



# Egypt Competitiveness Project

**USAID PRIME CONTRACT NO. EEM-I-12-07-00008**

## **Request for Applications (RFA) B.3 No.1**

**Name of the RFA:**  
**Support for National Competitiveness**

|                               |                             |
|-------------------------------|-----------------------------|
| Date of Issue:                | December 6, 2010            |
| Closing Date for Application: | January 6, 2010 at 17:00 pm |

Address: 44 Road 18/81, Maadi, Cairo, Egypt

E-mail: [grants@ecpegypt.com](mailto:grants@ecpegypt.com)

**Egypt's Competitiveness Project (ECP)**  
**Request for Applications (RFA) B.3 No.1**

Issuance Date: December 6, 2010

Dear Applicant:

Egypt's Competitiveness Project (ECP) is a USAID-funded project implemented by Chemonics International. ECP is seeking applications for the implementation of a program to promote national competitiveness. The grant will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and Chemonics International/ECP's internal grant management policies.

The Project will receive questions to this RFA. The deadline for submitting questions to ECP is **COB Thursday, December 9, 2010**. Questions shall be submitted as follows:

Address: [grants@ecpegypt.com](mailto:grants@ecpegypt.com)

Subject: Questions re. Request for Applications (RFA) B.3 No.1

Annexes included with this Request for Applications:

- Annex A – Detailed Scope of Work
- Annex B – Implementation Timeline
- Annex C – Grant Application Form
- Annex D – Grant Application Budget Forms
- Annex E - Equal Opportunity for Faith Based and Community Groups provision and survey
- Annex F – Applicant Self-Assessment Form
- Annex G – Required Certifications

**A. OBJECTIVE**

ECP is awarding a grant to an Egyptian NGO to promote economic growth and prosperity for all Egyptians by way of developing more competitive environment for broad-based economic opportunity and business expansion. The objective of this grant is to provide support to non-governmental organizations. The grants program is to become an important resource for stimulating innovation and strengthening existing institutions.

**B. PROGRAM DESCRIPTION**

**B.1 BACKGROUND**

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USAID started its technical assistance to the GOE for Egypt's economic transition to the private-market model in the early 1990s. Assistance has been delivered through a number of projects with scopes covering trade, intellectual property rights (IPR), insurance, customs, taxes and fiscal policies, privatization, monetary policy, laws and regulations, banking, trade facilitation, commercial law, credit, small and micro enterprises, agricultural policy, water policy, information and communications technology, capital market development, policy advocacy, and macroeconomic foundations. More information on SO-16 assistance related to Egypt's Competitiveness Project (ECP) can be found at <http://www.usaideconomic.org.eg/>.

ECP is a three-year project financed by USAID and managed by Chemonics International Inc. The program is designed as a comprehensive, fully integrated program to provide technical assistance (and related training, grants and commodity support) to enhance Egypt's competitiveness through regulatory reform, streamlined business processes, improved labor skills and productivity, and a modernization of the financial sector. ECP's approach focuses on four integrated components:

- Supporting the development of a conducive regulatory environment,
- Streamlined business processes in business registries and licensing'
- Improving Workforce Development, labor skills and productivity to meet market demand, and
- Strengthened financial sector including improving access to finance for Small and Medium Enterprises (SMEs).

Chemonics will provide up to \$1.2 million funding to one Egyptian NGO to monitor and promote competitiveness in the Egyptian economy under this RFA. The duration of the activity is expected to be no more than 2.5 -3 years.

### **B.2 SCOPE OF WORK**

The grant will contribute to Egyptian national competitiveness by promoting public-private dialogue on policies; encouraging participation of NGOs; building the capacity for those organizations; raising public awareness of competitiveness; and/or conducting market research on competitiveness.

For each proposed activity, the applicant will also propose target indicators chosen from among a menu of options. The list of potential indicators is found in Annex A.

ECP recognizes that some grantees may need technical assistance to more effectively carry out the model. Consequently applicants are encouraged to specify their needs for technical assistance and/or training in their application.

### **C. EVALUATION CRITERIA**

Applications will be evaluated by an internal review panel within ECP, and recommendations may be vetted by a larger group. Applications will be evaluated against the criteria in the table below.

| <b>Evaluation Category</b>                 | <b>Rating (Points)</b> |
|--|------------------------|
| Feasibility of Design & Technical Approach | 30                     |
| Impact on Target Group                     | 10                     |
| Management & Programmatic Capacity         | 15                     |

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|   |            |
|---|------------|
| Sustainability/Financial Self-Reliance    | 15         |
| Cost efficiency                           | 10         |
| Past performance                          | 10         |
| Cost Share                                | 5          |
| Gender Awareness                          | 5          |
|   |            |
| <b>Overall Rating (out of 100 points)</b> | <b>100</b> |

These evaluation criteria elements are described more fully below.

*A. Feasibility of design & Technical Approach.* The quality and feasibility of the application in terms of the viability of the proposed technical approach, (i.e., the proposed technical approach can reasonably be expected to produce the intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project objectives to offer significant impacts on trade and investment in Egypt. The technical approach must directly contribute to the achievement of the ECP Program’s expected results and performance under the activity, and must be measurable under one or more of the ECP Program’s indicators for regulatory reform, streamlined business processes, workforce development or financial sector strengthening. Evaluation of approaches either proven to be effective or new untried approaches with promise. Proposed mechanisms for monitoring and evaluation with objectively measurable indicators will also be appraised. **30 points**

*B. Impact on target group.* The extent to which the proposed activity corresponds to the needs of target group(s) and will directly benefit them. Also, the degree to which it will directly or indirectly stimulate other organizations and resources to replicate, develop, or implement activities supporting the objectives of ECP. **10 points**

*C. Management and Programmatic Capacity.* Evidence of the capability to undertake and accomplish the proposed activities and positively strengthen the environment for trade and investment. The proposal should demonstrate the organization’s effectiveness in terms of internal structure, technical capacity, and key personnel, in meeting economic development goals. In addition, the organization must demonstrate adequate financial management capability Appraisal will be based principally on reference checks by ECP; the background, qualifications, reputation, appropriateness and skills of its key personnel; and the “track record,” reputation, and achievements (including development of self-sufficient, sustainable activities) of the organization involved. **15 points**

*D. Sustainability/Financial Self-Reliance.* The extent to which the funded activity will result in building and strengthening the capacity of the community and local organizations, and whether the activity itself is sustainable or will stimulate sustainability of the organization. **15 points**

*E. Cost efficiency.* The degree to which budgeting is clear and reasonable and reflects best use of organizational and grant resources. **10 points**

*F. Past Performance.* Previous or ongoing experience implementing similar activities. This examines an Applicant’s track-record, which is a critical factor in assessing the capacity of the Grantee to implement the activity. **10 points**

*G. Cost Share.* The local contribution reflects commitment to the project by the targeted beneficiaries and local institutions. Any applicant to be supported under this RFA is expected to make a 20% cost share contribution towards the implementation of the activity. **5 points**

H. *Gender awareness*. The extent to which the funded activity includes a gender component or represents a strong commitment to women as beneficiaries. **5 points**

## **D. ELIGIBILITY**

### **D.1 RECIPIENTS**

- Applicants must be a non-governmental organization, recognized by and in good standing with appropriate Egyptian authorities, and compliant with all applicable civil and fiscal regulations
- Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to ECP's priority areas
- All applicants must have established outreach capabilities with linkages to the beneficiary group(s) identified in the scope of work, which is reflected by the incorporation of local views in the proposal
- Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in Annex E of this RFA except for faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.
- Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. ECP will assess this capability prior to awarding a grant.
- Applicants must sign the following required certifications prior to receiving a grant. ECP will provide the certifications (Annex G) and review them with applicants.
  - Recipient Certificate of Compliance
  - Certification Regarding Terrorist Financing
  - Certification Regarding Lobbying
  - Survey on Ensuring Equal Opportunity for Applicants

### **D.2 INELIGIBLE EXPENSES**

ECP grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind
- Ceremonies, parties, celebrations, or "representation" expenses
- Purchases of restricted goods, such as: agricultural commodities, motor vehicles, pharmaceuticals, contraceptive products, used equipment; without the previous approval of ECP, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.
- Alcoholic beverages
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/origin/nationality (i.e. from Cuba, Iran, Iraq, Laos, Libya, North Korea, and Syria).
- Any purchase or activity, which has already been made.

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- Purchases or activities unnecessary to accomplish grant purposes as determined by the ECP Project.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Creation of endowments.

### **E. FUNDING**

All grants will be negotiated, denominated and funded in Egyptian Pounds. Payments will either be made on a reimbursement basis in tranches corresponding to achievement of agreed upon milestones or in exceptional cases, on a periodic advance and liquidation basis. The decision will be made by ECP as part of an eventual analysis of the Applicant's organizational capability to manage grant funds.

All costs funded by the grant must be allowable, allocable and reasonable. The allocation for any commodity procurement proposed must not exceed 20% of the total activity costs. A 20% cost-sharing element from the applicant and/or an approved third party must be contributed to the grant activity.

Grant applications must be supported by a detailed and realistic budget as described in Section D below.

### **F. AUTHORITY/GOVERNING REGULATIONS**

ECP grants to non-U.S. organizations adhere to guidance provided under USAID's Advanced Directive System (ADS), Section 302.3.5.6, "Grants Under Contracts," ADS Chapter 303, "Grants and Cooperative Agreements to Non-Governmental Organizations," and within the terms of the USAID Standard Provisions applicable to Non-U.S. Non-Governmental Recipients. These provisions can also be accessed through the USAID external website at [www.info.usaid.gov](http://www.info.usaid.gov) "Business & Procurement" section.

ADS 303 references three additional regulatory documents issued by the U.S. government's Office of Management and Budget (OMB) and the U.S. Agency for International Development:

[22 CFR 226](#): Administration of Assistance Awards to U.S. Non-Governmental Organizations

OMB Circular A-122: Cost Principles for Nonprofit Organizations

OMB Circular A-133: Audits of States, Local Governments, and Nonprofit Organizations

Full text of the OMB circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. ECP is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in these circulars, as applicable to the respective terms and conditions of their grant awards.

ECP alerts applicants and grantees that USAID may, at its sole discretion, supersede any decision, act or omission taken by ECP with respect to any grant. Under the ECP grant program, USAID retains the right at all times to (1) dictate a different decision with respect to the award or administration of any grant; (2) rectify an omission by ECP with respect to the award or administration of any grant; (3) take over the administration of any grant awarded hereunder; and/or (4) terminate, in whole or in part, ECP's grant-making authorities.

### **G. INSTRUCTIONS TO APPLICANTS**

The applicants will propose their own implementation strategies for the implementation of the scope of work described above and in more detail in Annex A, introducing innovations that are appropriate to their organizational strengths.

### **G.1. Applicant Self-Assessment**

All applicants are subject to a pre-award responsibility determination by ECP, to ascertain whether the organization has the minimum management capabilities required to handle US government funds. This self assessment is a first step in the responsibility determination process. The Applicant Self Assessment is contained in Annex F.

### **G.2. Full Grant Application**

Applications/Proposals should be submitted in hard copy to the ECP offices at the address below and should reference: Request for Applications (RFA) B.3 No.1 In addition an electronic copy of the application may be emailed.

ECP Project  
44 Road 81/18 Maadi, Cairo, Egypt  
Email: [grants@ecpegypt.com](mailto:grants@ecpegypt.com)

***The deadline for submitting applications is COB January 6, 2011 17 PM. Late applications will not be accepted.***

Templates for presentation of both the technical and budget aspects of the application are provided in Annex B-D. Applicants shall present their proposals in the formats provided. Those applications that are not submitted according to the formats requested and in accordance with the instruction in this RFA will be considered as non-responsive and will be disqualified.

The application elements and guidelines are summarized below:

- **Section I (Basic Information).** The Applicant provides basic contact information and information regarding the status of the organization.
- **Section II (Project Description).** The Applicant describes overarching program elements such as objective of the grant and the linkage to ECP's objectives, results and indicators for measuring results, the activities' beneficiaries, and plan for disseminating activity deliverables.
- **Section III (Project Implementation Plan).** This section covers information regarding project implementation, including proposed personnel and descriptions about each task. Each task must be:
  - Complete and sound
  - Integrated and scheduled with dependent tasks
  - Assigned to a responsible party
  - Defined in terms of resources required
  - Concluded with a viable milestone of achievement—milestones must be linked to results.

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The tasks listed must show a logical, thoughtful approach to the overall implementation plan. Tasks should describe actions and be logically sequenced. Each task must contribute to the achievement of the activity objective.

Applicant describes any relevant material assumptions made and/or conditions precedent required for the achievement of the grant objective.

The implementation plans must be supported by a bar chart that shows all identified tasks over the duration of the activity.

- **Section IV (Experience and Capacity).** Applicant describes previous or on-going experience implementing similar activities. This is a critical factor in assessing the capacity of the Grantee to implement the activity. Applicant also provides contact information of references that can speak to the Applicant's past performance and capabilities.
- **Section V (Cost).** This is a summary of the information provided in the application budget forms, and includes total grant request, Grantee's cash or in-kind contributions (cost-sharing) for the activity, contributions from other sources (co-funding) for the activity. Applicant also describes any other USG funding they are currently receiving for other purposes. Applicant must identify any long-term, recurrent commitments resulting from activity, and Applicant's plan for sustainable coverage.
- **Section VI (Budget).** The Budget forms, when properly completed, reviewed, and approved, serve as the mutually agreed-upon "roadmap" for activity financial management. All activity costs must be identified. Cost data must be accurate; proposed amounts should not be unrealistically high or low.

It is important that the budget clearly indicate where specific project funds are to come from (from USAID, co-funding by another donor, or the applicant's cost-sharing contribution). Furthermore, contribution from other donors and Grantees resource commitment will be investigated and documented. In order to avoid double financing/ billing, ECP will require full disclosure by all involved parties and will maintain contact with co-funders to verify their contributions.

The budget form (included in Annex D) includes the following:

1. Grant Budget Summary Form
2. Monthly Budget Breakout Form

The allocation for any commodity procurement proposed must not exceed 20% of the total activity costs. Budgeted amounts must also be supported by justification, and the applicant must be able to provide such backup to ECP if requested.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

The application must be signed by an authorized agent of the Applicant.

### **G. 3. Application Submission Information**

Applications shall be submitted in English and no longer than 20 pages.

Applications should be submitted in hard copy to the ECP offices at the address below and should reference RFA B3 No.1. In addition an electronic copy of the application may be emailed.

ECP Project  
44 Road 81/18 Maadi, Cairo, Egypt  
Email: grants@ecpegypt.com

In addition to the application forms, applicants should submit to ECP a copy of the Applicants valid legal registration, organizational charter, and corporate by-laws and a copy of their latest audited financial statements. These can be submitted in hard copy; electronic copies are not required. Applications (Technical and Budget proposals and supporting documentation) must be submitted no later than 5:00 pm local time, **January 6, 2011**.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of ECP, nor does it commit ECP to pay for costs incurred in the preparation and submission of an application. Further, ECP reserves the right to accept or reject any or all applications received.

## **ANNEXES**

### **ANNEX A. Detailed Scope of Work**

The objective of the grant is to contribute to Egypt's national economic competitiveness and growth. The specific scope of work may include:

1. Informing, fostering and promoting public-private dialogue and debate on key policy issues relevant to competitiveness.
2. To provide policy advice on specific competitiveness-related issues.
3. Promoting private sector and civil society leadership on policy dialogue.
4. Raising public awareness of competitiveness-related initiatives and policies.
5. Extension of competitiveness activities to the Governorate level.
6. Encouraging the Government of Egypt to institutionalize mechanisms of accountability, monitoring and evaluation of economic initiatives.
7. Promote effectiveness of industry associations to promote competitiveness
8. Promote partnerships and networking among government and private sector business associations.
9. Conduct comparative market research on competitiveness.
10. Expand the membership base of business associations.

Indicators and Targets:

The grantee will propose indicators and targets for the scope of work. Indicators might include, for example:

- Number of public-private events /workshops held
- Number of policy recommendations promoted
- Number of public awareness events held
- Number of new association members

**ANNEX B. Implementation Timeline**

| <b>IMPLEMENTATION PLAN</b>   |   |   |   |   |   |   |   |   |   |   |    |    |    |   |   |  |  |
|--|---|---|---|---|---|---|---|---|---|---|----|----|----|---|---|--|--|
| <b>Activity</b><br>List each activity. Please be as specific as possible. Use additional pages if necessary. | <b>Target Audience</b><br>(if applicable)<br>Who is the audience targeted for the activity? | <b>12 Month Timeline</b><br>Place an X in the appropriate box to indicate the first and last month of the activity. |   |   |   |   |   |   |   |   |    |    |    | <b>Person(s) Responsible</b><br>Who is responsible for implementing the activity? | <b>Evaluation Indicators</b><br>How will you measure the success of the activity? |  |  |
|  |   | 1   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |   |   |  |  |
|  |   |   |   |   |   |   |   |   |   |   |    |    |    |   |   |  |  |
|  |   |   |   |   |   |   |   |   |   |   |    |    |    |   |   |  |  |
|  |   |   |   |   |   |   |   |   |   |   |    |    |    |   |   |  |  |
|  |   |   |   |   |   |   |   |   |   |   |    |    |    |   |   |  |  |
|  |   |   |   |   |   |   |   |   |   |   |    |    |    |   |   |  |  |

## ANNEX C. Application

### Grant Application Form

*This is an external form for completion by grant applicants.*

*ECP will assist applicants in understanding the application process, and can provide coaching in application development at the request of applicants.. Annexed to this document is an M&E Indicator Form that should also be completed at the time of submission of the grant application. You will also be provided with a detailed budget format that should be completed and submitted with your application.*

This application is in response to RFA B3 No. 1.

#### Section I. Basic Information

1. Name of your organization:
2. Date organization was founded:
3. Contact information:

|                                  |               |
|----------------------------------|---------------|
| Key contact person(s) and title: |               |
| Office address:                  | Office phone: |
| Mobile:                          | Fax:          |
| E-mail:                          | Website:      |

4. Describe your organization and its purpose:

#### Section II. Program Description

5. Title of your proposed activity:
6. Objective of your proposed activity:
7. Background: What is the issue or problem that your activity will address? Why is it critical to address this issue?
8. Describe your activity in detail (or attach a project description):
9. On a form annexed to this application, please list the results to be achieved and the indicators you will use to measure success. In addition to quantitative indicators, you may also suggest others ways to measure success or impact.
10. Describe your method for selecting participants and beneficiaries.

#### Section III. Implementation Plan

11. Anticipated duration of your activity:

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|   |  |
|---|--|
| Overall length (total number of months)   |  |
| Start and end date (day, month, and year) |  |

12. Main tasks, with estimated start and end dates for each task. Please include all events, trainings, publications, etc.

| Description of Main Tasks                | Start & End Dates |
|--|-------------------|
| Task 1:                                  |                   |
| Task 2:                                  |                   |
| Task 3:                                  |                   |
| Task 4:                                  |                   |
| Task 5:                                  |                   |
| Task 6:                                  |                   |
| Task 7, etc: (please add rows as needed) |                   |

13. Location(s) of the activity (add more rows as needed).

| # | Community | Municipality | Department | State |
|---|-----------|--------------|------------|-------|
| 1 |           |              |            |       |
| 2 |           |              |            |       |
| 3 |           |              |            |       |
| 4 |           |              |            |       |
| 5 |           |              |            |       |

14. List personnel who will be involved in implementing this project (CVs & salary history sheets are required for all project personnel):

15. List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc). If available, please attach an organizational chart.

**Section IV. Experience and Capacity**

16. Experience Implementing Similar activities:

17. List three independent relevant professional references for the organization:

**Section V. Cost**

18. Estimated cost in Egyptian Pounds per the attached budget:

Amount requested from ECP program: EGP \_\_\_\_\_  
 In-kind or other contribution from your organization: EGP \_\_\_\_\_  
 Other donors or third-party resources (Non- USG funds) EGP \_\_\_\_\_  
 Total Estimated Cost EGP \_\_\_\_\_

19. List major donor-funded activities (U.S. and other) that your organization has managed in the last two years and currently receives, or expects to receive within the duration of the grant activity:

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| Donor Agency | Title of Project, Location, & Start & End Dates | Total Funding (in USD) | Donor Contact Person     |
|--------------|---|------------------------|--------------------------|
|              |   | \$                     | Name:<br>E-mail:<br>Tel: |
|              |   | \$                     | Name:<br>E-mail:<br>Tel: |
|              |   | \$                     | Name:<br>E-mail:<br>Tel: |

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX D. Budget Templates

### GRANT APPLICATION BUDGET FORMS

#### C.1. Purpose

These forms, when properly completed, reviewed, and approved, serve as the mutually agreed-upon “roadmap” for activity financial management. All activity costs must be identified. Cost data must be accurate; proposed amounts should not be unrealistically high or low. To be successful, a grant activity must be adequately funded—not over-funded or under-funded. For Standard Project Grants the forms consist of a financial summary budget form and the monthly budget breakout form.

#### C.2. Instructions

**Salaries**—Salary or any other form of direct payment of grant funds to any Applicant employee (or consultant) who is directly engaged with the grant activity implementation plan. Grantees without verifiable rates will use the ECP’s rate sheet based on market research.

**Benefits**— For the allocated portion of the salary of the referenced personnel, per Applicant established policy and procedures, and Egyptian Laws.

**Other Direct Costs**—This covers non-personnel-related costs allocated to implementation of the grant activity (e.g. supplies, Applicant office rent, utilities, etc.).

**Activity Service Delivery**—Examples would be the rental of a training facility, or printing of training documents.

**Travel & Transport**—This covers activity staff and/or beneficiary travel costs and per diem, plus the cost of transporting activity materials.

**Goods & Materials**—This covers equipment and furnishings to be purchased specifically for the proposed grant activity. All equipment must adhere to USAID grant procurement regulations.

#### Monthly Budget Breakout Template (Standard Project Grants)

The monthly budget breakout form contains the same budget information broken out in the anticipated monthly expenditures. This form aides in projecting cash flow needs.

All proposed grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures.

All line items must be supported by budget notes with enough detail to permit a determination of cost allowability with respect to OMB Circular A-122 (referenced in the Annexes). Budgeted amounts must also be supported by justification, and the Applicant must be able to provide such backup to ECP if requested.

**C.3. Grant Budget Form (Standard Project Grants)**

**ECP  
GRANT BUDGET FORM**

Applicant Name:

Grant Activity Title:

| <b>Item</b>                           | <b>Amount to be funded by the grant</b> | <b>Cost-sharing amount</b> | <b>Total (in EGP)</b> |
|---------------------------------------|---|----------------------------|-----------------------|
| <b>1. Salaries</b>                    |   |                            |                       |
|                                       |   |                            |                       |
| Subtotal                              |   |                            |                       |
| <b>2. Benefits</b>                    |   |                            |                       |
|                                       |   |                            |                       |
| Subtotal                              |   |                            |                       |
| <b>3. Other Direct Costs</b>          |   |                            |                       |
|                                       |   |                            |                       |
| Subtotal                              |   |                            |                       |
| <b>4. Activity Service Delivery</b>   |   |                            |                       |
|                                       |   |                            |                       |
| Subtotal                              |   |                            |                       |
| <b>5. Travel &amp; Transportation</b> |   |                            |                       |
|                                       |   |                            |                       |
| Subtotal                              |   |                            |                       |
| <b>6. Goods &amp; Materials</b>       |   |                            |                       |
|                                       |   |                            |                       |
| Subtotal                              |   |                            |                       |
| <b>TOTAL</b>                          |   |                            |                       |

Note: Budget notes are required for each line item in sufficient detail to facilitate a complete cost allowability determination in accordance with ECP cost principles.

The above cost data is certified to be accurate, complete, current, and allowable per the guidance found in ECP’s Grant Manual:

Applicant Agent \_\_\_\_\_

Date \_\_\_\_\_

**ECP Standard Grants Budget Monthly Breakout**

APPLICANT Name:

Grant Activity Title:

| Item                                | MONTHS |   |   |   |   |   |   |   |   |    |    |    | Total (in Egyptian Pounds) |
|-------------------------------------|--------|---|---|---|---|---|---|---|---|----|----|----|----------------------------|
|                                     | 1      | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |                            |
| <b>1. Salaries</b>                  |        |   |   |   |   |   |   |   |   |    |    |    |                            |
|                                     |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| Subtotal                            |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| <b>2. Benefits</b>                  |        |   |   |   |   |   |   |   |   |    |    |    |                            |
|                                     |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| Subtotal                            |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| <b>3. Other Direct Costs</b>        |        |   |   |   |   |   |   |   |   |    |    |    |                            |
|                                     |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| Subtotal                            |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| <b>4. Activity Service Delivery</b> |        |   |   |   |   |   |   |   |   |    |    |    |                            |
|                                     |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| Subtotal                            |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| <b>5. Travel/Transportation</b>     |        |   |   |   |   |   |   |   |   |    |    |    |                            |
|                                     |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| Subtotal                            |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| <b>6. Goods &amp; Materials</b>     |        |   |   |   |   |   |   |   |   |    |    |    |                            |
|                                     |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| Subtotal                            |        |   |   |   |   |   |   |   |   |    |    |    |                            |
| <b>TOTAL</b>                        |        |   |   |   |   |   |   |   |   |    |    |    |                            |

## **ANNEX E. Equal Opportunity for Faith Based and Community Groups provision and survey**

### **ENSURING EQUAL OPPORTUNITY FOR FAITH-BASED & COMMUNITY ORGANIZATIONS**

Complying with requirements of Executive Order 13279, *Equal Protection of the Laws for Faith-Based and Community Organizations*, USAID ensures equal protection and opportunity for faith-based and other community organizations in administering social service programs supported with Federal financial assistance following these fundamental principles:

- (1) Federal financial assistance for social service programs must be distributed in the most effective and efficient manner possible;
- (2) All eligible organizations, including faith-based and other community organizations, must be able to compete on an equal footing for Federal financial assistance used to support social service programs;
- (3) No organization may be discriminated against on the basis of religious character or affiliation in the administration or distribution of Federal financial assistance;
- (4) Faith-based organizations may not be required as a condition of Federal assistance to sacrifice their independence, autonomy, expression, or religious character. Accordingly, a faith-based organization that applies for or participates in a USAID program may retain its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct federal financial assistance to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use their facilities to provide social services supported by USAID, without removing or altering religious art, icons, scriptures, or other symbols from these facilities. In addition, a faith-based organization may retain religious terms in its name, select its board members on a religious basis, and include religious references in its mission statements and other chartering or governing documents.

USAID collects data regarding the participation of faith-based and community organizations in social service programs that receive Federal financial assistance through the attached **Survey on Ensuring Equal Opportunity for Applicants**.

All RFA's and APS's will include the attached survey. Applicant's completion of the survey is *voluntary*, and will not be a requirement of the RFA or APS. The absence of a completed survey in an application will not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-competitive action will be instructed within the text of the survey to submit it as part of the application process. The information collected through the survey is intended for data collection purposes only. ECP will provide USAID survey data, including:

1. How many applications were received under the RFA and/or APS?
2. How many applicants identified themselves as faith-based/religious organizations (FBOs)?
3. Has the recipient proposed for this award indicated it is a FBO?

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Equal opportunity for faith-based and community organizations does not provide for set-asides or evaluation preferences for faith-based and community organizations, and data collected will not be used for purposes of funding decisions. Therefore, ECP will not:

- provide for set-asides, reservations or evaluation preferences for faith based/community organizations in RFA's or APS's.
- include participation of faith-based/community organizations as a specific evaluation factor and/or requirement for award. It may, however, be referred to as an example of one of the many types of organizations whose participation could potentially enhance the quality and impact of development assistance programs.
- provide completed surveys to the technical evaluation committee for evaluation with technical portion of the applications.

## Survey on Ensuring Equal Opportunity for Applicants

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faithbased, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey. Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled “Applicant Survey.” Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant’s (Organization) Name:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_

**CFDA Number:** \_\_\_\_\_

1. Does the applicant have 501(c)(3) status?

Yes  No (*Not applicable for Egyptian NGOs*)

2. How many full-time equivalent employees does the applicant have? (*Check only one box*).

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> 3 or Fewer | <input type="checkbox"/> 15-50    |
| <input type="checkbox"/> 4-5        | <input type="checkbox"/> 51-100   |
| <input type="checkbox"/> 6-14       | <input type="checkbox"/> over 100 |

3. What is the size of the applicant’s annual budget?

(*Check only one box.*)

- Less Than \$150,000
- \$150,000 - \$299,999
- \$300,000 - \$499,999
- \$500,000 - \$999,999
- \$1,000,000 - \$4,999,999
- \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

Yes  No

5. Is the applicant a non-religious community-based organization?

Yes  No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

Yes  No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

Yes  No

8. Is the applicant a local affiliate of a national organization?

Yes  No

**Survey Instructions on Ensuring Equal Opportunity for Applicants**

Provide the applicant's (organization) name and the grant name and CFDA number.

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community based organization if its headquarters/service location shares the postal code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

**ANNEX F. Applicant Self-Assessment**

**APPLICANT SELF-ASSESSMENT FORM**

If required in a given solicitation, this form is completed by the Applicant and submitted to ECP along with the grant application. It is used as part of ECP’s assessment of a given Applicant adherence to eligibility requirements as well as capacity to adequately handle grant funds. It may be used in lieu of or in conjunction with other pre-award responsibility determination tools.

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**ECP**

**Applicant Self Assessment Form**

Accepting a grant from ECP creates a legal duty for the grantee to use the funds according to the grant agreement and United States federal regulations. Prior to awarding a grant, ECP must assess the adequacy of the financial and accounting systems of a prospective grantee (and, if applicable, any sub recipients) to ensure accountability if a grant is awarded.

In filling out the Questionnaire, each question should be answered as completely as possible, using extra pages if necessary. Please return your completed questionnaire to ECP.

**APPLICANT INFORMATION**

Name of Organization

Activity Title:

Name, Title, Contact Information of Individual Completing Questionnaire:

**SECTION A: INTERNAL CONTROLS**

Internal controls are procedures that ensure:

- a. financial transactions are approved by an authorized individual and follow laws, regulations and the organization's policies,
- b. assets are kept safely,
- c. accounting records are complete, accurate and kept on a regular basis.

Please complete the following questions concerning your organization's internal controls:

1. List the name, position/title, and telephone number for the individuals responsible for checking expenditures to make sure they are allowable:

\_\_\_\_\_

\_\_\_\_\_

2. Responsible for maintaining accounting records: \_\_\_\_\_

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3. Responsible for preparing financial reports: \_\_\_\_\_

4. Responsible for preparing narrative reports: \_\_\_\_\_

5. Are timesheets kept for each paid employee? Yes: \_\_\_ No: \_\_\_

6. Is your organization familiar with U.S. government regulations concerning costs which can be charged to U.S. grants (OMB Circular A-122 "Cost Principles for Nonprofit Organizations" or OMB Circular A-21 "Cost Principles for Educational Institutions")?

Yes: \_\_\_ No: \_\_\_

**SECTION B: ACCOUNTING SYSTEM**

The purpose of an accounting system is to 1) accurately record all financial transactions, and 2) ensure that all financial transactions are supported by invoices, timesheets and other documentation. The type of accounting system often depends on the size of the organization. Some organizations may have computerized accounting systems, while others use a manual system to record each transaction in a ledger. In either case, ECP grant funds must be properly authorized, used for the intended purpose and recorded in an organized and regular manner.

1. Briefly describe your organization's accounting system including: a) any manual ledgers used to record transactions (general ledger, cash disbursements ledger, suppliers ledger etc.); b) any computerized accounting system used (please indicate the name); and c) how transactions are summarized in financial reports, (by the period, project, cost categories)?

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2. Does your organization have written accounting policies and procedures?

Yes: \_\_\_ No: \_\_\_

3. Are your financial reports prepared on a: Cash basis: \_\_\_ Accrual basis: \_\_\_(Accrual - bill for costs before they are incurred)

4. Can your accounting records separate the receipts and payments of the ECP grant from the receipts and payments of your organization's other activities? Yes: \_\_\_ No: \_\_\_

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5. Can your accounting records summarize expenditures from the ECP grant according to different budget categories such as salaries, rent, supplies and equipment?

Yes: \_\_\_ No: \_\_\_

6. How do you allocate costs that are “shared” by different funding sources, such as rent, utilities, etc.?

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7. How often are financial reports prepared?

Monthly: \_\_\_ Quarterly: \_\_\_ Annually: \_\_\_ Not Prepared: \_\_\_ (explain)

8. How often do you input entries into the financial system?

a. daily \_\_\_ b. weekly \_\_\_ c. monthly \_\_\_ d. ad hoc/as needed \_\_\_

9. How often do you do cash reconciliation?

a. daily \_\_\_ b. weekly \_\_\_ c. monthly \_\_\_ d. by accountant's decision \_\_\_

10. Do you keep invoices, vouchers and timesheets for all payments made from grant funds?

Yes: \_\_\_ No: \_\_\_

SECTION C: FUNDS CONTROL

ECP grantees and recipients who receive advances of grant funds must maintain a separate bank account registered in the name of the organization for the purpose of keeping only ECP grant funds. The bank account must be in local currency. ECP normally pays grantees monthly by bank transfer to the separate account. Access to the bank account must be limited to authorized individuals. Bank balances should be compared each month with your accounting records. For petty cash, it is very important to keep the cash in a strong safe and have strict controls over cash maintenance and disbursement.

1. Do you have a bank account registered in the name of your organization?

Yes: \_\_\_ No: \_\_\_

2. Will the bank account draw interest:

Yes: \_\_\_ No: \_\_\_

3. Are all bank accounts and check signers authorized by the organization's Board of Directors or Trustees or other authorized persons?

Yes: \_\_\_ No: \_\_\_

4. Will any cash from ECP grant funds be kept outside the bank account (in petty cash funds, etc.)?

Yes: \_\_\_ No: \_\_\_

4.a. If yes, please explain the amount of funds to be kept and the name and position/title of the person responsible for safeguarding cash.

SECTION D: AUDIT

ECP may require an audit of your organization's accounting records. An audit is a review of your accounting records by an independent accountant who works for an accounting firm. An audit report contains your financial statements as well as an opinion by the accountant that your financial statements are correct. Please provide the following information on prior audits of your organization.

1. Does your organization have regular independent audits that you contract and pay for?

Yes: \_\_\_ (please provide the most recent copy) No audits performed: \_\_\_

2. If yes, who performs the audit?

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3. How often are audits performed?

Quarterly: \_\_\_ Yearly: \_\_\_ Every 2 years: \_\_\_ Other: \_\_\_ (explain)

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4. If your organization does not have a current audit of its financial statements, please provide a copy of the following financial information, if available:

- a. A "Balance Sheet" for your prior fiscal or calendar year; and
- b. A "Revenue and Expense Statement" for your prior fiscal or calendar year.

5. Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization?

Yes: \_\_\_ No: \_\_\_

If yes, please explain: \_\_\_\_\_

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CHECKLIST AND SIGNATURE PAGE

ECP requests that your organization submit a number of documents along with this completed questionnaire. Complete this page to ensure that all requested information has been included.

Please complete the checklist below, then sign and return the questionnaire and any other requested documents to ECP.

1. Complete the checklist:

\_\_\_ Incorporation Papers or Certificate of Registration and Statute have been provided to ECP (plus MOSS – “Ministry of Social Solidarity” registration if applicable)

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- Organizational chart, if available, has been provided to ECP (if applicable).
- Copy of your organization's most recent audit has been provided to ECP (If no recent audit, a "Balance Sheet" and "Revenue and Expense Statement" for the prior fiscal year).
- All questions have been fully answered.
- An authorized individual has signed and dated this page.

The Accounting Questionnaire must be signed and dated by an authorized person who has either completed or reviewed the form.

Approved by:

\_\_\_\_\_  
Print Name  
\_\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_

**ANNEX G. Required Certifications**

**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 Cooperative Agreement, 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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, United States 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.

\_\_\_\_\_  
Grantee Name

\_\_\_\_\_  
Grantee's Authorized Representative Name and Title

\_\_\_\_\_  
Grantee Authorized Representative Signature

\_\_\_\_\_  
Date

## **CERTIFICATION REGARDING TERRORIST FUNDING**

### **Certification Regarding Terrorist Financing, Implementing Executive Order 13224**

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 ten 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 U.S. 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, Usama 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, safehouses, 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

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(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational 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.

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Grantee Name

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Grantee's Authorized Representative Name and Title

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Grantee Authorized Representative Signature

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Date

## RECIPIENT CERTIFICATION OF COMPLIANCE

To: Executive Director  
Name of Grantee

I, \_\_\_\_\_, \_\_\_\_\_, as a legally authorized  
Name (Printed or Typed) Title

representative of \_\_\_\_\_  
Organization Name

do hereby certify that, to the best of my knowledge and belief, this organization's management and other employees responsible for their implementation are aware of the requirements placed on the organization by OMB Circulars, and Federal and USAID regulations with respect to the management of, among other things, personnel policies (including salaries), travel, indirect costs, and procurement under this agreement and I further certify that the organization is in compliance with those requirements.

I, we, understand that a false, or intentionally misleading, certification could be the cause for possible actions ranging from being found not responsible for this award., termination of award, or suspension or debarment of this organization in accordance with Mandatory Standard Provision for Non-U.S., Nongovernmental Recipients, No. 8 entitled, "Debarment, Suspension, and Other Responsibility Matters."

I, we, further agree to instruct the accounting firm that this organization retains to perform its annual audits, as required by ADS 591, to include in their review of our internal controls sufficient testing of the implementation of our personnel, travel and procurement policies to confirm compliance with Federal and USAID requirements. The conclusions of that compliance review will be included in the A-133 audit reports or the incurred cost audit reports submitted to the government.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date of Execution