

**U.S. Department of State  
U.S. Embassy Angola  
Public Affairs Section**

Notice of Funding Opportunity

The Public Affairs Section (PAS) of the U.S. Embassy in Angola is pleased to request proposals for funding under the Embassy's Public Diplomacy Grants program. Please read and follow all instructions carefully.

**Funding Opportunity Title:** Get Ready for Work

**Funding Opportunity Number:**

**CFDA Number:** 19.040 – Public Diplomacy Programs for Angola

**Date Opened:** February 05, 2019

**Submission Deadline:** February 22, 2019 (23:59, WAT – West African Time)

**Federal Agency Contact:** Deneysel A. Kirkpatrick

**Email:** PASInboxLuanda@state.gov

**I. Funding Opportunity Description**

**Purpose of Grant:** The Public Affairs Section of the U.S. Embassy in Luanda, Angola seeks proposals to organize, plan, and implement series of Workshop on work readiness skills for youth ages 17 to 35 in Angola. This workshop series will take place at the American Spaces (American Center in the U.S. Embassy and the American Corner in Cazenga) and at its extensions (Mediateca do Cazenga and Luanda). This is a longterm project; implementation begins March to December 2019.

**Overview:**

The main objective of this grant is to organize, implement and manage workplace readiness skills for Angolan youth. Given the the high youth unemployment rate and the competitiveness in the local job market, the workshop series will provide knowledge and strategies for participants to be better prepared to seek employment. Participants will learn skills such as targeted job search, writing a CV, interviewing skills, and handling professional correspondence (phone calls, letters, reports, etc). There will be a set of five (5) workshop series, with each set lasting for roughly two (2) months. Each course will have sixteen (16) sessions with sixteen different topics. Each topic/session will last one hour (1h00). Total contact hours will be 16 per set of workshops. For five sets that will be 80 contact hours for each of the 4 spaces, totalizing 340 hour for all of the spaces. The language of instruction will be Portuguese.

Interested grantees should submit a detailed proposal with a program, topic descriptions and budget that includes all expenses related to the organization and management of the program. Interested grantees should have experience on the field.

## II. Award Information

**Funding Instrument Type:** Cooperative Agreement

**Ceiling of Award Amount:** \$ 6,000

**Project and Budget Periods:** One year or less

The U.S. Embassy Angola Public Affairs Section reserves the right to award less or more than the funds described in the absence of worthy proposals or under such other circumstances as it may deem to be in the best interest of the U.S. government. All grants will be based on U.S. dollars.

## III. Eligibility Information

Proposals are encouraged from non-government, non-profit sectors and local training schools.

Committed and organized civil-society organizations, associations, local representatives of civil society, think tanks, non-governmental organizations, and academic institutions, are welcome to apply.

## IV. Proposal Submission and Deadline

**Proposals should be submitted to:** PASInboxLuanda@state.gov

**Proposal Language:** English or Portuguese. Final proposal and grant agreement must be in English.

**Submission Deadline:** January 20, 2019 (11:59PM, Washington DC time)

Complete proposal packages should include the following:

1. Contact details (name, address, e-mail, phone number) of point of contact
2. Description of organization or group/individual capacity
3. Past Grants (U.S. Embassy and other sources), if applicable
4. Project Justification/Needs Statement – *why is this project necessary?*
5. Project Objectives – *what does this project intend to do?*
6. Project Activities – *what will be done in order to accomplish the objectives?*
7. Monitoring and Evaluation Plan – *how will you evaluate success?*
8. Key Personnel – *who will work on this project?*
9. Calendar of proposed activities – *what are the phases of the project?*
10. Sustainability – *how will the project's impact continue after the project?*
11. Financial budget in USD– *how will funds realistically be spent to conduct the planned activities in order to accomplish the project objectives?*

Proposals should be submitted via email to the U.S. Embassy in Angola Public Affairs Section at the following email address: PASInboxLuanda@state.gov.

Organizations requesting funding must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one you may obtain one by visiting: <http://fedgov.dnb.com/webform/displayHomePage.do>.

Organizations must maintain an active SAM registration at [www.SAM.gov](http://www.SAM.gov) with current information at all times during which they have an active Federal award or a proposal under consideration by a Federal awarding agency.

The U.S. Embassy may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. *There is no cost for these registrations.*

**Proposals are accepted in English and Portuguese; however, any final grant agreements will be concluded in English. Please note that we cannot guarantee the return of original documents; copies should be provided, if appropriate.**

Proposals must include a detailed budget in U.S. dollars. Applicants are encouraged to provide cost-sharing from additional sources in support of proposed projects; proposals should explain clearly other likely sources of funding or in-kind participation. Please use the official currency exchange rate while developing your proposed budget.

Proposals should:

State the nature of the activity/project

1. Include the key audiences and the estimated total number of participants
2. Detail how the activity/project will include and/or reach intended audiences (i.e. women, youth, individuals with disabilities and other socio-economically disadvantaged participants)
3. State the location and duration of the project
4. Explain how the program will have a multiplier effect and be sustainable beyond the life of the grant
5. Provide a traditional and/or social media plan for amplification and advertisement of the program activities and outcomes.
6. Identify specific outcomes to be achieved by the end of the grant period.

## **V. Review and Selection Process**

Each proposal submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of a proposal. Proposals will be reviewed on the basis of their completeness, coherence, clarity, and attention to detail.

Applicants must submit a full project description, including a detailed narrative that outlines the deficiency to be addressed, a plan of action, describing the scope of the proposed work and how it will be accomplished. The narrative should be accompanied by a detailed budget that includes all program costs and clearly indicates the proposing organization's cost-share and/or in-kind participation.

Proposal Evaluation Criteria:

*Goals and Objectives* – The project is likely to provide maximum impact in achieving the proposed results among the clearly identified target audience. The proposed project should be well developed and respond to a specific need in the community while addressing one or more of the U.S. Embassy Angola Public Affairs Section priorities

outlined previously, specifically the prevention of and response to vector-borne diseases.

*Strengths and Innovation* – The proposal clearly describes the activities used to address the identified priority within the proposed time frame and articulates an innovative strategy or plan to reach the target audience.

*Organizational Capacity* – The organization has expertise in one or more of U.S. Embassy Angola Public Affairs Section priorities and demonstrates the ability to perform the proposed activities with appropriate personnel.

*Sustainability* – The proposed project addresses how the project benefits will continue to be realized on a long-term basis after the conclusion of the period of performance of the grant.

*Budget and Budget Justification* – The budget and narrative justification are reasonable in relation to the proposed activities and anticipated results and the plan for services is realistic.

*Monitoring and Evaluation* – The proposal realistically indicates how the project will be monitored and evaluated.

## **VI. Award Administration**

**Award Notices:** The grant award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. The assistance award agreement is the authorizing document and it will be provided to the recipient.

**Anticipated Time to Award:** Applicants should expect to be notified of the decision within 90 days after submission. Organizations whose proposals will not be funded will also be notified in writing.

**Reporting Requirements:** All awards issued under this announcement will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement.