



CLEAN CITIES, BLUE OCEAN

Request for Applications

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

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|-----------------------------|----------------------------------------------------------------------------------------------------|
| Opportunity Number: | CCBO-RFA-WWEE-001 |
| Issuance Date: | October 30, 2020 |
| Deadline for Questions: | November 5, 2020 at 5pm Philippine Standard Time |
| Deadlines for Applications: | December 2, 2020 at 5pm Philippine Standard Time ¹ |
| Submission and Questions: | opportunities@cleancitiesblueocean.org |

Clean Cities, Blue Ocean (CCBO) Program is a five-year contract (2019-2024) from the U.S. Agency for International Development's (USAID) Bureau of Economic Growth, Education, and Environment's Office of Land and Urban. Through support from the Women's Global Development and Prosperity (W-GDP) Fund at USAID, CCBO is implementing its Women in Waste's Economic Empowerment (WWEE) activity in Metro Manila, Philippines. 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-I-14-00059/ 7200AA19F00016.

Through grants and CCBO-provided technical assistance, WWEE will establish 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 will provide 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 (specifically for women, including leadership and negotiation skills, recognizing, avoiding, and responding to gender-based violence [GBV], etc.);
2. Business Plan Coaching and Evaluation;

¹ USAID and CCBO are continuously monitoring the evolving situation of the COVID-19 outbreak and understand this may cause disruptions to business operations for organizations and companies. CCBO is committed to continuing advancing its critical program objectives during this period, but dates are subject to change during this time of uncertainty. CCBO asks interested applicants to alert CCBO immediately if business operations are halted to the point that an application cannot be developed and request an extension.

3. Access to Blended Financing for Business Development/Expansion;
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 that advances women's knowledge and access to opportunities while addressing gender issues in the SWM sector and women's empowerment topics further described in the Terms of Reference of this solicitation. The selected grantee will also lead management of and communication with the network of recruited 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

Globally, the Philippines is the third-largest source of discarded plastic that ends up in the ocean. While the Republic Act No. 9003 (Ecological Solid Waste Management Act of 2000 – RA 9003) has established the necessary legal framework and institutional mechanisms and incentives to develop sound systems, the implementation and enforcement has not met expectations. Citizens living adjacent to disposal sites face contaminated water and odors; tourism development is under threat from environmental pollution; and biodiversity is facing serious impacts from the waste in open spaces, streets, rivers, mangroves, bays, and the Pacific Ocean.

Women play an important role in waste management, which is often overlooked and undervalued. It is almost impossible for women working as waste pickers, for example, to find the time, training, and funds to advance to higher levels of the solid waste value chain by starting a business. Filipina business owners and entrepreneurs working in SWM and recycling sectors have low access to capital in general; and potential funders 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 junkshop owners 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 improved livelihoods and working conditions and lack of opportunities to advance to higher levels of the value chain are due to limited access to capital and credit, business development services, technology, training, and high business development services and credit transaction costs (ADB 2013). Consequently, women are virtually absent from higher levels of the value chain (i.e., medium and large-sized waste aggregators/collectors, processors, 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 continue to encounter challenges in accessing capital, valuable SWM businesses will continue to lack opportunities to develop and expand, and rapidly developing cities and municipalities will also continue experience challenges in the delivery of essential waste and sanitation services required by their communities and environments.

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

Theory of Change

IF Filipinas have increased access to training, mentoring, financing, and business opportunities,

Then, women are enabled to transform their business ideas into new or, expanded enterprises.

WWEE Program:

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

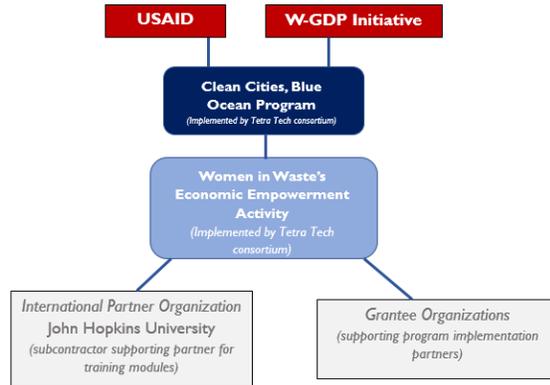
- I. Basic Business Skills Training: WWEE will cast a wide net to identify and recruit participants, working through the networks of local NGOs, sector associations, women’s groups, local and social media, with support from local government units. All enrolled participants will attend entry-level online distance learning courses. In light of the global pandemic, the first 6 months of training will be remote and as the situation eases, and depending upon health and safety issues, WWEE will move to quarterly in-person trainings. Course content includes basic business development skills and addresses SWM gender issues (e.g., business and financial management, marketing, business process design, standard operating procedures, social media, leadership for women entrepreneurs, mindfulness, negotiation, addressing GBV, and business plan development), and will be offered throughout WWEE’s life (2020 to early 2024) to provide the opportunity for capacity development to all women who seek it and agree to WWEE follow up. CCBO seeks to recruit, enroll, and “graduate” a minimum of 250 women in Metro Manila through its training program.
- II. Business Plan Coaching and Evaluation: Participants electing to prepare a business plan/funding proposal will receive WWEE technical assistance and coaching to develop and submit 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 III.
- III. Funding Support for Women Entrepreneurs: WWEE will seek to leverage CCBO’s partner networks and private sector funders and finance institutions to help assemble funding for those selected in Step II. Similarly, WWEE will reach out to local and international SWM women executives/entrepreneurs, local government units (LGUs), members of CCBO partners’ networks and others to create a technical advisory group (TAG) to mentor and coach funding recipients selected in Step II. Funding recipients will receive blended, customized funding through a combination of small grant funding by CCBO, private sector investment, and private banks, according to need. Small grants provided to entrepreneurs by CCBO will 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: Participants who successfully complete the Basic Business Skills training and are interested may enroll to receive Advanced Business trainings that builds on Step I courses (e.g., hiring and employee management, supervision, advanced women’s business leadership, advanced negotiation for women, SWM health and safety). 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), and annual in-person meetings, as possible—dependent upon the COVID-19 situation. Step I graduates will be provided access to observe and perhaps to participate in these sessions. All “graduating” participants will be strongly encouraged to mentor others, continuing after USAID funding ends.
- 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 entrepreneurs who sell products made from recycled/repurposed materials. CCBO is currently investigating such Philippines market opportunities.

Grant Activities

As a result of this RFA, CCBO seeks to issue **one** grant to a private university, non-governmental organization, research institution, **or** business and gender training organization to work in partnership with the CCBO and WWEE program staff team to provide the Training and Program Management support described below (see Figure 1). 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).

Figure 1: WWEE Implementing Partners



Grant Phases:

The successful applicant will begin by implementing Phase I to develop and deliver training for the basic business skills training (Step I above) and provide program management support to CCBO and WWEE (discussed below). Dependent on grantee experience, performance in Phase I, and capacity, this grant may be expanded to include a second phase where the grantee also supports the development of the Advanced Trainings (Step IV above) to include such topics as supervision, SWM health and safety, Philippine labor law for entrepreneurs made simple, etc. The grantee may also participate in a training of trainers (ToT) to ensure broader reach of the program.

Training Support

WWEE’s training component will advance women’s access to opportunities while addressing gender equality in SWM, such as women’s leadership, navigating the SWM sector as a woman, mitigating and responding to gender-based violence, etc. Training modules will be developed by CCBO/WWEE staff, such as the Johns Hopkins University (JHU) See Change initiative, and the selected grantee. CCBO will likely partner with JHU See Change to develop most of the basic business and gender/personal empowerment training modules. The Deputy WWEE Activity Manager will contribute to the development of the module on gender-based violence in the curriculum. The recipient of this grant will work with CCBO staff and JHU See Change to adapt the training modules to be relevant to the Philippines and to SWM/3Rs context; develop additional modules to fill “gaps” in content; and ultimately integrate all training modules into one, comprehensive WWEE curriculum divided into Part I: Basic Business Skills/Empowerment adaptation of the See Change curriculum and Part II: Advanced Business Skills for women who have completed the first portion.

Under this grant, the selected grantee will:

- Develop a training needs assessment, in collaboration with WWEE and other CCBO staff; conduct the needs assessment with a sample of 20 women waste pickers (from Metro Manila

waste picker associations) and at least 15 women junk shop owners or workers in Metro Manila, as well as any female managers in the environment sector in the LGUs

- Ensure that the grantee's trainers and managers (among whom women should be strongly represented (e.g., at least 70%) attend a TOT provided by the international WWEE training partner
- Collaborate with CCBO partner, the John Hopkins University's SEE Change Initiative, to customize an agency-based empowerment training for women participants and learn the approach through participation in a training of trainers that the grantee will then use to roll out the training
- Design complementary SWM training modules and materials for Basic Business Skills, and develop the Advanced Business Skills Training, should CCBO authorize a grant extension for Phase II activities contingent upon successful implementation of Phase I (Steps I and IV above).²
- Develop additional, required modules to fill any training gaps, based on evidence from the needs assessment.
- Identify and hire appropriate training staff, if they are not currently employees of the organization, to deliver integrated training modules (virtual, leading to in-person). Work with CCBO WWEE staff to engage, recruit, and coordinate ongoing communication with community members/participants micro, small and medium enterprises.
- Deliver training to WWEE participants (anticipated to be virtual for the first six months) and in-person as soon as COVID-19 health considerations permit. Virtual trainings should be available "on-demand," and in-person trainings conducted at least four times per year for the first year (trainings may be held more frequently to make up for any time lost due to pandemic limitations)
- Be available to answer training participants' questions, and interact with them outside of training to facilitate learning
- Track training participants' completion of remote and in-person training and follow up periodically with training participants to track how they have used the training
- Develop a remote training needs assessment for the first two cohorts of training participants who have completed the entire first WWEE curriculum to assess what advanced business skills will be required; the grant recipient may also be asked to integrate gender training within this as well
- As a potential Phase II grantee (depending on performance of Phase I), develop and deliver the advanced business training curriculum based on the training needs assessment and additional guidance from CCBO; the advanced training will only be available to women who have completed the entire first curriculum.

Program Management Support

- Provide logistical support for business coaching and mentorship (Steps II and IV above)
- Collaborate with the WWEE Activity Manager to coordinate and liaise closely with local government units to continue building a strong enabling environment for women in business
- Closely collaborate with CCBO WWEE managers to recruit training participants for the Basic Business/Women's Empowerment training
- Report on program progress and CCBO/W-GDP MEL Indicators

² Phase I of the grant will cover Basic Business Skills and women's empowerment only, with the potential for the grant to be extended in Year Two to include support for development and distribution of the Advanced Trainings, depending on the selected applicant's expertise and performance on developing and delivering the Basic Skills training.

- Work with CCBO and its partners to develop pre-and post-training knowledge assessments and post-training and post-graduation skills assessments
- Support all training participants to take the pre- and post- knowledge assessments; and at least 60% of funding recipients to take the skills assessment
- Conduct regular outreach (twice per year for those who have stopped at step I or II) with all training participants via SMS, email, or the WWEE website
- As requested, and in close collaboration with the management of CCBO WWEE, reach out to members of the Philippine finance/business community(e.g., local banks, local businesses, and larger Philippine business chains such as malls, restaurants, and other prominent businesses) to acquaint them with WWEE and explore their interest in participating in some way e.g., financing, mentoring.

Geographic Focus

While remote training programs can be provided to participants in any location within the Philippines, the intention is to eventually deliver trainings in-person within the Metro Manila area. As such, applicants should demonstrate an existing presence or ability to have a presence in Metro Manila for the duration of the grant.

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.

Program-funded businesses will contribute a small percentage of profits beginning in year three, for a predetermined period. CCBO/WWEE will negotiate continued relationships and financial contributions with private sector partners to sustain the WWEE network and activities. Local governments will be encouraged to sign MOUs to support WWEE's continuation or expansion to other sectors.

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 18 months - 3 years depending on whether the applicant is selected to support both the basic and advanced skills training (Phases I and II), or just the basic skills training (Phase I). It is anticipated that grant activities will begin in January 2021. After the grantee has developed and begun delivering the training materials, and before the end of the grant, CCBO will carry out an assessment to determine if the grantee will be asked to deliver Phase II. This will be based on performance in Phase I, and CCBO's assessment of the grantee organization's experience and capacity to deliver the second phase.

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 but may propose to hire consultants or subgrant/subcontract portions of the work. It is expected that the lead recipient carries out the majority of the work and is responsible for the overall compliance and reporting on grant requirements.

Application Process

Interested and eligible applicants (see Section 3) must submit their application to opportunities@cleancitiesblueocean.org by December 2, 2020 using the application format and attachments provided (Attachments A-D). Questions may be sent to opportunities@cleancitiesblueocean.org by November 5, 2020. 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. Assurance of Compliance with Laws and Regulations Governing Non-discrimination in Federally Assisted Programs (*Applicable to US-based organizations; and Non-US organizations if any part of the program will be undertaken in the US*);
2. Certification Regarding Lobbying
3. Certification Regarding Terrorist Financing
4. 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 U.S. organizations: [2 CFR 700](#), [2 CFR 200](#), and [ADS 303mat, Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#) (for FAA) or [ADS 303maa, Standard Provisions for US Nongovernmental Organizations](#) (for SG).
- 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. As a W-GDP Incentive Fund program, the organization will also be required to adhere to W-GDP branding and review protocols.

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:

- Universities, non-governmental organizations, research institutions or business and gender training organizations (while non-Philippine organizations are eligible to apply, local Philippine organizations are preferred and strongly encouraged to apply);
- 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.
- Demonstrated expertise in gender programming, training or research.
- Organizations with experience working with women-owned micro, small and medium-enterprises³ (preferred but not 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'⁴;

³ 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).

⁴ 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

- 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:

- Construction⁵ and improvements, renovation, alteration and refurbishments⁶ as defined in [ADS 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

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.

⁵ 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.

⁶ 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.)

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.⁷

- 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 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.

I. 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

⁷ 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.

- Grant management (managing reporting and compliance requirements)⁸
- Working in Manila and/or have a presence there

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 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).
- 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 to opportunities@cleancitiesblueocean.org. Your Full Application must consist 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 for both Phase 1 and 2. Upon review and selection/negotiation of a successful applicant, CCBO will determine if both Phases will be awarded or if an award will be made for Phase 1 with a potential to include Phase 2 if deemed appropriate in implementation.

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.

⁸ 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.

CLEAN CITIES, BLUE OCEAN

CCBO-RFA-PhilippinesWWE-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

[insert]

Project Description

1. **Previous Experience (6 pages):** Describe your organization's (and any proposed 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)
 - g) Working in Manila and your organizations established presence

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) Assisting in recruiting trainees
 - c) Coordinating the technology and logistics of providing in-person and virtual forums 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 an international panel of mentors, but participants may also require mentoring on training content. Please specify the number of hours trainers can be available for mentoring)
 - e) Collaborating and communicating with various stakeholders, e.g., local government units, waste picker and junk shop associations
 - f) Identifying in-kind or third-party contributions such as training space (if applicable)
 - g) Managing the grant (staff, resources, systems).
 - h) Building a training program that could be sustained after the WWEE program and funding ends.

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 (if applicable): 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.

Subgrant or Subcontract (if applicable): Provide a separate tab(s) in the budget with a detailed breakdown of all costs with the same level of budget note details as provided in this Attachment A.

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 traveling. The training and material costs can include the costs for reimbursing participants for their travel.**

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. 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. Ex: Zone A – 1km-10km are reimbursed 100 pesos; Zone B – 10km-20km are reimbursed 175 pesos, etc.)***

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 I: Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

[All US-based organizations; and Non-US organizations undertaking activities in the United States must sign]

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 USC. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 USC. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 USC. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is 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 this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

By signing below the recipient provides certifications and assurances for the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs.

Name of Organization: _____

Representatives Name: _____

Representatives Title: _____

Representatives Signature: _____

Certification 2: 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-WWEE-001

Date of Application: _____

Name of Organization: _____

Representatives Name: _____

Representatives Title: _____

Representatives Signature: _____

ATTACHMENT E: ADDITIONAL INFORMATION ON CCBO'S APPROACH TO WOMEN'S ECONOMIC EMPOWERMENT

In August 2019, Tetra Tech was awarded the Clean Cities, Blue Ocean (CCBO) Program, a five-year contract from the U.S. Agency for International Development's (USAID) Bureau of Economic Growth, Education, and Environment's Office of Land and Urban. CCBO is responding to the global crisis of ocean plastic pollution by targeting plastics directly at the source in cities and towns, specifically in rapidly urbanizing areas throughout low- and middle-income countries.

CCBO integrates gender inclusivity throughout its global approach and in each of its country-specific activities. As part of its focus on gender inclusivity, CCBO aims to improve women's economic empowerment (WEE). CCBO's efforts are part of the U.S. government's Women's Global Development and Prosperity (W-GDP) initiative, which is guided by three core pillars. CCBO also seeks to address other gender-related challenges, and as such—depending on local contexts—also seeks to address other gender issues that affect the ability to practice good SWM, women's ability to work in SWM jobs, and/or their broader well-being, (e.g., ability to make decisions within the household, participate equally in society, and be free from gender-based violence).

CCBO is a W-GDP funded program and its activities seek to advance the three pillars of W-GDP. CCBO's grants program will significantly contribute to these goals. An overview of W-GDP is provided below.

W-GDP aims to enhance opportunities for women to participate meaningfully in the economy and advance both prosperity and national security. W-GDP focuses on three pillars:

1. **Women Prospering in the Workforce:** Advancing women in the workforce by improving access to quality vocational and skills training, enabling women to secure jobs in their local economies.
2. **Women Succeeding as Entrepreneurs:** Increasing women's access to capital, markets, networks, and mentorship to aid women in establishing and growing their businesses.
3. **Women Enabled in the Economy:** Removing restrictive legal, regulatory, and cultural barriers to facilitate women's meaningful participation in the economy.

Additionally, under Pillar 3, W-GDP focuses on **five foundational areas of legal reform:**

1. **Accessing Institutions:** Lifting restrictions on women's authority to sign legal documents, such as contracts and court documents, and addressing unequal access to courts and administrative bodies for women, whether officially or through lack of proper enforcement.
2. **Building Credit:** Ensuring women's equal access to credit and capital to start and grow their businesses and prohibiting discrimination in access to credit on the basis of sex or marital status.
3. **Owning and Managing Property:** Lifting restrictions on women possessing and managing property, including limitations on inheritance and the ability to transfer, purchase, or lease property.
4. **Traveling Freely:** Addressing constraints on women's freedom of movement, including restrictions on obtaining passports on the basis of sex.
5. **Removing Restrictions on Employment:** Eliminating barriers that limit women's working hours, occupations, or tasks on the basis of sex.⁹

⁹ WGDP: Women's Global Development and Prosperity Initiative Annual Report 2019-2020

ATTACHMENT F: 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 G: 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.