2017)
2. Support efforts to develop ministerial orders on hazardous child domestic service and other identified hazardous forms of child labor and update the list on the Prohibition of Hazardous Child Labor.
3. Support government efforts to enforce prakas on child labor in agriculture, freshwater fishing, cassava, and tobacco.
4. Propose strategies for OSH in target sectors such as promoting safe working conditions in the sector for children of legal working age and members of their households; supporting the development and implementation of occupational safety guidelines for the sector; and working with stakeholders, including government, unions and employers, to bolster OSH inspection, enforcement, and remediation systems in the sector.
5. Propose strategies to ensure that children between the ages of 12 and 14 years are not working in unsafe conditions.

### **6. Raising Awareness**

Applicants must assess the need for awareness-raising activities and social mobilization campaigns that promote understanding of child labor, its impact and potential solutions, including the importance of education to children's long-term welfare and future employability. As needed, Applicants should propose ways of raising awareness of child labor among children, households, and communities. Applicants should consider the use of new technologies in designing their awareness-raising strategies. Applicants should consider strategies that have a positive impact in promoting schooling or training of children and youth, that can be used to help reduce child labor in a specific sector, or that addresses a specific workplace hazard. As part of a strategy to raise awareness, Applicants must:

1. Demonstrate knowledge of past and current awareness-raising efforts to combat child labor or child-labor related issues in target areas.

2. If applicable, propose linkages to existing awareness-raising campaigns that promote children's rights, including access to education.
3. Propose strategies to raise awareness on the content of the prakas on child labor
4. Identify the most significant gaps in raising awareness of child labor and propose a strategy to fill those gaps and promote community involvement in target areas.
5. Describe why proposed strategies are needed and would be effective for raising awareness of child labor and mobilizing communities.

## 7. Supporting Research, Evaluation and Collection of Reliable Data on Child Labor

Applicants must propose a strategy and methodology for monitoring the project's direct beneficiaries, including the educational and work status of child beneficiaries. Applicants must provide details on the components of their proposed direct beneficiary monitoring system (DBMS) including at a minimum system/tools for collecting and storing data, sources of data, proposed frequency for data collection, and staff responsible for monitoring and data quality control. The DBMS monitors provision of educational and livelihood services provided to direct beneficiaries and monitors children's education and work status. Direct beneficiaries must be monitored at 6-month intervals and for specified periods of time (throughout the period of service provision and/or until the end of the project). Applicants must develop initial indicators to allow them to monitor the work status of each beneficiary child at 6 month intervals. Applicants must also develop monitoring guidelines for all project partners responsible for providing direct services to children and household members and validate monitoring information.

All of the above will be integrated into the Comprehensive Monitoring and Evaluation Plan (CMEP), and where necessary, will be refined through the CMEP process (see Section VI.C on Reporting and Post-award Requirements). As part of their strategy to support data collection, Applicants must confirm a commitment to collaborate with USDOL External Monitoring and Evaluation Experts to develop a CMEP and carry out implementation evaluations and performance reporting after award.

As part of post-award requirements, Grantees must engage in a number of data collection and research activities, including baseline and follow-up surveys, data collection for performance monitoring, research on outcomes of interventions, and reporting evaluation described in Section VI. If applicable, after award, Applicants should also propose a strategy to conduct sector-specific research for target areas. For more information about sector-specific research, please see Section VI.

## 8. Promoting Transparency and Accountability

Given that transparency and accountability are key components of the U.S. Global Development Policy and long-term sustainability of efforts to combat child labor, Applicants must explain how their proposed projects will promote transparency and accountability, including by the holding of public meetings to present project results to key stakeholders, including teachers, children and parents. Applicants are encouraged to use innovative tools and participatory approaches to ensure transparency and accountability.<sup>29</sup>

## E. Ongoing Efforts to Address Child Labor

In designing their project strategy, Applicants should consider existing policies and programs relevant to efforts to address child labor, including those established by government, private sector and civil society organizations. Where applicable, Applicants should give priority to working with and supporting existing or newly proposed efforts to combat child labor, target vulnerable families through social protection programs, and enhance livelihood opportunities for households. Applicants must consider the sustainability of all efforts in the design of the proposal. Key programs and organizations include:

- The Government's *National Plan of Action on the Elimination of the Worst Forms of Child Labor (2008-2012)* which identifies sixteen worst forms of child labor prevalent in Cambodia.<sup>30</sup> The Plan

<sup>29</sup> U.S. Government, *Fact Sheet: U.S. Global Development Policy*, September 22, 2010; available from <http://www.whitehouse.gov/the-press-office/2010/09/22/fact-sheet-us-global-development-policy>.

<sup>30</sup> Government of Cambodia, *National Plan of Action on the Elimination of the Worst Forms of Child Labour (NPA-WFCL)*; available from [http://www.english.childlabor.org.kh/index.php?option=com\\_content&view=article&id=47&Itemid=27](http://www.english.childlabor.org.kh/index.php?option=com_content&view=article&id=47&Itemid=27).

indicates how the Government will achieve its objectives in areas including research, policy, enforcement, social mobilization, education, protection, prevention and withdrawal from the worst forms of child labor.<sup>31</sup> The RGoC is in the process of drafting the second phase of the NPA-WFCL.

- The Ministry of Labor and Vocational Training's (MOLVT) *First Occupational Safety and Health Master Plan (2009-2013)* includes eliminating hazardous child labor as one of its six priorities.<sup>32</sup>
- The NSPS, launched in December 2011, specifically targets child laborers and their families for social protection services. The NSPS coordinates all types of social protection services in Cambodia. It also incorporates several existing social protection services including:
  - food distribution program for emergency relief;
  - food transfer program for mothers and children;
  - scholarship for the poor program;
  - food scholarship programs; and
  - health equity funds and community-based health insurance programs
- The MOLVT offers public employment services, credit for small-scale businesses, and technical vocational education and training to enhance rural productivity. The MOLVT also provides occupational health and safety protection for small enterprises and workers in the informal sector through the *National Social Security Fund*.<sup>33</sup>
- The *Cambodian Labor Confederation* supports workers' organizations in combating the worst forms of child labor and promoting safe migration for youth of working age.<sup>34</sup>
- The *Cambodian Federation of Employers and Business Association (CAMFEBA)* supports employers' organizations in their efforts to eliminate child labor. CAMFEBA raises awareness amongst employers, builds the capacity of employer focal points in areas where child labor occurs, and it enlists garment workers through the Garment Manufacturers Association to spread the message of child labor elimination to their home villages.<sup>35</sup>
- The *Civil Society Network Against Child Labor (CSNACL)* consists of NGOs, employers' organizations, workers' organizations, UN agencies, International NGOs, teachers, journalists, students, etc. Members of the Network raise awareness on child labor in their communities and document best practices in ending child labor.<sup>36</sup>

## F. Pre-Award Requirements

### 1. Host Government Consultations

USDOL has informed host government ministry officials of the proposed award. Applicants should discuss proposed interventions, strategies, and activities with host government officials and work cooperatively with government stakeholders at the national and/or local level, including relevant ministries or government bodies during the preparation of their applications and in developing project interventions. Efforts should be made to avoid duplication, enhance collaboration, and develop synergies with government efforts. Applicants should seek opportunities to coordinate and/or collaborate, as appropriate, with relevant government agencies/ministries at the national, regional, and local level, including the following:

- Ministry of Labor and Vocational Training, including Department of Child Labor
- Ministry of Education, Youth and Sports
- Ministry of Agriculture, Forestry and Fisheries
- Council for Agricultural and Rural Development

<sup>31</sup> Ibid.

<sup>32</sup> Ministry of Labour and Vocational Training, *The First Occupational Safety and Health Master Plan 2009-2013*, April 20, 2009; available from [www.ilo.org/asia/whatwedo/publications/lang--en/docName--WCMS\\_112931/index.htm](http://www.ilo.org/asia/whatwedo/publications/lang--en/docName--WCMS_112931/index.htm).

<sup>33</sup> Government of Cambodia, *National Social Protection Strategy for the Poor and Vulnerable*, *ibid*.

<sup>34</sup> ILO-IPEC, *Enhancing the Capacity of Workers's Organizations to Combat the Worst Forms of Child Labor, including Safe Migration for Decent Work for Youth of Working Age, Toward Contributing to the Achievement of the Twin Goals, Action Program*.

<sup>35</sup> Ibid.

<sup>36</sup> ILO-IPEC, "Engaging Civil Society in Combating the Worst Forms of Child Labor (WFCL) in Cambodia towards Eliminating WFCL by 2016."

- Ministry of Planning
- Ministry of the Interior

## **2. Working with Other Key Stakeholders**

During the preparation of their applications and in developing project interventions, USDOL expects that Applicants to work with other key stakeholders and organizations on efforts to address child labor and its root causes including: international organizations; NGOs; national steering and advisory committees on child labor and education; faith-based organizations and community development associations; trade unions; employers' and teachers' organizations; and children engaged in child labor and members of their households. USDOL encourages Applicants to establish public-private partnerships, soliciting assistance from non-Federal third parties who support the goals of this solicitation.

Applicants must also coordinate with and seek to build upon previous USDOL-funded child labor activities in the country, as well as current child-labor related initiatives carried out by other organizations. Applicants must coordinate with projects funded by relevant U.S. Government agencies.

## **3. Needs Assessment**

In designing the project, Applicants must carry out a pre-award needs assessment to identify key factors contributing to children's involvement in child labor, including barriers to education, and gaps in current education, social protection and livelihood service provision. The assessment should inform project design and determine relevant and effective interventions. Applicants must preliminarily identify the types of work in which children engage in the proposed geographic regions and sectors. The pre-award needs assessment will serve as a basis for a more detailed baseline assessment to be conducted post-award. Other factors included in the assessment are: hours and conditions of work; age and sex distribution of beneficiary children; educational performance of proposed beneficiaries relative to other children; economic and social profiles of targeted households; and research or other data that might indicate correlations between child labor, sustainable livelihoods, and educational performance.

## **II. AWARD INFORMATION**

Through this announcement, USDOL/ILAB expects to award up to \$10 million for one or more cooperative agreement(s) to support efforts to reduce child labor in Cambodia with a focus on reducing social exclusion and promoting economic opportunities for the Cambodian households most vulnerable to the worst forms of child labor. The duration of the projects funded by this solicitation is four (4) years. The start date of program activities will be negotiated upon award of an individual cooperative agreement(s), but will be no later than December 31, 2012. Applicants must respond to the scope of work outlined in Section I. Current USDOL/ILAB grantees are eligible to submit applications in response to this SGA. See Section VI.C on Reporting and Post-Award Requirements for more information on USDOL/ILAB's involvement with the recipient(s) of the cooperative agreement(s).

## **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 reducing children's participation in child labor and developing and implementing educational and livelihoods programs to serve them is eligible to apply. Organizations applying for this award must demonstrate a proven ability to manage complex projects in developing countries through actions that support these aims. Lack of past experience with USDOL cooperative agreements, grants, or contracts does not bar eligibility or selection under this solicitation.

All Applicants and any proposed subgrantees or subcontractors must comply with all audit requirements, including those established in OMB Circular A-133. They must also demonstrate presence in Cambodia — either independently or through a relationship with another organization with country presence (*i.e.*, a subgrantee or

subcontractor) — enabling them to initiate program activities upon award of the cooperative agreement (see Section IV.B.1.c Project Design Narrative).

The following Applicants (including subgrantees/subcontractors) will not be considered:

- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government.
- Organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended will not be considered.
- Applicants charging a fee (profit) associated with a project funded by USDOL under this award.

## **B. Cost Sharing or Matching**

No cost share is required (including in-kind contributions or matching fund contributions). However, USDOL welcomes applications that include cost share. Applicants that propose cost share must indicate the nature; source(s) of funds and/or in-kind contributions; the amount/estimated value in U.S. dollars; and the proposed project activities to be performed with these resources. They must also explain how the activities will complement and enhance project objectives. After award, cost share will be incorporated into the cooperative agreement. Grantees will be required to report on these funds in their quarterly SF-425 and are liable for the full amount of these funds during the life of the cooperative agreement.

Cost sharing from subgrantees and/or subcontractors must not be directed to the Applicant or its employees for their benefit and may only be used to support the work of the project or defray its costs. Applicants may not make the award of a subgrant or subcontract contingent upon a subgrantee or subcontractor agreeing to provide matching funds.

## **C. Other**

USDOL's Office of Procurement Services will screen all applications for responsiveness. If deemed non-responsive, the office 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. The letter will indicate which document was missing from the application, if the application was deemed non-responsive due to being incomplete.

Applications will be considered non-responsive and will be rejected for any one of the following reasons:

1. Failure to submit application by [Grants.gov](http://www.grants.gov) (<http://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 submit both a completed Technical Proposal and a completed Cost Proposal;
4. Failure to include all of the required documents and annexes in the Cost Proposal or Technical Proposal;
5. Failure to demonstrate country presence;
6. Submission of an application with budget beyond maximum amount available, \$10 million for Cambodia;
7. Failure to include all required audit report(s) and most recent single audit or to demonstrate compliance with single audit submission timeframes established in OMB Circular A-133 for applications from U.S.-based non-profit organizations that are subject to the Single Audit Act. For Applicants 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;
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; and
10. Failure to submit an application by the deadline specified in this SGA.

## IV. APPLICATION AND SUBMISSION INFORMATION

### A. Address to Request Application Package

The SGA application package and any future amendments can be downloaded and viewed from [Grants.gov](http://Grants.gov) by referencing Funding Opportunity Number 12-08. In order to view the SGA and submit applications on [Grants.gov](http://Grants.gov), Applicants must download free Pure Edge Viewer software, available from [http://www.grants.gov/Applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/Applicants/apply_for_grants.jsp). The full-text version of and the SGA is also available on USDOL/ILAB's Web site, <http://www.dol.gov/ILAB/grants/main.htm>. All necessary information, including required forms, needed to apply for cooperative agreement funding is included in this solicitation.

### B. Content and Form of Application Submission

Applications must consist of two separate parts (1) a Technical Proposal and (2) a Cost Proposal, if either is missing, the application will be considered non-responsive and will be rejected. Unless specified as "optional" or "as applicable," all documents identified in this section must be included in the application package to be considered complete and responsive. Applicants' Technical and Cost Proposals must address the entire SOW outlined in the SGA. Applications must be organized as outlined below. All parts of the application (including required or additional supporting documents) must be written in English. All pages of the application must be numbered, Any additional documentation submitted that is not required or specifically requested under this solicitation will not be considered.

#### 1. Technical Proposal

Applicants must prepare a technical proposal as Part I 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 respond to all of the requirements in the SOW. The Technical Proposal must contain all of the documents outlined below unless marked as "optional" or "as applicable". Applications must be no more than 50 pages single-sided, double-spaced pages (8-1/2" x 11" with 1" margins). Font size should be no less than 11-point Times New Roman. The Abstract, Table of Contents and required annexes to the Technical Proposal do not count toward the page limit.

##### a. Abstract

The Abstract must not exceed two pages and must include: project title; name of the Applicant; proposed subgrantee(s) or subcontractor(s); summary of the proposed project design and key project activities; funding amount requested from USDOL (up to \$10 million); and total dollar value of cost share (as applicable).

##### b. Table of Contents

The Table of Contents must list all required documents and include their corresponding page numbers.

##### c. Project Design Narrative

The Project Design Narrative must describe in detail, the Applicant's response to the SOW. The Project Design Narrative must contain the following sections:

#### (1) Background

This section must not exceed three pages. Applicants must describe the child labor situation in target areas and identify significant gaps in terms of policies and programs, coordination, and enforcement that need to be filled by the project. This section should also describe key aspects of the implementing environment that contribute to child labor. Applicants must justify their selected strategy and explain how it will fill identified gaps and contribute to reducing child labor.

#### (2) Project Design and Strategy

Applicants must outline a project strategy that fully responds to the SOW and addresses the major gaps described in Section I as well as those identified by the Applicants. Applicants must also justify their selected strategy and explain how it will fill identified gaps and contribute to reducing child labor.

**(3) Organizational Capacity**

This section must describe the qualifications of the proposed Applicant and/or any proposed subgrantees and/or subcontractors to implement the project.

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

Applicants must highlight any experience they have with implementing projects relevant to child labor.

***(b) Country Presence and Host Government Support***

Applicants must address their organization's existing presence and ability to start up project activities in Cambodia upon signing a cooperative agreement. Applicants should also discuss their ability to work directly with relevant government agencies and NGOs, including local organizations and community based organizations, and their past experience working with these stakeholders. Applicants must submit supporting documentation which demonstrates country presence and pre-award outreach to host government ministries or agencies and NGOs operating in Cambodia.

***(c) Fiscal Oversight***

Applicants must provide a narrative description and supporting documentation that demonstrate their organization has a sound financial system in place to effectively manage the funds requested under this solicitation.

***(d) Key Personnel***

Applicants must identify no less than four key personnel candidates to collectively fulfill the functions listed below and deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. USDOL will require four positions considered as key personnel: Project Director, Education Specialist, Livelihoods Specialist, and Monitoring and Evaluation Officer, each of whom must allocate 100% of their time to the project and live in Cambodia. Applicants must address the candidates' level of competence, past experience relevant to this solicitation and qualifications to perform the functions of their position described below and to support the project requirements outlined in the SOW. Fluency in English is required and working knowledge of relevant national languages is preferred.

USDOL encourages Applicants to propose staffing strategies that aim to develop the capacity of national and/or local staff over the course of the project.

Key personnel positions must not be combined. Proposed key personnel candidates must sign letters indicating their commitment to serve on the project for a stated term of service and their availability to commence work within 45 days of cooperative agreement award. USDOL encourages Applicants to hire national/local staff for key personnel positions. The Grantee must assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English. The application will be considered non-responsive and rejected if any key personnel candidates are not designated. Applicants must propose candidates with qualifications to successfully implement the proposed strategy. Qualifications and requirements for individual positions as follow:

**Project Director:**

- Minimum of five years of experience in project management, supervision, administration, and implementation of grant, cooperative agreement and contract requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports).
- Establishes and maintains systems for project operations.
- Maintains working relationships with all project stakeholders, including coalition building and promotion of public-private partnerships.
- Experience in a leadership role in implementing development projects relevant to this solicitation.
- Must be employed by the Grantee (not subgrantees/subcontractors).



**Education Specialist:**

- Minimum of three years of experience in a leadership position responsible for developing education interventions and the technical aspects related to the proposed strategy, including student assessment, teacher training, educational materials/curriculum development, educational management, and educational monitoring and information systems.
- Experience in basic and secondary education projects.
- Understanding of child labor issues, including special educational needs of children removed from child labor when they enter/return to school.
- Experience working with vulnerable children and their households, preferably in Cambodia.
- Experience working successfully with Ministries of Education and other government agencies, networks of educators, employers' organizations, and trade unions or comparable entities.
- Should be employed by the Grantee, a subgrantee or a subcontractor.

**Livelihoods Specialist:**

- Minimum of three years of experience in a leadership position responsible for developing livelihood interventions and the technical aspects related to the proposed strategy, including skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, youth employment and social protection.
- Experience in projects promoting livelihoods interventions.
- Understanding of child labor issues, including youth employment.
- Experience working successfully with government agencies and private organizations engaged in promoting improved livelihoods for households and the provision of social protection services.
- Experience working with employers' organizations, trade unions or other civil society organizations.
- Should be employed by the Grantee, a subgrantee or a subcontractor.

**Monitoring and Evaluation Officer:**

- Minimum of three years of experience in a leadership position responsible for implementing the project's monitoring and evaluation activities, including the DBMS.
- Experience in the monitoring and evaluation of international development projects or one year relevant M&E experience combined with an advanced degree in statistics, public policy, economics, or a related field.
- Experience in strategic planning and performance measurement, indicator selection, quantitative and qualitative data collection and analysis methodologies, database management, and familiarity with impact evaluation or similar research methodologies. Knowledge of the Government Performance and Results Act (GPRA) is preferred.
- Should be employed by the Grantee, a subgrantee or a subcontractor.

\* Note: The selected monitoring and evaluation officer will act as liaison and point of contact between a USDOL external evaluation contractor and the project.

***(e) Other Professional Personnel***

Applicants must identify any other professional program personnel deemed necessary to carry out the proposed strategy and provide justification for including these individuals.

Applicants must hire Local Coordinators who will live in areas of intervention and be responsible for implementing project activities at the regional and local levels. These individuals must have at least five years of experience working with authorities and vulnerable and excluded local populations. The Local Coordinators must have an understanding of child labor issues among indigenous groups in the targeted areas and a strong capacity to generate dialogue among a diverse range of groups. These individuals must have experience in working successfully with indigenous groups, government ministries, agencies, and private organizations engaged in promoting child protection priorities at the local levels. Fluency in local languages and English is preferred. Among the responsibilities of the Local Coordinators will be to (1) facilitate communication with regional and local authorities, local child-related committees, and regional offices of the

Ministry of Labor, Education, and other national government agencies; (2) coordinate activities with local subgrantees or subcontractors; (3) design consultations and raise awareness of child labor among local communities and help design local child-labor plans; and (4) promote project sustainability and partnerships with the private sector and other organizations that work on child-labor related issues. Local coordinators should be employed by the Grantee, a subgrantee or a subcontractor

**(f) Project Management Plan**

Applicants must discuss their project management plan. This plan must correspond with Annex E of the Applicant's Technical Proposal. It must also include a narrative description of the structure of the project's management team, key personnel roles and responsibilities and the lines of authority between key personnel and other project staff directly responsible for providing direct services to project beneficiaries. If any of the project's key personnel would be employed by a subgrantee, the Applicant must provide rationale of this selection and an explanation of the staffing structure.

**d. Annexes**

**(1) Annex A: Logic Model**

The logic model must include inputs, outputs, outcomes, and may also consider assumptions and external factors that may influence the project. The Logic Model must be no longer than two pages. The logic model will serve as an input into the CMEP and will be refined and finalized during the CMEP process. Examples of logic models can be found at: The University of Wisconsin Extension (<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>) and The Kellogg Foundation (<http://www.wkkf.org/knowledge-center/resources/2006/02/WK-Kellogg-Foundation-Logic-Model-Development-Guide.aspx>).

**(2) Annex B: 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 logic model and the project design narrative. Applicants may choose the most appropriate format of the work plan.

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

Applicants must list grants, cooperative agreements, and/or contracts with USDOL, other Federal agencies, and other donors that are relevant to this solicitation within the past five years beginning with the issuance date of the SGA. This information must be provided for the Applicant(s) and any proposed subgrantee(s)/subcontractor(s) that will provide direct services and must be presented in the following table. The table must include no more than a total of six references/projects.

Name of Applicant/ Subgrantee/ Subcontractor	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in USD)	Country of Implementation and Period of Performance	Brief Summary of Work Performed and Accomplishments

**(4) Annex D: Project Management Organization Chart**

The project management organization 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.

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

This annex must contain personnel descriptions (outlining roles and responsibilities) and résumés for all key personnel and other professional personnel being proposed by the Applicant. It must also include signed letters of commitment from all proposed key personnel. Each résumé must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five years of employment to the present, including such information as the employer name, position title, clearly defined duties, and dates of employment;
- Salary information for at least the last five years of employment to the present;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- English and other relevant language skills (speaking, listening, reading, writing).

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

This annex must contain documents that demonstrate country presence. This annex should also contain documents that corroborate host government support (national and/or local). Documentation may include official registration of the Applicant's organization in Cambodia. Applicants with a current Memorandum of Understanding between the Applicant and the host government, letters of support for the proposed project from the national and/or local governments and other relevant documentation may be included in this annex.

**(7) Annex G: Audit Report(s)**

This annex must contain the audit report(s) of the Applicant and any proposed subgrantees and/or subcontractors (as applicable). It must include a cover sheet to the audit attachments listing all proposed subgrantees and/or subcontractors. The following audit attachments are required, depending on the organization's status (1) for Applicants from U.S.-based non-profit organizations and all proposed U.S.-based, non-profit, subgrantees and/or subcontractors that are subject to the Single Audit Act, include the most recent single audit and demonstrate compliance with single audit submission timeframes established in OMB Circular A-133; and (2) for Applicants and all proposed subgrantees and/or subcontractors that are for-profit or foreign-based organizations, the Applicant's most current independent financial audit.

**2. Cost Proposal**

Applicants must prepare a cost proposal as Part II of the application. Applicants must describe their financial capacity to plan and implement the proposed strategy in accordance with the provisions of this solicitation. The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the project design narrative of the Applicant's technical proposal. The cost proposal must contain the following: (1) an SF-424 Supplemental Key Contacts Information; (2) an SF-424 Application for Federal Assistance; (3) an SF-424A Budget Information; (4) a detailed outputs-based budget and an accompanying budget narrative; (5) an indirect cost form and supporting documentation; and (6) cost sharing information, if applicable.

**a. 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 Standard Form (SF)-424. Applicants proposing subgrantees or subcontractors must submit each organization's DUNS number as an attachment to the Cost Proposal.

Organizations that do not have a DUNS number can receive a DUNS number at no cost by calling the dedicated toll-free number request line at 1-866-705-5711 or by using the web-based form available at <http://fedgov.dnb.com/webform>. Registration is brief and can be completed immediately when requested by phone, or within 1-2 business days when requested through the webform.

Applicants must be registered with the Central Contractor Registration (CCR). A DUNS number is required to register with CCR. Online registration for CCR is available through its home page <https://www.bpn.gov/ccr/default.aspx>. Completing and submitting the registration takes approximately one hour. Your CCR registration will take 3-5 business days to be processed. After registration, Applicants will receive a confirmation number. The Point of Contact listed by the organization will receive a confidential Trader Partnership Identification Number (TPIN) via mail. For any questions about registration, please contact the CCR Assistance Center at 1-888-227-2423.

In addition, for all U.S. organizations, an Employer Identification Number (EIN) is also required. The EIN is issued by the Internal Revenue Service and may take an additional 2-5 weeks to become active.

### **b. Required Standard Forms**

**(1) SF-424 Supplemental Key Contacts Information:** This form must include name, position title, address, telephone and fax numbers, e-mail address, and other relevant information for the Applicant's designated key contact person.

**(2) SF-424 Application for Federal Assistance:** This form must reflect the entire amount of funds being requested under this solicitation and if applicable, the amount of any cost sharing proposed by the Applicant must be shown in Section 18.b. All applicable DUNS Numbers must be listed in Block 8 (and as an attachment for each subgrantee or subcontractor, as applicable)

**(3) SF-424A Budget Information (Non-Construction Programs):** This form must include all costs for proposed activities. If applicable, in line 6 Applicants must include construction activities that are: 1) over \$5,000; and/or 2) for the construction of a permanent structure (latrines, wells) reported on the SF-424.

### **c. Outputs-Based Budget**

The output-based budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) must comply with Federal cost principles. (The cost principles applicable to various types of organizations are listed in Section VI.B.3.) This budget will become part of the cooperative agreement in the event of award. Any costs omitted by the Applicant may not be allowed to be included after award. If anticipated funding from another contract, grant, or award fails to materialize, USDOL will not provide additional funding to cover these costs. Applicants' cost proposals must not depend on other contracts, grants, or awards to implement the proposed strategy. A sample of output-based budget can be found at <http://www.dol.gov/ILAB/grants/main.htm>.

The detailed Outputs-Based Budget must:

- Show how the budget reflects project goals and design in a cost-effective way.
- Link to the activities, objectives, and outputs reflected in the project design narrative, work plan, and logic model.
- Allocate the largest proportion of project resources to direct intervention rather than direct and indirect administrative costs. Applicants must provide a breakdown of total administrative costs into direct and indirect administrative costs. The Grant Officer reserves the right to negotiate project and administrative cost levels before award.
- Include sufficient funds to finance appropriate in-country and international travel.
- 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 another site determined by USDOL.
- 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 two months of award.
- Set aside a total of at least three percent of the project budget to cover the costs associated with project monitoring activities including (1) development and implementation of DBMS; (2) regular collection and processing of monitoring data for project beneficiaries at the child and the household level, including any necessary travel to monitor the work status of each beneficiary; (3) development of monitoring guidelines (in multiple languages, as appropriate) for all project partners responsible for providing direct services to children and members of their households; (4) the development and implementation of a system and process for validating monitoring information; (5) support to the CMEP process including in-country travel to two workshops, costs of hosting workshops, training partners, and any other logistical/administrative costs (Please see Section VI on Award Administration Information); and (6) meeting reporting requirements as discussed in the SGA. This allocation should not include costs associated with M&E personnel.
- Allocate at least \$70,000 to support the external interim and final implementation evaluations. Resources permitting, USDOL will directly contract the external evaluators to design and implement the evaluations. The project will be responsible for certain support costs to each evaluation such as providing ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholder's participation in the meeting.

- Allocate a total minimum of \$250,000 for conducting a baseline survey, a follow-up survey, a needs assessment on school conditions, outcome-based research, and a research dissemination strategy as well as other proposed studies, assessments, and research activities (see Section VI on Award Administration Information).
- Include costs for audits as direct or indirect costs, whichever is appropriate, in accordance with the cost allocation procedures approved by the U.S. Federal cognizant agency.
- Include a contingency provision, calculated at five percent of the project's total direct costs to address circumstances affecting specific budget lines related to (1) inflation affecting specific project costs; (2) UN System or foreign government-mandated salary scale or benefits revisions; and (3) exchange rate fluctuations. However, USDOL also recognizes that certain unforeseen circumstances may arise and result in a need for exceptions to these uses of contingency provision funds and a need for budget modifications or time extensions. These include (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.
- Allocate funds for promoting healthy learning environments if applicable.
- Include a justification for any proposed housing costs, housing allowances, and/or personal living expenses in the budget narrative, which is described below.

#### **d. 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.

#### **e. Indirect Cost Information**

**(1) Indirect Cost Form for the Applicant (including one for each proposed subgrantee and subcontractor as applicable):** 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>.

**(2) Indirect Cost Supporting Documentation (including one for each proposed subgrantee and subcontractor, as applicable):** The cost proposal must include a current, approved Negotiated Indirect Cost Rate Agreement (NICRA) or a Certificate of Direct Costs if no indirect costs are claimed.

#### **f. Survey on Ensuring Equal Opportunity for Applicants (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>.

### **C. Submission Dates and Times**

All applications must be received by the closing date and time on the cover page of this announcement.

### **D. Funding Restrictions**

USDOL/ILAB highlights 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' Technical and Cost Proposals must be developed in accordance with the provisions outlined below. If any Applicant has questions about these or other restrictions, please e-mail Brenda White and James Kinslow.

#### **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 SGA, are not reimbursable under the cooperative agreement.

## **2. Direct Cash Transfers to Communities, Parents, or Children**

USDOL/ILAB does not allow for direct cash transfers to target beneficiaries. Grantees may not provide direct cash transfers to communities, parents, or children. Purchase of incidental items is allowable if necessary for direct beneficiaries' participation in project activities and as a means of promoting sustainable reduction of child labor among the target group. These beneficiary support costs could include direct costs such as uniforms, tool kits for livelihood interventions, school supplies, books, provision of tuition, or transportation costs. If approved by USDOL, the Grantee or its subgrantees or subcontractor(s) must purchase or directly pay for these items in the form of vouchers or payment to the service provider, as opposed to handing cash directly to project beneficiaries or other individuals. This ensures that the money is used for its intended purpose and is not diverted or lost. Applicants may propose microfinance interventions or linkages to existing microfinance programs.

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.

## **3. Construction**

Applicants must adhere to requirements for construction outlined in Section I. 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, and latrines) that is of a permanent nature must be classified under construction expenses. Expenses in support of construction cannot be classified as supplies, and should be budgeted under the construction line item. 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 forms of cost sharing from communities and local organizations when proposing construction activities.

## **4. 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. Housing and other personal expenses are costs that are appropriately the responsibility of individual employees, including local coordinators, 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

## **5. Subgrants and Subcontracts**

Subgrants and 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. Subgrants and subcontracts are subject to audit, in accordance with the requirements of 29 CFR 95.26.

## **6. 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.

## **7. 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, Grantees may not provide any of the funds obligated under this 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, except that where the Grantee has conducted a competitive process to select the awardee and has determined that no other entity in the country is able to provide services or undertake project activities. In such case, the Grantee may award subcontracts 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.

## **8. 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 including reasonable costs of meals and refreshments, transportation, rental of facilities and other incidentals are allowable. Costs related to child labor educational activities, such as street plays and theater, are allowable; and
- Alcoholic beverages.

## **9. 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. Grantees and their subgrantees and 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 Grantees and their subgrantees and 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 subgrantee or subcontractor on a USDOL-funded project. Further, U.S. Grantees and their subgrantees and subcontractors cannot engage in "severe forms of trafficking in persons" during the period of time the award is in effect, nor use forced labor in the performance of an award or subawards under the award, as these terms are defined by 2 CFR Part 175 and the Trafficking Victims Protection Act of 2000 (22 USC 7102). It is the responsibility of the Grantee to ensure that its subgrantees and subcontractors meet these criteria. This provision must be included in any applicable subgrant and subcontract that the Grantee awards using USDOL funds and the Grantee must obtain a written declaration to that effect from the subgrantee or subcontractor concerned. Also, Applicants must adhere to the requirements at 2 CFR Part 175 relating to trafficking in persons, which will be included in the cooperative agreement.

## **10. Inherently Religious Activities**

The Grantee(s) may work with and subgrant to or 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 subgrantees or subcontractors. This provision must be included in all subgrants and 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 separately account for and segregate from Federal and matching funds (neither of which may be used to fund inherently religious activities), 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/cfbc>. A Grantee should consult USDOL for prior approval if it is unclear if project activities are allowable.

### **11. Terrorism**

Applicants are bound by U.S. Executive Orders and U.S. law that 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. USDOL policy seeks to ensure that no USDOL funds directly or indirectly used to provide support to individuals or entities associated with terrorism. Applicants responding to this solicitation and Grantees subsequently awarded funding by USDOL under this SGA must check <http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf> to assess information available on parties that are excluded from receiving Federal financial and non-financial assistance and benefits. In the event of award, this provision must be included in all applicable subgrants and subcontracts issued under the cooperative agreement.

### **12. Value Added Tax (VAT)**

Applicants should discuss the possibility of obtaining customs and VAT exemptions with host government officials during the preparation of their application. While host governments are encouraged not to apply customs or VAT taxes to USDOL-funded projects, some host governments may nevertheless choose to assess such taxes. When preparing their budgets, Applicants should account for such costs, since USDOL cannot provide assistance in this regard. If these costs are omitted, a Grantee may not be allowed to include them after award.

## **E. Other Submission Requirements**

Applications may be submitted in hard copy or electronically via [Grants.gov](http://Grants.gov). Applications submitted by other means, including e-mail, telegram, or facsimile (FAX) will be not be accepted.

### **1. Electronic Submission**

Applicants electing to submit electronically must submit one electronic copy of the complete application via [Grants.gov](http://Grants.gov). Applicants submitting via [Grants.gov](http://Grants.gov) are responsible for ensuring that their application is received by [Grants.gov](http://Grants.gov) by the deadline.

Applicants submitting their application electronically through [Grants.gov](http://Grants.gov) should note the following submission instructions (1) an individual with authority to legally bind the Applicant must be responsible for submitting the application on [Grants.gov](http://Grants.gov); (2) applications submitted through [Grants.gov](http://Grants.gov) do not need to be signed manually; the form will automatically affix an electronic signature for the authorized person identified, and (3) when submitting on [Grants.gov](http://Grants.gov), Applicants must save all attachments as a .doc, .pdf, .txt, or .xls file. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent USDOL from considering the application. USDOL will attempt to open the document, but will not take any "corrective" measures in the event of issues with opening. In such cases, the non-conforming application will not be considered for funding.

To avoid unexpected delays that could result in the rejection of an application, Applicants should immediately initiate and complete the registration steps at [http://www.grants.gov/Applicants/get\\_registered.jsp](http://www.grants.gov/Applicants/get_registered.jsp) as registration



can take multiple days to complete. Applicants should consult the [Grants.gov](http://www.grants.gov) Web site's Frequently Asked Questions and Applicant User Guide, available at [http://www.grants.gov/help/general\\_faqs.jsp](http://www.grants.gov/help/general_faqs.jsp), and <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. Within two business days of application submission, [Grants.gov](http://www.grants.gov) will send the Applicant two email messages to provide the status of application progress through the system. The first email, almost immediate, will confirm receipt of the application by [Grants.gov](http://www.grants.gov). The second email will indicate the application has both been successfully submitted and successfully validated or has been rejected due to errors. Only applications that have been successfully submitted and successfully validated will be considered. It is the sole responsibility of the Applicant to ensure a timely submission, therefore sufficient time should be allotted for submission (two business days), and if necessary, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

Applicants can contact the [Grants.gov](http://www.grants.gov) Contact Center at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov) to obtain assistance with any problems related to using [Grants.gov](http://www.grants.gov), including difficulties downloading the application package; software compatibility questions; and questions on how to assemble electronic application packages. USDOL bears no responsibility for data errors resulting from transmission or conversion processes.

## **2. Hardcopy Submissions**

Applicants electing to submit hard copies must submit one (1) blue ink-signed original, complete application, *plus* one (1) copy of the application, along with a CD that includes the Technical and Cost Proposals saved as .doc, .pdf, .txt, or .xls files. Hard copy applications must be delivered to the address on the cover page of this announcement. Applicants are advised to submit their applications in advance of the deadline. Applications may be submitted via the U.S. Postal Service or non-U.S. Postal Service delivery services, such as Federal Express or UPS. 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, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.
4. It was sent by non-U.S. Postal Service Next Day Service-carrier facility to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before 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. For Applications submitted through other delivery services such as Federal Express or UPS, the only acceptable evidence to establish the date of the mailing is the tracking number, which contains detailed information about the mailing.

If the postmark is not legible, an application received after the above closing time and date will be treated 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.

Confirmation of receipt can be obtained from Brenda White and James Kinslow (see cover page 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 security concerns. Applicants must consider this when preparing to meet the application deadline.

## **V. APPLICATION REVIEW INFORMATION**

### **A. Criteria**

The criteria outlined below will be used to evaluate applications submitted in response to this solicitation on the basis of 100 points. In addition to the specific criteria in Section IV, Applicants will be evaluated on the following:

#### **Project Design and Budget (60 points)**

Applicants will be evaluated and rated on (1) the overall quality, effectiveness, relevance, and clarity of their proposed project design and strategy and output-based budget; (2) the extent to which it responds to all of the requirements outlined in the SGA; (3) how cost effective and realistic the proposed costs are for achieving the proposed strategy; and (4) the extent to which the propose strategy will promote long-term sustainability of efforts to reduce child labor in target areas. Applicants will be evaluated on the innovation of their strategy, including what makes the project distinctive from ongoing initiatives relevant to child labor.

#### **Organizational Capacity (20 points)**

Applicants will be evaluated and rated on their demonstrated capacity to implement a project of similar type, funding amount and complexity. Applicants may be rated on their past performance over the past five years with implementing grants, cooperative agreements, and/or contracts relevant to this SGA. USDOL may contact the organizations listed in the Applicant's past performance table. Past performance will be rated by the following factors:

1. Demonstrated capacity to manage projects of similar type, funding amount, and complexity.
2. Demonstrated ability to meet its project targets under past or current projects funded by USDOL or other donors.
3. Demonstrated experience promoting sustainable livelihoods.
4. Quality and timeliness of submitted grant, cooperative agreement, and/or contract deliverables to USDOL and/or other donors.
5. Demonstrated experience in providing quality technical, administrative, and financial oversight to subgrantees and subcontractors if applicable.
6. Performance of the Applicant's key personnel on current and past projects with USDOL and/or other donors.
7. Demonstrated ability to effectively manage project personnel, including whether the Applicant has a history of replacing key personnel with similarly qualified staff, and the timeliness of replacing key personnel, as necessary.
8. Demonstrated ability to work with national, regional and local governments and other key stakeholders.

#### **Personnel and Project Management Plan (20 points)**

Applicants will be evaluated and rated on (1) the quality and clarity of their project management plan, (2) the quality, relevant experience and demonstrated effectiveness of proposed staffing for implementing the proposed strategy, and (3) the extent to which their staffing strategy promotes development of the capacity of local staff.

## **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 SGA. 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 a Grantee 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 the Applicant's past performance on Federal awards. USDOL reserves the right to (1) solicit information from Federal sources and/or non-Federal sources about the Applicant's past performance on any awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's past performance on Federal and/or non-Federal sources 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, it 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 for any reason deemed necessary, including negotiating components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement (including relevant issues raised in submitted audit report(s)). If 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, such as in cases where USDOL has concerns about their application, including in their audit report(s). USDOL also reserves the right to negotiate program components further after award.

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 Cambodia.

## **C. Anticipated Announcement and Award Dates**

Designation decisions will be made within 45 days after the deadline for submission of applications, where possible. 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 serves 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). The MPG provides general management procedures and guidelines for Grant and Cooperative Agreements in areas that may not be explicitly detailed in the solicitation.

**Non-Designation Letter:** Applicants not designated will be notified formally of the non-designation. Applicants not designated must formally request a debriefing if they would like 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 Requirements**

Grantees are subject to the terms outlined in this solicitation, the cooperative agreement, and the MPGs in the implementation of projects awarded under this solicitation. They are also 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**

U.S.-based non-profit Grantees whose total annual expenditure of Federal awards is more than \$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.

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 that Grantees are required to arrange, which are referenced in the preceding paragraph. 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 accuracy and reliability of the Grantee's financial and performance reports.

### **3. Administrative Standards and Provisions**

Cooperative agreements awarded under this solicitation are subject to the administrative standards and provisions that pertain to USDOL, and any other applicable standards that come into effect during the term of the cooperative agreement. Title 29 of the CFR is available from the U.S. Government Printing Office, at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=5e421ad42692a3a28f382a9aba659b2b&rgn=div5&view=text&node=29:1.1.1.1.39&idno=29>.

Copies of all regulations referenced in this solicitation are available at no cost, online, at <http://www.dol.gov>.

- 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, For-Profit 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 OMB Circulars referenced in this document can be found at:

- OMB Circular A-122– Cost Principles for Non-Profit Organizations  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105\\_a122.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf)
- OMB Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations  
[http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)
- OMB Circular A-21 – Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions
- OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations  
[http://www.whitehouse.gov/omb/circulars\\_a110/](http://www.whitehouse.gov/omb/circulars_a110/)

#### 4. Transparency

USDOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For this grant competition, we will publish the Abstracts required by Section V and selected information from the SF-424 for all applications on the Department’s public website or similar publicly accessible location. Additionally, we will publish a version of the Technical Proposal required by Section V for all those applications that are awarded grants, on the Department’s website or a similar location. Except for the Abstract, none of the Attachments to the Technical Proposal described in Section V will be published. The Technical Proposals and Abstracts will not be published until after the grants are awarded. In addition, information about grant progress and results may also be made publicly available.

USDOL recognizes that grant applications sometimes contain information that an Applicant may consider proprietary or business confidential information, or may contain personally identifiable information. Proprietary or business confidential information is information that is not usually disclosed outside your organization and disclosing this information is likely to cause you substantial competitive harm.

Personally identifiable information is any information that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.<sup>37</sup>

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<sup>37</sup> Office of Management and Budget, *OMB Memorandum 07-16 and 06-19. GAO Report 08-536, Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008; available from <http://www.gao.gov/new.items/d08536.pdf>.

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or personally identifiable information in this summary. In the event that an applicant submits proprietary or confidential business information or personally identifiable information, USDOL is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes a waiver of the Applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the Applicant is responsible for obtaining all authorizations from relevant parties for publishing all personally identifiable information contained within the Abstract. In the event the Abstract contains proprietary or confidential business or personally identifiable information, the Applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the Applicant agrees to indemnify and hold harmless the United States, USDOL, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the Applicant further acknowledges having the authority to execute this release of liability.

In order to ensure that proprietary or confidential business information or personally identifiable information is properly protected from disclosure when USDOL posts the winning Technical Proposals, Applicants whose Technical Proposals will be posted will be asked to submit a second redacted version of their Technical Proposal, with any proprietary or confidential business information and personally identifiable information redacted. All non-public information about the Applicant's and consortium members' staff (if applicable) should be removed as well.

The Department will contact the Applicants whose Technical Proposals will be published by letter or email, and provide further directions about how and when to submit the redacted version of the Technical Proposal. Submission of a redacted version of the Technical Proposal will constitute permission by the Applicant for USDOL to make the redacted version publicly available. USDOL will also assume that by submitting the redacted version of the Technical Proposal, the Applicant has obtained the agreement of all persons and entities whose proprietary, confidential business information, or personally identifiable information is contained in the Technical Proposal about what material to redact. If an Applicant fails to provide a redacted version of the Technical Proposal by the deadline established by USDOL, USDOL will publish the original Technical Proposal in full, after redacting only personally identifiable information. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including an Applicant's proprietary and confidential business information and any personally identifiable information.)

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or capable of identifying a person. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, USDOL will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in grant applications will be protected by USDOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If USDOL receives a FOIA request for your application, the procedures in USDOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an Applicant redacted in its "redacted copy."

## **5. Transparency Act Requirements**

Applicants must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) as follows:

- All Applicants, except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements of the Transparency Act, should they receive funding.
- Upon award, Grantees will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at the following website: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

- (1) Federal awards to individuals who apply for or receive Federal awards as natural persons (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- (2) Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and
- (3) Federal awards, if the required reporting would disclose classified information.

### **C. Reporting and Post-Award Requirements**

For the purposes of this solicitation and cooperative agreement awards, the Grantee will be the sole-entity (1) to act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project; (2) 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; (4) 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 Grantee must comply with all applicable Federal regulations and is individually subject to audit. Grantees must comply with the following reporting and post-award requirements:

#### **1. Subgrant/Subcontract Agreement**

Within 60 days of signing the cooperative agreement, the Grantee must provide either a written subgrant or subcontract agreement with all subgrantees(s)/subcontractor(s) listed in the Application, acceptable to USDOL, or an explanation as to why a subgrantee(s)/subcontractor(s) 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 a subgrantee/subcontractor's status and may terminate the award if deemed appropriate.

#### **2. Post-award Consultation with Host Government and Key Stakeholders**

After award, the RGoC must formally recognize the Grantee using the appropriate mechanism (e.g., Memorandum of Understanding, local registration of the organization) within 60 days of the signing of the cooperative agreement. Grantees are required to hold a meeting to discuss the overall project strategy with key stakeholders and, if necessary, refine it. This activity will need to be conducted during the first quarter of 2013.

#### **3. Baseline and Follow-up Surveys**

All Grantees must budget and plan for the implementation of a post-award baseline survey at the start of implementation that collects data on child labor in target areas and anticipated sectors, including working conditions; children's living conditions; and children's participation in education in the project's target areas. The baseline survey will also collect information on households to inform the selection of direct beneficiaries. Information from the project's baseline survey must be used to (a) develop reliable project targets and identify direct beneficiaries; (b) refine project design and activities, including the identification and development of relevant services to direct beneficiaries. Baseline data should be used to establish benchmarks on work status, contribute to the measurement of project outcomes, and inform management decisions through the period of project performance. In consultation with USDOL, Grantees may use information gathered by a baseline survey to adjust project goals, outcomes, and services as appropriate.

Post-award, USDOL will provide additional technical information to help inform the design of the baseline, including examples of child labor survey questionnaires and minimum data collection requirements. In addition to a baseline survey, grantees must budget for, conduct, and analyze a follow-up (end line) survey towards the end of the project. The survey should be conducted at least 4-6 months before the end of project implementation. The follow up survey should be a modified repetition of the baseline survey that should allow the Grantee to determine certain outcomes and possible impacts of the project interventions and determine the working and educational status of direct beneficiaries, the changes in socio-economic status of households, and changes in other areas such as attitudes towards child labor. The results of the survey will not be able to directly attribute the identified outcomes and impacts to the project, but will help understand the changes surrounding child labor that occurred in the communities during the life of the project. An analysis of the results of the follow-up survey in relation to the baseline must be submitted to USDOL prior to the end of the project.

#### **4. Household Selection**

After award, the methodology for the final selection of households that will receive project services will be cooperatively refined by the RGoC, the Grantee and USDOL.

#### **5. Comprehensive Monitoring and Evaluation Plan (CMEP)<sup>38</sup>**

All Grantees must work closely with USDOL's External M&E experts and USDOL in developing the project's CMEP, which will guide the process of monitoring, evaluating, and reporting progress toward achieving intended results and outcomes of the project. As outlined in Appendix B, the CMEP has multiple components that will require Grantee involvement, including significant staff time at the beginning of the project. Independent of this SGA, USDOL will award a contract(s) to External M&E experts to assist the project in developing their CMEP through facilitating training workshop(s), supplying templates and initial drafts of CMEP components, and providing technical support throughout the process. While the External M&E Expert(s) will be responsible for developing and delivering the final CMEP, Grantees will be required to work closely with them and USDOL throughout the eight month process, to develop draft documents, respond to comments, revise documents, and participate in trainings. The M&E Officer will be the primary point of contact for the CMEP process, but other staff (at a minimum the other Key Personnel) will also need to be involved. Therefore, the project must ensure that sufficient staff time is allocated to collaborate with the External M&E experts and USDOL to meet all agreed-upon deadlines, including developing the CMEP within eight months of project start-up. For more information about the components of the CMEP and the process for developing the CMEP, please see Appendix B.

#### **6. Interim and Final Implementation Evaluations**

USDOL also requires projects to undergo external implementation evaluations, usually one at an interim point in the project and a second no later than three months before the project's end to assess the degree to which a project is meeting (in the case of an interim evaluation) or has met (for final evaluations) its goals and objectives. . USDOL will award a contract(s), independent of this SGA, to an external evaluator to complete these interim and final evaluations.

While the external evaluators will design and implement the evaluations, Grantees will be required to provide input into the evaluation Terms of Reference and assist in the planning and finalization of the evaluator's itinerary. In-country fieldwork for these evaluations typically lasts two weeks and there is a stakeholder workshop at the end of the two-weeks. The M&E Officer and/or the Project Director will be the main point of contact for the external evaluators. Grantees should ensure that staff time is allocated for supporting the above activities.

#### **7. Research to Support Information Gathering on Outcomes of Project Interventions**

Grantees must also propose research and/or data collection to assist in determining the outcomes of one or more interventions identified in the logic model/CMEP where the project believes it will have an effect. The research/data collection can be qualitative, quantitative, and/or mixed-methods to concretely analyze the outcomes of the proposed interventions in more depth. For example, the research could look at outcomes such as how

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<sup>38</sup> The CMEP will be funded separately from this award.



attitudes have changed, how project-supported policies or programs have been implemented by the government, or changes in agricultural production.

## **8. Performance Monitoring**

Projects will support USDOL's FY 2011-2016 Strategic Plan including ILAB Performance Goals 1.6 – Improve worker rights and livelihoods for vulnerable populations) and 3 – to reduce the prevalence of the worst forms of child labor and forced labor.

Grantees must budget for, collect and report data to USDOL as part of their performance reporting requirement. USDOL will use this data to meet its reporting obligations under the GPRA. Grantees must report on a set of indicators every six months. All required performance indicators will be specified in the project CMEP, which will include both a set of common ILAB indicators and sub-indicators as well as project-specific indicators. The ILAB required indicators include: (1) number of direct beneficiary children provided education or vocational training services; (2) number of households receiving livelihood services; and (3) evidence of increased country capacity to address child labor and forced labor as a result of USDOL interventions. For more information on ILAB required indicators and sub-indicators, please see Appendix C.

In addition, Grantees must collect information and report on the work status as part of their project-specific monitoring requirements.

## **9. Assessment of Learning Environments**

Grantees must conduct a needs assessment and develop a plan to inspect schools and other learning environments attended by direct beneficiaries of the project; 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. This needs assessment and corresponding action plan must be submitted to USDOL within 12 months of award.

## **10. Project-Specific Research**

After award, Applicants must propose a strategy to conduct project-specific research. Such research could include prevalence and nature of child domestic work, child labor in the construction sector, child labor in fresh/saltwater fishing and fisheries to complement and update current research in that sector, or child labor in commercial agriculture, and produce research reports. As applicable, Applicants are encouraged to carry out this research within the first year of the project so that data collected may inform implementation of project interventions. Applicants, however, may take more time for the finalization and publication of each report.

As needed, Grantees should consider engaging local research organizations, especially universities to design and conduct the proposed research activities. The Grantee's dissemination strategy should ensure that the project's research outputs, including data sets and reports, endure beyond the life of the project. USDOL expects Grantees to propose dissemination strategies that will ensure that research is widely distributed and available to the public, including through the use of creative means such as web-based platforms. Dissemination strategies should be practical and appropriate, given the implementing environment and cultural and social context in target areas.

## **11. Sustainability Strategy**

Grantees must refine and submit to USDOL within seven months their strategy for promoting sustainability, including for building local capacity as a means to promote the sustainability of efforts to combat child labor beyond the life of the project. Grantees' strategies should explain how sustainability will be achieved by the end of the project according to the project's specific objectives.

Although, Grantees generally cannot award subgrants or subcontracts to the RGoC, to the extent possible, Grantees should consider partnering with other individuals and/or organizations through these mechanisms. Such partnerships may be used to promote sustainability by strengthening the capacity of such organizations in areas including: administrative and financial management, technical assistance, project management, advocacy and awareness-raising on child labor issues.

As part of a sustainability strategy, Grantees should also aim to work with companies and/or industry groups to develop and/or improve their voluntary social compliance practices regarding child labor, including such elements as:

- Codes of conduct
- Supply chain mapping and risk assessment of child labor
- Complaint and grievance mechanisms for workers and community members
- Social monitoring and auditing of supply chains
- Remediation of problems found relating to child labor
- Independent third-party review/verification of child labor practices
- Public reporting on voluntary social compliance efforts, as applicable.

## 12. 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 and exact timeframes for their completion will be included in the cooperative agreement and the MPGs that are distributed to Grantees before signing the cooperative agreement with USDOL.

## 13. Technical Progress and Financial Reports

Grantees must submit narrative technical progress reports to USDOL on a semi-annual basis by April 30 and October 30 of each year during the cooperative agreement period. However, USDOL reserves the right to require up to four technical progress reports a year. Technical progress report formats are in the MPG, which are distributed to Grantees after award. Grantees must also submit an electronic financial report (SF-425) to USDOL on a quarterly basis through the E-Grants system. The SF-425 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, USDOL encourages Grantees to submit a semi-annual update to USDOL 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.

## 14. Final Technical Report

Grantees must submit final technical and financial reports no later than 90 days after the project completion date. This stand-alone report must provide a complete and comprehensive summary of the progress and achievements made during the life of the project.

## 15. Other Reports (Deliverables)

If applicable, final reports from all small-scale research studies proposed by the Grantee must be submitted. Grantees and USDOL will establish due dates according to project activities.

## VII. AGENCY CONTACTS

**Primary:** Brenda J. White, Grant Officer

**Email:** [white.brenda.j@dol.gov](mailto:white.brenda.j@dol.gov)

**Telephone:** 202.693.4570

**Alternate:** James Kinslow, Grant Officer

**Email:** [kinslow.james@dol.gov](mailto:kinslow.james@dol.gov)

**Telephone:** 202.693.4570

## VIII. OTHER INFORMATION

### A. Office of Management and Budget Information Collection

This SGA requests information from Applicants. This collection of information is approved under 1225-0086 OMB Information Collection No 1225-0086 (expires November 30, 2012). 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 about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, should be directed to the USDOL, ILAB-OCFT, attention: Malaika Jeter (e-mail: [jeter.malaika@dol.gov](mailto:jeter.malaika@dol.gov) or phone: (202) 693-4821—please note that this is not a toll-free number); or in the USDOL Office of Procurement Services, attention: Brenda White and James Kinslow (contact information is available on the cover page of the SGA). All applications should be sent to USDOL via [Grants.gov](https://www.grants.gov) or in hard copy by mail in accordance with the instructions outlined in the SGA.

This information is being collected for the purpose of awarding a cooperative agreement. The information collected through this SGA will be used by the USDOL 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.

#### **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.

## APPENDICIES

### APPENDIX A: Definitions

“**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 182 and 138;; 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.

“**Area-based approach**” targets all forms of child labor within a defined geographic location.

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**” refers to the work of those children (minors under age 18) working in the *worst forms of child labor* as outlined in ILO Convention 182 and children engaged in work that is dangerous and/or interferes with their ability to participate and complete required years of schooling, in line with ILO Convention 138. ILO Convention 182 defines the WFCL 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; and
- (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.

Grantees are encouraged to consult Recommendation 190 accompanying C. 182 for additional guidance on identifying hazardous forms of work. According to ILO Convention 182, hazardous work “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 No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 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 No. 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.”

“**Child labor monitoring system (CLMS)**” involves the identification, referral, protection, and prevention of 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.

Progress in this field can be demonstrated if one or several of the following systems has been established:

- A comprehensive plan and/or pilot program to develop and establish national, local or sector specific CLMS.
- 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 and credible CLMS includes the following characteristics:
  - 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 removed from child labor;
  - It verifies whether the children have actually been removed and/or shifted from child labor 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.

“**Children at high-risk of entering child labor**” refers to children who experience a set of conditions or circumstances (family environment or situation, proximity to economic activities prone to employ children, etc.) under which the child lives or to which the child is exposed that make it more likely that the child will be employed in child labor (e.g. siblings of working children). The definition of high-risk should be defined by the project and used in the baseline survey.

“**Cooperative agreement**” an award instrument 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.

“**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 “matching funds” and “in-kind contributions”.

“**Decent work**” is an initiative led by the ILO that promotes higher productivity and fair income for all workers. It is based on four components: (1) job creation, (2) exercise of labor rights, (3) expansion of social protection programs, and (4) social dialogue.

“**Direct beneficiaries**” are children and households that have been provided with educational and livelihood services.

“**Direct Beneficiary Monitoring System (DBMS)**” is a system/tool to monitor the provision of educational and livelihood services provided to direct beneficiaries and monitor children’s education and work status.

“**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 select 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**" are interventions that include educational and livelihood services provided by the project.

"**Educational services**" refers to formal or non-formal education:

- **Formal education services** refer to education provided and/or recognized by the government. Formal education may include government schools, private schools, religious schools, etc. The support of formal education may involve the provision of goods and/or services including direct costs such as school fees and teaching and learning materials and indirect costs such as school uniforms, transportation costs, etc. These goods and/or services are intended to ensure that the child will attend and stay in school.
- **Non-formal Education services** refer to education provided by any organization or body outside of the formal school system. This education may include literacy, mainstreaming education, accelerated learning, community-based education, bridge courses, remedial education, life skills, etc. Non-formal education services may lead to mainstreaming into formal education or equivalent school certificates.
- **Vocational services** refer to education and/or training related to a specific vocation, trade or occupation. Vocational education is differentiated from formal or non-formal education and should **not** be counted under formal and non-formal education services.

"**Hazardous labor**" According to Cambodia's ministerial orders (prakas), hazardous labor refers to activities that can expose children to illness and injuries.

“**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.

“**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.

“**Key stakeholders**” can include, but are not limited to: parents, educators, community leaders, national policy makers, and key opinion leaders.

“**Light work**” According to Cambodia’s ministerial order (prakas) of 2008, light work includes work that is not hazardous to the health or mental and physical development of children and does not affect regular school attendance or the participation in educational programs or vocational training.

“**Livelihood**” is defined as a means of living, and the capabilities, assets (including both material and social resources, such as, food, potable water, health facilities, educational opportunities, housing, and time for participation in the community), and activities required for it. A livelihood encompasses income, as well as social institutions, gender relations, and property rights required to support and sustain a certain standard of living. It includes access to and benefits derived from social and public services provided by the state, such as education, health services, and other infrastructure. Sustainable livelihood programs seek to create long-lasting solutions to poverty by empowering their target population and addressing their overall well-being. USDOL child labor elimination projects focus on ensuring that households can cope with and recover from the stresses and shocks and maintain or enhance present and future capabilities and assets in a way that helps them overcome the need to rely on the labor of their children to meet basic needs.

“**Livelihood services**” may include, but are not limited to, the provision or linkage to education and training, employment services, economic strengthening services, income smoothing services, and social capital services. Definitions of livelihood services include but are not limited to the following categories:

- **Education and training services** aim to provide adult participants with the basic skills and knowledge necessary to benefit from social services, financial services, and higher education. Education and training services may include the provision or linkage to life skills, leadership training, financial education, and literacy and numeracy programs. Only *adults* may be counted in this category as receiving education and training services. A legal adult is a person who has attained the age of 18.
- **Income smoothing services** aim to mitigate economic shocks by leveling out the income of participants over time. Income smoothing services may include village savings and loan programs, micro-insurance, micro-savings, (un)conditional cash transfer programs, health services, food programs, housing, and initiatives that aim to diversify the income sources of participants. *Adults and children* may receive income smoothing services.
- **Social capital services** aim to expand a participant’s connection within and between social networks. Social capital services may include the provision or linkage to support groups and labor sharing arrangements. *Adults and children* may receive social capital services.
- **Employment services** aim to increase employment, job retention, earnings, and occupational skills of participants. Employment services may include the provision or linkage to employment assistance programs, vocational and business training, business start-up packages, occupational safety and health training, micro-franchise programs, job placement, apprenticeships and public works programs. *Adults and children* of the legal working age may receive employment services.
- **Economic strengthening services** aim to increase the economic well-being of participants. Economic strengthening services may include the provision or linkage to micro-credit, productivity transfers, and cooperatives. *Adults and children* of the legal working age may receive economic strengthening services.

- **Productivity transfers** are inputs aimed at improving the productivity and/or efficiency of processes and may include, for example, training, seeds, fertilizers, fuel, and labor-saving technologies.
- **Cooperatives** are groups owned and operated by individuals, organizations or businesses for their mutual benefit. For example, agricultural cooperatives or farmers' co-op, may provide services, such as training, to individual farming members; pool production resources (land, machinery) so that members can farm together; provide members with inputs for agricultural production, such as seeds, fertilizers, and machinery; and engage in the transformation, distribution, and marketing of farm products.

**“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.

**“Monitoring and evaluation”** According to the 2011 USAID Evaluation Policy, monitoring and evaluation consists of two basic components —performance monitoring and evaluation— each of which serve distinct purposes. Performance monitoring of changes in performance indicators reveals whether desired results are occurring and whether implementation is on track. In general, the results measured are the direct and near-term consequences of project activities. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or inform decisions about current and future programming.

**“Occupational safety and health”** encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases and deaths.

**“Other direct services”** are (1) considered essential for ensuring reduction of children in 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.”

**“Social protection programs”** include government interventions that seek to mitigate the impact of economic shocks, promote equity, and reduce poverty by providing social assistance to vulnerable populations, such as cash transfers, microloans, health insurance, scholarships, savings, vocational training, and temporary jobs. Some of USDOL-funded projects have worked with governments to include project beneficiaries in social protection programs, provide project services to social protection beneficiaries or conduct joint initiatives to combat child labor within the social-protection programs’ framework.

**“Youth”** The United Nations define “youth” as persons between the ages of 15 and 24 years.

**“Youth employment”** seeks to provide employment opportunities for youth ages 15 to 24, who currently lack decent work and face underemployment, temporary and involuntary work with few benefits, and limited opportunities for advancement. USDOL projects recognize the value of safe work for youth and their families and may support efforts to (1) promote youth employment opportunities that ensure youth can access educational, developmental, vocational, economic and social opportunities, and (2) protect working children from hazards in the workplace.



## **APPENDIX B: Comprehensive Monitoring and Evaluation Plan**

The CMEP is a tool to design and guide the process of monitoring, evaluating, and reporting on project progress toward achieving intended results and outcomes. The CMEP helps identify the linkages between the problems a project aims to address and project activities through a visual and narrative theory of change. It contains indicators to track project efforts at the output, outcome, and impact levels. The CMEP includes a formal plan and framework for data collection of the developed indicators that clearly defines the different levels of indicators (e.g., output, outcome), which indicators will be tracked and reported upon, how (sources of data), why (purpose/usage), by whom (responsible parties for gathering, analyzing, and disseminating data), and the regularity of data collection. The CMEP is also intended to improve project implementation and outcomes by generating greater holistic understanding of a project's activities and goals with a greater focus on measuring outcomes. It promotes a strong link between project monitoring and evaluation activities, including designing all such activities to be implemented in an appropriately timed manner and to build-off of each other.

The CMEP includes:

- Project theory of change (including a diagram of problems to be addressed and desired outcomes, as well as a narrative explanation of the theory of change);
- Results or outcome measurement framework of performance indicators at the output, outcome, and impact levels (with a focus on outcomes);
- Indicator definitions and targets;
- A plan for collecting data that includes, at minimum: the relationship of the indicator to the theory of change, the methods to be used to gather data, identification of responsible parties, and the frequency of data collection;
- Key project assumptions, risks, and mitigation strategies;
- Overall plan for project evaluation, including project monitoring and evaluation mechanisms and processes; and
- Internal project guidelines to outline methods and rules of data collection, storage, processing, analysis, and reporting, including responsible parties and the frequency of reporting.

It is critical that the CMEP and its individual components be developed as early as possible post-award given that the indicators should inform the basis for the Grantee's baseline data collection and also support ongoing monitoring and evaluation efforts.

As mentioned in Section VI on award administration information, the development of the CMEP will be done with the support of an External M&E experts, chosen by USDOL through a separate Solicitation. The CMEP should be completed within the eight months of project start-up and the Grantee will be required to work closely with the External M & E experts in all monitoring and evaluation-related activities.

### *Process of Developing CMEPs*

The Grantee will collaborate with the External M&E expert(s) and USDOL to develop, implement, and update the CMEP, beginning with an initial consultative workshop within two months of project start-up. The Grantee should be prepared to dedicate up to one work week of key staff time (including the project director, M&E specialist, and any area specialist(s) to this workshop, and should allocate budget resources as described in the Cost Proposal section. At the workshop, the External M&E Expert(s) will provide the Grantee with technical training to introduce key concepts of the CMEP, and will work with the Grantee to develop initial drafts of the theory of change and results framework components of the CMEP. The Grantee, the External M&E expert(s), and USDOL will develop a detailed workplan to schedule and track the development of the CMEP at the consultative workshop.

After the workshop, through phone calls, video conferencing, emails, the Grantee will revise and finalize the components outlined above in collaboration with USDOL and the External M&E expert(s) within the allotted timeframes. This will generally entail providing a complete first draft of each of the components, reviewing comments provided by the External M&E experts and USDOL and revising draft components as needed, and

undertaking technical consultations with the External M&E Evaluators as needed. This will require dedicated staff time in the first several months of the project, and depending on the CMEP component being drafted, could involve one to two weeks of staff time per month.

The External M&E expert(s) will conduct a second in-country workshop (2-3 days in duration) to provide further technical assistance in support of CMEP finalization and implementation, including refinement of data collection mechanisms. The timing of the second workshop will be determined in consultation with the Grantee and USDOL, but generally will occur towards the end of the eight month drafting period.

The External M&E expert(s) will be responsible for collating all of the components into the overall CMEP, which the Grantee will then be required to implement and update as needed.

## **APPENDIX C: ILAB Required Indicators and Sub-Indicators**

Due to performance reporting requirements under GPRA, ILAB has developed a set of indicators and sub-indicators. Every six months, Grantees are required to collect and report data on those indicators.

### **INDICATORS**

- Number of direct beneficiary children provided education or vocational training services
- Number of households receiving livelihood services
- Evidence of increased country capacity to address child labor and forced labor

### **SUB-INDICATORS**

#### *Education*

- Number of children engaged in or at high-risk of entering child labor enrolled in formal education services.
- Number of children engaged in or at high-risk of entering child labor enrolled in non-formal education services.
- Number of children engaged in or at high-risk of entering child labor enrolled in vocational services.
- Number of children trafficked or in commercial sexual exploitation, or at high-risk of being trafficked or entering commercial sexual exploitation, provided education or vocational services. (Note: only applies to projects targeting children in these areas).

#### *Livelihoods*

- Number of adults provided with employment services.
- Number of children provided with employment services.
- Number of individuals provided with economic strengthening services.
- Number of individuals provided with services other than employment and economic strengthening.

#### *Country Capacity*

- The adaptation of the legal framework to meet international labor standards.
- Formulation and adoption of specific policies, plans or programs to combat child labor or forced labor.
- The inclusion of child labor or forced labor concerns in relevant development, education, anti-poverty, and other social policies and programs.
- Establishment of a child labor monitoring system (CLMS).
- Institutionalization of child labor and forced labor research (including evaluation and data collection).
- Institutionalization of training on child labor or forced labor issues within government agencies.