



CLEAN CITIES, BLUE OCEAN

Request for Applications

Technical Assistance for the Women in Waste’s Economic Empowerment Activity in Semarang, Indonesia

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| Opportunity Number: | CCBO-RFA-Indonesia-WWEE001 |
| Issuance Date: | October 25, 2021 |
| RFA Workshop | November 1, 2021, 1pm Western Indonesia Time (WIB) |
| RSVP for Applicant Workshop: | RSVP: WWEE Indonesia Applicant Conference |
| Deadline for Questions: | November 10, 2021, 5pm Western Indonesia Time (WIB) |
| Deadlines for Applications: | November 25, 2021, 5pm Western Indonesia Time (WIB) |
| Questions: | opportunities@cleancitiesblueocean.org |

In August 2019, Tetra Tech was awarded the Clean Cities, Blue Ocean (CCBO) program, a five-year contract (2019-2024) from the U.S. Agency for International Development (USAID). CCBO responds to the global crisis of ocean plastic pollution by targeting plastics directly at the source, specifically in rapidly urbanizing areas throughout low- and middle-income countries. Tetra Tech, as the implementing partner, is authorized to issue Grants under Contract to help meet its project objectives. Funding for this activity is provided under USAID Contract no. AID-OAA-1-14-00059/ 7200AA19F00016.

In 2020, CCBO was awarded additional gender equality and women’s economic empowerment funding from USAID to implement its Women in Waste’s Economic Empowerment (WWEE) activity in Indonesia and the Philippines. Through focused grants and CCBO’s technical assistance, WWEE will establish a new support and incubator network for women in Semarang’s solid waste management (SWM) and recycling sectors to establish or grow their businesses. WWEE will provide training, mentorship, coaching, and access to start-up capital to support women entrepreneurs’ training and financial needs to develop new business opportunities or expand existing businesses—focusing on women at the lowest levels of the SWM value chain and those with waste upcycling/repurposing businesses. WWEE is comprised of five sequential components:

1. Basic Business and Empowerment Skills Training (BBEST) (specifically for women, including leadership and negotiation skills, personal empowerment skills, gender-based violence [GBV], etc.);
2. Business Plan Coaching and Evaluation;
3. Funding Support;
4. Advanced Business Management Training, Mentorship; and

5. Public and Private Sector Market Opportunities.

CCBO seeks to issue one grant to a qualified organization to work closely with CCBO in developing and delivering Basic Business and Empowerment Skills Training and Advanced Business Training Skills curricula that are tailored to local needs, contexts, and opportunities to advance women's knowledge and access to opportunities while addressing gender issues in the solid waste management (SWM) sector and gender empowerment in Semarang. The selected grantee will also lead management of and communication with the network of recruited training participants, including periodic follow up and monitoring, and will coordinate closely in the overall implementation of the WVEE program with CCBO staff and consultants, local partners, and government representatives.

CCBO and USAID reserve the right to fund any or none of the applications submitted. Additionally, any award pursuant to this funding opportunity is contingent upon the availability of funds. Please read the RFA in its entirety before submitting applications. This solicitation consists of this cover letter and the following five (5) sections:

- Section 1: Terms of Reference
- Section 2: Award and Administration Information
- Section 3: Eligibility Information
- Section 4: Evaluation Criteria
- Section 5: Application Instructions and Template

Application Attachments:

- A. Budget with notes
- B. Staffing plan with CVs
- C. Reference List
- D. Certifications

Additional Attachments:

- E. DUNS Registration Guide
- F. Media Embargo

SECTION 1: TERMS OF REFERENCE

Background

Indonesia produces a total of 6.8 million tons of plastic waste per year, a figure that is growing by 5% annually. Like many other countries, Indonesia has been challenged to adequately manage this growing volume of waste. Currently, it is estimated that 48% of waste is being burned in open spaces (13% is disposed of in informal landfills, and 9% is leaked into bodies of water and the larger natural environment.¹ Many large cities in Indonesia experience similar waste management challenges due to limited land available for sanitary disposal sites and a high population density.

In Indonesia, like many countries, the informal sector is central to waste management; it carries out essential collection, sorting, cleaning, and processing of waste and recyclables, among other duties. In Indonesia, women who work in the SWM sector predominantly act as collectors of plastic waste, gathering plastic

¹ World Economic Forum. 2020. Radically Reducing Plastic Pollution in Indonesia: A Multistakeholder Action Plan National Plastic Action Partnership. [NPAP-Indonesia-Multistakeholder-Action-Plan_April-2020_compressed \(1\).pdf \(pacecircular.org\)](#)

directly from final/ temporary aggregation points or directly from households. Plastics collected from aggregation points are taken to scrap collectors, who pay the women according to (1) the weight of the plastics they collect and (2) the market value for the plastic resin. In Semarang, the average waste collector can collect 24 kg of plastic per day and earn \$2-3 in income.

Despite the important role that women play in waste management, they are often overlooked and under resourced. Women who work as waste collectors have not received training on business skills, how to manage plastic waste, or the flow of plastic through the value chain. Women who work in this sector do not commonly seek to start their own waste businesses, due in part to a lack of information, opportunities, access, and their multiple competing roles as women. For example, it is common for women to bring their children on site while collecting plastics due to the lack of available childcare.

Women business owners and entrepreneurs working in SWM and recycling sectors have limited access to capital in general; and potential funders may perceive their businesses as high-risk, low-value investments, despite delivering essential waste and sanitation services that keep urban areas functioning. Women waste pickers and scrap dealer “pengepul” work at the lowest levels of the workforce, with the lowest social status. They face uncertain daily incomes, with virtually non-existent negotiating power over the resale value of materials they collect or buy.

The limited opportunities of these women, and those working in other SWM value chain nodes to advance to higher levels of the value chain, reflect limited access to capital and credit, business development services, technology, training, and high business development services and credit transaction costs. In addition, gender roles, status and norms—together with class issues—may contribute to women’s disadvantages. Consequently, women are virtually absent from higher levels of the value chain (i.e., medium and large-sized waste aggregators/ collectors, processors, up-cyclers, and municipal waste contractors) and therefore lack options for strong career paths in the recycling and SWM sectors.

As long as women-owned and led businesses remain challenged to access capital, valuable SWM businesses will continue to lack traction, and rapidly developing cities and municipalities will continue to face difficulties in delivering the essential waste and sanitation services that their communities and environments require. Therefore, WWEE seeks to provide training, financial and logistical support for women in the SWM sector.

Technical Assistance for Women in Solid Waste Management (SWM) and Recycling sectors in Semarang

Theory of Change

IF women in Indonesia’s SWM and recycling sectors have increased access to business training, mentoring, financing, empowerment skills, and business opportunities,

Then, women are enabled to transform their business ideas into new or expanded enterprises and SWM services will be expanded and the amount of plastic entering the ocean will be decreased

WWEE Program:

To achieve this objective, CCBO will implement the WWEE program through five mostly sequential steps.

1. Basic Business and Empowerment Skills Training: WWEE will cast a wide net to identify and recruit participants, working through the networks of local Non-Governmental Organizations (NGOs), sector associations, and local and social media with support from local government

partners. Course content includes basic business development skills that addresses SWM gender issues (e.g., business and financial management, marketing, leadership for women entrepreneurs, mindfulness, negotiation, addressing GBV, and business plan development), and will be offered throughout the remainder of CCBO's implementation of WVEE in Indonesia. (Training may subsequently continue through other organizations or donors). WVEE will provide the opportunity for capacity development to all women who seek it and agree to WVEE follow up. CCBO seeks to recruit, enroll, and "graduate" a minimum of 200 women in Semarang through its training program.

2. Business Plan Coaching and Evaluation: Participants who choose to prepare a business plan/funding proposal will receive WVEE technical assistance and coaching to develop and pitch their business plans to a selection committee (CCBO, private sector partners, with input from USAID). Those selected (referred to as funding recipients) will progress to Step 3. Participants in this training and funding recipients will also benefit from mentorship from a panel of international and local women in SWM that will provide ongoing group and individual real-time coaching sessions and occasional webinars (with options for communication via simple SMS), —dependent upon the COVID-19 situation. Step I graduates will be provided access to observe and perhaps to participate in the webinars. All "graduating" participants will be strongly encouraged to mentor others, continuing after USAID funding ends.
3. Funding Support: WVEE will seek to leverage CCBO's partner networks and private sector funders and finance institutions to help assemble funding streams for those selected in Step 2. Similarly, WVEE will reach out to SWM women executives/entrepreneurs, local government staff, members of CCBO partners' networks and others to create a technical advisory group (TAG) to mentor and coach funding recipients selected in Step 2. Funding recipients will receive blended, customized funding through a combination of small grant funding by CCBO, private sector investment, and private banks—if possible, according to need. Small grants provided by CCBO will largely be in-kind to support critical equipment purchases, technology, or safety gear; or may include financial support as seed capital. The size of CCBO-provided small grants will depend on the business plan and mix of other available funding. **CCBO WVEE Small Grants will be administered by CCBO. It is anticipated that all private sector Small Grant funds will be delivered to and administered by the successful grantee of this solicitation. While the value is not currently known, CCBO will work with the successful applicant to appropriately budget for the management of these funds.** It is anticipated that CCBO will begin issuing its Small Grants pool in the initial pitch sessions beginning November 2022 while private sector Small Grants pool (managed by the selected grantee) will be utilized in later pitching sessions beginning May 2023.
4. Advanced Business Training and Mentorship: Participants who successfully complete the Basic Business Skills training, mentored and accessed funding may enroll to receive Advanced Business trainings that builds on Step I courses (e.g., product development, marketing, people management advanced negotiation for women, SWM health and safety, accessing business loans, etc.).
5. Private and Public Sector Market Opportunities: WVEE will coordinate closely with local governments to ensure their full support and optimize participating businesses' impact on enhanced SWM and service delivery. WVEE will leverage CCBO's relationships with local government to develop and promote public- private partnerships that can formalize SWM services through municipal contracts, raise the professional profile of solid waste and recycling providers, and eliminate barriers currently hampering the development and success of women in the sector.

WWE will also explore and facilitate access to larger markets for those who sell products made from recycled/repurposed materials.

Grant Activities:

CCBO seeks to issue *one* grant to a local private university, NGO, business incubator, or business and gender training organization to work in partnership with the CCBO and WWE program staff team, along with its subcontractor, the Johns Hopkins University's Self-Empowerment and Equity for Change Initiative (JHU SEE Change). It is anticipated that the successful grant recipient will take a multi-disciplinary approach (i.e., multiple departments in a single university collaborating on the grant, or a lead organization with consultants providing targeted technical support for curriculum development and delivery).

The implementing grantee will:

1. Support the development and adaptation of the Basic Business and Empowerment Skills Training (BBEST) to the context of the women working in waste in Semarang. The grantee will **be** tasked to develop SWM and business modules that will form part of the BBEST curriculum, which will be co-developed with JHU SEE Change, which is developing the Empowered Entrepreneur Training modules that comprise part of the BBEST curriculum.
 - Collaborate with CCBO's subcontractor, JHU, to customize an agency-based empowerment training curriculum for WWE participants.
 - Design complementary SWM training modules and materials for BBEST course to fill any training gaps, based on evidence from the findings and recommendations in the CCBO Business Landscape Analysis² of SWM and 3R in Semarang.
 - Conduct a quantitative business/training needs assessment among women in the informal waste sector such as informal waste collectors and small waste traders
2. Conduct the roll-out BBEST for 200 women working in the SWM Value Chain.
 - Closely collaborate with CCBO WWE team to recruit women to participate in the WWE BBEST through identifying women small business owners ("scrap dealer") and employers in Semarang, identifying and engaging with informal waste pickers and aggregators in Semarang, and liaising, at the direction of CCBO WWE staff, with other CCBO grantees working with waste pickers and/or scrap dealers.
 - Provide logistical support for business coaching and mentorship (Steps II and IV above).
3. Provide logistic and mentoring activities support for BBEST graduates to develop their business plans.
 - Participate in the selection committee for the mentoring program.
 - Assist applicants who will not be able to write their business idea via a recorded video for the mentee readiness tests.
 - Participate in the business advisory committee to assist women grantees in the first 100-days after grant funding.
 - Conduct monthly visit to the WWE funding recipients in the first 100 days and quarterly thereafter to monitor progress and help address challenges faced by the WWE funding

² Findings: Women in the value chain face challenges when it comes to business due to lack of management and business skill, limited capacity in negotiating with buyer to get better price, access to market to get wider buyer, managing the sales, hiring the people and handle the finance.

recipient.

4. Manage the disbursement of small grants³ from potential private sector funders for BBEST graduates who have been mentored and developed their business plans.
 - Manage and administer the WWEE Activity small grants fund for private sector funders.
 - Coordinate closely with WWEE staff on awarding, dispersing, and monitoring impacts from awarded funds.
 - Organize pitching sessions for WWEE participants to present fundable business plans using available grant funds from CCBO and private sector sponsors
 - Coordinate with WWEE Activity funders on releasing funds to WWEE entrepreneurs who are awarded grants.
 - Manage the documentation and disbursement of grants.
 - Quarterly reporting and updates to CCBO and WWEE Sponsors on grant recipient progress.
5. Lead in the development and implementation of Advanced Business Skills Training for Women in Waste.
 - Mentee readiness can be the basis for the development of Advanced Business Skills Training for the first two cohorts of training participants who have completed the entire BBEST to assess what advanced business skills will be required.
 - Develop and deliver a training curriculum for Advanced Business Skills Training (e.g. logistics, operations efficiency, advance marketing) for BBEST small grant recipients.
6. Conduct follow-up and monitoring activities with the BBEST Graduates and their Business Status through the project life. Monitoring includes changes in their business registration, income and/or challenges they are facing.
 - Continue to liaise and collaborate with CCBO for the length of this grant.
 - Work with CCBO and its partners to develop pre-and post-training knowledge assessments for the first two cohorts.
 - Track participants' completion of training and follow up periodically with training participants to track how they have used the training; follow up will be once a year during the program's life for participants who have completed at least two modules of the SEE Change/Basic Business Skills curriculum and at least two (2) times per year with participants who have completed that training and developed a business plan.
 - Conduct regular quarterly or more frequent (at the direction of CCBO) virtual outreach efforts to WWEE participants who have received funding through the WWEE Activity.
 - Collaborate with the WWEE Activity Coordinator to coordinate and liaise closely with local government units to continue building a strong enabling environment for women in business.
 - Report on program progress and CCBO/ WEEE MEL Indicators.

Geographic Focus

The project will be implemented in Semarang, Central Java, Indonesia.

³ Private sector small grants are not included in the total estimated value of this grant, but management of these small grants should be included in the organizations budget. CCBO maintains a small grants fund that for BBEST graduate which will be managed directly by CCBO. In addition to this CCBO WWEE small grants pool, CCBO will identify private sector partners who can amplify available small grant funding. These private sector funds will be given to the grantee of this RFA directly from the private sector funder and the grantee will be required to follow all requirements of that funder in the administration of the small grant awards.

WWEE Sustainability

CCBO seeks to establish WWEE as an ongoing, network that will live on and be self-sustaining beyond the close of the CCBO program in 2024. As such, the selected grantee organization is expected to engage with program participants and partners in a way that promotes a sustainable network for continued economic advancement.

It is expected that the grant resulting from this RFA will be carried out over two years. CCBO/WWEE will negotiate continued relationships and financial contributions with private sector partners.

SECTION 2: AWARD AND ADMINISTRATION INFORMATION

Estimated Value of Grant and Period of Performance

CCBO anticipates awarding (1) one technical assistance grant to not exceed \$320,0000 to achieve the above activities over a period of 24 months. It is anticipated that grant activities will begin in March 2022.

Applicants are encouraged to propose a multi-disciplinary approach (i.e. multiple departments in a single university collaborating on the grant, or a lead organization with consultants providing targeted technical support for curriculum development and delivery). Only one entity may be the lead recipient of the grant, and applicants are encouraged to consider cost-effectiveness when choosing contractual arrangements (i.e. it is likely more cost effective to hire consultants to provide specific tasks than to subcontract or subgrant to a separate entity).

Application Process

Submission Deadline: Interested and eligible applicants (see Section 3) must submit their application by November 25, 2021 using the application format and attachments provided (Attachments A-D). Questions may be sent to opportunities@cleancitiesblueocean.org by November 10, 2021. Questions and answers will be combined and posted on the CCBO Grants page: <https://urban-links.org/project/ccbo-grants/> after the deadline for questions.

Applicant Workshop: Applicants who are interested in applying and would like to learn more in developing the Full Application may attend the Applicant Workshop on November 1, 2021 at 1pm Western Indonesia Time. Please RSVP to the Applicant Workshop by clicking [HERE](#).

After the closing date, CCBO will conduct a review of the applications based on the criteria provided in Section 4. The top scoring applicant(s) may be asked to present their proposal to help CCBO make a final selection. The successful applicant will be asked to ‘proceed in cycle’ to begin negotiating the grant budget and technical Project Description with CCBO, who will also carry out the due-diligence requirements listed below. Unsuccessful applicants will be notified in writing.

Certifications

Applicants must submit a signed copy of the following certifications (provided in Attachment D):

1. Certification Regarding Lobbying.
2. Certification Regarding Terrorist Financing.
3. Certification of Recipient.

DUNS Registration

The successful applicant will be asked to provide a Data Universal Numbering System (DUNS) number. While registration for a DUNS number is not required with submission of an application, guidance on registering for a DUNS number can be found in Attachment F.

Pre-Award Requirements

Notification of a successful application is *not* a notification that the applicant will receive an award. CCBO will conduct a thorough cost analysis of the proposed budget to ensure all costs are reasonable, allowable, and allocable in accordance with USAID's cost principles. In addition, CCBO will conduct a pre-award risk assessment to determine the capacity of the recipient organization to comply with USAID requirements and cost accounting procedures.

The successful applicant will work directly with CCBO on finalizing the technical Project Description to incorporate CCBO-specific requirements, including but not limited to best practices, gender considerations, linkages to CCBO's performance indicators, and establishment of key deliverables.

Award Administration

CCBO will select one of the following grant types depending on the individual application's size, duration, and complexity of proposed activities, as well as the organization's capacity to manage USAID funds:

Fixed Amount Award (FAA): The grantee and CCBO will establish a set of pre-identified milestones with a fixed payment tied to the successful completion of the milestone. Activities and outcomes must be priced with a reasonable degree of certainty for this type of grant (e.g., conferences, studies, surveys, workshops, etc.).

Simplified Grant (SiG): Activities are usually simple in nature and funds are reimbursed based on actual costs incurred.

Standard Grant (SG): Activities may be more complex in nature and funds are typically advanced in 30-day installments based on anticipated projections and reconciled on a monthly basis.

Grants will be administered in accordance with applicable regulations as follows:

- For non-U.S. organizations: [2 CFR 200 Subpart E](#), and [ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#) (for FAA) or [ADS 303mab, Standard Provisions for Non-US Nongovernmental Organizations](#) (for SG).

Environmental and Climate Risk Compliance

All grants issued will be subject to the USAID requirements for environmental soundness and compliance as required by [22 CFR 216](#). An Environmental Review Form will be completed by CCBO with input from the successful applicant to determine if activities may have an adverse environmental impact and if proposed mitigation and monitoring measures will sufficiently mitigate the impact. The organization selected for an award will be asked to address any potential impacts and the mitigation, monitoring, and relevant safety measures that will be put in place, if applicable and in coordination with CCBO.

Additionally, in accordance with ADS 303 and ADS 201mal, CCBO will screen all activities to incorporate into the grant any climate risk management measures as necessary. Climate risk management ensures USAID safeguards development gains and uses development dollars wisely so that today's investments provide value for many years to come.

Branding Strategy and Marking Plan

The organization selected for award will be required to comply with the Marking and Public

Communications under USAID-Funded Assistance provision which requires all programs, activities, public communications, and commodities that USAID partially or fully funds under an award or sub-award to be appropriately marked with the USAID identity.

A Branding Strategy and Marking Plan (BSMP) is not required upon submission of a Full Application. CCBO will provide a BSMP template and work with the successful applicant proposed for award to determine if additional considerations need to be incorporated into each specific award.

Applicants can find additional information in [ADS 303mab, Standard Provisions for Non-U.S. Nongovernmental Organizations](#), [ADS 303maa, Standard Provisions for U.S. Nongovernmental Organizations](#), or [ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#), as applicable; and [ADS 320, Branding and Marking](#).

Reporting Requirements

As a condition of award, grant recipients will be required to submit brief monthly progress reports including information on key performance indicators. Depending on the grant type, the award will outline financial, technical, and deliverable reporting requirements which will be discussed with the recipient prior to grant signing. In addition, grantees must comply with the following USAID provisions:

Development Experience Clearinghouse (DEC): Grant recipients will be required to comply with DEC submittal requirements with guidance and assistance provided by CCBO. For additional information please refer to the applicable Mandatory Standard Provision entitled *Submission to the Development Experience Clearinghouse and Data Rights*.

Development Data Library (DDL): Grant recipients will be required to comply with DDL submittal requirements with guidance and assistance provided by CCBO. For additional information please refer to the applicable Mandatory Standard Provision entitled *Submission of Datasets to the Development Data Library*.

SECTION 3: ELIGIBILITY INFORMATION

Eligible Entities

Eligible applicants include:

- Local Indonesia universities, non-governmental organizations, business and gender training organizations or business incubators (must be non profit, non stock);
- Located or able to operate in in Semarang City, Central Java;
- Demonstrated experience (either as an organization or by proposed staff/consultants) in:
 - developing and delivering on-line and in-person training materials for workforce development;
 - developing and delivering tailored mentorship programs;
 - recruiting community members to participate in training programs;
 - multi-stakeholder coordination;
 - demonstrated experience in business training, particularly gender and business training and solid waste management;
- Demonstrated expertise in gender programming, training, or research;
- Potential program manager and trainers have demonstrated fluency of verbal and written English and Javanese;
- Potential program staff can speak Bahasa and Javanese fluently;

- Organizations with experience working with women-owned micro, small and medium-enterprises⁴ (preferred but not required); and
- Organizations that have never received funding from USAID are encouraged to apply.

Eligible applicants must demonstrate the following:

- Be legally registered to operate in the Indonesia;
- Be in good standing with all civil and fiscal authorities in the Indonesia;
- Sign applicable assurances and certifications; and
- Be willing to register for a DUNS number.

Ineligible Entities

The following entities are **not** eligible for CCBO grant funding:

- For-profit companies
- Local, regional or national government entities (including public universities) that are considered a ‘Partner Government Entity’⁵;
- Private Voluntary Organizations (PVO) that have not registered as such with USAID;
- Political parties and their subsidiaries or affiliates;
- Organizations that have a negative determination on the SAM, UN 1267 or OFAC Blocked Persons Lists;
- Organizations that promote or engage in illegal activities or anti-democratic activities;
- Faith-based organizations that are not in compliance with ADS 303.3.6.4.m, which is in accordance with Executive Order 13279, Equal Protection for the Laws of Faith-based Community Organizations;
- Entities affiliated with Tetra Tech, its officers, directors, or employees, or its subcontractors and their officers, directors, or employees;
- Public International Organizations (PIO); and
- Any organization which, in accordance with ADS 303maa and ADS 303mab, performs or actively promotes abortion as a method of family planning in a foreign (non-U.S.) country or provides financial support to any other foreign non-governmental organization that conducts such activities.

Ineligible Activities

CCBO will NOT fund the following types of activities:

- Construction⁶ and improvements, renovation, alteration and refurbishments⁷ as defined in [ADS](#)

⁴ Enterprise by size as defined by the number of full-time employees: Micro (less than 10), Small (11-50), Medium (51-250), Large (251 or more).

⁵ As defined in ADS 220, a Partner Government Implementing Entity is an office, organization or body at any level of a public administration system (ministry, department, agency, service, district or municipality) of a bilateral foreign assistance recipient country that implements activities financed by or jointly programmed as a result of funds disbursed by USAID directly to the partner government public financial management system.

⁶ Construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

⁷ Any betterment or change to an existing property to allow its continued or more efficient use within its designed purpose (renovation), or for the use of a different purpose or function (alteration). Improvements also include improvements to or upgrading of primary mechanical, electrical, or other building systems. Does not include non-structural, cosmetic work, replacement of plumbing or conduits that does not affect structural elements, and non-load bearing walls or fixtures (e.g., shelves, signs, lighting, etc.)

[303maw](#);

- Activities that duplicate the activities of other United States government (USG)-supported program or programs conducted by other organizations in CCBO target regions;
- Activities that are inconsistent with international standards of human rights or with democratic goals of racial and ethnic tolerance and harmony;
- Ceremonies, parties, celebrations, or “representation” expenses except for those that are specified in the grant (for example, opening ceremonies) to promote the visibility of USAID in the eyes of the communities USAID is trying to serve;
- Involuntary sterilization programs;
- Abortion-related activities and biomedical research relating to abortion; and
- Activities outside the contract scope and/or not approved by USAID.

Funding Restrictions

Please review the following considerations when generating a concept paper and budget.

- Equipment and materials are allowed under this award. A list of restricted and ineligible commodities can be found at [ADS 312](#);
- In accordance with the Mandatory Standard Provisions regarding USAID Eligibility Rules for Procurement of Commodities and Services, when the total value of procurement for commodities and services during the life of the award is valued at \$250,000 or less, the authorized geographic code is 935, which allows for the purchase of goods and services from any area or country including the cooperating country, but excluding any country that is a prohibited source.⁸
- Pre-award costs are not allowable (costs incurred prior to award or in the preparation of the Full Application);
- Nonrefundable Value Added Tax is not allowable; and
- Profit is not allowable.

Conflict of Interest Pre-Award Term (August 2018)

a. Personal Conflict of Interest

1. An actual or appearance of a conflict of interest exists when an applicant organization or an employee of the organization has a relationship with a USAID or CCBO official involved in the competitive award decision-making process that could affect the USAID/CCBO official’s impartiality. The term “conflict of interest” includes situations in which financial or other personal considerations may compromise, or have the appearance of compromising, the obligations and duties of a USAID/CCBO employee or recipient employee.

2. The applicant must provide conflict of interest disclosures when it submits a concept note. Should the applicant discover a previously undisclosed conflict of interest after submitting the application, the applicant must disclose the conflict of interest to the CCBO Grants Manager or Chief of Party no later than ten (10) calendar days following discovery.

b. Organizational Conflict of Interest

The applicant must notify CCBO of any actual or potential conflict of interest that they are aware of that may provide the applicant with an unfair competitive advantage in competing for this financial assistance award. Examples of an unfair competitive advantage include but are not limited to situations in which an applicant or the applicant’s employee gained access to non-public information regarding a federal assistance

⁸ ADS 310mac currently does not have any specific countries listed as prohibited. Because the Office of Foreign Assets Controls (OFAC) regulations are complex and constantly evolving, Tetra Tech maintains an internal list of ‘prohibited sources’ including: Cuba, Iran, North Korea, (North) Sudan, and Syria.

funding opportunity, or an applicant or applicant's employee was substantially involved in the preparation of a federal assistance funding opportunity. USAID/CCBO will promptly take appropriate action upon receiving any such notification from the applicant.

SECTION 4: APPLICATION EVALUATION CRITERIA

The CCBO Review and Evaluation Committee (REC) will formally evaluate applications in writing based on the 100-point evaluation criteria that follows. CCBO may ask applicants to present their proposal to help CCBO make a final selection. Only the top scoring applicant will be selected to proceed to pre-award. Applicants will be evaluated on responding to the following areas as required by the application template.

1. Previous Experience: 50 points

Does the applicant (and any proposed partners/consultants) have the necessary experience in:

- Curriculum and mentorship program development, including training needs assessments.
- Delivery of training.
- Business skills development (marketing, financial planning, accounting, market analysis).
- Solid Waste Management.
- Gender issues, especially regarding women in business.
- Grant management (managing reporting and compliance requirements).
- Working in Semarang and/or have a presence in the City.

2. Program Management: 40 points

Does the applicant adequately address their organizations strategy for:

- Developing and delivering the training curriculum (in both virtual and in-person formats).
- Assistance in recruiting trainees.
- Coordinating the technology and logistics of providing in-person and virtual fora for women's business coaching and mentorship
- Gearing the training and mentoring program specifically towards women at the low end of the SWM value chain.
- Collaborating and communicating with various stakeholders.
- Identifying in-kind or third-party contributions such as training space (if applicable).
- Managing the grant (staff, resources, systems).
- Managing private sector small grants program
- Building a training program that could be sustained after the WWEE program and funding ends.

3. Cost Effectiveness: 10 points

- Are costs reasonable and directly related to the grant given the scope of the project?
- Does the applicant minimize unnecessary costs?

SECTION 5: APPLICATION INSTRUCTIONS AND TEMPLATE

Instructions

Please submit your Full Application consisting of the following (using the templates provided below):

- Cover page
- Table of Contents
- Project Description

- Attachment A: Budget
- Attachment B: Staffing Plan with CVs
- Attachment C: Reference list
- Attachment D: Certifications

Applicants are asked to respond to the format given, detailing their previous experience, program management and budget.

The suggested page lengths per section of the application template are indicated in the outline, however, the whole application may not exceed 12 single-spaced typed pages (not including the cover page, table of contents, or attachments). Please use Times New Roman 11-point font, single-spaced with one-inch margins. Applications must be submitted in English. Failure to submit an application in the following format may result in a disqualification of the application.

CLEAN CITIES, BLUE OCEAN

CCBO-RFA-Indonesia-WWEE-001

| | |
|-------------------------------------|---------------------------------------|
| Name of Organization: | Date: |
| Name of Primary Contact: | E-mail: |
| Address: | Phone: |
| DUNS Number: (if applicable) | |
| Activity Title: | |
| Proposed Budget: | Duration of Proposed Activity: |

“We, the undersigned, hereby submit this Grant application to CCBO for review and consideration. We have materially participated in its preparation. To the best of our knowledge, all information provided is current, complete, and accurate and based on the need to efficiently and effectively meet the needs of the target population. Additionally, I certify that myself nor any employee of the organization who assisted in the preparation of this Application have or are aware of any real or potential conflict of interest with a USAID or CCBO official involved in this RFA.”

Signature: _____

Date: _____

Table of contents

- 1. Previous Experience (6 pages):** Describe your organization's (and any partners/consultants) experience in:
 - a) Curriculum and mentorship program development, including training needs assessments.
 - b) Delivery of training.
 - c) Business skills development (marketing, financial planning, accounting, market analysis.)
 - d) Solid Waste Management.
 - e) Gender issues, especially regarding women in business.
 - f) USAID or other donor-funded programs (i.e. managing reporting and compliance requirements), including management of sub-grants

- 2. Program Management (6 pages):** If provided a grant, describe your organization's strategy for:
 - a) Developing and delivering the training curriculum (in both virtual and in-person formats, taking into consideration COVID-19 restrictions in first several months).
 - b) Assisting in recruiting trainees.
 - c) Coordinating the technology and logistics of providing in-person and virtual fora for women's business coaching and mentorship.
 - d) Gearing the training and your portion of the mentoring program specifically to women at the lowest end of the SWM value chain (much of the practical mentoring will be conducted by a local and international panel of mentors, but participants may also require mentoring on training content).
 - e) Collaborating and communicating with various stakeholders, e.g., local government, recycling industry, waste picker and scrap dealer associations.
 - f) Identifying in-kind or third-party contributions such as training space (if applicable).
 - g) Managing the grant (staff, resources, systems).
 - h) Administering private sector small grants program in compliance with private funders' requirements and in coordination with CCBO WVEE

Attachments:

- Attachment A: Budget and Notes
- Attachment B: Staffing Plan with CVs
- Attachment C: Reference list
- Attachment D: Certifications

Application Attachments
Attachment A: Budget and Notes Template

Applicants must submit:

1. Detailed budget (using the MS Excel template provided) showing a breakdown of costs; and
2. Budget Notes (following the structure below)

Personnel/labor: List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization in accordance with the organization's personnel policies. Overtime costs will not be approved. All personnel listed in the budget should be included in Attachment B: Staffing Plan. *Suggested positions are included in the budget to demonstrate anticipated needed positions.*

Fringe Benefits: If a fringe benefit rate has not been approved, the application should propose a rate and explain how the rate was determined. The narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, workers compensation, health and life insurance, retirement, severance, 13th month, etc.) and the costs of each, expressed in dollars and as a percentage of salaries. If the organization has a fringe benefit rate that has been approved by an agency of the U.S. Government, such rate should be used, and evidence of its approval should be provided.

Consultants: List consultants who will be hired for the grant, their daily rate and the number of days they will provide consulting services. All consultants listed in the budget should be included in Attachment B: Staffing Plan.

Travel and Transportation: Include all costs related to local travel in the budget and provide additional information on the purpose of travel using the tables below. Per diem should be based on the applicant's normal travel policies for domestic travel which will be reviewed during the pre-award process. (Applicants may however choose to refer to the US State Department Federal Standardized Travel Regulations for cost estimates for international travels). *This category should be used for employees and participants traveling. When detailing transportation costs for participants, you are encouraged to identify where the training will take place and zones from which participants may travel and be reimbursed.*

In-Country Travel

| Origin | Destination | No. Trips | Purpose | Titles of Traveler(s) |
|--------|-------------|-----------|---------|-----------------------|
| | | | | |
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| | | | | |

Training and material costs: Include all those items needed for developing and delivering the training program, taking into consideration initial trainings may need to be done virtually given COVID-19 restrictions. In your budget notes include a description of line items, their unit cost and quantity. *Suggested training and material costs are included in the budget to demonstrate anticipated needs. The applicant*

is welcome to add or remove line items based on the proposal.

Indirect Costs: Indirect costs are allowed if the applicant 1) has a federally approved indirect cost rate (NICRA), or 2) has never received a NICRA and will apply the 10% fixed indirect rate to specific cost categories described below. CCBO must approve all indirect cost rates which must comply with 2 CFR 200.414(f).

- 1) A NICRA must be applied in accordance with the NICRA agreement and a copy will be requested during the pre-award process
- 2) The 10% fixed indirect rate is allowed by USAID when the applicant is not billing shared operational/administrative costs as direct costs (rent, utilities, etc.). The fixed indirect rate may be applied to all cost categories in the budget except equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. CCBO will help the applicant correctly apply the 10% fixed rate during the pre-award process.

Cost Share or Third Party Funds: While not required, CCBO encourages applicants to identify costs that could be supported by the applicant (cost share) or other third-party contributions either as in-kind or financial contributions for things like training space, computers for staff, projectors, etc. Third-party contributors could include the local government, banks or other business who may have space available for the trainings to take place. When filling out the budget, please indicate these contributions (if any) in the

Attachment B: Staffing Plan and Curriculum Vitae

List all project team members (staff and consultants) including their name, position, what role they will play on the project and relevant experience. Highlight Key Personnel that will manage the project. Include CVs for all staff.

| First & Last Name | Position (note if a consultant) | Level of Effort | Status (Hired or need to hire) | Role on Project | Experience |
|------------------------------|--|------------------------|---------------------------------------|------------------------|-------------------|
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ATTACHMENT C: REFERENCE LIST

Please list any individuals or organizations we may contact regarding previous, relevant work.

Organization:
Name of Individual:
Role:
Phone:
Email:

Organization:
Name of Individual:
Role:
Phone:
Email:

Organization:
Name of Individual:
Role:
Phone:
Email:

ATTACHMENT D: CERTIFICATIONS

Certification 1: Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification 2: Certification Regarding Terrorist Financing (ATC)

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the US Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
 - b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida

Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification.

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub-national groups or clandestine agents; or (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Certification 3: Certification of Recipient

By signing below the recipient provides certifications and assurances for, (1) the Certification Regarding Lobbying, and (2) the Certification Regarding Terrorist Financing.

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account

of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances.

These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

Request for Application: CCBO-RFA-Indonesia-WWEE001 _____

Date of Application: _____

Name of Organization: _____

Representatives Name: _____

Representatives Title: _____

Representatives Signature: _____

ATTACHMENT E: DUNS REGISTRATION GUIDE

OVERVIEW

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is Dun & Bradstreet's (D&B) copyrighted, proprietary means of identifying business entities on a location-specific basis. This number remains with the company location to which it has been assigned even if it closes or goes out-of-business. The DUNS Number "unlocks" a wealth of value-added data associated with that entity, including the business name, physical and mailing addresses, trade styles ("doing business as"), principal names, financials, payment experiences, industry classifications (SICs and NAICS), socio-economic status, government data and more. The DUNS Number also links members of corporate family trees worldwide.

The DUNS Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS Number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities. Requesting a DUNS number from D&B is free.

A. PURPOSE

The project for which you have applied for grant funding will require that your organization submit proof of a DUNS number. The purpose of this guide is to provide step-by-step instruction on how grantees working with Tetra Tech ARD must register in the DUNS.

B. REGISTERING FOR A DUNS NUMBER

Step 1: Access website <http://fedgov.dnb.com/webform/displayHomePage.do>

Step 2: Select the link [Click here to request your D-U-N-S Number via the web](#)

Step 3: Select the country your organization is located from the pull down menu and then select [Continue](#)

Step 4: A box will appear below that you will need to fill out with your Business name, street, city and phone number. You will need to enter the verification code and then click [Submit](#)

Step 5: Follow and enter the additional screen information

Under normal circumstances the DUNS is issued within 2-3 business days when using the DUNS online process. D&B should confirm your nine-digit DUNS number via email. For questions, please email ccrhelp@dnb.com.

ATTACHMENT F: MEDIA EMBARGO

As a USAID implementing partner, CCBO works closely with the Agency to officially announce its grant agreements. Until grant agreements are officially signed and counter-signed and explicit permission is granted to the awarded grant organization, CCBO prohibits organizations from sharing or publishing announcements of their award. All announcements are strictly embargoed until grant agreements and signed, countersigned, and the grantee has received permission from CCBO.

By agreeing to the media embargo rules, the applicant's representative is committing to the terms of the embargo not only on their behalf but that of the organization.

As a potential CCBO grant recipient, the applicant agrees to the following conditions:

- Sharing any information or details about the grant application process to the public is not allowed
- Publishing the status of the grant application on any kind of media platforms including but not limited to newspaper, blog, social media accounts is prohibited, without express approval of CCBO
- The results of the grant application are strictly confidential and cannot be disclosed in any manner until publicly announced by USAID, CCBO, or until express permission is given to the awarded grantee.