



# CLEAN CITIES, BLUE OCEAN

Request for Applications – Modification 01

Opportunity Number: CCBO-RFA-Philippines-WWEE-002  
Modification Number: 01  
Date: November 29, 2021  
Regarding: Modification to the submission date of the Full Applications

Dear interested applicants,

In consideration of the Christmas holidays, a modification to the Request for Application is being issued to extend the submission of the Full Applications to January 7, 2022. The modified submission date is highlighted in yellow for easy reference. Should you have any questions or concerns about these changes, you may send an email to [jess.dizon@cleancitiesblueocean.org](mailto:jess.dizon@cleancitiesblueocean.org). All other terms and conditions of the solicitation remain the same.

Thank you,

Jon Angin  
Chief of Party  
Clean Cities, Blue Ocean



# CLEAN CITIES, BLUE OCEAN

## Request for Applications

Technical Assistance for the Women in Waste's Economic Empowerment Activity, Advanced Business Training in Metro Manila, Philippines

Opportunity Number:	CCBO-RFA-Philippines-WWEE-002
Issuance Date:	November 8, 2021
Applicant Workshop	November 15, 2021, 1:00 pm Philippine Standard Time
RSVP for Applicant Workshop:	<a href="#">RSVP: WWEE Philippines Applicant Workshop</a>
Deadline for Questions	November 20, 2021
Deadlines for Applications:	<b>January 7, 2022</b> , 5:00 pm Philippine Standard Time
Submission and Questions:	<a href="mailto:jess.dizon@cleancitiesblueocean.org">jess.dizon@cleancitiesblueocean.org</a>

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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 focusing on 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--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 Semarang, Indonesia. Through focused grants and CCBO-provided technical assistance, WWEE is establishing a new support and incubator network for women in Metro Manila's solid waste management (SWM) and recycling sectors to establish or grow their businesses. WWEE provides training, mentorship, coaching, and access to start-up capital to support women entrepreneurs' training and financial needs to develop/start or expand their 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 Skills and Empowerment Training (BBEST) (specifically for women, including leadership and negotiation skills, gender-based violence [GBV], etc.);
2. Business Plan Coaching and Evaluation;

3. Funding Support;
4. Advanced Business Management Training, Mentorship;
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 a training curriculum for WWEE Advanced Business Training.**

**The selected grantee will also lead management and communication with the network of advanced business training participants and will coordinate closely in the overall implementation of the WWEE 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 an application. This solicitation consists of this cover letter and the following 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. Additional Information on CCBO's Approach to Women's Economic Empowerment
- F. DUNS Registration Guide
- G. Media Embargo

## **SECTION I: TERMS OF REFERENCE**

### **Background**

Women’s contributions in the waste and recycling sectors to prevent plastic waste from reaching the ocean is undervalued and consequently these women are underpaid. USAID Clean Cities, Blue Oceans’ Women in Waste’s Economic Empowerment (WWEE) Activity is working to improve the status of women in the SWM sector as well as their economic opportunities.

WWEE’s guiding principle and Theory of Change:

**If** women in the waste sector have increased access to training and mentoring, funding, and business opportunities,

**Then**, women are enabled to transform their business ideas into start-ups, expanded enterprises or franchised operations with needed financial, business management, gender status enhancing skills, and growth support.

To achieve this objective, CCBO is implementing the WWEE program through five mostly sequential steps. These are:

- I. **Basic Business Skills Training (BBEST):** WWEE is casting a wide net to identify and recruit participants, working through the networks of local NGOs, sector associations, local and social media, with support from local government units. The BBEST course content includes basic business development skills and addresses SWM gender issues (e.g., business and financial management, marketing, leadership for women entrepreneurs, mindfulness, negotiation, gender-based violence, and business plan development), as well as personal empowerment skills. BBEST will be offered by CCBO through early 2024 to provide the opportunity for capacity development to all women who seek it and agree to WWEE follow up. (Training may continue through other organizations or donors). CCBO seeks to recruit, enroll, and “graduate” a minimum of 250 women in Metro Manila through its training program.

The development and roll out of BBEST, provides a foundation on basic business skills, personal and gender empowerment, SWM enterprises and gender-based violence. CCBO has partnered with Johns Hopkins University’s Self-Empowerment and Equity for Change Initiative (SEE –Change) initiative and Eco-waste Coalition, a non-governmental organization based in the Philippines, to develop and deliver BBEST. BBEST is designed to be as inclusive as possible ensuring that low literate women can still attend and thrive in the training.

- II. **Business Plan Coaching and Evaluation:** Participants electing to prepare a business plan/funding proposal will receive WWEE technical assistance and coaching from a group of local, successful women working in waste to develop and submit their business plans to a selection committee (CCBO, private sector partners, and possibly with input from USAID). Those selected (referred to as funding recipients) will progress to Step III.
- III. **Funding Support:** WWEE aims to leverage CCBO’s partner networks and private sector funders and finance institutions to help assemble funding streams for those selected in Step II. Funding recipients will receive blended, customized funding through a combination of small grant funding by CCBO and private sector funding, according to the needs. Small grants

provided by CCBO may largely be in-kind to support critical equipment purchases, technology, or safety wear; 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.

- IV. Advanced Business Training and Mentorship: Out of the 250 BBEST graduates, women (whether as a cohort or individually) who are interested in starting or expanding their businesses will be provided mentors to support them in the development of a business plan. The mentor will coach and support in writing the business plans should it be needed to support low literate women. Once the business plans are drafted, the women will pitch to CCBO WWEE and/or to private partner funders. Once funded, these women will run their businesses and additional business training support will be provided. WWEE graduates who applied for mentoring and funding but skill needing additional skills in business, will also be provided additional business training/incubation labs under the fourth phase of WWEE which is the Advanced Business Training
- V. Private and Public Sector Market Opportunities: WWEE will coordinate closely with local governments to ensure their full support and optimize participating businesses' impact on enhanced SWM and service delivery. WWEE 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. WWEE will also explore and facilitate access to larger markets for those that sell products made from recycled/repurposed materials. CCBO is currently investigating such Philippine market opportunities.

**Through this RFA, CCBO is seeking a grantee to develop and implement the curriculum for Step IV: *Advanced Business Skills Training (ABS)*.**

### **Grant Activities**

CCBO seeks to issue **one** grant to a local private university, non-governmental organization, business incubator and accelerator, **or** business and gender training organization to work in partnership with the CCBO and WWEE program staff team. It is anticipated that the successful grant recipient will take a gender-sensitive, multi-disciplinary approach (i.e. a lead organization with consultants providing targeted technical support for curriculum development and delivery).

Under this grant, the implementing grantee will lead the following tasks in close coordination with CCBO and WWEE program staff:

- I. Lead the development of the Advanced Business Training curriculum for women in waste.
  - Develop and conduct a training needs assessment with the first two cohorts of training participants who have graduated from the BBEST to assess and validate what advanced business skills are needed.
  - Develop a training curriculum and conduct business incubation sessions for women who need additional training support to access the business grant funds (e.g. Identifying market opportunities and prospective clients, product development).
  - Develop a training curriculum for Advance Business Training for women advancing through the WWEE activity, building on the BBEST curriculum and according to the results of the training needs assessment. The curriculum may include: logistics, operations efficiency, marketing, bookkeeping and financial management, how to source funding for business).

2. Implement the Advanced Business Training for Women in Waste
  - 5 groups of 10 BBEST graduates supported through business incubation sessions
  - 5 groups of 10-15 of funded BBEST graduates supported through on Advanced Business training.
3. Conduct follow-up and monitoring activities with Advanced Business Training Graduates and their business status through the duration of the grant.
  - Conduct regular check-ins with all training participants via SMS, phone call or email.
  - Conduct regular quarterly virtual outreach sessions, at the direction of CCBO, to BBEST graduates who have received funding through the WWEE Activity.

### **Geographic Focus**

The project will be implemented in Metro Manila.

### **WWEE Sustainability**

CCBO seeks to establish WWEE as an ongoing, sustainable 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 24 months (February 2022- January 2024).

## **SECTION 2: AWARD AND ADMINISTRATION INFORMATION**

### **Estimated Value of Grant and Period of Performance**

CCBO anticipates awarding (1) one technical assistance grant for a period of February 2022- January 2024. The total value of the grant is not expected to exceed \$150,000.

Applicants are encouraged to propose a gender-sensitive, multi-disciplinary approach (e.g., 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 **January 7, 2022** using the application format and attachments provided (Attachments A-D).

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 15, 2021 at 1 pm Philippines Standard Time. Please RSVP to the Applicant Workshop by clicking [HERE](#). Questions may be sent to [jess.dizon@cleancitiesblueocean.org](mailto:jess.dizon@cleancitiesblueocean.org) by November 20, 2021. Questions and answers will be combined and posted on the CCBO Grants page: <https://urban-links.org/project/ccbo-grants/>

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 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 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 Philippine private universities, non-governmental organizations, business incubators or accelerators or business and gender training organizations; with
- Demonstrated experience (either as an organization or by proposed staff/consultants) in: developing and delivering on-line and in-person training materials for enterprise development; multi-stakeholder coordination; demonstrated experience in business training, particularly gender and business training;
- Demonstrated expertise in gender programming, training or research; and
- Experience working with women-owned micro, small and medium-enterprises<sup>1</sup> required.
- 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 Philippines;
- Be in good standing with all civil and fiscal authorities in the Philippines;
- 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:

- Local, regional or national government entities (including public universities) that are considered a 'Partner Government Entity'<sup>2</sup>;
- 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).

## Ineligible Activities

CCBO will NOT fund the following types of activities:

- Construction<sup>3</sup> and improvements, renovation, alteration and refurbishments<sup>4</sup> as defined in [ADS](#)

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<sup>1</sup> 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).

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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

[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.<sup>5</sup>
- 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**

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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.)

<sup>5</sup> 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.

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 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. Only the top scoring applicant will be asked to proceed. 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)
- Knowledge of the Solid Waste Management sector and systems
- Gender issues, especially regarding women in business
- Grant management (managing reporting and compliance requirements)<sup>6</sup>

### **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)
- Coordinating the technology and logistics of providing in-person and virtual forums for women's business coaching and mentorship
- Gearing the training and their portion of the mentoring program specifically to women at the lowest 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).

### **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 to [opportunities@cleancitiesblueocean.org](mailto:opportunities@cleancitiesblueocean.org). Your Full Application must consist of the following (using the templates provided below):

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<sup>6</sup> Applicants without prior USAID experience are encouraged to apply. Applicants without prior USAID experience will not be given a lower score, but CCBO will be looking for demonstrated experience and ability to manage a grant award.

- 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-Philippines-WWEE-002

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

“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:

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- 1. Previous Experience (6 pages):** Describe your organizations (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)
  
- 2. Program Management (6 pages):** If provided a grant, describe your organizations 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) Coordinating the technology and logistics of providing in-person and virtual forums for women's business coaching and mentorship
  - c) 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 an international panel of mentors, but participants may also require mentoring on training content)
  - d) Collaborating and communicating with various stakeholders, e.g., local government units, waste picker and junk shop associations
  - e) Identifying in-kind or third-party contributions such as training space (if applicable)
  - f) Managing the grant (staff, resources, systems).

### 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. **Government mandated benefits are included in the budget template.**

**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. **Suggested technical specialists are included in the budget to demonstrate anticipated needed positions.**

**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***

<b>Origin</b>	<b>Destination</b>	<b>No. Trips</b>	<b>Purpose</b>	<b>Titles of Traveler(s)</b>

**Materials and supplies:** List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, laptops and handheld tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

**Other Direct Cost:** This category is divided into two: Activity Costs, and Operational/Administrative costs.

Activity 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.**

Operational/Administrative Costs (only for organizations not applying an indirect rate) – If the applicant does not have an approved Negotiated Indirect Cost Rate Agreement (NICRA) and will not apply the 10% fixed indirect rate (see explanation below), shared costs for running and maintaining the office and general operations of the organization may be included as ‘other direct costs’. Shared operational and administrative costs may include things like office rent, utilities, communications, insurance, security, annual external audit, etc. These are usually shared/allocated across projects, each paying its “fair share.”

If you will have operational/administrative costs directly related to the CCBO project, please list your assumptions and estimates for those costs and a description of how the percentage allocated to CCBO was derived (this will be reviewed during the pre-award process). For example, if you are implementing three projects of equal size you may decide to charge 1/3rd of the monthly office rental cost to each project.

**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

#### **Example Budget notes:**

##### **Personnel**

*Project Leader, Darwin Diaz:* One Project Leader is budgeted part-time (25% on Year 1 and 15% on Year 2) for 18 months. The Project Leader will lead the overall project development and activity implementation, ensuring compliance to the grant commitments and reporting to CCBO on progress and status of activities.

*Project Coordinator, vacant:* One Project Coordinator is budgeted part-time (30%) for 12 months to support

the Project Manager in implementing key activities such as Waste Analysis and Characterization Study (WACS) and development of Waste Management Plan (WMP) and help with project reporting.

### **Fringe Benefits**

*Employee Trust Fund:* Following the Employees Trust Fund Act No 46 of 1980 (ETF), Grantee A will pay and remit the employer contributions for the employees' ETF Fund. The employer contribution is 3% of the basic salary declared in the employment contract.

*Severance Pay:* As indicated in the HR Manual, employees are entitled to a severance pay. The severance pay is equal to one-month salary for one year of employment.

### **Consultants**

*Waste Management Consultant, vacant:* The Waste Management Consultant will lead the development of WACS design and its protocols; conduct WACS and analyze data; and provide technical advice on WMP. The consultant will be paid at a daily rate of PHP 25,000 for a duration of 7 days with a total payment of PHP 175,000.

*Monitoring/Communications and Media Specialist, Dorelyn Jose:* The Monitoring/Communications and Media Specialist will be responsible in project monitoring, developing communications and training strategies for community-based projects. The consultant will be paid at a daily rate of PHP 15,000 for a duration of 68 days with a total payment of PHP 1,020,000.

### **Travel, Transportation and Per Diem**

*Transportation:* A total of PHP 42,200 is budgeted for in-country travel and transportation for the project team and consultants over the 18-month period of the grant. The cost basis for the staff transportation is PHP 100 per trip, based on the distance of the Project Office and location of target stakeholders; and pick-up truck rental for waste survey is PHP 600.

### **Other Direct Costs**

#### **Activity costs**

Activity 1.1: Grantee A will carry out a two-day waste survey for 250 households. A total of PHP 6,744 is budgeted for this survey including plastic bags (PHP 20/household), weighing scale (PHP 744) and stationaries (PHP 1,000).

Activity 1.2: A budget of PHP 6,940 is allocated to purchase two voice recorders to record the project team's engagement with the 12 households selected for the in-depth research. Each household will be provided with 6 journals (PHP 252/household) to document their *Living Without Plastic* journey.

Activity 2.1: Grantee A will hold four interactive sessions with participating businesses to get their feedback on research carried out and alternative products that will be introduced to the households. These sessions will be held at the Grantee A office. A total of PHP 7,200 is budgeted to cover the refreshments of the participants (PHP 180/person).

Activity 3.1: Grantee A will organize two workshops to engage government officials and discuss potential opportunities in prohibiting SUP. A total of PHP 30,220 is budgeted for this workshop including refreshments (PHP 370/person) and venue rental (PHP 15,420).

### **Indirect Costs**

Grantee A agrees to the De minimis indirect cost rate of 10% to be used as basic support for administration and operational costs such as internet, electricity, and water.



## **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/tl/sdn.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-Philippines-WWEE-002

**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](mailto: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 are 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.