<p style="text-align:center;color:blue;">Request for Applications (RFA):</p>

Parent Teacher Association (PTA) Support Grants

Application Due:	*July 22, 2019*
Award Size:	20,000-40,000 USD
Grant Types:	*Cost-Reimbursable or Fixed Amount Subawards*

I. SUCCESS PROGRAM DESCRIPTION:

The USAID-supported SUCCESS project supports effective, inclusive, and accountable governance, civic engagement, and conflict mitigation to bring stability to the people of South Sudan. Through the provision of technical assistance, trainings, and material support, activities are designed to promote stakeholder participation in processes viewed as legitimate and representative of their aspirations. The project includes substantial support for the development of South Sudanese civil society. The project seeks to engage civil society organizations, build their capacity to represent and engage various communities, and award grants and provide technical assistance to support the implementation of effective, inclusive, and sustainable programs.

The SUCCESS project is made possible by the generous support of the American people through the United States Agency for International Development (USAID). USAID administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."

II. BACKGROUND

Education is the foundation for active and informed citizens. South Sudan's education system has been negatively affected by ongoing conflict and economic crisis for the last several years. The South Sudan Education Cluster Assessment from October 2018 found that schools are not functioning consistently and there are still many obstacles to providing uninterrupted and high quality education for all children. These challenges include insufficient school feeding programs for hungry children, inadequate teaching and learning materials, inconsistent teacher payment, inadequate teacher training, limited sanitation facilities at schools, low enrolment and attendance, and high drop-out rates, especially among girls.

To support school management, Parent Teacher Associations (PTAs) are supposed to work with School Management Committees (SMCs) to maintain a functional and quality environment for teachers and students. The SMC is responsible for running the school on behalf of the Ministry of General Education and Instruction. It includes members of the community, the PTA, interest groups, teachers and students from the school. The PTA is a voluntary association of parents and teachers that promotes family connection and involvement with the school to promote the education of children. Specifically, the PTA works in the following areas: sensitization and awareness creation, school management, resource mobilization, emergency preparedness, and learner and teacher well-being. The 2018 Education Cluster Assessment also found that while 97% of primary schools have a PTA or SMC, they are generally not active with 71% of them meeting less than four times during the school year.

SUCCESS will engage in several initiatives aimed at improving primary schools in the six locations where it operates Civic Engagement Centers (CECs) in the coming months (Aweil, Juba, Rumbek, Torit, Wau, and Yambio). SUCCESS plans to target support to PTAs specifically because of their role as an independent body with integral participation in school management and oversight authority. In addition to the anticipated grant program presented in this RFA to build the organizational capacity of PTAs, SUCCESS will provide resources directly through its CECs.

III. GRANT OBJECTIVES

The SUCCESS project is seeking opportunities to support civil society organizations ***to provide capacity building and direct technical support to Parent Teacher Associations (PTAs)*** as a means to improve the administration of primary schools in the six locations where DI/SUCCESS operates Civic Engagement Centers: Aweil, Juba, Rumbek, Torit, Wau, and Yambio. The intended projects will target PTAs that are not already receiving funds and/or support from USAID, UNICEF or other international donors. The project will *not* provide any financial support to PTAs, but rather focus on building capacity through technical support.

The primary objective of the grants is to improve the capacity of PTAs to fulfill their role effectively. Each grantee should propose supporting up to four (4) PTAs that are not actively receiving support from any international donors or similar grants. To achieve the objective, grantees should conduct the following activities, at a minimum:

- Facilitate 3-day training for PTA members from selected schools to better understand their roles and responsibilities *(Note: DI/SUCCESS will conduct a Training of Trainers for all grantees and provide training materials)*
- Capacity building activities (e.g. workshops, mentorship, on-the-job training) in the areas of financial oversight, internal organization, resource mobilization, and/or other relevant topics
- Provide technical support to PTAs to set and achieve goals that improve the quality of their schools

IV.   GRANT TYPE

SUCCESS intends to award up to six (6) **PTA Support Grants** (one in each region) to South Sudanese civil society organizations that work in the education sector in the areas where DI/SUCCESS operates its Civic Engagement Centers: Aweil, Juba, Rumbek, Torit, Wau, and Yambio. Awards will range from $20,000 – $40,000 and will be either a cost-reimbursable or fixed amount award.

V.   GRANT RESTRICTIONS:

All applicants must not engage in the following:

- Promotion of policies that do not contribute to good governance and social accountability in South Sudan (for more information on Good Governance and Social Accountability, please see the following link: http://bit.ly/1FfohnD)

VI.   ELIGIBILITY FOR APPLICATIONS:

Organizations seeking awards must meet **ALL** of the following requirements:

1. Based in South Sudan, defined as an organization that is drawn primarily from residents of South Sudan ***and*** is currently legally registered as an NGO;
2. Be a non-governmental, not-for-profit organization that is independent of governmental control of the board or leadership;
3. Not be a political party or an organization that promotes or endorses electoral candidates;
4. Not be an organization that prohibits the participation of minority groups including ethnic, sexual, and religious minorities or the organizations expresses what is referred to as hate speech;
5. Promotes and adheres to non-violent, peaceful approaches and does not engage in armed conflict or policing;
6. Integrate gender and conflict-sensitive approaches;
7. Not be included in the U.S. Government's "Excluded Parties List System" (EPLS), found at: www.sam.gov;
8. Have a valid registration certificate and tax clearance;
9. Demonstrates prior experience in implementation of education project in the selected locations;
10. Must have verified, physical presence in the area of implementation;
11. Has adequate financial systems, management structures, reporting mechanisms and systems, and personnel resources, or the ability to obtain such resources as required during the performance of the award; and
12. Respect the laws of South Sudan and adhere to labor laws for employed staff.

Faith-based organizations are encouraged to apply, but may not use award funds for religious worship, education, or proselytizing nor equipment for this purpose.

VII.   SUBMISSION OF APPLICATIONS

Applications should be no more than five-pages long with a one- or two-page budget.

All applications must be submitted in English to the SUCCESS Grants Team via email at SUCCESSRFA@democracyinternational.com no later than **July 22, 2019**. Applicants should retain for their records one copy of the application and all enclosures which accompany their submission. Organizations do not need to provide additional documentation beyond what is requested during the application stage. Paper copies may also be dropped off at the SUCCESS Office at Afex Riverside Camp at Hai Malakal, Juba (behind the Hai Malakal Cemetery and John Deere dealership). SUCCESS reserves the right to exclude any applications received after this deadline, those that do not meet the eligibility criteria, or are not relevant to the RFA requested.

To be considered for an award, an applicant's period of performance for activities must not exceed six months.

This announcement **does not constitute any commitment on the part of the Democracy International (DI), nor does it commit DI or SUCCESS to pay for costs incurred in the preparation and submission of an application**. SUCCESS reserves the right to reject any or all applications received. Any award would be contingent on receiving sufficient funds and approval from USAID. SUCCESS reserves the right to incrementally fund activities over the duration of the program, if necessary, depending on program length, performance against approved program indicators, and availability of funds.

Any questions concerning this announcement should be directed to the SUCCESS Grants Team, via e-mail at SUCCESSRFA@democracyinternational.com.

VIII. APPLICATION AND SUBMISSION INFORMATION

Applications should be no longer than five pages and must be written in English. Writing must be single-spaced, using 12-point font Times New Roman or a similar font. Please include the following sections in the application:

1. **Cover Page:**

Cover sheet stating the applicant name and organization, DUNS number, application date, program title, program period proposed start and end date, and brief purpose of the program.

2. **Application:**

The application should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Use the application format provided and ensure all the sections are clearly written as described below.

- **Application Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization Applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous related grants. All applicants must demonstrate prior experience working in the field of education, preferably with PTAs.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant? A template is annexed to the application.

- **Sustainability.** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable should be cleared stipulated.
- **Gender Inclusivity:** This is an important aspect of the SUCCESS program. Applicants should demonstrate how projects will be gender inclusive.
- **Applicant Contribution:** As the applicant has a stake in the project, what can the applicant's organization contribute towards the implementation and success of the project?
- **Conflict Sensitivity:** Applicant should demonstrate that the organization is knowledgeable about the context in which it is operating specifically in the proposed project implementation location, how it understands the target population, any intergroup tensions which are potential triggers for conflict, and how to mitigate any emerging conflict.
- **Budget inclusive of the following categories:**
    a. Personnel costs
    b. Travel costs (if applicable)
    c. Activities expenses

The budget must be calculated in United States Dollars (USD) and not exceed $40,000. SUCCESS will not pay any overhead charges. However, organizations may propose indirect cost in accordance with established practice and prevailing US government regulations. SUCCESS will not pay costs incurred prior to the approval of the grant to include costs related to the preparation of the application.

3. **Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants must obtain these registrations. All are free of charge:
- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application:
Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform

NCAGE application:
Application page here: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
Instructions for the NCAGE application process:
https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf

For NCAGE help from within the U.S., call 1-888-227-2423
For NCAGE help from outside the U.S., call 1-269-961-7766 Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: https://www.sam.gov. SAM registration must be renewed annually.

IX.   APPLICATION REVIEW INFORMATION

Criteria for Selection

- All applications that meet the eligibility and program requirements, and conform to the application preparation and submission instructions detailed above, will be reviewed and scored by the SUCCESS Grant Selection Committee using the evaluation criteria presented in this section. The budget section of all applications under consideration for award will be reviewed for what are necessary and reasonable costs to support the proposed program.
- Applications will be evaluated on the set of criteria below. All technical information within your application will be evaluated by these standards. Please keep in mind that cost realism and reasonableness will be an important criterion.

Application Scoring.
a. **Relevance to Objective (10 points)**
Applications will be evaluated based on their relevance to the program objectives as stated in Section III. Grant Objectives contained herein.

b. **Technical Approach (40 points)**
Applications will be evaluated on the viability of the proposed approach, with specific consideration given to the following:
- A concept summary that provides clear rationale for the proposed approach to satisfy the grant objectives;
- The feasibility of implementing the proposed approach within the specified timeframe;
- The appropriateness of the proposed approach for the identified target audience;
- The extent of the proposed approach's impact;
- The interactive nature of the proposed approach;
- Inclusion of robust monitoring and evaluation tools to measure project performance;
- Efficient use of budgeted funds to produce quality activities;
- Integration of gender and conflict-sensitive approaches;
- Inclusion of strategy to avoid or mitigate safety risks to the applicant, the SUCCESS program, and/or any third party, including activity participants; and
- Sustainability—i.e., the likelihood that the projects and/or their potential results will have lasting effects and will continue to stimulate improved education systems in South Sudan beyond the project completion date.

c. **Capacity to implement (30 points)**
Applications will be evaluated on the extent to which the applicant demonstrates its capacity to implement proposed activities, with specific consideration given to the following:
- The applicant's administrative and financial management capacity;
- The ability of the applicant to recruit and support staff necessary for implementation of the proposed approach;
- Internal capacity to apply monitoring & evaluation tools; and
- Demonstration of current and/or recent past performance on implementation of similar activities of a similar scope.

d. **Budget (20 Points):**
The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. A detailed budget narrative in word document attached

X.   PROCUREMENT INTEGRITY AND WHISTLEBLOWER POLICY

Democracy International is committed to operating with integrity and in full compliance with all applicable laws, regulations, and policies. No adverse action, including demotion, discrimination, or discharge, will be taken against any party in knowing retaliation for any lawful disclosure of information which the employee in good faith believes evidences:

a. A gross mismanagement of a federal contact or grant;
b. A gross waste of federal or other Company funds;
c. An abuse of authority relating to a federal contract or grant;
d. A substantial and specific danger to public health or safety; or

    e.   A violation of law, rule, or regulation related to a federal contract, including competition for or negotiation of a contract, or grant.

Any concerned party may make anonymous whistleblower reports via email at: whistleblower@democracyinternational.com.
Or through the website: http://whistleblower.democracyinternational.com/

Democracy International will provide protection from retaliation for any whistleblower. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. No supervisor, director, officer, or any other employee with authority to make or materially influence significant personnel decisions shall take or recommend an adverse action against an employee in knowing retaliation for disclosing alleged wrongful conduct. Any whistleblower who believes she/he is being retaliated against should contact her/his supervisor, the Director of Administration, Vice President, or a Principal. Any employee found to have so violated this Policy shall be disciplined, up to and including termination.

XI.   INSTRUCTIONS FOR SUBMISSION

The applicant shall submit the application electronically and/or in hard copy as follows:

Electronically	Hard Copies
E-mail the Application and budget as separate attachments (using MS Word, Excel, Adobe Acrobat, or similar file formats, as needed) to: *SUCCESSRFA@democracyinternational.com* In the subject line please state: "*PTA Support Grant Application*" and the name of the organization	SUCCESS Grants Team Re: Grant Application Democracy International Afex Riverside Camp Juba, South Sudan

Applications sent any other way will not be considered.