

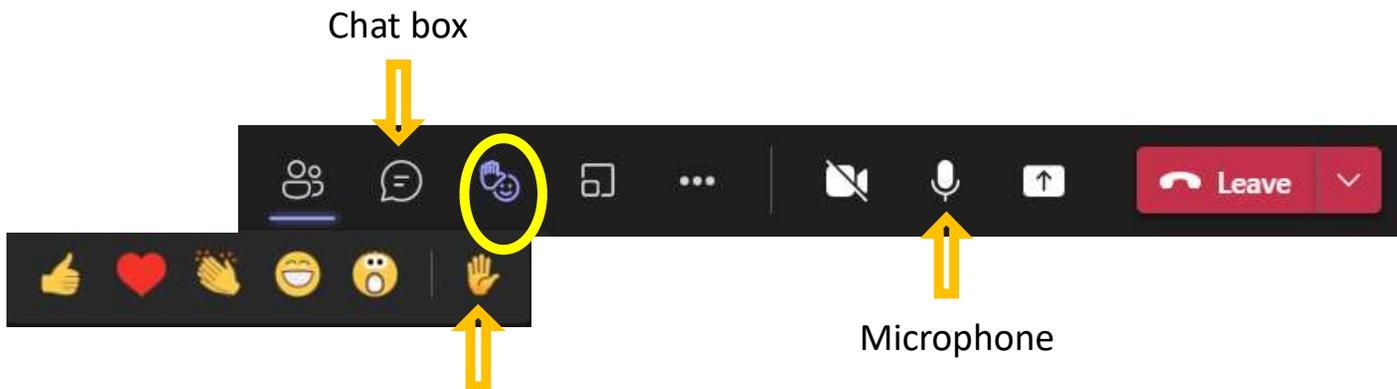


Clean Cities, Blue Ocean

Women in Waste's Economic Empowerment Activity
Request for Applications (RFA) November 2021

House rules

- Place your microphone on 'mute'
- To ask questions
 - Put your question in the chat box
 - Raise virtual hand
 - Q&A will be provided after each section



Agenda

- Introduction
- WWEE Terms of Reference
- Developing Full Application and Budget
- Attachments
- Grants Application Timeline



In strengthening local waste systems, CCBO works to **test, scale, and share inclusive and sustainable solutions** through:



Women play a critical role in the solid waste sector, with **local and global impact.**

- Facilitate reuse and recycling schemes
- Capture and prevent waste from leaking into the ocean and other ecosystems
- Help mitigate other harmful impacts of mismanaged waste—from community health to greenhouse gas emissions

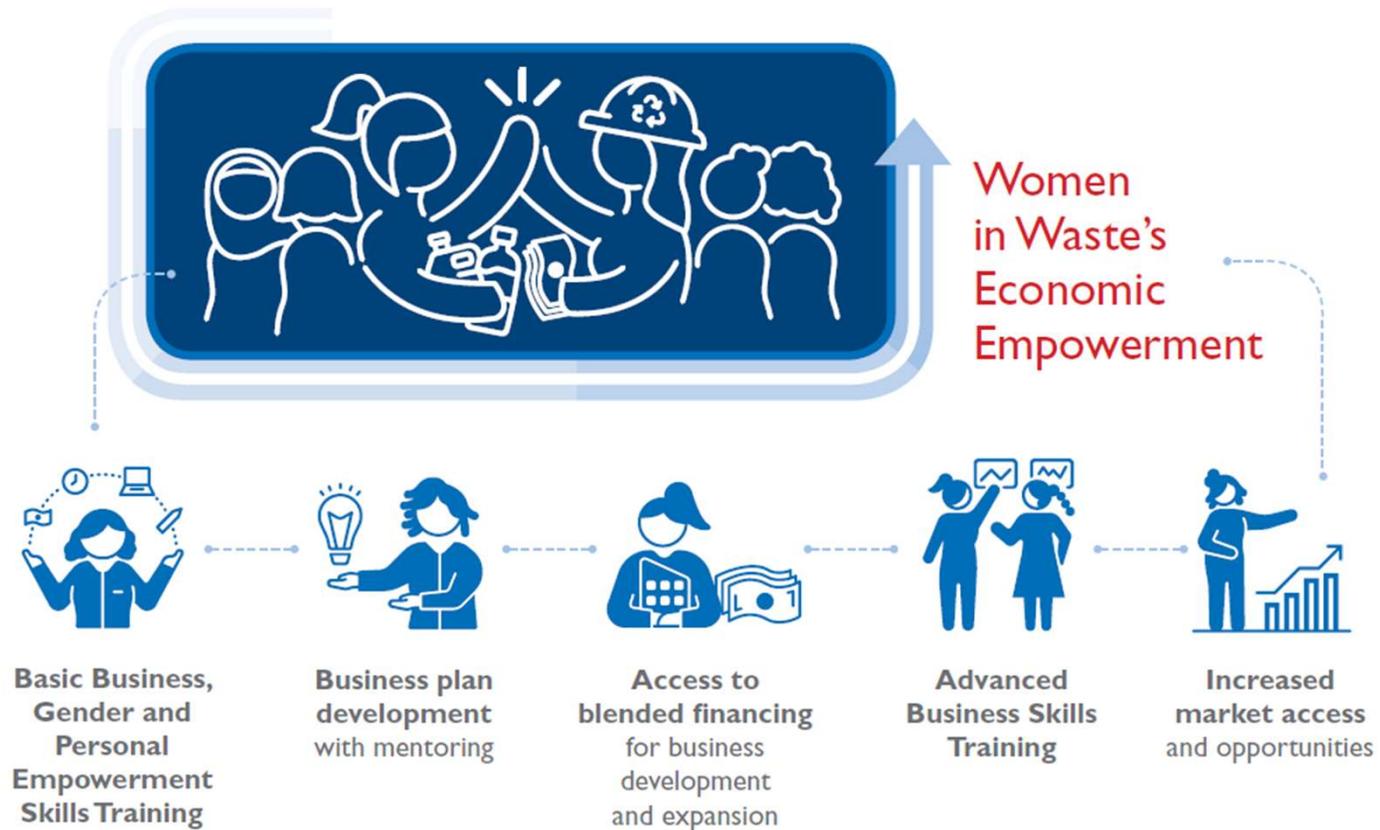
Women make up half of the 15-20 million global informal waste collectors, but face:

- Limited opportunities to generate comparable incomes;
- Restricted employment options;
- Less opportunity to join formalized operations; and
- Increased health risks with limited or no access to health benefits.

USAID CLEAN CITIES, BLUE OCEAN



CCBO's **Women in Waste's Economic Empowerment (WWEE) Activity** empowers women at the lowest rungs of the solid waste and recycling sectors to establish or expand their waste livelihoods and businesses.



PARTICIPANTS

- WWEE is open/free to women, preferably already working in SWM (Informal Waste Collectors, junk shop owner/employees or upcycler) who:
- Intend (or state an intention) to start or expand a SWM/3R business
- Agree to be followed-up with for the remainder of the WWEE Activity to track progress and impact



Expected Impacts Include



At least **300 women** trained in empowerment and basic business skills for **increased income** and **local job creation**



Expanded women-led enterprises, with improved local waste services and higher quality recyclable feed stocks



Increased market access for informal waste pickers, with greater **opportunities**



Demonstrated, **first-of-kind proof of concept** with potential for **global replication** and **recognition of founding partners and sponsors**

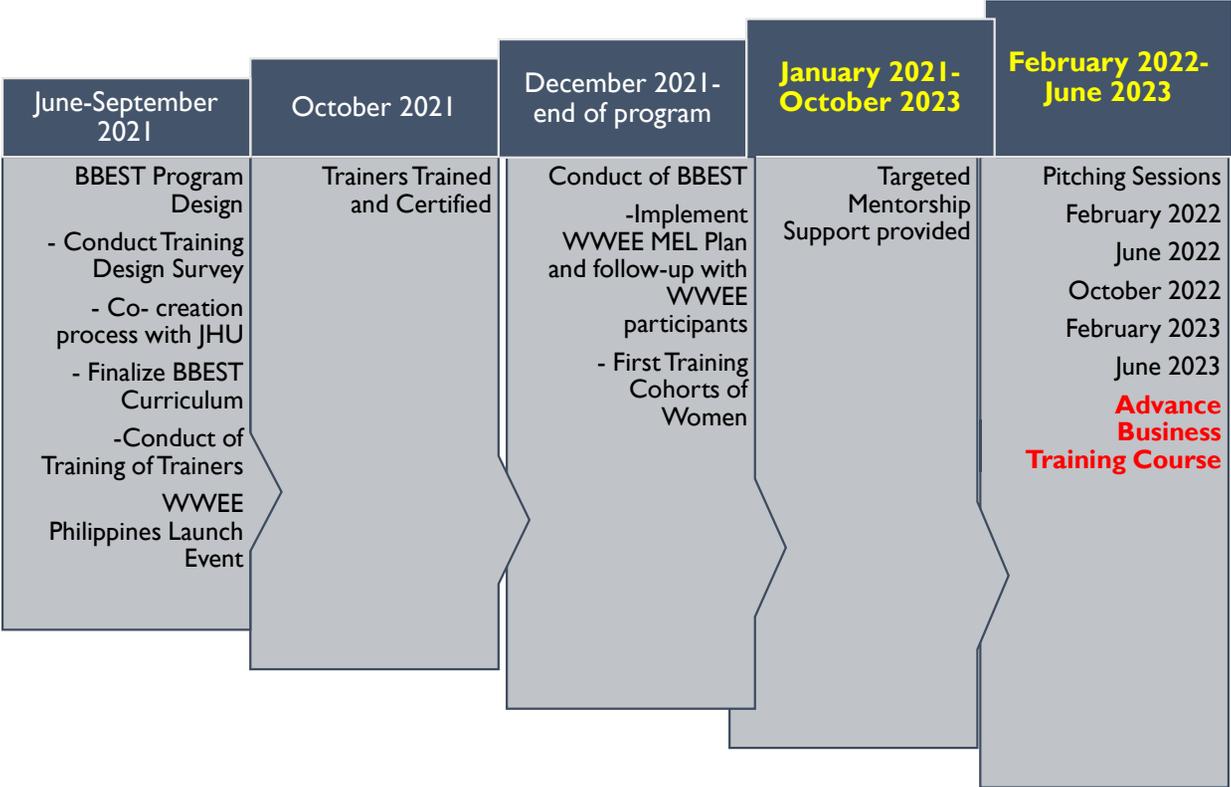
WWEE brings together local and international organizations for maximum, sustainable impact.

- **Johns Hopkins University** – JHU’s SEE Change Initiative supports WWEE’s Basic Business Skills and Empowerment training.
- **EcoWaste Coalition** – WWEE’s Philippines implementing grantee partner, supporting participant recruitment and training.
- **Mentors** – Successful local and international women in waste will coach participants from business plan development to implementation.
- **Private sector partners** – Bolster program sustainability and support to WWEE participants and businesses.

USAID CLEAN CITIES, BLUE OCEAN



WWEE Philippines Implementation Timeline



Advance Business Training Course

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).

Advance Business Training Course

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

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).

Questions?

Developing a Full Application

- Overview of Full Application requirements
- Project Description
- Budget
- Other Attachments

Full Application Requirements

- Read the RFA in its entirety before beginning to write
- Follow the suggested page length, formatting and submission information.
- Only use the application documents provided.
- Review the selection criteria to ensure you are addressing appropriate information
- Assign roles and responsibilities of your proposal team (researchers, writers, budget analyst and internal reviews)
- Submit Full Application and attachments via email: jess.dizon@cleancitiesblueocean.org

Full Application – Writing guidelines

- Write in the third person:
 ‘we’, ‘our’, ‘us’
 ‘the organization’, ‘they’
- Write as if the reader doesn’t have any background on the subject
- Be clear, concise and precise
- Use up-to-date data and current resources
- Include references as footnotes
- Avoid general opinions
- Avoid jargon or terminology others don’t understand
- Spell out the acronyms the first time the term is used.

Full Application – Sections

Section	Points	Length
Previous Experience <ul style="list-style-type: none">• Curriculum and mentorship program development, including training needs assessments• Delivery of training,• Business skills development (marketing, financial planning, accounting, market analysis)Q• Solid Waste Management• Gender issues, especially regarding women in business• USAID or other donor-funded programs (i.e. managing reporting and compliance requirements)	50 points	6 pages

Full Application – Sections

Section	Points	Length
Program Management <ul style="list-style-type: none">• 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).	40 points	6 pages

Full Application – Sections

Section	Points	Length
Budget <ul style="list-style-type: none">• Are costs reasonable and directly related to the grant given the scope of the project?• Does the applicant minimize unnecessary costs?	10 points	

Questions?

Attachment A: Budget and Notes Template

Budget Overview

- The budget is the financial expression of the programmed goals and objectives.
- The budget and technical approach should ALWAYS be aligned
- All costs should be in local currency (Philippine Pesos)

- Budget by categories:
 - Personnel/Labor
 - Fringe Benefits
 - Consultants
 - Travel and Transportation
 - Materials and Supplies (less than US\$ 5,000)
 - Other Direct Costs
 - Indirect costs, if applicable (NICRA, 10% Minimis)

Attachment A: Budget and Notes Template

Budget – Cost Principles

Allowable:

Necessary and reasonable costs for the performance of the award and conform to any limitations/exclusions in the regulations. (Ex: construction is not an 'allowable' cost)

Allocable:

Costs that have a direct relationship with the grant objective and cannot simultaneously be charged to another award

Reasonable:

Costs that are considered ordinary and necessary to implement the activity; conform to sound business practice, laws and terms and conditions of the award; and are incurred using the organizations established practices.

Attachment A: Budget and Notes Template

Budget – Cost Principles

Quick exercise:

1. Applicant A proposed to purchase of ten waste compactor for the selected communities. The purchase is in line with their technical proposal. **Is this cost allowable?**

Yes. The cost is allowable

2. Applicant B is a very active NGO. The organization has multiple other funding sources and a CCBO grant would amplify their project activities. Their budget includes 100% of the NGO Director's salary. **Is this allocable?**

**No, not 100%
to CCBO (cost should be
proportional to other donors)**

3. The applicant has proposed to purchase atop of the line Apple MacBook Pro for its Director for \$2,600. The total cost of the proposal is \$10,000. **Is this cost reasonable?**

**Probably not, this is 26% of the
total budget and is likely an
unnecessary and unreasonable
cost.**

Attachment A: Budget and Notes Template

Budget – Overview of Budget template

Category	Phase 1 MM/YY-MM/YY 12 Months	Phase 2 MM/YY-MM/YY 12 Months	TOTAL ACTIVITY CCBO Funded	TOTAL ACTIVITY Cost Share or Third Party
Personnel / Labor	-	-	-	-
Fringe Benefits (if applicable)	-	-	-	-
Consultants	-	-	-	-
Travel, Transportation and Per Diem	-	-	-	-
Training and Material Costs	-	-	-	-
Indirect (if applicable)	-	-	-	-
TOTAL (local currency)	-	-	-	-
TOTAL US Dollar	-	-	-	-
		Exchange Rate	50	

Attachment A: Budget and Notes Template

Application Sections - Budget

Personnel

- List full and part-time personnel contributing to the grant, including their salary, level of effort (LOE), and budget notes.
- **MUST be supported by salary verification and LOE must be deemed reasonable**
- For the **TBR** positions, Detailed JD and market rate verification docs for similar positions to be submitted

DETAILED BUDGET	Year 1 12 Months				Year 2 12 Months			
CATEGORY	UNIT COST	QTY	FREQ.	TOTAL	UNIT COST	QTY	FREQ.	TOTAL
Personnel / Labor	Monthly Salary	% Time	# Months		Monthly salary	% Time	# Months	
Project Manager, Isabelle Diaz	150,000	60%	12	1,080,000	150,000	60%	12	1,080,000
Finance Manager, Manny Pale	93,500	40%	12	448,800	93,500	40%	12	448,800
Sub total				1,528,800				1,528,800

Attachment A: Budget and Notes Template

Application Sections - Budget

Fringe

- List of fringe for staff
- Quantity and Frequency must correspond to the amounts listed in the Personnel section
- **MUST** be supported by pay slips and/or organizational policy

Fringe Benefits									
Project Manager, Isabelle Diaz	Provident Fund	30,000	60%	12	216,000	30,000	60%	12	216,000
	Employees Trust Fund	4,500	60%	12	32,400	4,500	60%	12	32,400
	Ex-gratia payments (Annual Bonus)	150,000	60%	2	180,000	150,000	60%	2	180,000
	Medical Allowance	18,334	60%	12	132,005	20,167	60%	12	145,205.28
	Travelling Allowance	23,958	60%	12	172,498	29,023	60%	12	208,965.60
	Mobile Allowance	4,500	60%	12	32,400	4,500	60%	12	32,400
	Personal Accident Insurance	2,084	60%	12	15,005	2,292	60%	12	16,505.28

Attachment A: Budget and Notes Template

Application Sections - Budget

Consultant

- List technical consultants contributing to the grant, including their daily rate, level of effort (LOE), and budget notes.
- **MUST be supported by salary verification and LOE must be deemed reasonable**

Consultants	Daily Rate	# Days	Frequency	Total	Daily Rate	# Days	Frequency	Total
Project Coordinator - Consultant	15,000	10	12	1,800,000	15,000	10	12	1,980,000
Database Administrator - Consultant	5,000	10	12	600,000	5,000	10	12	660,000
Operations Coordinator - Consultant	4,150	22	12	1,095,600	4,150	22	12	1,205,160

Attachment A: Budget and Notes Template

Application Sections - Budget

Travel and Transportation

- List transportation costs needed to implement activities
- **MUST be supported by reasonable assumptions on mileage and cost of services**

Attachment A: Budget and Notes Template

Application Sections - Budget

Materials and Supplies

- List all items needed to implement the grant that your organization does not already have
- **MUST be supported by quotes online or recent receipts. For items costing \$500 and above (when converted to USD, at least two quotes or supporting documentation is required).**

Materials and Supplies (expendable and less than \$5,000)								
Collection bins for households	5,000.00	40	1	200,000	-	-	-	-
Computer	30,000	1	1	30,000	-	-	-	-
Printer	10,000	1	1	10,000	-	-	-	-
Table/Chairs	20,000	1	1	20,000	-	-	-	-
Sub total				260,000				-

Attachment A: Budget and Notes Template

Application Sections - Budget

Other Direct Costs

- *Activity Costs* - cost associated with activity implementation
- *Operational/Administrative Costs* - shared costs for running and maintaining the office and general operations of the organization such as office rent, utilities, communications, insurance, security, annual external audit, etc.
- **MUST be supported by quotes, receipts or invoices. For items costing \$500 and above (when converted to USD, at least two quotes or supporting documentation is required).**

Application Sections - Budget

Activity Costs				
Activity 1.1: Launch workshop with key stakeholders & beneficiaries				
Meeting room (for training)	7,700,000	1	1	7,700,000
Catering (teabreak + lunch)	240,000	50	1	12,000,000
Training materials (photocopy and stationary)	1,000,000	1	1	1,000,000
Activity 1.2: Conduct baseline survey including waste characterization study and market study on recyclable materials and 3Rs/SWM value-chain in Bien Hoa City and regional areas				
Meeting room (for training)	3,000,000	1	1	3,000,000
Catering (teabreak + lunch)	240,000	25	1	6,000,000
Training materials (photocopy and stationary)	1,000,000	1	1	1,000,000
WACS questionnaire (photocopy)	1,000,000	1	1	1,000,000
Electronic weight	200,000	25	1	5,000,000
Stationaries for the survey	1,000,000	1	1	1,000,000

Administrative/Operational Costs					
Electricity		650,000	3%	12	234,000
Water		36,000	3%	12	12,960
Postage, Telephone, Fax, Internet etc. (Communications)		450,000	3%	12	162,000
Other support services (Security, Janitorial, etc.)		400,000	3%	12	144,000
Annual property maintenance costs		14,000,000	3%	1	420,000

Attachment A: Budget and Notes Template

Application Sections - Budget

Operational & Administrative Costs- You may only apply **ONE** option

- **Option 1:** Charge your Negotiated Indirect Cost Rate Agreement (NICRA) if your organization has one.
- **Option 2:** Utilize the 10% fixed indirect rate allowed by USAID to cover operational or administrative costs (rent, utilities, other overhead costs). This is a fixed rate and can be billed to all 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
- **Option 3:** Bill your 'indirect' costs directly in the ODCs category. If you use this approach, you must have a **cost allocation methodology** for ensuring these costs are directly allocated to the CCBO grant
 - Ex 1: CCBO would represent 40% of your total donor funding and therefore 40% of estimated rent, utilities and communications would be budgeted to CCBO
 - Ex 2: Your organization will provide 2 full-time staff and 1 half-time staff to the CCBO grant out of your organizations 5 total full-time employees. Therefore, you will budget 50% of
 - **Estimated expenses must be supported by previous invoices for rent, utilities, etc.**

Attachment A: Budget and Notes Template

Application Sections - Budget

Other Direct Costs - You may only apply ONE option

- **Option 1:** Charge your Negotiated Indirect Cost Rate Agreement (NICRA) if your organization has one.
- **Option 2:** Utilize the 10% fixed indirect rate allowed by USAID to cover operational or administrative costs (rent, utilities, other overhead costs). This is a fixed rate and can be billed to all 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
- **Option 3:** Bill your 'indirect' costs directly in the ODCs category. If you use this approach, you must have a **cost allocation methodology** for ensuring these costs are directly allocated to the CCBO grant
 - Ex 1: CCBO would represent 40% of your total donor funding and therefore 40% of estimated rent, utilities and communications would be budgeted to CCBO
 - Ex 2: Your organization will provide 2 full-time staff and 1 half-time staff to the CCBO grant out of your organizations 5 total full-time employees. Therefore, you will budget 50% of
 - **Estimated expenses must be supported by previous invoices for rent, utilities, etc.**

Attachment A: Budget and Notes Template

Overview of Budget Notes

- The budget notes explains the costs by line item or category in the budget.
- It should include a brief narrative on the purpose and calculation of the costs and must be written in a way that someone not familiar with the project can easily understand the budget.
- Refer pages 15-16 of the RFA for sample write up of the budget notes

ATTACHMENT C: REFERENCE LIST

- During the Pre-Award stage, CCBO will reach out to the reference submitted
- Please provide at least three references

Organization:

Name of Individual:

Role:

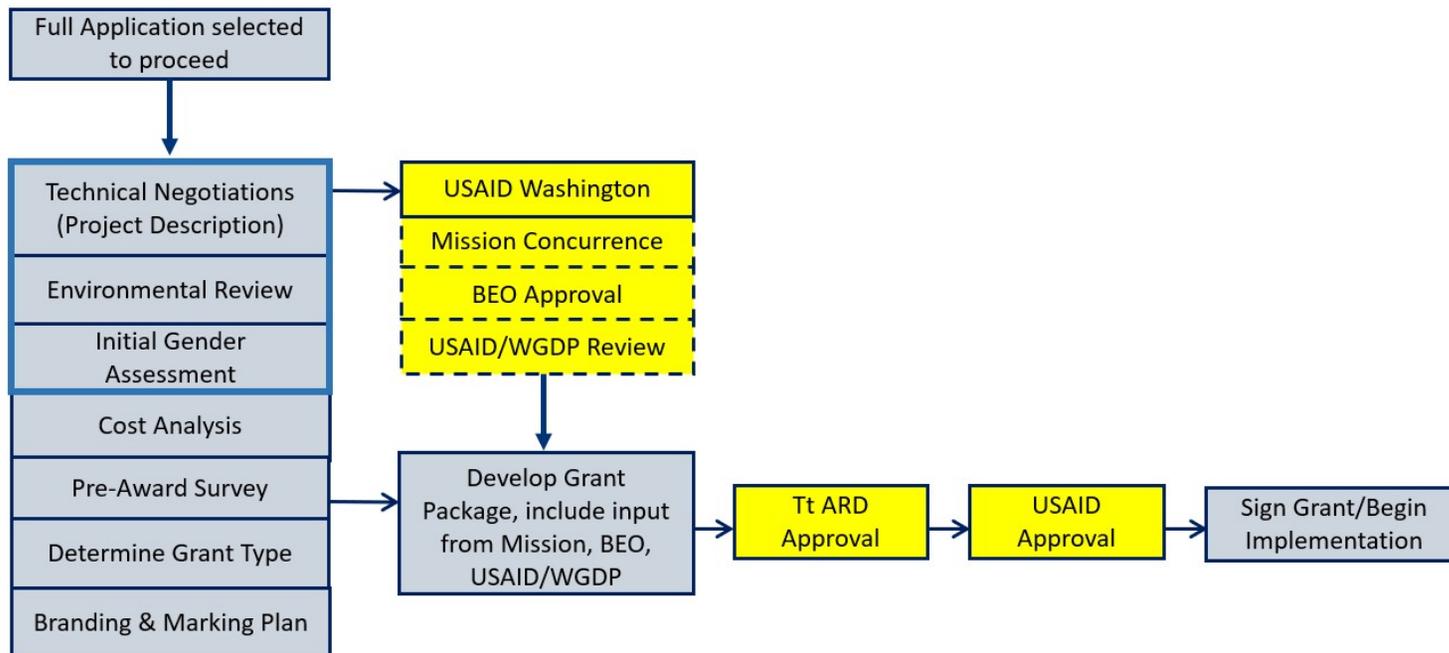
Phone:

Email:

ATTACHMENT D: CERTIFICATIONS

- Certification 1: Certification Regarding Lobbying
- Certification 2: Certification Regarding Terrorist Financing (ATC)
- Certification 3: Certification of Recipient

Grant Process



Grant Process - Timeline

Application Process	Tentative Timeline
1. Submission of Questions	November 20, 2021
2. Submission of Full Application and budget	January 7, 2022
3. Eligibility and due diligence check	January 10-11, 2022
4. Review and evaluation of Full Applications	January 11-19, 2022
4. Notification of funding status/ request for clarification	January 21-24, 2022
5. Pre-award/negotiation stage	January 25 – February 25, 2022
6. Request for approval and grant signing	(on/around) 2 nd week of March