

U.S. DEPARTMENT OF STATE
US Embassy Niamey
Notice of Funding Opportunity

Funding Opportunity Title: *Community Radio technicians skill reinforcement and capacity building*

Funding Opportunity Number: PDS-Niamey-FY22-Community Radio

Deadline for Applications: July 4, 2022

Assistance Listing Number:

Total Amount Available: Up to \$40,000.00, pending availability of funds.

A. PROGRAM DESCRIPTION

The U.S. Embassy Niamey Public Diplomacy Section of the U.S. Department of State is pleased to announce an open competition for organizations to submit applications to carry out training for community radio technicians in Niger. This program aimed at reinforcing capacity and skills of community radio in the era of new technology in broadcasting rooms and studios.

Background:

The first ever community radio in Niger was created in 1999 in Bankilaré. Community radios play a significant role in informing people, especially those living in rural areas. The aim was to enable the local community to grasp the current issues of precariousness, water, electricity, agriculture, and livestock. As of 2022, 202 community radios stations are accredited but only 180 are fully functional due to the lack of resources. Funding for Community radio stations is limited and they often struggle to sustain themselves while simultaneously providing support and maintenance to their equipment often keeping it functional in harsh environments. Most community radio technicians have not received any formal or professional training and have learned how to use and maintain the technology on their own.

Priority Regions: Community Radio stations from all eight regions of Niger should be included. Training locations should include the cities of: Niamey, Maradi, Zinder, and Agadez. Some programming must take place at the American Spaces in each of these regions.

Participants and Audiences:

Each location listed will have at least 10 participants. Participants in the training programs should be Nigeriens aged 14-45 years old. They include:

- Community Radios Technicians.
- Focal point for community radio in charge of maintenance.

Program Objectives 1:

The training should be hands on with participants being given time to practice. Proposals for projects must focus on the following the priorities:

- Understanding the broadcast room, studio, and production equipment
- Setting-up equipment for better results
- Getting ready for digital migration
- Pre-maintenance, maintenance, and repair, especially in austere environments with harsh conditions
- How to develop content to promote American English language learning, and/or good governance, and/or responsible citizenship such as through community service.

B. FEDERAL AWARD INFORMATION

Length of performance period: Up to 12 months

Number of awards anticipated: The preference is for one (1) award which covers all locations, but smaller, location-specific awards will be considered if no qualified proposals covering all locations are submitted.

Programs start date: Program must begin by September 2022.

This notice is subject to availability of funding.

Funding Instrument Type: Grant.

Program Performance Period: Proposed programs should be completed in 12 months or less. U.S. Embassy will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Submissions are encouraged from **U.S. and Nigerian** entities with relevant programming and/or teaching experience. This experience should be documented in the proposal. Eligible entities include:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions
- Not-for-profit educational institutions
- Individuals
- Public International Organizations and Governmental institutions

2. Cost Sharing or Matching

Cost sharing is not a requirement.

3. Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

In order to be eligible to receive an award, all organizations must have a unique entity identifier, as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms should follow the content guidelines listed below and include a detailed budget. Proposals with the content and forms listed below must be sent electronically to NiameyPD@state.gov.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements may be deemed ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. **Mandatory application forms must be e-mailed to:** NiameyPD@state.gov.
 - a. [SF-424](#) (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals)
 - b. [SF-424A](#) (Budget Information for Non-Construction programs)
 - c. [SF-424B](#) (Assurances for Non-Construction programs)

2. Summary Page: Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. **Proposal (20 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
 1. **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
 2. **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
 3. **Problem Statement:** Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
 4. **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
 5. **Program Activities:** Describe the program activities and how they will help achieve the objectives.
 6. **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
 7. **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
 8. **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
 9. **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
 10. **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
 11. **Future Funding or Sustainability** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

4. Unique Entity Identifier and System for Award Management (SAM.gov)**Required Registrations:**

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

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from SAM.GOV
- NCAGE/CAGE code
- www.SAM.gov registration

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

Unique entity identifier: Organizations must have a Unique entity identifier by logging onto: <https://www.sam.gov>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dliis.dla.mil for any problems in getting an NCAGE code.

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

5. Submission Dates and Times

Applications are due no later than 23:59 **July 4, 2022**.

6. Funding Restrictions

7. Other Submission Requirements

All application materials must be submitted by email to NiameyPD@state.gov.

E. APPLICATION REVIEW INFORMATION

Criteria used for evaluating the proposals are as follows:

- Overall design and implementation plan for programs
- Target class sizes should range between 10 and 12 students.
- Competitive proposals will have 1.5 hours to 4 contact hours per week, with a minimum of 20 contact hours in total.
- Duration of the grant could be a maximum of two months
- The grantee is encouraged to recruit students and course attendees.
- The language of instruction is French or English
- The proposal must include detailed information about the project members and instructor(s), including CVs, resumes and other relevant professional experience.
- The instructors of the class should be trained teachers or working professionals in their fields of expertise
- Budget in the proposal must include:
 - 1- Cost of teaching materials for teachers and learning materials for students
 - 2- Salary of teachers
 - 3- Marketing and recruiting costs
 - 4- Field trips/Transportation cost (if any)
- The proposal must include a syllabus and a course monitoring and evaluation plan. Marketing strategies to recruit attendees are recommended but not required
- Provide post-course feedback on the students' performance.

Project Evaluation Rubric

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with details about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 25 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Multiplier Effect / Sustainability – 15 points: Program activities will continue to have positive impact after the end of the program.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Monitoring and evaluation plan – 10 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Review and Selection Process

A review committee will evaluate all eligible applications.

Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment

about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

Anticipated Announcement and Federal Award Dates May 3, 2022

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method:

Payment method will depend on length of project and amount of total grant.

2. Administrative and National Policy Requirements

Before applying, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)

- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. Reports must outline program activities completed, an evaluation of the activities, and a financial report.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: NiameyPD@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a

copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.