

**U.S. Department of Labor
Bureau of International Labor Affairs**

Project to Reduce Child Labor and Improve Labor Rights and Working Conditions in Honduras

Announcement Type: Solicitation for Cooperative Agreement Applications (SCA)

Funding Opportunity Number: SCA-14-04

Catalog of Federal Domestic Assistance Number (CFDA): 17.401

Total Funding Available for Award: \$7,000,000

Number of Anticipated Funding Awards: one or more

Funding Period: Effective date of award through four (4) years

Executive Summary: In Fiscal Year 2014, the U.S. Department of Labor's (USDOL) Bureau of International Labor Affairs (ILAB) will award up to \$7,000,000 for one or more cooperative agreement(s) to fund a technical assistance project(s) in Honduras to address child labor and improve labor rights and working conditions in Honduras, particularly in the agricultural areas of southern Honduras and in the San Pedro Sula area. The project will target children, households, and workers that are susceptible to child labor; violations of freedom of association, collective bargaining, minimum wage, hours of work, occupational safety and health, and other labor rights; and other exploitative working conditions. Eligible Applicants may include any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s), capable of successfully implementing the proposed programs. See Section III for detailed eligibility requirements.

Key Dates:

Issuance Date:	April 18, 2014
Date of Web Chat:	Within 30 days after the SCA issuance date
Technical Question Submission Deadline:	June 6, 2014
Closing Date and Time	July 2, 2014 (5:00pm Eastern time)
Date of Award:	No later than December 31, 2014

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Applications will be accepted via electronic submission via [Grants.gov \(http://www.grants.gov\)](http://www.grants.gov) or by hardcopy (to include electronic copy/CD) hand delivered or mailed to the GO at the following address:

USDOL/ Office of Procurement Services

Attn: Brenda White, Grant Officer
200 Constitution Avenue NW, Room S-4307
Washington, DC 20210
Reference: SCA-14-04 (Honduras)

A list of frequently asked questions about USDOL's SCA for ILAB grants and responses to technical questions received by e-mail will be posted on [Grants.gov](http://www.grants.gov) and www.dol.gov/ILAB/grants/main.htm. Transcripts of web chats will be posted on <http://www.dol.gov/dol/chat/>.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

USDOL/ILAB intends to award up to \$7,000,000 for a cooperative agreement(s) to one or more qualifying organizations to reduce child labor and improve labor rights and working conditions in Honduras, particularly in the agricultural areas of southern Honduras and in the San Pedro Sula area. The project will target children, households, and workers that are susceptible to child labor; violations of freedom of association, collective bargaining, minimum wage, hours of work, occupational safety and health, and other labor rights; and other exploitative working conditions.

Implementation of the project will also involve working with the Honduran Government, industry, worker organizations, and other stakeholders concerning the tools needed to build Ministry of Labor (Secretaría de Trabajo y Seguridad Social, STSS) capacity to identify and remedy labor law violations, particularly related to freedom of association, and the rights to organize and bargain collectively.

ILAB's Office of Child Labor, Forced Labor and Human Trafficking (OCFT), in consultation with the Office of Trade and Labor Affairs (OTLA), will technically manage cooperative agreement(s) awarded under this solicitation, and USDOL's Office of Procurement Services (OPS) will administer the cooperative agreement(s). The duration of the project(s) funded by this solicitation is four (4) years. The project start date will be negotiated upon award of individual cooperative agreement(s) but will be no later than December 31, 2014.

ILAB leads USDOL's efforts to ensure that workers around the world are treated fairly and are able to share in the benefits of the global economy. ILAB's mission is to use all available international channels to improve working conditions, raise living standards, protect workers' ability to exercise their rights, and address the workplace exploitation of children and other vulnerable populations.

OCFT conducts and funds research, develops strategic partnerships, and funds an international technical cooperation program to eliminate the worst forms of child labor, forced labor, and human trafficking. OTLA implements trade-related labor policy in support of the labor provisions in free trade agreements and provides services, information, expertise and technical cooperation programs that support USDOL's international responsibilities and U.S. foreign labor policy objectives.

USDOL/ILAB is authorized to award and administer cooperative agreements by the Consolidated Appropriations Act, 2014, Pub. Law 113-76 (2014).

B. Problem Statement

Due to factors that include extreme poverty, insufficient community monitoring, lack of access to educational opportunities, and social acceptance, children in Honduras engage in the worst forms of child labor, most commonly in agriculture and street work.¹ Even though proven educational models exist that reduce the incidence of child labor, a major challenge in Honduras is that the government has not been able to extend them to all of the children/families who need them. In addition, limited government enforcement

¹ Response to request for information for TDA- Embassy of Honduras, January 2014; Instituto Nacional de Estadísticas-Honduras, <http://www.ine.gob.hn/index.php/datos-y-estadisticas/estadisticas-sociales-y-demograficas/mercado-laboral/82-trabajo-infantil>

of labor laws often leaves violations of labor rights unaddressed. In the agricultural sector, where substantial temporary work, due in part to seasonality of produce, and difficult working conditions are common, workers often work excessive hours, sometimes earn less than the minimum wage, are employed in conditions that may threaten their safety and health, and face significant obstacles to organizing and bargaining collectively to improve such terms and conditions of employment. In the apparel manufacturing (maquiladora) sector, workers attempting to freely associate, organize, and bargain collectively often face retaliation, including job loss.

Child Labor and Working Conditions

In the agricultural sector, workers, including children, often are paid less than the minimum wage, required to work excessive hours, and employed without basic occupational and safety protections, such as access to clean drinking water and adequate protection from harmful pesticides. In urban areas, including in the San Pedro Sula region, child laborers often work as domestics in third-party homes, engage in hazardous work in and around garbage dumps, and sell on the streets. Many are also victims of commercial sexual exploitation.

The Government of Honduras has committed to eradicating the worst forms of child labor by 2015 and all child labor by 2020. The government has developed a Roadmap Towards the Elimination of Child Labor to guide efforts toward reaching those goals.² Despite some progress, however, substantial challenges remain in preventing and withdrawing children from exploitative labor situations and in the effective implementation of labor laws. According to the 2012 child labor module of the national household survey produced by the National Statistical Office, approximately 371,000 children, or 14 percent of children ages 5 to 17, are economically active. Of the 371,000 children working in Honduras, 60 percent work in agriculture, fishing, hunting or forestry.³ Indigenous children are most often found working in the Departments of La Paz, Intibucá, El Paraíso, Valle and Choluteca in the production of coffee and melons. Other research and monitoring suggests that children may also work in the production of okra, sugarcane, and other agricultural products.⁴

The STSS is the primary government agency that is responsible for identifying and imposing and collecting fines for child labor and labor rights violations in Honduras and using all available tools to help ensure remediation. However, a disproportionately high number of the STSS' 119 labor inspectors have historically staffed the central office in the capital to the detriment of regional offices that generally receive a larger number of complaints. For example, in 2011 the central office had 40 inspectors whereas the San Pedro Sula regional office had only 19 inspectors in spite of this area containing the vast majority of Honduras' economic activity.

² Hoja de Ruta Honduras Libre de Trabajo Infantil, Programa Internacional para la Erradicación del Trabajo Infantil (IPEC) de la Organización Internacional del Trabajo (OIT), y Secretaría de Trabajo y Seguridad Social (STSS), <http://www.trabajo.gob.hn/biblioteca-y-documentos/foro-latinoamericano-de-proteccion-%20social/Hoja%20de%20Ruta%20para%20hacer%20de%20Honduras%20un%20pais%20libre%20de%20trabajo%20infantil.pdf/view>.

³ Response to request for information for TDA- Embassy of Honduras, January 2014; Instituto Nacional de Estadísticas-Honduras, <http://www.ine.gob.hn/index.php/datos-y-estadisticas/estadisticas-sociales-y-demograficas/mercado-laboral/82-trabajo-infantil>".

⁴ Interview with STSS Officials on February 12, 2014, with ILAB officials; Trabajo Infantil y Pueblos Indígenas: El Caso de Honduras, Programa Internacional para la Erradicación del Trabajo Infantil (IPEC), Organización Internacional del Trabajo, http://www.ilo.org/ipec/Informationresources/WCMS_IPEC_PUB_10432/lang-es/index.htm; La Infancia en Honduras, Análisis de Situación 2010, UNICEF Honduras, Tegucigalpa, 2011, http://www.unicef.org/honduras/14350_14723.html; Niñez indígena y afrohondureña en la República de Honduras 2012, UNICEF, 2013, http://www.unicef.org/honduras/14350_14723.htm

Recently, the STSS has begun to strengthen its regional inspectorates to better cover the apparel and manufacturing sector in the San Pedro Sula area (increasing the number of inspectors there to 29), though most inspectors are still concentrated in the city of San Pedro Sula and not in the sub-regional offices of surrounding towns where most maquiladora factories are located. It has opened an additional sub-regional office in the manufacturing area of Villanueva.

In addition, the STSS has worked with the International Labor Organization (ILO) to rehabilitate the Choluteca office. Additionally, the ILAB-funded *Cumple y Gana* project in Honduras computerized STSS headquarters and many regional inspectorates to allow for better records and more targeted inspections, and developed inspection protocols to improve the quality of those inspections. However, the STSS has not fully implemented these systems or maintained all of the equipment, leaving the STSS weakened and functioning at less than full capacity.

Factors that may impede sustained progress in addressing child labor, labor rights and working conditions include:

1. Acceptance of child labor and limited awareness of its dangers;
2. Insufficient community monitoring of child labor;
3. Lack of adequate educational and livelihood opportunities for children and families;
4. Limited capacity of government agencies to identify, coordinate, and programmatically address the worst forms of child labor, including through referral of children and families to social protection or donor programs;
5. Limited STSS equipment and personnel resources to enforce labor laws, including through targeted and complaint-driven inspections and fines; and
6. Procedural and methodological shortcomings in STSS labor law enforcement noted in the State Department's *Country Reports on Human Rights Practices* for 2013, including failure to report company obstruction of inspections to the courts and police, inspect for child labor outside the apparel assembly sector, re-inspect worksites and use all available tools to help ensure remediation of identified labor law violations, and impose and collect fines for violations.

Freedom of Association

In addition to the above, the State Department's *Country Reports on Human Rights Practices* for 2013 raises concerns related to the STSS' ability to identify and use all available tools to help ensure remediation of violations of laws related to freedom of association, and the rights to organize and bargain collectively. The State Department noted that STSS inspectors rarely used the police when employers denied the inspector access to serve union protection documents. In addition, the lack of sufficient funding of regional offices has undermined the effectiveness of the labor inspectorate, including in the agricultural sector and the San Pedro Sula area, to address these issues.

For example, unions in Honduras report that workers in the maquiladora sector typically experience great difficulty when they attempt to exercise their rights to freedom of association, organize, and collective bargaining. In many cases, workers discovered forming or participating in unions face verbal threats, dismissals, denial of severance and blacklisting. Workers report that companies attempt to intervene in or circumscribe

the work of unions, refuse to negotiate in good faith with unions, and occasionally create parallel unions or collective pacts to undermine representative trade unions.

Efforts by workers to organize unions at several maquiladora factories have led to worker dismissals and subsequent disputes between the workers and factory management. Unions and non-governmental organizations (NGOs) in Honduras report that the government often fails to investigate and use all available tools to help ensure effective resolution of these disputes, resulting in some of the workers abandoning their efforts to exercise their right to organize altogether. In light of this, recently some business and worker organizations in this sector have expressed interest in developing a more reliable dispute settlement process, sustained by local partners and credible to all key stakeholders.

Worker and employer groups have come together to form a Bipartite Commission (Comisión Bipartita) comprising the Honduran Maquiladora Association (Asociación Hondureña de Maquiladores, AHM) and the General Workers' Confederation (the Central General de Trabajadores, CGT) to address issues related to freedom of association in this sector. In addition, the AHM has developed a center that provides its member companies and their management and employees with manuals and trainings on a variety of issues, including those related to freedom of association and collective bargaining.

Obstacles to ensuring freedom of association, the rights to organize and bargain collectively include those noted above concerning limited STSS capacity and resources and the lack of a reliable dispute settlement mechanism in the maquiladora sector, as well as procedural and methodological shortcomings in STSS labor law enforcement noted in the State Department's Country Reports on Human Rights Practices for 2013 , including failure to report company obstruction of inspections to the courts and police, re-inspect worksites and use all available tools to help ensure remediation of identified labor law violations, and impose and collect fines for violations, particularly those related to freedom of association, workers' rights to organize and collective bargaining.

C. Objectives and Expected Outcomes

Applicants must respond fully to the project objectives and expected outcomes outlined below:

This project has two main objectives. The first objective is to reduce child labor and improve labor rights in Honduras, particularly in agricultural areas of southern Honduras and in the San Pedro Sula area. The second objective is to work with the Honduran Government, industry, and other stakeholders to build the STSS' capacity to identify and use all available tools to help ensure remediation of labor law violations related to freedom of association, the rights to organize and bargain collectively, in the maquiladora sector in the San Pedro Sula Area, and to the extent possible to assist nearby inspectorates with similar labor law violations in other sectors (e.g., freedom of association in agriculture in Progreso or in the port in Puerto Cortés).

In addressing these objectives, Applicants' proposals must:

- Demonstrate a thorough understanding of: (a) the cultural, economic, social, and legal contexts of Honduras and the communities in which project interventions would be carried out; (b) contextual factors contributing to child labor, other violations of labor rights, and other exploitative working conditions; (c) factors that impede access to educational opportunities for children and other basic services for adult workers;

- (d) the recent history of freedom of association in Honduras, particularly in the maquiladora sector; and (e) previous U.S. government or other government technical assistance, as well as ILO technical assistance efforts to reduce child labor, improve workers' knowledge and understanding of their rights, and/or strengthen the government's capacity to enforce labor laws.
- Address existing gaps in relevant labor policies and programs, as well as in the enforcement of relevant labor laws, including those related to child labor, freedom of association, the rights to organize and bargain collectively, minimum wage, hours of work, and occupational safety and health;
 - Promote sustainability and long-term progress toward the elimination of child labor and improvements in labor rights and working conditions at all stages of project design, implementation, and evaluation.

Applicants must develop a proposal that presents a clear strategy to achieve the following outcomes for the project's target population:

Child Labor, Other Labor Rights Concerns, and Working Conditions in Southern Honduras and the San Pedro Sula Area Addressed

- Improved awareness of child labor and other violations of labor rights;
- Increased understanding of the worst forms of child labor in Honduras as a result of targeted research;
- Education and alternative livelihood programs for children and families vulnerable to the worst forms of child labor, including income generation during agricultural off-seasons;
- Increased availability of sustainable basic education opportunities for children;
- Expanded youth employment programs that transition youth from hazardous to decent work;
- Sustainable worker rights centers established and effectively operating with mobile outreach informing workers of their rights and assisting them exercising and claiming those rights;
- Inspectors able to and, in practice, identify and detect labor law violations, in particular child labor and other violations of labor rights;
- Inspectors able to and, in practice, conduct comprehensive targeted and directed inspections that follow Honduran procedural and methodological requirements and guidelines for labor law enforcement, including investigating for possible violations of all relevant labor laws; and
- Inspectors use all tools available to help ensure remediation of labor law violations identified, including but not limited to the imposition and collection of fines.

Freedom of Association, the Rights to Organize and Bargain Collectively in the Maquiladora Sector in the San Pedro Sula Area Addressed

- Inspectors able to and, in practice, identify and detect violations of workers' rights to freedom of association, organize, and collective bargaining;
- Inspectors able to and, in practice, conduct comprehensive targeted and directed inspections that follow Honduran procedural and methodological requirements and guidelines for labor law enforcement, including investigating for possible violations of the rights to freedom of association, organize, and collective bargaining;
- Inspectors use all tools available to help ensure remediation of violations of the rights to freedom of association, organize, and collective bargaining, including but not limited to the imposition and collections of fines; and
- A center for arbitration and dispute resolution is established and effectively operates to resolve labor disputes and protect workers' rights in the maquiladora sector.⁵

D. Targets

Applicants must propose an area-based approach, as defined in Appendix B, that pursuant to the first objective listed above focuses on the reduction of child labor and addresses other labor rights concerns and other exploitative working conditions in the agricultural producing areas in the Department of Choluteca and at least one of the following departments: Valle, El Paraíso, Intibucá and/or La Paz (Southern Honduras); and in the San Pedro Sula area. Applicants must target children, households, and workers that are susceptible to child labor, other violations of labor rights, or exploitative working conditions. Provision of services to children, adult workers and households must likewise be based on an area-based approach.

Additionally, pursuant to the second objective listed above, in the San Pedro Sula area, Applicants must work with STSS inspectorates to improve their capacity to identify, fine, and use all available tools to help ensure remediation of violations of the rights to freedom of association, organize, and collective bargaining in the maquiladora sector. To the extent possible, Applicants should work with nearby STSS regional inspectorates where these rights are applicable, such as Puerto Cortés and Progreso.

Applicants must also establish a center for arbitration to resolve labor disputes in the maquiladora sector with enforceable decisions. The 2000 Law on Conciliation and Arbitration will serve as a helpful framework for Applicants' proposals. Successful execution of this mechanism should involve consultation with, and attempt to achieve consensus among, the following organizations:

- CGT
- Confederation of Workers of Honduras (Confederación de Trabajadores de Honduras – CUTH);
- Women's Rights Center (Centro de Derechos de Mujeres);

⁵ The 2000 Law on Conciliation and Arbitration (Decreto 161-2000) delineates a process for private parties to establish centers for arbitration. The law is posted on the website of the Honduran Tribunal Superior de Cuentas (High Court of Auditors) at <http://www.tsc.gob.hn/biblioteca/index.php/leyes/149-ley-de-conciliacion-y-arbitraje>.

- AHM; and
- Other related unions and NGOs in the maquiladora sector.

E. Partners

ILAB encourages Applicants to establish partnerships that advance the goals of the award, especially with local organizations. Efforts must be made to avoid duplication and to build upon previous relevant ILAB-funded activities and other current initiatives targeting youth in Honduras. Applicants must also demonstrate efforts to coordinate with other relevant projects and initiatives funded by U.S. Government agencies. Applicants must include a brief description of the consultative process undertaken in preparing their proposal.

F. Project Interventions

Applicants must propose strategies that address the two main objectives of this solicitation, as set forth above. For the first objective, applicants must work in the Department of Choluteca and in at least one of the Departments of Valle, El Paraíso, Intibucá, or La Paz, as well as in the San Pedro Sula area. For the second objective, Applicants must work with the private sector, unions and worker organizations in the maquiladora sector, and the STSS, in the San Pedro Sula area, and are encouraged to extend STSS trainings related to the objective to nearby inspectorates addressing similar freedom of association issues in other sectors, such as agriculture in Progreso and the port in Puerto Cortés.

In preparing their proposal and identifying project interventions, Applicants should consult with key stakeholders and organizations including: regional organizations, national and local government bodies within Honduras, employer organizations, trade unions and other worker organizations, foreign development agencies, international organizations, and NGOs. Applicants must also propose a further consultation process post-award with communities in the targeted areas to ensure that the design is appropriate and relevant to those communities. Proposed strategies must be cost-effective and designed to promote sustainability. Applicants are encouraged to propose a strategy to pursue various types of support on the part of the national or local governments or private sector with a view toward sustaining effective programs after completion of the project.

Objective 1: Reducing Child Labor and Improving Labor Rights and Working Conditions in Honduras, Particularly in Agricultural Areas of Southern Honduras and in the San Pedro Sula Area

In responding to this solicitation, Applicants must propose strategies that address the following intervention areas:

1. Education

Applicants must assess the most significant obstacles preventing targeted children engaged in or at risk of involvement in child labor from accessing and completing primary and secondary school. Applicants must propose and describe strategies that promote children's access to education and training opportunities as a means of reducing child labor in targeted geographical areas. Applicants must support the provision of healthy learning environments for children and take steps to ensure that goods, services, schools (including classrooms, training facilities, restroom facilities,

latrines, and wells), and other learning environments provided by, used or sponsored by the project (the Applicant, its subgrantees, subcontractors and/or other partners) are safe and do not pose a threat to the mental or physical well-being of project beneficiaries. Applicants may also propose strategies for improving the quality and relevance of education for targeted children. The Applicant's education strategy must support Honduras' national education policies and goals.

Applicants should consider replicating or expanding education services or strategies that have been effective in Honduras or other countries in Latin America to reduce child labor and improve educational outcomes for children and adolescents. Applicants must propose strategies that meet the needs of the target population. Applicants may consider strategies such as after-school programs, accelerated primary education, accelerated secondary education, peer-to-peer tutoring, technical agricultural programs, migrant education, entrepreneurship and life-skills training, and vocational training.⁶

When proposing education strategies, the country's context must be considered in order to develop appropriate programs. Strategies should include working with national and local authorities, community organizations, and the private sector to select, develop, and implement promising education "packages" in the targeted geographical areas.

As part of a strategy to provide educational services post-award in Honduras, Applicants must:

1. Demonstrate knowledge of Honduras's formal, non-formal, and vocational education systems, school calendar, and existing policies and programs that seek to (a) promote children's access to education, and (b) combat child labor;
2. Propose comprehensive and holistic strategies to promote children's continued enrollment, retention, and completion of educational or vocational training services, and that are adaptable to the context in which beneficiaries live;
3. Propose strategies that complement or strengthen ongoing government efforts to promote access to quality education and vocational training for target beneficiaries.
4. Propose strategies that facilitate partnerships with government agencies, private sector, and civil society to support educational opportunities that reduce child labor, including replicating models that already exist in Honduras; and,
5. Propose strategies for teacher training to improve the quality of education, reduce school dropout, and reintegrate children who are behind in school because of work and other disadvantages.

Applicants should also consider the following:

1. Full-time enrichment programs that occupy children in activities that replace child labor;
2. Strategies to promote community involvement in providing children's access to quality education and healthy learning environments and development of plans to

⁶ For project summaries and evaluations of these types of ILAB educational projects, see <http://www.dol.gov/ilab/map/countries/map-cont.htm> and <http://www.dol.gov/ilab/programs/ocft/oversight.htm>. In addition, Applicants are encouraged to consult UNESCO's Human Rights-based Approach to Education for All framework, see http://www.unicef.org/publications/files/A_Human_Rights_Based_Approach_to_Education_for_All.pdf.

inspect schools and other learning environments where services will be delivered either directly or through referral;⁷ and,

3. Innovative strategies that incorporate the use of advanced technology as well as music, radio-based education, sports, dance, photography, or other culturally appropriate and creative forms that assist children and youth to gain self-confidence and life skills in addition to formal coursework.

2. Improved Livelihoods Opportunities

Applicants must assess communities' needs and propose strategies to promote improved livelihoods for households vulnerable to child labor and exploitative working conditions.⁸ The strategies should include working with national and municipal authorities, community organizations, and the private sector to select and implement or link beneficiaries to promising livelihood strategies in the target areas. Livelihood services may include education, training, social capital, and employment services, as well as economic strengthening, productivity transfers, cooperatives, and improved access to savings and credit.⁹ Applicants should consider proposing creative ideas to promote sustainable livelihoods for households that address the nexus between the reduction of child labor and improvements of labor rights, payment of the minimum wage and working conditions. As part of a strategy to provide livelihood services, Applicants must:

1. Assess and describe the most significant obstacles that keep households of working children or children at-risk of child labor from achieving sustainable livelihoods without depending on child labor;
2. Propose strategies that address those obstacles and provide livelihood services to households according to their needs. These strategies may include improving livelihood opportunities or increasing production efficiency;
3. Propose a strategy for direct delivery of new livelihood services or linkage to existing livelihood services for households vulnerable to child labor and exploitative working conditions;
4. Propose a strategy for actively promoting and securing the commitment and ownership of government and other local stakeholders for proposed livelihood services in order to enhance the likelihood that effective services or models will continue beyond the life of the project; and,
5. If proposing to implement micro-finance interventions (e.g., micro-savings and micro-insurance), include a description of the assessed need of these interventions among the target population and a strategy for guarding against possible negative impacts on the livelihoods of target beneficiaries or other possible unintended consequences, such as the potential of encouraging child labor as a means for households to access microfinance or incurring family debt.

⁷ Improvements to school infrastructure may include construction of latrines and digging of wells in consultation with local communities. Funding for construction must not exceed 10 percent of the project budget without prior USDOL approval. Applicants unable to adhere to this threshold given the state of school conditions must either (1) consider proposing alternative sites for the delivery of project services, or (2) propose an alternate level of funding for construction, including a justification for the proposed amount in the budget narrative of the cost proposal.

⁸ Strategies should discuss how these services can be provided with minimal delay (if possible within the first year of the project).

⁹ While education and training represent livelihood services, for the purposes of this solicitation, education and vocational training for children under 18 years are covered under the previous section on Education.

Strategies that Applicants may consider proposing are the following:

1. Linkages to adult literacy programs to increase basic numeracy and literacy among households vulnerable to child labor and exploitative working conditions;
2. Strategies that encourage financial literacy within households and the practice of saving for emergencies or investment; and,
3. Strategies that promote group savings or other fair banking practices within communities that lack access to fair savings and lending practices.

3. Youth Employment and Safe Work

Given the continuing existence of adolescents in hazardous work in agriculture, including in the coffee and melon producing areas and in production supply chains, Applicants must propose strategies to promote safe youth employment and entrepreneurship. Applicants targeting older children or youth of legal working age, particularly children ages 14 to 17 years, should consider providing direct education and improved livelihood services as a means of transitioning children in unsafe working conditions to acceptable work. As part of a strategy to promote safe youth employment and entrepreneurship, Applicants must:

1. Assess and document the working conditions of children of legal work age to determine whether they are working under exploitative or unsafe conditions;
2. Demonstrate knowledge of laws intended to ensure the safety of children 14 to 17, including laws restricting children of this age from certain types of work, limiting the hours of their work, or prescribing workplace conditions;
3. Demonstrate knowledge of the current policies and institutional efforts that seek to improve linkages between labor-market needs and the educational system;
4. Propose a strategy to link project beneficiaries of legal working age with existing programs that promote youth employment, training, entrepreneurship, or protect working children from hazards in the workplace;
5. Propose a strategy to transition children of legal working age from child labor into acceptable work, including by addressing occupational safety and health issues or reducing hours of work, types of work or time of work to conform to international standards and national laws;
6. Propose strategies that address the lack of sufficient or sustainable decent work for youth and any assessed mismatches between their skills (or training offered to them) and decent work opportunities/demand in the job market; and,
7. Consider strategies that develop entrepreneurial skills of youth and keep them out of hazardous work.

4. Awareness-Raising on Child Labor and Other Labor Rights and Working Conditions

Applicants should assess past and existing awareness-raising activities and social mobilization campaigns to promote understanding of child labor and other labor rights and working conditions and consider pursuing relevant awareness-raising strategies. Applicants should consider the use of new technologies in designing their awareness-raising strategies. Applicants should consider pursuing strategies of awareness-raising among children, households, and communities that promote the understanding of the hazards associated with child labor and the implications of a lack of education. As part of a strategy to raise awareness, Applicants must:

1. Demonstrate knowledge of past and current awareness-raising efforts to combat child labor and address other labor rights and working conditions issues in target areas;
2. Propose linkages to existing awareness-raising campaigns, if any, that promote children's rights, including access to education, and other labor rights and working conditions;
3. Avoid duplication of awareness-raising efforts already conducted under the USDOL-funded Cumple y Gana project in Honduras;
4. Identify the most significant gaps in raising awareness of child labor and other labor rights in target areas and propose a strategy to fill those gaps and promote community involvement in addressing those issues;
5. Assist civil society coalitions and community organizations to identify and address child labor, other labor rights, and working conditions and facilitate their efforts to reduce child labor and promote other labor rights;
6. Promote the participation of community leaders or organizations representing vulnerable populations to develop and implement awareness-raising strategies.
7. Carry out awareness-raising campaigns through culturally and linguistically appropriate communication channels; and,
8. Describe why proposed strategies are needed and would be effective for raising awareness of child labor and other labor rights and working conditions and mobilizing communities.

5. Monitoring, Evaluation, and Collection of Reliable Data on Child Labor and Other Labor Rights

Applicants must develop a strategy and methodology for monitoring the project's direct beneficiaries and the progress in achieving project indicator targets. The strategy will be integrated into a Comprehensive Monitoring and Evaluation Plan (CMEP), which will be refined through the CMEP process (see Section VI on Award Administration Information). As part of their strategy to support data collection, Applicants must confirm a commitment to collaborate with USDOL External Monitoring and Evaluation Experts to develop a CMEP, collect baseline and endline data, and carry out interim and final implementation evaluations after award. USDOL/OCFT's Management Procedures and Guidelines (MPG) provide general management procedures and guidelines for Grant and Cooperative Agreements in areas that may not be explicitly detailed in the solicitation. The MPG is available on Grants.gov as a document accompanying this SCA and it is available on the ILAB website at <http://www.dol.gov/ilab/grants/SGAguidelines.htm>

As part of post-award requirements, the Grantee(s) must engage in a number of data collection activities, including baseline and endline surveys, data collection for performance monitoring, and implementation evaluations described in Section VI on Award Administration Information.

In addition, ongoing project monitoring efforts must include the following:

1. For the **education and livelihoods** components of the project, the monitoring strategies must include the educational and work status of child beneficiaries. Applicants should identify a strategy by which they will track children's work activities throughout the year, including any seasonal or migrant work. Applicants must provide details on the components of their proposed direct beneficiary monitoring system (DBMS) including at a minimum systems/tools for collecting and storing data, sources of data, proposed frequency for data collection, and staff responsible for monitoring and data quality control. The DBMS monitors

provision of educational and livelihood services provided to direct beneficiaries and monitors children's education and work status. Direct beneficiaries must be monitored at 6-month intervals and for specified periods of time (throughout the period of service provision and/or until the end of the project). Applicants must develop initial indicators to allow them to monitor the work status of each beneficiary child at the 6-month intervals. Applicants must also develop monitoring guidelines for all project partners responsible for providing direct services to children and household members and validate monitoring information. Applicants must also develop performance indicators to track project progress, as well as report on ILAB Common Indicators and Sub-Indicators relevant to the project (see Appendix E on ILAB Common Indicators and Sub-Indicators).

2. For the components of the project addressing other labor rights, Applicants must identify indicators to track activities throughout the year and monitor the provision of educational, legal, social- and livelihoods-related services by worker rights centers; the effective resolution of labor disputes by the center for arbitration and dispute resolution in the maquiladora sector ; and the extent to which inspectors are able to and in practice conduct comprehensive targeted and directed inspections that follow Honduran procedural and methodological requirements and guidelines for labor law enforcement, detect and identify labor law violations, and use all tools available to help ensure remediation of violations. Applicants must develop indicators to monitor progress at 6-month intervals.

The project will receive assistance in developing performance indicators and monitoring strategies for all components from the USDOL External Monitoring and Evaluation Experts.

6. Access to Social Services and Worker Rights Centers

Applicants must propose strategies that combat child labor and protect and promote other labor rights and working conditions, including through improved access to social services and worker rights centers.

A. Access to Social Services

Applicants must propose activities that link project beneficiaries and their households with existing national social programs that could have a positive impact in reducing vulnerability to labor exploitation, promoting children's participation in schooling, and securing sustainable livelihoods for target households. Applicants should describe why proposed activities would be effective for increasing direct beneficiaries' access to social protection services. As part of a strategy to link project beneficiaries with social programs, Applicants must:

1. Identify and assess available social protection programs, and services in target areas and direct beneficiaries' access to them, including an explanation of how they could increase children's participation in education. Specifically, Applicants should consider the national social protection program.
2. Identify the most significant gaps in availability and/or access to social protection affecting target beneficiaries (children and their households and workers).
3. Propose strategies to address those gaps and other obstacles that prevent direct beneficiaries from receiving social protection services.
4. Link vulnerable workers to worker rights centers (see Section I.F.6.B on worker rights centers below).

B. Worker Rights Centers

Applicants must propose strategies that support and link workers to organizations that educate workers on their labor rights, provide them legal aid to more effectively claim those rights, and support them in accessing a range of social and livelihood services. ILAB has previously funded a regional project, Todos y Todas Trabajamos that supported such worker rights centers in Central America-Dominican Republic Free Trade Agreement (CAFTA-DR) countries.¹⁰ Applicants must propose strategies that:

1. Educate and provide advice to workers about the scope and applicability of relevant labor laws, in particular laws related to child labor and violations of workers' rights;
2. Provide legal services to assist workers with the procedural and documentation requirements for filing well-supported complaints to the STSS alleging labor law violations and identifying potential remedies, and with pursuing those remedies with the STSS or other relevant authorities.
3. Assist workers in accessing social and livelihood services, social protection programs, and other opportunities to improve their working conditions, reduce the likelihood of child labor, and promote other labor rights (see Section I.F.6.A. on Access to Social Services);
4. Raise awareness of worker rights centers' services through targeted outreach campaigns at the local level;
5. Maintain flexibility to adapt the worker rights center model to local needs, cultivate ownership of the model, and plan for sustainability; and,
6. Bring educational, legal, social- and livelihoods-related services to workers in remote agricultural communities (for example, through a phone intake system, mobile or satellite centers in agricultural areas, or participation in community events).

In addition, Applicants may also consider proposing strategies that:

1. Collect information on the most common complaints filed alleging labor rights violations and the most common errors/problems in the complaints workers file, and design and implement awareness campaigns to target these violations and documentary and procedural errors/problems;
2. Design and implement educational programs to train local labor activists, NGOs, and members of community-based groups as labor rights promoters

¹⁰ More information about the workers' rights model that was developed under a previous ILAB-funded project, Todos y Todas Trabajamos, http://www.dol.gov/ilab/projects/americas/Central_America_Worker_Rights_Centers_meval.pdf.

- in their communities to expand the reach of the centers and sustain the centers' educational and legal orientation efforts beyond the life of the project;
3. Design and implement trainings and small pilot programs for workers, worker groups, and employers based on priority areas in which labor rights are poorly understood or where violations have been regularly identified;
 4. Promote information-sharing and a productive strategic alliance between the worker rights centers and the civil society groups they train on labor rights issues and the competent authorities (in particular the STSS);
 5. Develop a legal internship program and staffing plan for the worker rights centers in conjunction with local universities and local law students.

The Grantee(s), and the implementer of the worker rights center component, if that component is sub-awarded, must coordinate with the ILAB and other relevant projects in the region to avoid duplication of efforts and must work with the STSS and/or other relevant government authorities as appropriate to ensure correct understanding of the scope and applicability of relevant labor laws, the potential remedies available, and the procedural and documentation requirements to file a complaint alleging labor law violations that triggers an inspection and/or investigation. In order to preserve the implementer's ability to advocate for workers, the Grantee(s) must ensure the independence of the implementer of the worker rights center component from the strategies outlined in Section 7 under Capacity Building and under Objective 2, Section 2 on Social Compliance.

7. Capacity Building of the STSS to Identify and Help Ensure Remediation of Labor Law Violations

Applicants must propose strategies that promote the effective enforcement of labor laws by building the capacity of the STSS regional and sub-regional offices in the target areas to identify and use all available tools to help ensure remediation of identified labor law violations. Capacity building efforts should specifically focus on effective enforcement of labor laws related to child labor, hours of work, minimum wage, occupational safety and health, freedom of association, and the rights to organize and bargain collectively.

Applicants should propose capacity building strategies for training on labor law enforcement and for addressing certain enforcement-related resource limitations to allow for the effective piloting and application of labor law enforcement training and other capacity building efforts offered by the project.

In preparing their proposal, Applicants must conduct an initial assessment of the STSS labor inspectorate's training programs and strategies, and enforcement-related resource constraints. In conducting the assessment, the Applicant should take into consideration information available in the ILO Verification report, available at http://www.ilo.org/wcmsp5/groups/public/--americas/--ro-lima/--sro-san_jose/documents/publication/wcms_180193.pdf (p.27), and consult with the STSS, to the extent possible.

In assessing enforcement-related resource limitations, Applicants should consider areas such as transportation and technology, like computers and software needed for data collection, and the capacity of STSS personnel to use any property potentially acquired by the project to address such limitations. Based on the pre-award assessment, the Applicants' proposal must include strategies to address identified enforcement-related resource limitations and to

promote sustainability of improved labor law enforcement, including the provision of any training that may be needed.

Applicants must also propose strategies for securing the commitment of the Honduran government to allocate sufficient resources to sustain the enhanced labor law enforcement approaches piloted and applied with project support during the life of the project.

The maximum amount Applicants may propose to allocate to the purchase of enforcement-related resources to address limitations in the areas of transportation and technology is five (5) percent of the overall project budget. The title to any such enforcement-related resources acquired with USDOL funds vests with the grantee pursuant to the applicable regulations in 29 CFR Part 95. Applicants may propose to make such enforcement-related resources available for use by the STSS as part of the project activities for piloting and application of enhanced labor law enforcement approaches. In such cases, successful Applicants would also be required to secure prior approval from USDOL before providing enforcement-related resources to the STSS and negotiate terms with the STSS that establish a system of effective project monitoring where the Grantee conducts regular oversight of the use of such enforcement-related resources.

After award, the project must conduct a second, more detailed needs assessment and refine the strategy for addressing any identified enforcement-related resource limitations within three months of the start date of the award. Final allocations in this area are subject to ILAB approval.

At the conclusion of the project, the Grantee must assess the commitment of the Honduran government to support and sustain effective labor law enforcement strategies. Based on that assessment, the Grantee must make recommendation to USDOL for how best to promote sustainability of the project's enhanced labor law enforcement efforts, including with respect to any USDOL-funded enforcement-related resources subject to disposition under the applicable regulations in 29 CFR Part 95.

Among the specific areas of STSS enforcement and monitoring capacity that Applicants must propose strategies for building, taking into consideration the pre-award assessment of existing training programs and enforcement-related resource limitations, are the following:

1. Build on the existing STSS data collection system to improve the STSS' ability to utilize information gathered during inspections to drive policy-making, budgetary, and strategic enforcement decisions and ensure STSS personnel are trained on and, in practice, implement a targeted inspections strategy that prioritizes repeat offenders and high-risk sectors;
2. Develop additional capacity in the STSS data collection system to electronically process sanctions imposed in regional and sub-regional offices to improve and accelerate STSS' imposition and collection of sanctions;¹¹

¹¹ The Cumple y Gana (Comply and Win) project was funded by ILAB to assist in strengthening labor law enforcement and compliance. See http://www.dol.gov/ilab/projects/americas/Central_America_Labor_Compliance.htm for a project summary and http://www.dol.gov/ilab/projects/americas/Central_America_Labor_Compliance_meval.pdf for a midterm evaluation report.

3. Using data on sanctions from the improved collection system, establish and implement a process to generate and publish on the STSS website statistics on sanctions imposed for labor law violations;
4. Ensure STSS inspectors are trained on and, in practice, conduct targeted and directed comprehensive inspections that follow Honduran procedural and methodological requirements and guidelines for labor law enforcement, including that inspectors:
 - Conduct inspections upon receiving notice, verbally or in writing, of potential labor law violations;
 - Use all legal means available to access worksites or impose fines and notify courts when denied access;
 - Inspect for all known violations in specific worksites, including through initial conferences with employers, case preparation, interviewing, data collection, checking records and reconstructing work schedules where records are incomplete or non-existent;
 - Are able to and, in practice, identify and detect labor law violations, in particular child labor and violations of workers' rights;
 - Input relevant inspection records into a central database
 - Immediately remove children found in hazardous work and refer them and their families to appropriate social services;
 - Coordinate among general and OSH inspectors to detect all potential violations of labor law;
 - Re-inspect all worksites where violations have been detected until the violations are remedied; and,
 - Use all available tools to help ensure remediation of identified labor law violations, including imposition and collection of fines for violations; and,
5. Work with the STSS to develop a procedure for monitoring inspector performance of legally required duties and for sanctioning inspectors who fail to carry out their duties in accordance with Article 627 of the Labor Code.

8. Sharing Lessons Learned and Good Practices

As part of its proposal, the Applicant should propose innovative strategies to promote the sharing of experiences and lessons learned within Honduras, particularly with other industries, or with other countries. Applicants should promote strategies to:

1. Facilitate sharing of experiences in addressing child labor and other labor issues through social compliance systems or monitoring and enforcement efforts.
2. Facilitate exchanges of good practices in addressing child labor and other labor issues through social programs, education interventions, and improved livelihood opportunities.
3. Increase the knowledge and leadership capacity of community and youth leaders of vulnerable populations through exchanges and visits to other geographical areas or countries in the region where good examples of education and livelihoods interventions have been developed and are being successfully implemented.

These exchanges could be among government, private sector, or civil society actors within Honduras and/or with other countries in the region through visits to relevant projects and countries. For example:

1. An exchange with those involved in efforts to eliminate child labor in the coffee sector which may include government, private sector, and civil society actors; or an exchange with actors involved in improving labor conditions in the agricultural sector in the region.
2. An exchange to share strategies undertaken by different industry groups that have developed industry-wide codes of conduct or addressed child labor in production supply chains.

9. Transparency and Accountability

Given that transparency and accountability are key components of the U.S. Global Development Policy and of long-term sustainability efforts to combat child labor and improve labor rights, Applicants must explain how their proposed projects will promote transparency and accountability, including by holding public meetings to present project results to key stakeholders, including teachers, children and parents, worker organizations, civil society organizations, private sector organizations, the Government of Honduras, and other implementers of related projects. Applicants are encouraged to use innovative tools and participatory approaches to ensure transparency and accountability.¹²

Objective 2: Improving Respect for Freedom of Association and Workers' Rights to Organize and Bargain Collectively in the Maquiladora Sector in the San Pedro Sula Area, and to the extent possible, in Progreso and Puerto Cortés.

In responding to this solicitation, Applicants must propose strategies that address the following intervention areas:

1. Capacity Building of STSS to Identify and Help Ensure Remediation of Labor Law Violations related to Freedom of Association, the Rights to Organize and Bargain Collectively in the Maquiladora Sector in the San Pedro Sula Area, and to the extent possible, in Progreso and Puerto Cortés.

In addition to the overall STSS capacity building that Applicants will undertake to realize Objective 1, Applicants must propose strategies that focus specifically on building the capacity of the STSS regional offices to enforce labor laws related to freedom of association and the rights to organize and bargain collectively in the San Pedro Sula area (including, to the extent possible, in sub-regional offices in Progreso and Puerto Cortés and new sub-regional offices that the STSS may open in this target region in Choloma, Villanueva, Tela, and Quimistan) .

In doing so, however, the project should also coordinate with training efforts proposed under the first objective to promote comprehensive inspections that would also monitor labor laws related to hours of work, minimum wage, occupational safety and health and child labor.

Applicants must propose strategies to build the capacity of the STSS to enforce and monitor labor laws related to freedom of association and the rights to organize and bargain collectively, including the following:

¹² U.S. Government, Fact Sheet: U.S. Global Development Policy, [September 22, 2010]; available from <http://www.whitehouse.gov/the-press-office/2010/09/22/fact-sheet-us-global-development-policy>.

1. Ensure STSS inspectors in the target region are trained to, and work with the STSS to help ensure that STSS inspectors in practice:
 - a) apply existing STSS tools related to freedom of association and the rights to organize and bargain collectively in labor inspections, including with respect to dismissals of founding union members and union leadership, employer interference in union activity, anti-union discrimination, and use of collective pacts and temporary contracts to undermine workers' rights, by investigating, identifying, and using all tools available to help ensure remediation of violations of freedom of association and the rights to organize and bargain collectively (The Grantee may build upon the *diplomado* program already used for inspector training, but should create a freedom of association component more comprehensive than the existing day-long training on this topic and should base the new component in the greater San Pedro Sula area, not Tegucigalpa.¹³);
 - b) apply penalties for violations of *fuero sindical* and *protección del estado*, including ordering reinstatement and imposing and collecting fines under Labor Code Articles 469, 516, and 625;
 - c) develop and use an alternative means, such as electronic, to notify employers of the formation of a union and of founding union members protected from dismissal to prevent employer refusal of notification and refusal of inspector entry to provide said notice;
 - d) follow Honduran procedural and methodological requirements and guidelines for labor law enforcement, including that inspectors:
 - Conduct inspections upon receiving notice, verbally or in writing, of potential labor law violations;
 - Use all legal means available to access worksites or impose fines and notify courts when denied access;
 - Inspect for all known violations in specific worksites, including through initial conferences with employers, case preparation, interviewing, data collection, checking records and reconstructing work schedules where records are incomplete or non-existent;
 - Are able to identify and detect labor law violations, in particular violations of freedom of association and workers' rights to organize and bargain collectively;
 - Input relevant inspection records into a central database
 - Re-inspect all worksites where violations have been detected until the violations are remedied; and,
 - Use all available tools to help ensure remediation of identified labor law violations, including imposition and collection of fines for violations;
2. Work with the STSS to develop a procedure for monitoring inspector performance of legally required duties and for sanctioning inspectors who fail to carry out their duties in accordance with Article 627 of the Labor Code; and,
3. Develop an STSS awareness campaign that includes meetings with various chambers and other employer associations and use of various media outlets to inform employers about legal protections for founding union members and union leadership (Labor Code Articles 467, 516 and 517), including the process that must be followed to legally dismiss workers under these protections and the consequences for illegal firings and denial of access to labor inspectors (including Labor Code Articles 469, 516, 617 and 625).

¹³ The STSS offers this program for labor inspectors in partnership with a local university to provide training on substantive areas of Honduran labor laws.

2. Social Compliance: Working with Business and Trade Unions

Applicants must propose strategies to develop and implement a sustainable center for arbitration for the maquiladora sector to mediate enterprise-level conflicts, particularly related to freedom of association and the rights to organize and bargain collectively, with enforceable decisions that resolve and address disputes in a timely fashion.¹⁴ To successfully execute this intervention, the Grantee must work in consultation with and attempt to develop consensus among the AHM, the CGT and other related unions and non-governmental organizations in the maquiladora sector. Should worker and employer group consensus prove impossible, the Grantee must, through the budget modification process, work with USDOL to use the remaining resources for this component to otherwise support freedom of association and the rights to organize and bargain collectively in the target area for Objective 2. To the extent possible, the Grantee should also ensure that this mechanism coordinates with the STSS and the Consejo Económico y Social, Honduras' tripartite committee.

3. Sharing Lessons Learned and Good Practices

As part of its proposal, the Applicant should propose innovative strategies to promote the sharing of experiences and lessons learned within Honduras, particularly with other industries, or with other countries. Applicants should promote strategies to:

1. Facilitate exchanges of good practices among private sector entities, including among the leaders of AHM member companies, regarding freedom of association and workers' rights to organize and bargain collectively;
2. Facilitate exchanges among regional STSS offices and staff on best practices for enforcing labor laws related to freedom of association and the rights to organize and bargain collectively; and
3. Facilitate exchanges to share strategies undertaken by different Honduran industry groups that have developed industry-wide codes of conduct on freedom of association and the rights to organize and bargain collectively.

4. Transparency and Accountability- Please see item 9 under Objective 1.

5. Monitoring, Evaluation, and Collection of Reliable Data- Please see item 5 under Objective 1.

G. Requirements

1. Pre-Application

a. Desk Review

Applicants should read the Honduras sections of the U.S. Department of Labor's 2012 Findings on the Worst Forms of Child Labor Report (TDA), and U.S. Department of Labor's 2012 List of Goods Produced by Child Labor or Forced Labor (TVPR). Information on previously funded projects in Honduras is available at: <http://www.dol.gov/ilab/map/countries/honduras.htm>

¹⁴ As previously noted, the 2000 Law on Conciliation and Arbitration (Decreto 161-2000) delineates a process for private parties to establish centers for arbitration and will serve as a helpful framework for Applicants' proposals.

The OTLA is responsible for receiving submissions from the public related to a country's labor commitments under free trade agreements. The OTLA received such a submission from the AFL-CIO and 26 Honduran unions and civil society organizations in March 2012 and has been documenting a review of the allegations in the submission. Applicants must also read U.S. Submission 2012-01 (Honduras) related to labor rights in Honduras. The submission is available at: <http://www.dol.gov/ilab/programs/otla/freetradeagreement.htm>. In addition, Applicants should read ILAB's most recent report to Congress on the implementation of the Labor Chapter of CAFTA-DR, which includes information on the Government of Honduras' capacity and enforcement efforts and is available at: <http://www.dol.gov/ilab/2011-cfta-dr-rpt/2011-CAFTA-DR-REPORT.pdf>.

Applicants must demonstrate an understanding of issues impacting child labor and labor rights issues in Honduras and document in their proposal their use of relevant ILAB reports and past project evaluations. Applicants must demonstrate an understanding of relevant international conventions.

b. Proposal Research

In designing their proposal, Applicants must identify: the types of work and income earning activities in which youth engage, including specific employment sectors; the geographic region(s) for project implementation; available social services; available education and vocational training services; and available opportunities for civic engagement.

Applicants should also research and consider the impact of other factors that may contribute to or otherwise impact youth empowerment and development, such as: hours and conditions of work; age and gender distribution of target youth; educational performance of target youth (relative to other youth); economic and social profiles of target youth and their households; and research or other data related to youth empowerment and development. In addition, Applicants should research and consider proposing strategies that build upon existing relevant efforts in Honduras, including government policies, plans, and/or programs.

Applicants should research and consider concerns related to labor rights and working conditions affecting adults, including minimum wage, hours of work, occupational safety and health in all target areas and the rights to freedom of association, organize and collective bargaining in the maquiladora sector in the San Pedro Sula area, the agricultural sector of Progreso and the port sector of Puerto Cortés. Applicants should research government capacity to enforce labor laws and demonstrate an understanding of how this impacts labor rights. Applicants should also research and take into account previous ILAB capacity-building projects such as the Cumple y Gana project, and propose interventions that build upon and do not duplicate such efforts.

Research may be conducted in-country. It should inform project design and determine relevant and effective interventions. If preliminary in-country research is conducted it will serve as a basis for a more detailed baseline assessment to be conducted post-award.

c. Host Government Consultations

ILAB has informed host government officials of the proposed award. Applicants must consult with the Government of Honduras to ensure that their proposed strategies are relevant to the country's needs and supportive of the Government's efforts to reduce child labor and improve working conditions and respect for labor rights in agricultural areas of southern Honduras and in the San Pedro Sula area. Applicants should discuss proposed interventions, strategies, and activities with host government officials and work cooperatively with government stakeholders at the national and local level, including relevant ministries or government bodies, during the preparation of their applications and in developing project interventions. Efforts should be made to avoid duplication, enhance collaboration, and develop synergies with government efforts. Applicants should seek opportunities to coordinate and/or collaborate, as appropriate, with relevant government agencies/ministries at the national, regional, and local level, including the following:

- Secretariat of Labor;
- Secretariat of Education;
- Secretariat of Agriculture;
- Secretariat for Children / Youth Affairs.

2. Post Award

Winning Applicants (or 'Grantees') must comply with the following post-award requirements. Grantees must adhere to all of the post-award requirements outlined in the OCFT MPG and summarized below.

a. Project Document

Grantees are required to carry out a review of the project strategy and project budget included in their proposal and produce a project document, in consultation with USDOL, within three months of award. Operating within the scope of the approved proposal, the Grant Officer's Representative (GOR) will be involved in the development, review, and approval of the project document. The final project document (which may include refinements to the project strategy/budget) is subject to final approval by the GOR and GO. Following that review process, if further refinement of the project strategy or budget are determined to be needed by the recipient or USDOL, the Grantee must consult with the GOR in preparing and then submitting a modification to the GO proposing refinements to the project strategy and budget.

b. Subgrants and Subcontracts

Subgrants and subcontracts awarded after the cooperative agreement is signed, and not proposed in the application, must be awarded through a formal competitive bidding process (for subcontracts, this is in accordance with 29 Code of Federal Regulations (CFR) 95.40-48). Subgrants and subcontracts are subject to audit.

H. Project Deliverables

Grantees must submit the following project deliverables by the specified deadlines provided. All deadlines specified below refer to calendar days. If a particular deadline falls on a weekend or holiday, the deadline will refer to the following business day.

DELIVERABLE	DEADLINE	SUBMIT TO
Negotiated Indirect Cost Rate Agreement (NICRA) Proposal	Submit within 90 days of award; Actual Costs: submitted within 6 months of award	Cognizant Agency
Project Document (initial draft): The Grantee is required to carry out a review of the project strategy and budget, in consultation with USDOL's GOR within three months of award	Within 90 days of award	GOR
Project Document (final draft)	Within 90 days of CMEP workshop	GOR
Federal Financial Report (FFR) Standard Form (SF) 425	Quarterly: January 30, April 30, July 30, October 30	E-grants
Technical Progress Report (TPR), with all required attachments including the government subaward table, common indicators, updated work plan, as described in the MPG	Semi-annually: April 30 and October 30	GOR
Contact information for Grantee provided to USDOL, including name, address, phone, and email of point of contact at Grantee headquarters and in the project country	Within 30 days of award	GOR
Written notification that key personnel have begun to work on the project	Within 45 days of award	GOR
Government Subaward Matrix. (see MPG for sample matrix)	Within 4 months of award and subsequently if additional government subawards are being proposed. Grantees must adhere to requirements on government subawards provided in the Cooperative Agreement and MPG	GOR
Baseline Survey Terms of Reference Submitted	Within 4 months of award	GOR
Comprehensive Monitoring and Evaluation Plan (CMEP) finalized, through collaboration between Grantee, USDOL, and USDOL's monitoring and evaluation (M&E) contractor	TBD based on coordination with USDOL contractor; generally within 9 months of award	GOR
Baseline survey report package	Within 12 months of award	GOR
Review of project strategy based on	Within 13 months of	GOR

baseline survey report conducted within 4 weeks of completing the baseline report. Project Revision Request submitted to USDOL, if necessary, to revise the project strategy.	award	
Endline Survey Terms of Reference Submitted	At least 6 to 8 months prior to the end of the Cooperative Agreement period	GOR
Endline survey begun	At least 4 to 6 months prior to the end of the Cooperative Agreement period	GOR
Endline survey report package	At least 1 month prior to the end of the Cooperative Agreement	GOR
Government Property Inventory Disposition Request; inventory list of all real property, equipment, and supplies if aggregate value exceeds \$5,000	Inventory List: Submit 12 months after the Cooperative Agreement is signed and subsequently, at any time that additional real property and equipment are purchased with project funds. In all cases, a current Inventory List must be submitted at least once every two years. Final Disposition: Submit a final Inventory List at least 120 days prior to the end of the Cooperative Agreement period.	GOR GO
Closeout Documents Checklist; Final TPR; Final Quarterly FFR/SF-425; Closeout Financial Form; Recipient's Release Form; Government Property Closeout Inventory Certification	Within 90 days after the end of the Cooperative Agreement period	GOR GO

I. Required Staffing

1. Key Personnel

Key personnel positions are deemed essential to the successful operation of the project and completion of all proposed activities and deliverables. USDOL retains the authority to approve all key personnel changes throughout the life of the cooperative agreement. Key personnel must allocate 100 percent of their time to the project and live in the country where the project is being implemented. Applicants must ensure that all proposed key personnel will be available to staff the project within 45 days of award should the Applicant be selected for award (See Section IV.B.1.d(4) for

additional details). Proposed key personnel candidates must sign letters indicating their commitment to serve on the project for a stated term of the service and their availability to commence work within 45 days of cooperative agreement award. USDOL encourages Applicants to hire national/local staff for key personnel positions.

Applicants must propose candidates with qualifications to successfully implement the proposed strategy. Applicants must address candidates' level of competence, past experience relevant to this solicitation and qualifications to perform the requirements outlined in the Funding Opportunity Description and the Project Intervention proposed by the Applicant.

Grantees assume full responsibility for ensuring that all key personnel have a clear and thorough understanding of USDOL policies, procedures, and requirements and that all documents submitted to USDOL are in fluent English.

USDOL has designated the following position(s) as key personnel. Requirements for each individual position follow:

Project Director

- Minimum of five years of experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, and overseeing the preparation and submission of required reports), preferably in Honduras.
- Must be employed by the Grantee (not subgrantees/subcontractors).
- Establishes and maintains systems for project operations.
- Maintains working relationships with all project stakeholders, and engages in coalition building and public-private partnerships promotion.
- Experience in a leadership role in implementing development projects relevant to this solicitation.
- Fluency in Spanish and English is required.

Monitoring & Evaluation Officer

- Minimum of five years professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Bachelors or Master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor plus an advanced certificate in M&E, statistics, or economics preferred.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience designing and managing beneficiary monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience managing and providing ongoing training to M&E field officers.

- Ability to facilitate and serve as a project liaison for externally-managed evaluations.
- Fluency in Spanish and English is required.

Freedom of Association Specialist(s)

The combined expertise of those selected to implement the second (Freedom of Association) objective of this project should include:

- Expert understanding of Honduran labor laws related to the rights to freedom of association, organize and collective bargaining, protection of founding union members (protección del estado), a union's legal personality (personería jurídica), protection of union officials (fuero sindical), collective pacts (pactos colectivos), collective bargaining agreements (contratos colectivos), collective bargaining conflicts (conflictos colectivos) and the reinstatement process for employees dismissed without just cause, particularly in cases related to union activity.
- Expert understanding of how to carry out proper inspections and serve notices related to potential violations of workers' rights to freedom of association, organize, and collective bargaining.
- Expert understanding of the penalties for violations of fuero sindical and protección del estado, including the right to reinstatement and the STSS tools available to help ensure remediation of such violations, including the imposition and collection of fines under Labor Code Articles 469, 516, and 625.
- Familiarity with the 2000 Ley de Conciliación y Arbitraje (Conciliation and Arbitration Law), which is available on the website of the Honduran Tribunal Superior de Cuentas (High Court of Auditors) at <http://www.tsc.gob.hn/biblioteca/index.php/leyes/149-ley-de-conciliacion-y-arbitraje>, empowering chambers of commerce and other specified entities to establish centers of conciliation and arbitration in accordance with legal requirements.
- Experience developing, implementing, and overseeing arbitration and dispute settlement for labor issues.
- Previous experience providing training to labor inspectors on the rights to freedom of association, organize and collective bargaining, methods for identifying violations of laws protecting those rights in labor inspections, tools to help ensure remediation of violations of those laws (such as imposition of fines), and the role of inspectors in protecting and sanctioning violations of protección del estado, fuero sindical, and the improper use of pactos colectivos.
- Experience implementing and tracking the effectiveness of thorough, hands-on trainings to labor inspectors, private sector representatives, and worker organization representatives on these laws, procedures for respecting and enforcing these laws, and the ramifications if any party fails in their obligations with respect to these laws.
- Experience working with the private sector, worker representatives, and/or the government to develop and implement mechanisms for protecting labor rights to freedom of association, organize and collective bargaining.
- Freedom of Association experts should be Honduran and preferably have experience working with the AHM and the CGT, as well as enterprise-level management and worker organizations.
- Fluency in Spanish is required.

2. Other Professional Personnel

Although not considered key personnel, changes in the professional staff below must be made in consultation with USDOL. Applicants must identify professional staff and submit resumes to USDOL with the following requirements:

Education Specialist

- Minimum of three years of experience in a leadership position responsible for developing education interventions and the technical aspects related to the Applicant's proposed strategy, including student assessment, teacher training, educational materials/curriculum development, educational management, and educational monitoring and information systems, as applicable.
- Experience in managing projects to address issues related to primary and secondary education, preferably in Honduras.
- Understanding of special educational needs of children removed from child labor when they enter/return to school or are provided with alternative education services.
- Experience working with vulnerable children and their households, preferably in Honduras.
- Experience working successfully with Ministries of Education and other government agencies, networks of educators, employers' organizations, and trade unions or comparable entities.
- Fluency in Spanish.

Livelihoods Specialist

- Minimum of three years of experience in a leadership position responsible for developing livelihood interventions and the technical aspects related to the Applicant's proposed strategy, including skills training, micro-lending, micro-savings, employment generation, alternative/additional income generation, youth employment and social protection, as applicable.
- Experience in projects promoting livelihood interventions, preferably in Honduras.
- Understanding of child labor issues, including youth employment.
- Experience working successfully with government agencies and private organizations engaged in promoting improved livelihoods for households and the provision of social protection services.
- Experience working with Honduran employers' organizations, trade unions or other civil society organizations.
- Fluency in Spanish.

Coordinator of the Worker Rights Centers

- Minimum of three years' experience providing legal advice and services to underserved communities.
- Law degree with a focus on labor law, labor disputes, labor rights, or related field.
- Knowledge and experience in labor law, constitutional law, processes through which workers may file labor complaints, and available remedies for workers in labor violations cases. Experience working on these issues in Honduras preferred.
- Experience supervising and managing a team.
- Fluency in Spanish.

Training Specialist

- Minimum of three years' experience providing interactive trainings, with experience providing training on labor rights and child labor issues preferred.
- Experience training a wide variety of stakeholders from the public sector, private sector and civil society groups.
- Ability to work with technical experts to translate their expertise and develop a training program that is concrete, practical and easy to understand and apply.
- Experience measuring gains in knowledge from trainings and incorporating such measures into improved training programs.
- Fluency in Spanish.

II. AWARD INFORMATION

Award information is provided on the cover page (page 1) of the SCA.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Any commercial, international, educational, or non-profit organization(s), including any faith-based, community-based, or public international organization(s), capable of successfully fulfilling the objectives identified in the Funding Opportunity Description is eligible to apply. Organizations applying for this award must demonstrate a proven ability to manage complex projects in developing countries through actions that support these aims. This SCA is for the award of a new cooperative agreement with the specific project objectives and outcomes outlined in this SCA. As such, Applicants may not submit applications to renew or supplement an existing project.

Public International Organizations (PIOs) are eligible to apply. However, USDOL requires that PIOs and all other entities that elect to apply for this grant opportunity adhere to the specific requirements outlined in this SCA concerning monitoring and evaluation, audits and counter-terrorism. In negotiating an award with a PIO, USDOL will discuss the inclusion of appropriate language acknowledging the rights and privileges as currently established and afforded to PIOs by the U.S. Government in accordance with U.S. law.

Applicants and any proposed subgrantees or subcontractors must comply with all audit requirements, including those established in the relevant Office of Management and Budget (OMB) Circular. Applicants must also demonstrate in-country presence and ability to begin implementation of the project in Honduras upon award. Applicants may demonstrate this either independently or through a relationship with another organization with country presence that will be directly involved in project implementation (i.e., a subgrantee or subcontractor) — so that program activities can be initiated upon award of the cooperative agreement (see Section IV. Application and Submission Information).

The following Applicants (including subgrantees/subcontractors) **will not** be considered:

- Foreign governments and entities that are agencies of, or operated by or for, a foreign state or government.
- Organizations designated by the U.S. Government to be associated with terrorism or that have been debarred or suspended.

- Applicants charging a fee (profit) associated with a project funded by USDOL under this award.

B. Cost Sharing or Matching

Cost sharing or matching funds (including in-kind contributions) are not required as a condition for application. However, USDOL welcomes applications that include cost share or matching funds. Applicants that propose cost sharing or matching funds must indicate the nature; source(s) of funds and/or in-kind contributions; the amount in U.S. dollars; and the proposed project activities to be performed with these resources. Applicants must also explain how these activities will complement or enhance project objectives. Grantees that have proposed cost sharing or matching funds will be required to report on those funds in the Federal Financial Report (FFR) or SF-425 and are liable for the full amount of the funds.

Cost sharing, including from subgrantees and/or subcontractors, must be used to support the work of the project or defray its costs. Applicants may not award a subgrant or subcontract contingent upon the provision of matching funds from those entities.

C. Other

All applications will be screened for responsiveness. If deemed non-responsive, the Applicant will be notified of the reason(s) for the determination of non-responsiveness.

Applicants will be considered non-responsive and will not be eligible for this solicitation for any of the following reasons:

1. Failure to submit timely application by [Grants.gov](https://www.grants.gov) or hard copy via the U.S. Postal Service or other delivery service, such as Federal Express, DHL, or UPS;
2. Failure to register with and maintain an active account in the System for Award Management (SAM) (<http://www.sam.gov>);
3. Failure to submit both a complete Technical Proposal and a complete Cost Proposal as specified in Section IV;
4. Failure to include all of the required documents and annexes in the Technical Proposal and Cost Proposal;
5. Submission of an application with an accompanying budget that exceeds the ceiling amount as specified on the cover page (page 1) of the SCA;
6. Failure to designate key personnel candidates, if required under this SCA, and failure to include resumes and signed letters of commitment for key personnel candidates
7. Failure to include an English language copy of the opinion letter(s) and a summary of audit findings for the Applicants and subgrantee/subcontractors providing services related to project intervention strategies (see Section I.D.) For U.S.-based non-profit organizations that are subject to the Single Audit Act, failure to submit their most recent single audit or to demonstrate compliance with single audit submission timeframes established in OMB Circular A-133. For non-U.S.-based and for-profit entities, failure to submit opinion letters of the most current independent financial audit and a summary of audit findings in English.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

All information needed to apply for cooperative agreement funding is included in this solicitation. The SCA package and any amendments can be downloaded and viewed from Grants.gov by referencing the Funding Opportunity Number.

B. Content and Form of Application Submission

Applications must consist of two separate parts: a Technical Proposal and Cost Proposal. Unless specified as “optional” or “as applicable,” all documents identified in this section must be included in the application package for it to be considered complete and responsive.

Applicants’ Technical and Cost Proposals must address the project objectives and requirements outlined in the SCA. Applications must be organized as outlined below. All pages of the application must be numbered. All required documents (including annexes) must be submitted in English. Any additional documentation submitted that is not required or specifically requested under this solicitation will not be considered. Technical Proposals must be no more than 50 single-sided, double-spaced pages (8-1/2” x 11” with 1” margins). Font size should be no less than 12-point Times New Roman. The Abstract, Table of Contents and required annexes to the Technical Proposal do not count toward the page limit.

1. Technical Proposal (50 page limit)

a. Abstract (Executive Summary)

The Abstract must not exceed two pages and must include: project title; name of the Applicant; any proposed subgrantee(s) or subcontractor(s); summary of the proposed project design and key project activities; funding amount requested from USDOL; and total dollar value of cost share (if applicable). If using Grants.gov for submission, this document must be attached under the Mandatory Other Attachment section and labeled “Abstract.”

b. Table of Contents

The Table of Contents must list all required documents and include their corresponding page numbers.

c. Project Design Narrative

The Project Design Narrative must describe in detail the Applicant’s response to the Funding Opportunity Description. At minimum, the Project Design Narrative must contain the following sections:

1. Background and Problem Statement

This section must not exceed three (3) pages. Applicants are expected to describe relevant cultural, economic, social, labor and legal factors contributing to the problem to be addressed by the project. Applicants must

identify significant gaps in laws, policies, programs and coordination efforts that contribute to the identified problem and that need to be filled by the project.

2. Objectives and Expected Outcomes

Applicants must outline a project strategy that fully responds to the project objectives and requirements discussed in Section I. Applicants must explain how their proposed strategies will fill identified gaps and achieve project objectives.

3. Targets

Applicants must describe the target populations that are to be direct or indirect beneficiaries of the project (see Appendix B for definitions of direct and indirect beneficiaries). Applicants must provide initial criteria for selection of potential project beneficiaries, if applicable. Applicants must also provide a justification for their selection of a target geographical area(s), as applicable. Applicants must describe how target populations and/or geographic areas reflect the problem to be addressed and the overall strategy being proposed by the Applicant.

4. Partners

Applicants must include a brief description of all project partners (as applicable), including a description of the project partners' role in implementing the proposed project strategy. Applicants must describe how the partners being proposed for project implementation strengthen the overall proposal.

5. Project Interventions

Applicants must describe all major areas of project intervention. In describing project interventions, Applicants are expected to describe specific activities and how such activities will lead to the project's expected outcomes and objectives.

6. CMEP Agreement and M&E Capacity Statement

The CMEP is a tool to integrate and guide the project's monitoring, evaluating, and reporting on project progress toward achieving intended results and outcomes. It is also intended to serve as a management tool and facilitate managing for results. Applicants must confirm in their proposal their commitment to collaborate with USDOL-funded External M&E Experts and USDOL in developing the project's CMEP. Applicants must also describe, in one page or less, their commitment to M&E and their capacity and approach to deliver the M&E requirements described in this SCA. These requirements include baseline and follow-up surveys, the CMEP, development and implementation of a DBMS, collaboration on externally conducted midterm and final evaluations, and performance reporting. Applicants may use their own staff, a partner organization, or a sub-contractor to carry out these activities (or components of these activities), except for baseline and follow-up surveys, which must use a sub-contractor (projects may not use their own staff); applicants must describe in the capacity statement how they will carry

out these activities and ensure high quality data and deliverables. Applicants also should briefly address how they will safeguard all project data, particularly any personal data on beneficiaries.

Applicants must propose a strategy and methodology for monitoring the project's direct beneficiaries, including the education and work status of child beneficiaries. Applicants must provide details on the components of their proposed DBMS, including at a minimum, systems/tools for collecting and storing data, sources of data, proposed frequency for data collection, and staff responsible for monitoring and data quality control. The DBMS monitors provision of educational and livelihood services provided to direct beneficiaries and monitors children's education and work status. Direct beneficiaries must be monitored at 6-month intervals (at a minimum) and for specified periods of time (throughout the period of service provision and/or until the end of the project). Applicants must develop initial indicators to allow them to monitor the work status of each beneficiary child at 6-month intervals. Applicants must also develop monitoring guidelines for all project partners responsible for providing direct services to children and household members and validate monitoring information.

7. Results Framework and Project Definitions of Child Labor

The results framework must include outputs, supporting results, intermediate objectives, a project objective, and critical assumptions that may influence the project. The results framework must be no longer than two pages and included as an annex. The results framework will serve as an input into the CMEP or Performance Monitoring Plan (PMP), as applicable, and will be refined and finalized during that process. For a template, definitions, and example, please see the MPG.

Applicants must also include the project-specific definitions for "child labor" and "children at high-risk of entering child labor" that they propose to use in implementing their project. The Applicant's definitions for these terms must be consistent with those definitions provided in this SCA. However, the Applicant must provide more specificity in their definitions, taking into account the context of the country where the project will be implemented and their proposed project strategy.

8. Work Plan

The Work Plan must identify major project activities, deadlines for completing these activities, and person(s) or institution(s) responsible for completing these activities for the entire life of the project. The work plan must be included as an annex and correspond to activities identified in the results framework and the project design narrative. Applicants may choose an appropriate format for their work plan.

d. Organizational Capacity

This section must describe the qualifications of the proposed Applicant and/or any proposed subgrantees and/or subcontractors to implement the project. Specifically, for this SCA, the Applicant must describe their experience and ability to carry out both Objective 1 and Objective 2. Applicants may demonstrate this

either independently or through a relationship with proposed subgrantees and/or subcontractors that will be directly involved in project implementation.

1. International and U.S. Government Grant and/or Contract Experience

Applicants must describe any experience they have with implementing projects relevant to the stated objective(s) of this SCA (see Section I) and provide references for past performance (no more than a total of six (6) references/projects, see Appendices for a sample format). Applicants should prioritize submission of references related to the objectives of the project. References should be included for all the Applicants and subgrantees and/or subcontractors providing services related to project intervention strategies (see Section I.D.). Projects included in the table must have been active within seven years of the issuance date of the SCA.

2. Country Presence and Host Government Support

Applicants must describe their organization's (or partner organization's) existing presence and ability to start up project activities in the target area(s) upon signing a cooperative agreement. Applicants should also discuss their ability to work directly with relevant government agencies and NGOs, including local organizations and community based organizations, and their past experience working with these stakeholders. Applicants must submit supporting documentation, which demonstrates country presence and outreach to the host government (including the Ministry of Labor and any ministries from which the host government requires approval to implement technical cooperation efforts related to this solicitation).

Any documents that demonstrate country presence and corroborate host government support may be included as an annex to the Technical Proposal. This Annex will not count towards the page limit. Documentation may include official registration of the Applicant's organization in the host country, a current Memorandum of Understanding between the Applicant and the host government, and letters of support for the proposed project from the national and/or local governments.

This project is intended to reduce child labor and improve labor rights and working conditions in Honduras. The SCA state that this work is to be performed in Honduras; however, if USDOL and the grantee determine that performance in Honduras has become impossible as a result of the withdrawal of host country government support for the project, USDOL and the grantee may confer to determine whether it is desirable and feasible to implement the project in a different country in the Americas. This determination will necessitate findings that: 1) based upon available research, a project is warranted to reduce child labor and improve labor rights and working conditions in a different country than Honduras; 2) USDOL and the grantee can obtain support from the new proposed host country government to implement the proposed project; and 3) the grantee has the capacity to implement the project in the proposed country within the legally permissible timeframe for implementation of the project. If the USDOL and the grantee are unable to make these findings and mutually agree on a modification to the cooperative agreement(s) to implement performance in another country in the Americas, either USDOL or the grantee may seek to have the grant suspended or terminated pursuant to the applicable termination clauses.

3. Project Management Plan

Applicants must discuss their project management plan. It must include a narrative description of the structure of the project's management team, key personnel roles and responsibilities and the lines of authority between key personnel and other project staff directly responsible for providing direct services related to project intervention strategies. If any of the project's personnel would be employed by a subgrantee/subcontractor, the Applicant must provide a rationale for this arrangement and an explanation of the staffing structure.

Applicants must also include (as an annex) a project management organization chart that provides a visual depiction of the project's management structure and lines of authority among all key personnel, other professional personnel, and other project staff being proposed. Applicants may choose an appropriate format for their project management organization chart.

4. Personnel

Applicants must include (as an annex) signed letters of commitment from all proposed key personnel (as identified in this SCA) indicating their commitment to serve on the project. Applicants must include as an annex a one-page personnel description outlining roles and responsibilities for each key personnel and professional personnel position specified in their proposal. Applicants must also submit as an annex a one-page résumé for all positions designated as key personnel in this SCA and any other professional personnel being proposed by the Applicant in the SCA. Each résumé must include:

- Educational background, including highest education level attained;
- Work experience covering at least the last five years of employment to the present, including such information as the employer name, position title, clearly defined duties, and dates of employment;
- Special experience, capabilities, or qualifications related to the candidate's ability to implement the proposed strategy and perform effectively in the proposed position; and
- English and other relevant language skills (speaking, listening, reading, writing).

5. Audit Reports

Applicants must include (as an annex) a copy of the opinion letter(s) and a summary of audit findings for the Applicant and all subgrantees/subcontractors providing services related to project intervention strategies. The Applicant must include a cover sheet for its audit attachments. The following audit attachments are required, depending on the organization's status:

- Applicants from U.S.-based non-profit organizations and all proposed U.S.-based, non-profit, subgrantees and/or subcontractors that are subject to the Single Audit Act must include the summary of audit findings and opinion letter of the most recent single audit and demonstrate compliance with single audit submission timeframes established in OMB Circular A-133. Organizations with audit findings that include qualified or adverse opinions must also include a summary of corrective actions undertaken to address the findings.
- Non-U.S. based and for-profit Applicants must submit an English version of opinion letters and a summary of audit findings from their most current independent financial audit report.
- For all proposed subgrantees and/or subcontractors that are for-profit or non-U.S.-based organizations, Applicants must submit English versions of the summary of their audit findings and opinion letters for their most current independent financial audit.
- Upon request, Applicants/Grantees will be required to submit full audit reports and/or official translations of audit reports.

2. Cost Proposal

Applicants must prepare a cost proposal as Part II of the application. Applicants must provide a narrative description and supporting documentation that demonstrate their organization has a sound financial system in place to effectively manage the funds requested under this solicitation.

The cost proposal must reflect consistency between the proposed costs and the work to be performed as outlined in the project design narrative of the Applicant's technical proposal. The cost proposal must contain the following: (1) an SF-424 Supplemental Key Contacts Information; (2) an SF-424 Application for Federal Assistance; (3) an SF-424A Budget Information; (4) a detailed outputs-based budget and an accompanying budget narrative; (5) an indirect cost form and supporting documentation; and (6) cost sharing information, if applicable.

a. Dun & Bradstreet (DUNS) Number and SAM Registration

Applicants must include their unexpired DUNS number in the organizational unit section of Block 8 of SF-424. Applicants proposing subgrantees or subcontractors must submit each organization's DUNS number as an attachment to the Cost Proposal.

Organizations that do not have a DUNS number can receive a DUNS number at no cost by using the web-based form available at <http://fedgov.dnb.com/webform>.

In addition to having a current DUNS number, Applicants must be registered with the SAM website prior to submitting an application to this solicitation. Instructions for registering with SAM can be found at <https://www.sam.gov>. An awardee must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the Applicant is required to review and update the registration at least every 12 months from

the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate and complete.

b. Required Standard Forms

1. SF-424 Supplemental Key Contacts Information

This form must include name, position title, address, telephone and fax numbers, e-mail address, and other relevant information for the Applicant's designated key contact person.

2. SF-424 Application for Federal Assistance

This form must reflect the entire amount of funds being requested under this solicitation and, if applicable, the amount of any cost sharing proposed by the Applicant must be shown in Section 18.b.

3. SF-424A Budget Information (Non Construction Programs)

This form must include all costs for proposed activities. If applicable, line 6 must include construction activities that are: 1) over \$5,000; and/or 2) for the construction of a permanent structure (latrines, wells, etc.)

c. Outputs-Based Budget

The Cost Proposal must include a summary outputs-based budget, along with specific outputs-based budgets for the Applicant and each proposed subgrantee/subcontractor. The outputs-based budget must correspond to the SF-424 and SF-424A. The outputs-based budget (including USDOL funds and any cost sharing funds reported on the SF-424 and SF-424A) must comply with Federal cost principles. Allowable costs include those specifically defined in OMB Circular A-122. The budget will become part of the cooperative agreement in the event of award and any costs omitted by the Applicant may not be allowed after award. Applicants may not rely on other contracts, grants, or awards to implement the Applicant's proposed strategy. The budget submitted with the application must include all necessary funds to implement the proposed project strategy. USDOL will not provide any additional funding to cover unanticipated costs.

The detailed outputs-based budget must present costs in a manner that is linked to activities, objectives, and outputs reflected in the project design narrative, work plan, and results framework and demonstrate cost-effective allocation of project funds. In addition, it must provide a breakdown of total administrative costs into direct and indirect administrative costs and allocate the largest proportion of project resources to direct intervention rather than to direct and indirect administrative costs.¹⁵

Applicants must use the following guidance in preparing their outputs-based budget:

¹⁵ The GO reserves the right to negotiate project and administrative cost levels before award.

1. Travel

Applicants must allocate sufficient funds to finance appropriate in-country and international travel. At a minimum, applicants should allocate funds for:

- Travel by the Project Director and/or another key personnel staff member to Washington, D.C. to attend a post-award meeting (New Grantee Orientation); and
- Travel by the Project Director and/or other key personnel based in the field to meet annually with USDOL officials in Washington, D.C. or another site determined by USDOL.

2. Project M&E

All USDOL funded projects must allocate funds to cover the costs associated with project M&E activities. Projects must set aside at least 8 percent of the project budget to cover the costs associated with project monitoring and evaluation activities. This 8 percent should be included as its own line item/category within the outputs-based budget. On the SF-424A, this amount can be included in the category "6h-other." Allocations associated with monitoring and evaluation must include:

- The development and implementation of DBMS.
- Regular collection and processing of monitoring data for project beneficiaries at the child and the household level, including any necessary travel to monitor the work status of each beneficiary.
- The development of monitoring guidelines (in multiple languages, as appropriate) for all project partners responsible for providing direct services to children and members of their households.
- The development and implementation of a system and process for validating monitoring information.
- Support to the CMEP process including project staff in-country travel to two CMEP workshops, costs of hosting workshops (meeting rooms, etc.), training partners, and any other logistical/administrative costs (please see Section VI. Award Administration Information).
- Meeting reporting requirements as discussed in the SCA.
- At least \$70,000 to support the external interim and final implementation evaluations. Resources permitting, USDOL will directly contract the external evaluators to design and implement the evaluations. However, the project will be responsible for certain support costs for each evaluation such as translation of the evaluation report from English into the local language, providing ground transportation for the external evaluator, hosting an evaluation stakeholders meeting, and in-country transportation and accommodation costs for staff and other stakeholders' participation in the meeting.

- Conducting a baseline survey, a follow-up survey, and, if relevant, a needs assessment on school conditions.

Note:

Costs associated M&E personnel should be included under the personnel line item and not be included in this budget section.

Costs associated with any required additional research or special studies, as may be required by the SCA or proposed by the project, should not be included in this monitoring and evaluation budget, and must be budgeted for separately.

This budget guidance establishes a minimum amount of funds that must be set aside for monitoring and evaluation activities; the applicant may propose additional funds as needed, based on cost estimates for required activities. In particular, applicants are encouraged to conduct a cost analysis for baseline and follow-up surveys and budget for these surveys appropriately.

3. Single Audits / Attestation Engagements

Include costs for single audits as direct or indirect costs, whichever is appropriate, in accordance with the cost allocation procedures approved by the U.S. Federal Cognizant Agency (FCA). Attestation engagements are conducted at USDOL's expense to supplement the coverage provided by the single audits. There should be no costs included in the budget for attestation engagements.

4. Allowance for Unforeseen Costs

Applicants must include five percent of the project's total direct costs to address unforeseen circumstances beyond the Grantee's control that affect specific budget lines related to:

- Inflation affecting specific project costs;
- United Nations System or foreign government-mandated salary scale or benefits revisions; and
- Exchange rate fluctuations.

USDOL also recognizes that certain unforeseen circumstances may arise and result in a need for exceptions to these uses of Allowance for Unforeseen Costs funds and a need for budget modifications or time extensions. These include (1) changes in a country's security environment; (2) natural disasters; (3) civil or political unrest/upheavals or government transitions; or (4) delays related to loss of or damage to project property. Use of these funds must be approved by the GO. The MPG gives guidelines for requesting approval of a budget modification to re-allocate funds under the Allowance for Unforeseen Costs budget line, as well as guidance on the timeline by which such re-allocations should be completed.

5. Value Added Tax (VAT)

Applicants must include costs related to VAT. If VAT costs are applied by the host government but are omitted in an Applicant's budget, the Grantee will be responsible for paying them. USDOL-funding cannot be used for VAT costs that were not included in the initial budget proposal.

6. Housing

If included in the budget, provide in the budget narrative a justification for any proposed housing costs, housing allowances, and/or personal living expenses. In accordance with federal cost principles, personnel housing and personal living expenses may not be counted as fringe benefits or indirect costs in the project budget. USDOL funds may only be used to pay for housing costs, housing allowances, and personal living expenses (e.g., dependents' allowance) of project staff if they (1) are separately accounted for as direct costs of the project necessary for the performance of the project and (2) receive prior approval from USDOL. Applicants must provide a brief explanation as to why such costs are considered necessary for the performance of the project, consistent with the organization's established policies, and reasonable for the country where the staff person will reside.

d. Budget Narrative

The cost proposal must include a budget narrative that corresponds to the outputs-based budget. The budget narrative must include a detailed justification, broken down by line item, of all of the Applicant's costs included in the outputs-based budget.

e. Indirect Cost Information

According to Federal regulations, indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect cost charges should be based on allowable, allocable, and reasonable costs based on the applicable cost principles.¹⁶ Indirect cost support for allocated charges to the grant and the closeout process is validated using a federally approved Negotiated Indirect Cost Rate Agreement (NICRA). The NICRA is issued by the FCA based on annual indirect cost proposal submissions from grantees. Typically, the agency providing the preponderance of direct Federal funds to the organization is the FCA.

¹⁶ OMB Circular A-122 for non-profit organizations or OMB Circular A-87 for State and local organizations; and OMB Circular A-21 for Educational Institutions. These cost principles are available at <http://www.whitehouse.gov/omb/circulars/index.html>. Federal Acquisition Regulations, 48 CFR Part 31, for for-profit organizations are available at: <http://www.arnet.gov/far/>.

1. Indirect Cost Form for the Applicant

The cost proposal must contain information on the Applicant's indirect costs, using the Indirect Cost Form provided on [Grants.gov](http://www.dol.gov/grants) and on the USDOL/ILAB's Web site at <http://www.dol.gov/ilab/grants/SGAguidelines.htm>.

2. Indirect Cost Supporting Documentation

For organizations with a current rate approved by the FCA: Please provide a copy of the NICRA in the proposal.

For organizations with no budgeted/claimed indirect costs: Please provide a Certificate of Direct Costs. See the Indirect Cost Form for details and a sample certificate.

3. Indirect Cost Proposal Submission Requirements

For organizations with an expired rate or a rate not previously approved by the FCA: For evaluation purposes, applicants without an approved NICRA must submit an indirect cost rate or ceiling amount that they propose be incorporated into the resultant cooperative agreement award. An indirect cost proposal must be submitted to the FCA within 90 days of grant award to establish a provisional NICRA. This provisional rate may be effective for a period up to two years until a final NICRA is established.

For organizations with a current rate: Indirect cost proposals must be submitted on an annual basis to the FCA to obtain federally approved NICRAs for the life of the grant, unless the FCA instructs otherwise. These proposals are based on incurred costs and are due six months after the end of each fiscal year.

4. Indirect Cost Ceilings

The proposed/approved NICRA rate, or indirect rate proposed in response to the SCA for those organizations with no rates approved, will be used to set a ceiling for indirect costs in the cooperative agreement.

3. Survey on Ensuring Equal Opportunity for Applicants (Optional)

All Applicants are requested, but not required, to complete and include the Survey on Ensuring Equal Opportunity for Applicants (OMB No. 1890-0014) in their applications; this form is provided on USDOL/ILAB's Web site at: <http://www.dol.gov/ilab/grants/SGAguidelines.htm>.

C. Submission Dates and Times

All applications must be received by the closing date and time on the cover page of this announcement. Late applications will be considered non-responsive and will not be reviewed.

D. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

E. Funding Restrictions

All Applicants must adhere to requirements concerning restrictions, unallowable activities, and specific prohibitions, as identified in OMB Circular A-122, OMB Circular A-21, 29 CFR Part 95, 29 CFR Part 98, and USDOL/ILAB policies outlined in the OCFT MPG, for all USDOL-funded technical cooperation projects. Applicants should take particular note and should adhere to funding restrictions/administrative requirements in the USDOL/ILAB MPG (available on Grants.gov as a document accompanying this SCA).

F. Other Submission Requirements

Applications may be submitted electronically via [Grants.gov](https://www.grants.gov) or in hard copy. Applications submitted by other means, including e-mail, telegram, or facsimile (FAX) will be not be accepted.

1. Electronic Submission

Applicants electing to submit electronically must submit one electronic copy of the complete application via [Grants.gov](https://www.grants.gov). Applicants submitting via [Grants.gov](https://www.grants.gov) are responsible for ensuring that their application is received by [Grants.gov](https://www.grants.gov) by the deadline.

Applicants submitting their application electronically through [Grants.gov](https://www.grants.gov) should note the following submission instructions: (1) an individual with authority to legally bind the Applicant must be responsible for submitting the application on [Grants.gov](https://www.grants.gov), (2) applications submitted through [Grants.gov](https://www.grants.gov) do not need to be signed manually; the form will automatically affix an electronic signature for the authorized person identified, and (3) when submitting on [Grants.gov](https://www.grants.gov), Applicants must save all attachments as a .doc, .pdf, .txt, or .xls file. If submitted in any other format, the application bears the risk that compatibility or other issues will prevent USDOL from considering the application. USDOL will attempt to open the document, but will not take any "corrective" measures in the event of issues with opening the document. In such cases, the non-conforming application will not be considered for funding.

To avoid unexpected delays that could result in the rejection of an application, Applicants should immediately initiate and complete the registration steps at http://www.grants.gov/Applicants/get_registered.jsp as registration can take multiple days to complete. Applicants should consult the [Grants.gov](https://www.grants.gov) Web site's Frequently Asked Questions and Applicant User Guide, available at http://www.grants.gov/help/general_fags.jsp, and <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. Within two business days of application submission, [Grants.gov](https://www.grants.gov) will send the Applicant two email messages to provide the status of application progress through the system. The first, almost immediate, email will confirm receipt of the application by [Grants.gov](https://www.grants.gov). The second email will indicate the application has been successfully submitted and successfully validated or has been rejected due to errors. Only applications that have been successfully submitted and successfully validated will be considered. It is the sole responsibility of the Applicant to ensure a timely submission, therefore sufficient time

should be allotted for submission (two business days) and, as necessary, additional time should be allotted to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if sufficient time is not allotted and a rejection notice is received after the due date and time, the application will not be considered.

Applicants can contact the Grants.gov Contact Center at 1-800-518-4726 or support@grants.gov to obtain assistance with any problems related to using Grants.gov, including difficulties downloading the application package; software compatibility questions; and questions on how to assemble electronic application packages. USDOL bears no responsibility for data errors resulting from transmission or conversion processes.

2. Hardcopy Submissions

Applicants electing to submit hard copies must submit one (1) signed original, complete application, plus one (1) copy of the application, along with a CD that includes the Technical and Cost Proposals saved as .doc, .pdf, .txt, or .xls files. Hard copy applications must be delivered to the address on the cover page of this announcement. Applicants are advised to submit their applications in advance of the deadline. Applications may be hand delivered or submitted via the U.S. Postal Service or non-U.S. Postal Service delivery services, such as Federal Express or UPS. Regardless of the type of delivery service selected, Applicants bear the responsibility for timely submission. The application package must be received at the designated place by the date and time specified or it will be considered non-responsive and will be rejected. Note: Please be advised that U.S. mail delivery in the Washington D.C. area can be slow and erratic due to security concerns. Applicants must consider this when preparing to meet the application deadline.

Any application received at OPS after the deadline will not be considered unless it is received before the award is made and:

1. It is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at USDOL at the address indicated; and/or
2. It was sent by registered or certified mail not later than the fifth calendar day before the deadline; or
3. It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.
4. It was sent by non-U.S. Postal Service Next Day Service-carrier facility to Addressee, no later than 5:00 p.m. at the place of mailing two (2) working days, excluding weekends and Federal holidays, before the deadline.

The only acceptable evidence to establish the date of mailing sent by registered or certified mail is the U.S. Postal Service postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service. The only acceptable evidence to establish the date of mailing sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the Post Office clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper on the original receipt from the U.S. Postal Service. For Applications submitted through other delivery services such as Federal Express or UPS, the only acceptable evidence to establish the date of the mailing is the tracking number, which contains detailed information about the mailing.

If the postmark is not legible, an application received after the above closing time and date will be treated as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (not a postage meter machine impression) that is readily identifiable without further action as having been applied and affixed by an employee of the U.S. Postal Service on the date of mailing. Therefore, Applicants should request that the postal clerk place a legible hand cancellation "bull's-eye" postmark on both the receipt and the envelope or wrapper.

V. APPLICATION REVIEW INFORMATION

A. Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. The evaluation criteria are based on the information required in the application as described in Section IV.

CRITERIA	REFERENCE	POINTS
Objectives, Expected Outcomes, and Project Interventions	IV.B.1.c.2	20
Targets	IV.B.1.c.3	10
Partners	IV.B.1.c.4	5
CMEP and M&E Capacity Statement	IV.B.1.c.6	5
Results Framework	IV.B.1.c.7	10
Work Plan	IV.B.1.c.8	10
International and U.S. Government Grant and/or Contract Experience	IV.B.1.d.1	5
Country Presence and Host Government Support	IV.B.1.d.2	5
Project Management Plan	IV.B.1.d.3	5
Personnel	IV.B.1.d.4	10
Budget (Outputs-Based Budget and Budget Narrative)	IV.B.2.c	15
Total =		100

B. Review and Selection Process

A technical review panel will evaluate each responsive application against the criteria described in this SCA. Reviewers will award points based on the extent to which the Applicant's proposal provides a clear and strong response to requirements in the SCA related to each of the criteria above.

Applicants are advised that panel recommendations to the GO are advisory in nature. The GO may elect to select a Grantee on the basis of the initial application submission or the GO may establish a competitive or technically acceptable range from which a Grantee will be selected.

If deemed appropriate, the GO may call for the preparation and receipt of final revisions of applications, following which the evaluation process described above may be repeated, in whole or in part, to consider such revisions. The GO will make final selection determinations based on panel findings and may consider other factors that represent the greatest advantage to the Federal Government, including cost, the availability of funds, and the Applicant's past performance on Federal awards. USDOL reserves the right to: (1) solicit information from Federal sources and/or non-Federal sources about the Applicant's past performance on any awards—including evaluations, audits, attestation engagements, and questionnaires; (2) assess the Applicant's past performance on awards with respect to its potential effect on grant implementation; and (3) consider this information as part of its selection process. If USDOL does not receive technically acceptable applications in response to this solicitation, it reserves the right to terminate the competition and not make any award. The GO's determinations for awards under this solicitation are final.

Before the actual cooperative agreement is awarded, USDOL may enter into discussions with one or more selected Applicants for any reason deemed necessary, including negotiating components of the project design/strategy; budget; project duration; staffing; funding levels; and financial and administrative systems in place to support implementation of the cooperative agreement [including relevant issues raised in submitted audit report(s)]. If negotiations do not result in a mutually acceptable submission, the GO reserves the right to terminate the negotiation and decline to fund the application.

Award of a cooperative agreement under this solicitation may also be contingent upon an exchange of project support letters between USDOL and the relevant host government ministries.

C. Anticipated Announcement and Award Dates

Information on the anticipated award date is provided on the cover page of the SCA. USDOL is not obligated to make any awards as result of this solicitation.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

The GO will notify Applicants of designation results as follows:

1. Notice of Award

The notice of award signed by the GO serves as official notice of an Applicant's designation as Grantee. The notice of award will be accompanied by a cooperative agreement and the most current OCFT MPG, which is available on Grants.gov (as a document accompanying this SCA). The MPG provides general management procedures and guidance for recipients of ILAB's Grants and/or Cooperative Agreements in areas that may not be explicitly detailed in the solicitation.

2. Notice to Unsuccessful Applicants

Applicants not selected for award will be provided notification. Unsuccessful Applicants that wish to be debriefed by the GO must submit a written request within 10 business days after receipt of notification of non-selection. The GO is not required

to provide debriefings if written requests are not received within the specified timeframe.

B. Administrative and National Policy Requirements

1. General Requirements

Grantees under this SCA shall be subject to the terms outlined in this solicitation, the cooperative agreement, and the OCFT MPG. They are also subject to applicable U.S. Federal laws (including appropriations laws) and regulations, Executive Orders, applicable OMB Circulars and USDOL policies. If, during project implementation, a Grantee is found in violation of any of the foregoing, remedies may include modification of the terms of the cooperative agreement awarded under this solicitation; disallowance and recovery of costs; termination of the cooperative agreement; and any other action permitted by law.

For the purposes of this solicitation and cooperative agreement awards, Grantees will be the sole-entity:

- to act as the primary point of contact with USDOL to receive and respond to all inquiries, communications and orders under the project;
- with authority to withdraw or draw down funds through the Department of Health and Human Services-Payment Management System ;
- responsible for submitting to USDOL all deliverables, including all technical and financial reports related to the project;
- that may request or agree to a revision or amendment of the cooperative agreement or the Project Document; and
- responsible for working with USDOL to close out the project. Each Grantee must comply with all applicable Federal regulations and is individually subject to audit.

2. Project Audits and External Auditing Arrangements

U.S.-based non-profit Grantees whose total annual expenditure of Federal awards is more than \$500,000 must have an organization-wide audit conducted in accordance with 29 CFR Parts 96 and 99, which codify the requirements of the Single Audit Act and OMB Circular A-133, and must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Grantees must send a copy of each single audit conducted within the timeframe of the USDOL-funded project to their assigned GOR at the time it is submitted to the Federal Audit Clearinghouse.

In accordance with 29 CFR Parts 96 and 99, USDOL has contracted with an independent external auditor to conduct project-specific attestation engagements at USDOL's expense to supplement the coverage provided by the annual audits that Grantees are required to arrange, which are referenced in the preceding paragraph. All Grantees, including non-U.S.-based and private for-profit Grantees, are subject to attestation engagements during the life of the cooperative agreement. Attestation engagements will be conducted in accordance with U.S. Government Auditing Standards, which includes auditors' opinions on (1) compliance with USDOL

regulations and the provisions of the cooperative agreement and (2) the accuracy and reliability of the Grantee's financial and performance reports.

3. Administrative Standards and Provisions

Cooperative agreements awarded under this solicitation are subject to all applicable Federal laws, regulations, and applicable OMB Circulars. Awards under this SCA will be subject to the following administrative standards and provisions:

- 29 CFR Part 2 Subpart D – Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- 29 CFR Part 31 – Nondiscrimination in Federally Assisted Programs of the Department of Labor— Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance.
- 29 CFR Part 33 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR Part 35 – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- 29 CFR Part 36 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- 29 CFR Part 93 – New Restrictions on Lobbying.
- 29 CFR Part 94 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- 29 CFR Part 95 – Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations Under the Jurisdiction of Foreign Governments, and International Organizations.
- 29 CFR Part 96 – Audit Requirements for Grants, Contracts and Other Agreements.
- 29 CFR Part 98 – Government-wide Debarment and Suspension (Non-procurement).
- 29 CFR Part 99 – Audits of States, Local Governments, and Non-Profit Organizations.
- OMB Circular A-21– Cost Principles for Educational Institutions.
- OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.
- OMB Circular A-122– Cost Principles for Non-Profit Organizations.
- OMB Circular A-133– Audits of States, Local Governments, and Non-Profit Organizations.

On December 26, 2013, OMB published the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, 78 Fed. Reg. 78590, which can be found at: <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>. These new rules will supersede the requirements of OMB Circulars A-21, A-87, A-110, A-122, A-89, A-102, and A-133, and the guidance on Circular A-50 on Single Audit Act follow-up. Federal agencies are required to promulgate a regulation applying the rules by December 26, 2014, at which point the rules will be applied to awards to non-Federal entities. Awards made prior to

promulgation of the new regulations will be governed by the terms and conditions contained in that award.

For more information about the Final Rule and uniform guidance, please visit www.cfo.gov/COFAR. Crosswalks and side-by-sides with old guidance next to the new language are available at http://www.whitehouse.gov/omb/grants_docs.

4. Transparency

USDOL is committed to conducting a transparent grant award process and publicizing information about program outcomes. Posting grant applications on public websites is a means of promoting and sharing innovative ideas. For this grant competition, USDOL will publish all proposal Abstracts on the Department's public website or similar publicly accessible location. Additionally, USDOL will publish a redacted version of the Technical Proposal required by this solicitation for all Awardees, on the Department's website or a similar location. Except for the sections listed above, none of the Attachments to the Technical Proposal described in Section IV will be published. The Technical Proposals and Abstracts will not be published until after the cooperative agreements are awarded. In addition, information about Cooperative Agreement progress and results may also be made publicly available.

USDOL recognizes that grant applications sometimes contain information that an Applicant may consider proprietary or business confidential information, or may contain personally identifiable information. Proprietary or business confidential information is information that is not usually disclosed outside an organization and the disclosure of which is likely to cause the Applicant substantial competitive harm. Personally identifiable information is any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.¹⁷

Abstracts will be published in the form originally submitted, without any redactions. Applicants should not include any proprietary or confidential business information or personally identifiable information in this summary. In the event that an Applicant submits proprietary or confidential business information or personally identifiable information, USDOL is not liable for the posting of this information contained in the Abstract. The submission of the grant application constitutes a waiver of the Applicant's objection to the posting of any proprietary or confidential business information contained in the Abstract. Additionally, the Applicant is responsible for obtaining all authorizations from relevant parties for publishing all personally identifiable information contained within the Abstract. In the event the Abstract contains proprietary or confidential business or personally identifiable information, the Applicant is presumed to have obtained all necessary authorizations to provide this information and may be liable for any improper release of this information.

By submission of this grant application, the Applicant agrees to indemnify and hold harmless the United States, USDOL, its officers, employees, and agents against any liability or for any loss or damages arising from this application. By such submission of this grant application, the Applicant further acknowledges having the authority to execute this release of liability.

¹⁷ Office of Management and Budget, *OMB Memorandum 07-16 and 06-19. GAO Report 08-536, Privacy: Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008; available from <http://www.gao.gov/new.items/d08536.pdf>.

In order to ensure that proprietary or confidential business information or personally identifiable information is properly protected from disclosure when USDOL posts the winning Technical Proposals, Applicants whose Technical Proposals will be posted will be requested by the Grant Office to submit a redacted version of their Technical Proposal, with any proprietary or confidential business information and personally identifiable information redacted. All non-public information about the Applicant's and subgrantee or subcontractor members' staff (if applicable) should be removed as well.

Submission of a redacted version of the Technical Proposal will constitute permission by the Applicant for USDOL to make the redacted version publicly available. USDOL will also assume that by submitting the redacted version of the Technical Proposal, the Applicant has obtained the agreement of all persons and entities whose proprietary, confidential business information, or personally identifiable information is contained in the Technical Proposal to publish any unredacted information which fits under either category. If an Applicant fails to provide a redacted version of the Technical Proposal by the deadline established by USDOL, USDOL will publish the original Technical Proposal in full, after redacting only personally identifiable information. (Note that the original, unredacted version of the Technical Proposal will remain part of the complete application package, including the Applicant's proprietary and confidential business information and any personally identifiable information).

Applicants are encouraged to maximize the grant application information that will be publicly disclosed, and to exercise restraint and redact only information that clearly is proprietary, confidential commercial/business information, or capable of identifying a person. The redaction of entire pages or sections of the Technical Proposal is not appropriate, and will not be allowed, unless the entire portion merits such protection. Should a dispute arise about whether redactions are appropriate, USDOL will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70).

Redacted information in grant applications will be protected by USDOL from public disclosure in accordance with federal law, including the Trade Secrets Act (18 U.S.C. § 1905), FOIA, and the Privacy Act (5 U.S.C. § 552a). If USDOL receives a FOIA request for an application, the procedures in USDOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. 29 CFR § 70.26. Consequently, it is possible that application of FOIA rules may result in release of information in response to a FOIA request that an Applicant redacted in its "redacted copy."

5. Transparency Act Requirements

Applicants must ensure that necessary processes and systems are in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252). Complete information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, can be found at the following website: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

C. Reporting

Grantees must submit copies of all required reports to USDOL by the specified due dates, unless otherwise indicated. More information on the reports and exact timeframes for their completion will be included in the cooperative agreement.

VII. AGENCY CONTACTS

Agency contact information is available on the cover page of the SCA.

VIII. OTHER INFORMATION

A. OMB Information Collection

This SCA requests information from Applicants. This collection of information is approved under 1225-0086 OMB Information Collection No 1225-0086 (expires January 31, 2016). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 40 hours per response. These estimates include time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and drafting the proposal. Any comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, should be directed to the OPS.

This information is being collected for the purpose of awarding a cooperative agreement. The information collected through this SCA will be used by the USDOL to ensure that cooperative agreements are awarded to the Applicant(s) best suited to perform the functions of these cooperative agreements. Submission of this information is required in order for the Applicant to be considered for award of a cooperative agreement.

B. Privacy Act and FOIA

Any information submitted in response to this solicitation will be subject to the provisions of the Privacy Act and the FOIA, as appropriate.

IX. APPENDICES

APPENDIX A. Acronyms

AHM	Asociación Hondureña de Maquiladores (Honduran Maquiladoras Association)
CFR	Code of Federal Regulations
CGT	Central General de Trabajadores (the General Workers' Confederation)
CMEP	Comprehensive Monitoring and Evaluation Plan
CUTH	Confederación Unitaria de Trabajadores de Honduras (Unitary Confederation of Honduran Workers)
DBMS	Direct Beneficiary Monitoring System
DUNS	Dun and Bradstreet
FCA	U.S. Federal Cognizant Agency
FFR	Federal Financial Report
FOIA	Freedom of Information Act
GO	Grant Officer
GOR	Grant Officer's Representative
ILAB	Bureau of International Labor Affairs
ILO	International Labor Organization
M&E	Monitoring and Evaluation
MPG	Management Procedures and Guidelines
MS	Monitoring System
NGOs	Non-governmental Organizations
NICRA	Negotiated Indirect Cost Rate Agreement
OCFT	Office of Child Labor, Forced Labor, and Human Trafficking
OMB	Office of Management and Budget
OPS	Office of Procurement Services
PIO	Public International Organization
SAM	System for Award Management
SF	Standard Form
SCA	Solicitation for Cooperative Agreement Applications
STSS	Secretaría de Trabajo y Seguridad Social (Secretariat of Labor and Social Security)
TDA	Trade and Development Act
TPR	Technical Progress Report
TVPRA	Trafficking Victims Protection and Reauthorization Act
USAID	U.S. Agency for International Development
USDOL	U.S. Department of Labor
VAT	Value Added Tax

APPENDIX B. Definitions

1. “**Acceptable work**,” while not specifically defined in the ILO Conventions, is work that is performed by children who are of legal working age, in accordance with national legislation and international standards, namely ILO Conventions 182 and 138; non-hazardous; non-exploitative; and does not prevent a child from receiving the full benefit of an education. For example, “acceptable work” would generally include light work that is compatible with national minimum age legislation and education laws.
2. “**Area-based approach**” targets all forms of child labor and labor rights violations within a defined geographic location.
3. A “**Child**” or “**children**” are individuals under the age of 18 years. For the purposes of this solicitation, the term “youth” will be used for older children who are age 15 to 18 years.
4. “**Child labor**” includes those children (minors under age 18) working in the worst forms of child labor as outlined in ILO Convention 182 and children engaged in work that is exploitative and/or interferes with their ability to participate and complete required years of schooling, in line with ILO Convention 138. ILO Convention 182 defines the worst forms of child labor as:
 - (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
 - (b) the use, procuring or offering of a child for prostitution, the production of pornography or for pornographic performances;
 - (c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; and
 - (d) work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Grantees are encouraged to consult Recommendation 190 accompanying C. 182 for additional guidance on identifying hazardous forms of work. According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- (a) work which exposes children to physical, psychological, or sexual abuse;
- (b) work underground, under water, at dangerous heights or in confined spaces;
- (c) work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- (d) work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;

- (e) work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

5. **“Child labor monitoring system”** CLMS involves the identification, referral, protection, and prevention of exploitative child labor through the development of a coordinated multi-sector monitoring and referral process that aims to cover all children living in a given geographical area.

Progress in this field can be demonstrated if one or several of the following systems has been established:

- A comprehensive plan and/or pilot program to develop and establish national, local or sector specific CLMS.
- A CLMS covering various forms of child labor at the national level;
- A CLMS covering various forms of child labor at the local level:
- A CLMS in any formal or informal sector, urban or rural.

A comprehensive and credible CLMS includes the following characteristics:

- The system is focused on the child at work and/or in school;
- It involves all relevant partners in the field, including labor inspectors if appropriate;
- It uses regular, repeated observations to identify children in the workplace and determine risks to which they are exposed;
- It refers identified children to the most appropriate alternative to ensure that they are withdrawn from dangerous work;
- It verifies whether the children have actually been removed and/or shifted from dangerous work to an appropriate situation (school or other);
- It tracks these children after their removal, to ensure that they have satisfactory alternatives; and
- It keeps records on the extent and nature of child labor and the schooling of identified child workers.

6. **“Children at high-risk of entering child labor”** refers to children who experience a set of conditions or circumstances (family environment or situation, proximity to economic activities prone to employ children, etc.) under which the child lives or to which the child is exposed that make it more likely that the child will be employed in child labor (e.g. siblings of working children). The definition of high-risk should be defined by the project and used in the baseline survey.
7. **“Collective bargaining”** is a process of negotiations between an employer, or employers, and the representatives of organized employees aimed at reaching agreements regarding working conditions and terms of employment.
8. **“Cooperative agreement”** refers to an award instrument where substantial involvement is anticipated between the donor (USDOL) and the Grantee during the performance of project activities. The level of monitoring and accountability required by USDOL under a

cooperative agreement is less than what is required under a contract, but more than what is required under a regular grant.

9. **“Cost sharing”** means any method by which the Grantee accomplishes the work of the grant, or work that supports or enhances the goals of the grant, with funds or other things of value obtained from the Grantee and/or non-Federal third parties. These methods may include “matching funds” and “in-kind contributions.”
10. **“Decent work”** is an initiative led by the ILO that promotes higher productivity and fair income for all workers. It is based on four components: (1) job creation, (2) exercise of labor rights, (3) expansion of social protection programs, and (4) social dialogue.
11. **“Direct beneficiaries”** are children, workers, and households that have been provided with educational, legal, social and livelihood services; inspectors who have been provided with additional resources and training; and workers and employers in the maquila sector who have been provided dispute resolution services.
12. **“Direct beneficiary monitoring system”** DBMS monitors provision of training, educational, legal, social and livelihood services provided to all direct beneficiaries, children’s education and work status, and success in resolving disputes between worker and employers in the maquiladora sector.
13. **“Direct educational services”** may involve either of the following:
The provision of goods and/or services (if lack thereof is a barrier to education) that meets direct beneficiaries’ specific needs and results in their enrollment in at least one of the four categories of educational activities listed below. Examples of goods and/or services that may meet the specific gaps/educational needs of targeted children include tutoring, school meals, uniforms, school supplies and materials, books, tuition and transportation vouchers, or other types of non-monetary incentives.

The four categories of educational activities that qualify are:

- Non-formal or basic literacy education- This type of educational activity may include transitional, leveling, or literacy classes so that a child may either be mainstreamed into formal education and/or can participate in vocational training activities;
- Vocational, pre-vocational, or skills training- This type of training is designed to develop a particular, marketable skill (i.e., mechanics, sewing);
- Formal education - This is defined as the formal school system within the select country; or
- Mainstreaming - This type of educational activity involves transitioning children from non-formal education into the formal education system. Generally, mainstreaming involves the provision of goods and/or services that may assist in placement testing and enable a child to attend and stay in school.

OR

The direct provision of at least one of the following two educational activities by the project to its direct beneficiaries:

- Non-formal or basic literacy education; or
- Vocational, pre-vocational, or skills training.

Grantees must be able to match a particular service or educational or training opportunity to an individual child. Therefore, project interventions such as infrastructure improvements to schools and other learning environments, teacher training, construction

of latrines, inclusion of child labor modules in teacher curriculum, or the provision of classroom chalkboards are not considered “direct educational services” as defined above (see definition of “other project interventions”).

14. **“Direct services”** are interventions that include educational, legal, social, conciliation/arbitration, and livelihood services provided by the project.
15. **“Educational services”** refers to formal or non-formal education:
 - **Formal education services** refer to education provided and/or recognized by the government. Formal education may include government schools, private schools, religious schools, etc. The support of formal education may involve the provision of goods and/or services including direct costs such as school fees and teaching and learning materials and indirect costs such as school uniforms, transportation costs, etc. These goods and/or services are intended to ensure that the child will attend and stay in school.
 - **Non-formal education services** refer to education provided by any organization or body outside of the formal school system. This education may include literacy, mainstreaming education, accelerated learning, community-based education, bridge courses, remedial education, life skills, etc. Non-formal education services may lead to mainstreaming into formal education or equivalent school certificates.
 - **Vocational education services** refer to education and/or training related to a specific vocation, trade or occupation. For the purposes of a project(s) funded under this solicitation, a child under the age of 18 who receives vocational education services will be counted as having received an educational service. Vocational education services may also be provided to individuals 18 years of age and older in a household, including older siblings of working or at-risk children under the age of 18, if the provision of such services is intended to reduce the likelihood of child labor for a child in that household as a result of improvements to the household’s livelihood. In such cases, the Grantee will report this vocational service to USDOL as a livelihood service provided by the project.
16. **“Freedom of association”** is the right to associate with others for the purpose of engaging in legally protected activities. For the purposes of this solicitation, the focus is on the exercise of this right in the workplace, such as the formation of unions.
17. **“Forced labor”** refers to all work or service that is exacted from any individual under menace of any penalty for nonperformance of the work or service, and for which the work or service is not offered voluntarily; or the work or service is performed as a result of coercion, debt bondage, or involuntary servitude. This definition is derived from ILO Convention 29 (Forced Labor).
18. **“Hazardous work”** The worst forms of child labor referred to in Article 3(d) of Convention 182 are known as **“hazardous work.”** According to ILO Convention 182, hazardous work “shall be determined by national laws or regulations or by the competent authority, after consultation with the organizations of employers and workers concerned, taking into consideration relevant international standards...” As this suggests, forms of work identified as “hazardous” for children [Article 3(d)] may vary from country to country. ILO Recommendation No. 190, which accompanies ILO Convention 182, gives additional guidance on identifying “hazardous work.” ILO Recommendation No. 190 states in Section II, Paragraph 3 that, “[i]n determining the types of work referred to

under Article 3(d) of the Convention [ILO Convention 182], and in identifying where they exist, consideration should be given, inter alia to:

- a. work which exposes children to physical, psychological, or sexual abuse;
- b. work underground, under water, at dangerous heights or in confined spaces;
- c. work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- d. work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- e. work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.”

ILO Recommendation No. 190 goes on to state in Paragraph 4 that, “[f]or the types of work referred to under Article 3(d) of the Convention and Paragraph 3 above, national laws or regulations or the competent authority could, after consultation with the workers’ and employers’ organizations concerned, authorize employment or work as from the age of 16 on condition that the health, safety and morals of the children concerned are fully protected, and that the children have received adequate specific instruction or vocational training in the relevant branch of activity.”

19. **“Household”** consists of all persons—related family members and all unrelated persons—who occupy a housing unit and have no other usual address. For the purposes of this project a household must include at least one eligible child who is “at high-risk of entering child labor” or “engaged in child labor.”
20. **“Indirect beneficiaries”** are individuals who may benefit from “other direct services” and/or “other project interventions” provided by the project but who do not receive a “direct service.” Such individuals would not qualify as direct beneficiaries.
21. **“In-Kind contributions”** means goods or services committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining such goods or services from the third party and applying them to the work of the grant. Failure to do so may result in USDOL’s disallowance of costs in the amount of the committed in-kind contributions.
22. **“Key stakeholders”** can include, but are not limited to: parents, workers, educators, unions and worker organizations, employer organizations, NGOs, community leaders, national policy makers, and key opinion leaders.
23. **“Livelihood”** is defined as a means of living, and the capabilities, assets (including both material and social resources, such as, food, potable water, health facilities, educational opportunities, housing, and time for participation in the community), and activities required for it. A livelihood encompasses income, as well as social institutions, gender relations, and property rights required to support and sustain a certain standard of living. It includes access to and benefits derived from social and public services provided by the state, such as education, health services, and other infrastructure. Sustainable livelihood programs seek to create long-lasting solutions to poverty by empowering their target population and addressing their overall well-being. USDOL child labor elimination projects focus on ensuring that households can cope with and recover from the stresses and shocks and maintain or enhance present and future capabilities and assets in a way that helps them overcome the need to rely on the labor of their children to meet basic needs.

24. “**Livelihood services**” may include, but are not limited to, the provision or linkage to education and training, employment services, economic strengthening services, improved access to savings and credit, and social capital services. Definitions of livelihood services include, but are not limited to, the following categories:

- **Livelihood education and training services** aim to provide adult participants with the basic skills and knowledge necessary to benefit from social services, financial services, and higher education. Education and training services may include the provision or linkage to life skills, leadership training, financial education, and literacy and numeracy programs. Only adults¹⁸ may be counted in this category as receiving education and training services.
- **Improved access to savings and credit** aims to mitigate economic shocks by leveling out the income of participants over time. These services may include village savings and loan programs, micro-insurance, micro-savings, (un)conditional cash transfer programs, health services, food programs, housing, and initiatives that aim to diversify the income sources of participants. Adults and children may receive these services.
- **Social capital services** aim to expand a participant’s connection within and between social networks. Social capital services may include the provision or linkage to support groups and labor sharing arrangements. Adults and children may receive social capital services.
- **Employment services** aim to increase employment, job retention, earnings, and occupational skills of participants. Employment services may include the provision or linkage to employment assistance programs, vocational and business training, business start-up packages, occupational safety and health training, micro-franchise programs, job placement, apprenticeships and public works programs. Adults and children of the legal working age may receive employment services.
- **Economic strengthening services** aim to increase the economic well-being of participants. Economic strengthening services may include the provision or linkage to micro-credit, productivity transfers, and cooperatives. Adults and children of the legal working age may receive economic strengthening services.
- **Productivity transfers** are inputs aimed at improving the productivity and/or efficiency of processes and may include, for example, training, seeds, fertilizers, fuel, and labor-saving technologies.
- **Cooperatives** are groups owned and operated by individuals, organizations, or businesses for their mutual benefit. For example, agricultural cooperatives or farmers' cooperatives may provide services, such as training, to individual farming members; pool production resources (land, machinery) so that members can farm together; provide members with inputs for agricultural production, such as seeds, fertilizers, and machinery; and engage in the transformation, distribution, and marketing of farm products.

25. “**Matching Funds**” means cash or cash equivalents committed to the project by the Grantee and/or a non-Federal third party. A Grantee will be responsible for obtaining

¹⁸ A legal adult is a person who has attained the age of 18.

such funds from the third party and applying them to the work of the grant. Failure to do so may result in USDOL's disallowance of costs in the amount of the committed matching funds.

26. **“Monitoring and evaluation”** M&E consists of two basic components —performance monitoring and evaluation— each of which serve distinct purposes. Performance monitoring of changes in performance indicators reveals whether desired results are occurring and whether implementation is on track. In general, the results measured are the direct and near-term consequences of project activities. Evaluation is the systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or to inform decisions about current and future programming.
27. **“Occupational safety and health”** encompasses issues related to safe and healthy working environments and efforts to prevent workers from occupational injuries, diseases, and deaths.
28. **“Other direct services”** are services (1) considered essential for ensuring reduction of children in child labor or improving labor rights and (2) provided directly to the project's direct beneficiaries. Some examples of “other direct services” would include extracurricular activities during school breaks and psychosocial counseling or medical care (e.g., for children withdrawn from commercial sexual exploitation, child soldiering). Another example would be providing direct beneficiaries who meet minimum age requirements for employment (particularly children 15-17 years) with occupational safety and/or health interventions that promote safe, acceptable work (e.g., protective masks, goggles, gloves) or job placement services to facilitate children's transition from a vocational or skills training program into acceptable work. If the project provides children with one or more “other direct services” but does not provide them with a “direct educational service,” then the project cannot count these children as “direct beneficiaries.” However, such children may be considered “indirect beneficiaries.”
29. **“Public International Organization (PIO)”** is an international organization composed mainly of countries. As defined by the International Organizations Immunities Act, 22 U.S.C. § 288, et. seq, PIOs are eligible to apply for award. For a complete list of PIOs, please see <http://transition.usaid.gov/policy/ads/300/308maa.pdf>.
30. **“Social protection programs”** include government interventions that seek to mitigate the impact of economic shocks, promote equity, and reduce poverty by providing social assistance to vulnerable populations. These can include cash transfers, microloans, health insurance, scholarships, savings, vocational training, and temporary jobs. Some of USDOL-funded projects have worked with governments to include project beneficiaries in social protection programs, provide project services to social protection beneficiaries, or conduct joint initiatives to combat child labor within the social-protection programs' framework.
31. **“Youth”** means persons between the ages of 15 and 24 years. However, for the purposes of this solicitation, USDOL defines youth as ages 15 to 18 unless otherwise specified in the text.
32. **“Youth development”** is defined as a process which prepares young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences which help them to become socially, morally, emotionally, physically, and cognitively competent. Positive youth development addresses the

broader developmental needs of youth, in contrast to deficit-based models which focus solely on youth problems.

33. **“Youth employment”** seeks to provide employment opportunities for youth ages 15 to 24 who currently lack decent work and face underemployment, temporary and involuntary work with few benefits, and limited opportunities for advancement. USDOL projects recognize the value of safe work for youth and their families and may support efforts to (1) promote youth employment opportunities that ensure youth can access educational, developmental, vocational, economic, and social opportunities, and (2) protect working children from hazards in the workplace.
34. **“Youth empowerment”** is an attitudinal, structural, and cultural process whereby youth gain the ability, authority, and agency to make decisions and implement change in their own lives and the lives of other people, including youth and adults.
35. **“Working child”** is an individual under 18 years of age who engages in paid or unpaid work, whether in the formal or informal sector, for at least one hour during a given reference period. This work includes the production of goods for one’s own use, but does not include household chores carried out in a child’s own home.

APPENDIX C. Sample Past Performance Table

Name of Applicant/ Subgrantee/ Subcontractor	Agency/ Donor/ Organization	Agency/ Donor/ Contact Information (Name, telephone, fax, e-mail)	Name of the Project and Instrument Number	Funding Amount (in \$)	Country of Implementation and Period of Performance	Brief Summary of Work Performed and Accomplishments

APPENDIX D. Documents Required for Application Submission

Required Documents	SCA Reference	Applicant	Subgrantee (providing services related to project intervention strategies)	Subcontractor (providing services related to project intervention strategies)
Technical Proposal	Section IV.B.1	√		
Cost Proposal	Section IV.B.2	√		
Past Performance Table	Section IV.B.1.d)(1) Appendix C	√	√	√
Copy of the opinion letter(s) and a summary of audit findings	Section IV.B.1.d)(5)	√	√	√
Documentation of Host Country Presence and Host Government Support	Section IV.B.1.d)(2)	√		
Key Personnel Signed Letters of Commitment	Section IV.B.1.d)(4)	√	√	√
Outputs-Based Budget	Section IV.B.2.c)	√	√	√
SAM Registration	Section IV.B.2.a)	√		
SF-424	Section IV.B.2.b)	√		
SF-424A	Section IV.B.2.b)	√		
Indirect Cost Form	Grants.gov and ILAB Web site	√	√	√

APPENDIX E.

ILAB Common Indicators and Sub-Indicators

Due to performance reporting requirements under the Government Performance and Results Act, ILAB has developed the following indicators and sub-indicators, which may be relevant to this project:

Indicators

- Number of direct beneficiary children provided **education** or vocational training services.
- Number of households provided **livelihood** services.
- Evidence of increased **country capacity** to address child labor and forced labor.

Sub-Indicators

Education

- Number of children engaged in or at high-risk of entering child labor provided formal education services.
- Number of children engaged in or at high-risk of entering child labor provided non-formal education services.
- Number of children engaged in or at high-risk of entering child labor provided vocational services.
- Number of children trafficked or in commercial sexual exploitation, or at high-risk of being trafficked or entering commercial sexual exploitation, provided education or vocational services. (Note: only applies to projects targeting children in these areas).

Livelihoods

- Number of adults provided with employment services.
- Number of children provided with employment services.
- Number of individuals provided with economic strengthening services.
- Number of individuals provided with services other than employment and economic strengthening.

Country Capacity

- The adaptation of the legal framework to meet international labor standards.
- Formulation and adoption of specific policies, plans, or programs to combat child labor or forced labor.
- The inclusion of child labor or forced labor concerns in relevant development, education, anti-poverty, and other social policies and programs.
- Establishment of a child labor monitoring system (CLMS) or forced labor monitoring system.
- Institutionalization of child labor and forced labor research (including evaluation and data collection).
- Institutionalization of training on child labor or forced labor issues within government agencies.