

USDOL Responses to Technical Questions

Project to Support Local Efforts to Combat Child Labor in Tanzania

September 14, 2012

Question 1: Could you please confirm whether a bilateral agreement exists between the USG and GoT that exempts USDOL-funded projects from customs and VAT?

USDOL Response 1: As stated in section IV.D.12., “Applicants should discuss the possibility of obtaining customs and VAT exemptions with host government officials during the preparation of their application. While host governments are encouraged not to apply customs or VAT taxes to USDOL-funded projects, some host governments may nevertheless choose to assess such taxes. When preparing their budgets, Applicants should account for such costs, since USDOL cannot provide assistance in this regard. If these costs are omitted, a Grantee may not be allowed to include them after award.”

Question 2: On page 22 the SGA says that we must "allocate funds for 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," and also that we must "budget for the Project Director and/or another key personnel staff member to travel to Washington, D.C. for a post-award meeting, which will be held within two months of award." To help us budget for an appropriate amount of per diem, can USDOL please provide the expected durations of the annual and post-award meetings?

USDOL Response 2: Typically, the post-award meeting is two days and the annual meeting is four days. However, the number of meeting days may change depending on the needs of the project.

Question 3: On page 22 the SGA requires that the budget include a contingency line item calculated at five percent of the project's total direct costs. Should subgrantees' budgets also include a contingency line item, or does this requirement apply to the prime applicant only?

USDOL Response 3: The 5% contingency provision is intended to cover costs that the Applicant did not anticipate at the time of award. Subgrantees' budgets must be reflected in the overall budget on a “Subgrants” budget line. There is no requirement to submit a separate budget for individual subgrantees.

Question 4: In which category of the SF 424A form does the contingency line item belong?

USDOL Response 4: The 5% contingency provision should be included in line 6.h. of the 424-A and 18.a. of the 424. This contingency should be included as a separate line item of the Outputs-Based Budget.

Question 5: Please confirm that the Applicant should provide a combined total of six past performance references between itself and any proposed subawardees, per the instructions on page 20.

USDOL Response 5: Applicants must submit a combined total of six references. These six references can include references for both the lead organization and any subgrantees/subcontractors.

Question 6: Please confirm that the work plan requested on page 19 (section IV.D.2 Annex B) should reflect the anticipated work plan for the full life of the project.

USDOL Response 6: Applicants are required to submit a Life of Project work plan as part of their application.

Question 7: As stated on p. 14, the pre-award needs assessment must identify the types of work children are engaged in the proposed geographic regions and sectors. Please confirm that the more detailed information specified such as the hours and conditions of work, age and sex distribution of beneficiary children, and educational performance of proposed beneficiaries relative to other children relate to the post-award baseline assessment.

USDOL Response 7: As stated in the SGA, the purpose of the pre-application needs assessment is “to identify key factors contributing to children’s involvement in child labor, including barriers to education, and gaps in current education, social protection and livelihood service provision.” The results of the pre-application needs assessment are meant to “inform project design and determine relevant and effective interventions.” As part of the pre-application needs assessment, Applicants must preliminarily identify the types of work in which children engage in the proposed geographic regions and sectors. Applicants may also (but are not required to) consider other factors, including “the hours and conditions of work, age and sex distribution of beneficiary children, and educational performance of proposed beneficiaries relative to other children” as part of the pre-application needs assessment; Grantees will be required to consider these factors as part of their detailed baseline assessment to be conducted post award.

Question 8: On page 7 of the SGA, applicants are limited to a "maximum of three regions in Tanzania." A footnote on this same page indicates that "If selecting to work in Zanzibar, Applicants may select a maximum of five regions: Zanzibar (Unguja) North, Zanzibar (Unguja) South, Urban West, North Pemba, and South Pemba." Does this mean that the applicants are limited to working in five regions in Zanzibar, or may they work in a mix of five regions on the mainland and in Zanzibar?

USDOL Response 8: As stated in the SGA, “Applicants may propose activities in a maximum of three regions in Tanzania”. This may include regions of mainland Tanzania and/or Zanzibar. Given the smaller population of Zanzibar as a whole as compared to individual regions located on the mainland of the country, Applicants proposing to work in Zanzibar may propose to cover all of Zanzibar’s 5 regions. As stated in the SGA, “if selecting to work in Zanzibar, Applicants may select a maximum of five regions: Zanzibar (Unguja) North, Zanzibar (Unguja) South, Urban West, North Pemba, and South Pemba”.

Question 9: On page 16, section IV.B. states: "Applications must consist of two separate parts (1) a Technical Proposal and (2) a Cost Proposal." Should the Technical and Cost proposal be submitted as two separate application documents or one application divided into two parts?

USDOL Response 9: Applicants must submit one application document in two separate parts.

Question 10: Regarding children receiving support through PEPFAR programs:

- a. Can we provide educational support to children already receiving support (educational or other) through PEPFAR if they are still engaged in child labor?
- b. If additional support can be provided to these children, can they be counted as direct beneficiaries of the program?

USDOL Response 10: Applicants may provide services to those receiving support through PEPFAR programs. Applicants must provide a justification for how these services will contribute to preventing a child from engaging in child labor. As stated in the SGA, when possible, "Applicants should consult with USAID to determine how their project strategy will complement current OVC programs". While Applicants may provide services to children receiving support through PEPFAR programs, when possible, "Applicants should prioritize regions with high numbers of vulnerable children and regions where existing efforts to reduce child labor are limited. For example, Applicants might prioritize districts currently not covered by the USAID-funded Coordinated Orphans and Vulnerable Children Care Program (Pamoja Tuwalee)... Applicants selecting regions already covered by the Pamoja Tuwalee should take steps to avoid duplication of efforts."

Question 11: Appendix A includes the following definitions:

- a. Direct beneficiaries: "children and households that have been provided with educational and livelihood services"
- b. Indirect beneficiaries: "individuals who benefit from 'other direct services' and/or 'other project interventions' provided by the project but do not receive a 'direct educational service.' Such individuals would not qualify as direct beneficiaries."

The definition for indirect beneficiary seems to exclude any individual who receives a livelihood service from being a direct beneficiary. However, the definition for direct beneficiaries includes individuals receiving livelihood services, which include both direct services provided by the project and linkages to existing services.

Please clarify whether individuals (children, adults and households) who receive any of the livelihood services described in the definition for "Livelihood services" in Appendix A are counted as direct or indirect beneficiaries.

USDOL Response 11: Children under age 18 who receive education services will be counted as direct beneficiaries of educational services. Children under age 18 who receive vocational training will also be counted as direct beneficiaries of educational services. Adults and households that receive livelihood services will be counted as direct beneficiaries of livelihood services. Individuals, 18 years of age or older, who receive vocational training as a strategy for reducing reliance on child labor in a household will be counted as direct beneficiaries of livelihood services. Children under 18 years of age who do not receive educational services but are part of a household that receives livelihood services (as a strategy for reducing reliance on child labor in the household) may be counted as indirect beneficiaries of a livelihood service.

Question 12: The SGA stipulates that bidders should propose to work in 3 regions. How are regions defined in the SGA? Is a region the same as what the GOT defines as a region?

USDOL Response 12: Yes, “region” in the SGA is defined the same as it is by the Government of Tanzania.

Question 13: Several references are made to "building upon past efforts" How expansive is DOL/ILAB's definition of "past efforts"-- does this refer to all USDOL projects in Tanzania? Only to child labor-related projects? Is it meant also to include USAID-supported education efforts? Other USG efforts?

USDOL Response 13: As stated in the SGA, Applicants must “build on existing efforts **to reduce the worst forms of child labor**, including programs to protect orphans and vulnerable children (OVC), increase access to education and promote economic opportunities for Tanzanian households most vulnerable to the worst forms of child labor”. These efforts are not limited to USDOL or USG-funded programs.

Question 14: On page 21-23, the SGA requests several cost documents from the applicant (i.e. SF 424/A, budget, budget narrative, Indirect Cost form, etc.). Are these items required from each member of the consortium group, or only from the prime applicant?

USDOL Response 14: If two or more organizations plan to share responsibility for carrying out the main work of the grant, then those organizations may partner as co-grantees (with one organization being designated as the “lead”; although, each organization will be equally responsible for performance and financial obligations). This relationship need not result in a new legal entity being formed, but some form of a contractual relationship must be evinced that reflects the roles and responsibilities of the parties. In the alternative, if one organization will be responsible for the overall work of the grant, with other organizations performing discrete functions to serve or aid that principal effort, then such other organizations must be engaged by the grantee as subcontractors or subgrantees, in accordance with the procurement rules of the applicable USDOL grant regulations. Applicants applying as “co-grantees” must submit separate cost documents for each entity. Applicants applying as one primary grantee and additional subgrantees do not need to submit these documents for the subgrantees/subcontractors. Applicant’s budget must reflect the subgrantee(s)/subcontractors’ budget in the overall budget on a “Subgrants/subcontracts” budget line. There is no need to submit a separate budget for individual subgrantees/subcontractors.

Question 15: Please provide the SF-424 Supplemental Key Contacts form.

USDOL Response 15: The form is available at: <http://www.dol.gov/ilab/grants/SGA12-15.htm>.

Question 16: Please confirm that Microsoft Office 2003 is an acceptable format for the submission documents.

USDOL Response 16: Yes, documents may be submitted as a .doc, .pdf, .txt, or .xls file. Documents saved using Microsoft 2003 are acceptable.

Question 17: On page 21 of the RFA, an Outputs-based budget is requested. Is this required? If so, please clarify whether the outputs are expected to be (or restricted to) the 8 strategic areas mentioned in Section I.F 1-8 (pages 7-13 of the RFA).

USDOL Response 17: Yes, an outputs-based budget is required. Outputs are not restricted to the eight project interventions outlined in Section I.F., however any proposed activities must support them. A sample budget is available at <http://www.dol.gov/ilab/grants/> and on <http://www.grants.gov>.

Question 18: Also, regarding the sample outputs-based project budget, would it be acceptable for:

- a) "Consultants" to be included as its own category?
- b) "Travel" to be included as its own category (in addition to travel included by output)?
- c) "Equipment" category to be renamed "Equipment > \$5,000" and include the other equipment (< \$5,000, considered supplies) under the "Office Expenses" category"?

USDOL Response 18: Yes, Applicants may use these budget categories. Applicants should propose a budget that provides for the resources to implement the project throughout its duration. Applicants may use budget line categories that accurately reflect project expenses and follow the guidelines provided in section IV.B.2.c of the SGA.

Question 19: "... I have read this proposal at least three times and cannot see why we could not meet all the requirements, especially those at the end dealing with the gathering of statistics, etc. My organization is for the most part is rural. I live in Shinyanga and I have been here about a month. As I look out my window, I see goats with a young lad tending them. This disturbs me as he should be in school. I have looked at projects all over the diocese. Knowing no matter where I get help with funding, I will need responsible people to carry out the projects, I have interviewed people who could carry out the implementation of these projects with my help. Everywhere in this solicitation I find "GoT". Can you tell me if schools in this area would be eligible or who should I talk to someone in the Government of Tanzania? If so who would that be?"

USDOL Response 19: As stated in the SGA in Section I. E. Project Target, "Applicants must select potential project beneficiaries in geographic areas of both agriculture production and domestic service... Applicants may propose activities in a maximum of three regions in Tanzania. Applicants should prioritize regions with high numbers of vulnerable children and regions where existing efforts to reduce child labor are limited." Moreover, as stated in Section I.H. of the SGA, "Applicants should discuss proposed interventions, strategies, and activities with host government officials and work cooperatively with government stakeholders at the national and/or local level, **including relevant ministries or government bodies** during the preparation of their applications and in developing project interventions... 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:

- Ministry of Labor and Employment, including the CLU;
- Ministry of Community Development, Gender and Children,
- Ministry of Education and Vocational Training;
- Ministry of Health and Social Welfare;
- Ministry of Agriculture, Food Security and Cooperatives."

Question 20: In the call it says that the project implementers should try not to implement in the same areas where Pamoja Tuwalee already works however Pamoja Tuwalee works in all but

seven regions. Are applicants supposed to limit selection of three target regions to those seven regions to avoid duplication of efforts at district and regional levels?

USDOL Response 20: As stated in the SGA, “Applicants should prioritize regions with **high numbers of vulnerable children and regions where existing efforts to reduce child labor are limited**...Applicants selecting regions already covered by the Pamoja Tuwalee should take steps to avoid duplication of efforts.”

Question 21: Secondly on Key Personnel: If an ideal candidate is not Tanzanian, is that an issue?

USDOL Response 21: As stated in the SGA, “USDOL encourages Applicants to propose staffing strategies that aim to develop the capacity of national and/or local staff over the course of the project.” However, Tanzanian citizenship is not a requirement for key personnel.

Question 22: Would you consider joint proposals from a consortium of various local organizations who work together. Additionally, are international NGOs disadvantaged in the competitive process when compared with local NGOs?

USDOL Response 22: Two or more organizations that plan to share responsibility for carrying out the main work of the grant, may partner as co-grantees (with one organization being designated as the “lead”; although, each organization will be equally responsible for performance and financial obligations) or, if one organization will be responsible for the overall work of the grant, with other organizations performing discrete functions to serve or aid that principal effort, then such other organizations must be engaged by the grantee as subcontractors or subgrantees. Eligible international and local NGOs may apply. As stated in the SGA, “Any commercial, international, educational, or non-profit organization(s), including any faith-based, community based, or public international organization(s) capable of successfully reducing children’s participation in child labor and developing and implementing educational and livelihoods programs to serve them is eligible to apply.”

All Applicants and any proposed subgrantees or subcontractors must comply with all audit requirements, including those established in OMB Circular A-133. They must also demonstrate presence in Tanzania — either independently or through a relationship with another organization with country presence (i.e., a subgrantee or subcontractor) enabling them to initiate program activities upon award of the cooperative agreement (see Section IV. Application and Submission Information).

Question 23: Can DOL provide additional information on “complimenting existing USAID OVC programming” (as noted in the RFA) beyond the guidance to avoid overlapping areas of the Coordinated Orphans and Vulnerable Children Care Program (Pamoja Tuwalee)?

USDOL Response 23: Applicants should propose the most appropriate strategy for complementing ongoing OVC programs and avoiding duplication of efforts. As stated in the SGA, proposed “projects should promote incorporation of the issue of child labor in national efforts to support OVC”. In addition, as stated in Section I.D. of the SGA, “Applicants should consult with USAID to determine how their project strategy will complement current OVC programs”.

Question 24: Can DOL provide additional information on the selection of regions: if Zanzibar is selected, the maximum number of regions is 5. Does this assume 3 on the mainland and 2 in Zanzibar?

USDOL Response 24: USDOL Response 8: As stated in the SGA, “Applicants may propose activities in a maximum of three regions in Tanzania”. This may include regions of mainland Tanzania and/or Zanzibar. Given the smaller population of Zanzibar as a whole as compared to individual regions located on the mainland of the country, Applicants proposing to work in Zanzibar may propose to cover all of Zanzibar’s 5 regions. As stated in the SGA, “if selecting to work in Zanzibar, Applicants may select a maximum of five regions: Zanzibar (Unguja) North, Zanzibar (Unguja) South, Urban West, North Pemba, and South Pemba”.

Question 25: Can DOL provide additional specific information on preferred government social protection programs for integration?

USDOL Response 25: Depending on an Applicant’s proposed project strategy, the Applicant should determine and propose linkages to the most appropriate Government social protection programs in order to “have a positive impact in reducing child labor, promoting children’s participation in schooling, and securing sustainable livelihoods for target households.” Such programs may include, but are not limited to those listed in Section I.G.:

- The National Action Plan for the Elimination of Child Labor for Mainland Tanzania. (2009)
- Zanzibar National Action Plan for the Elimination of Child Labor. (2009)
- National Costed Plan of Action for Most Vulnerable Children. (2008)
- National Program for the Care and Protection of the Most Vulnerable Children (Pamoja Tuwalee). (2009)
- National Guidelines for Improving Quality of Care, Support, and Protection for Most Vulnerable Children in Tanzania. (2009)
- Kilimo Kwanza. (2009)
- New Alliance for Food Security and Nutrition. (2012)
- Feed the Future. (USAID). (2011)
- Rural Development Strategy.
- National Strategy for Growth and Reduction of Poverty II (MKUKUTA II). (2010-2015)
- Zanzibar Strategy for Growth and Reduction of Poverty (ZSGRP) (MKUZA II).
- Property and Business Formalization Program (MKURABITA).(2007)
- National Village Fund.
- Agriculture Sector Development Program (ASDP).
- Agriculture Strategic Plan (ASP) for Zanzibar.
- National Plan of Action to Prevent and Respond to Violence Against Children (2012-2015)
- Girls’ Education Challenge (DFID). (2012)
- Tanzania Social Action Fund Productive Social Safety Net Project. (2012)
- National Youth Employment Development Policy. (1996)
- Current child labor projects: Fighting Child Labor in Zanzibar (Save the Children Fund), Eradicating the Worst Forms of Labor in the Eight Mining Wards of Geita District, (Plan International France), and the Prosper Program (Winrock International).