

U.S. DEPARTMENT OF STATE
U.S. EMBASSY *Lomé*
Notice of Funding Opportunity

Funding Opportunity Title: *Countering COVID-19 Disinformation*

Funding Opportunity Number: *PAS-SGP-FY2020-003*

Deadline for Applications: *May 15, 2020*

CFDA Number: *19.040 – Public Diplomacy Programs*

Total Amount Available: *\$65,020.00 (subject to funding availability)*

A. PROGRAM DESCRIPTION

The U.S. Embassy in Lomé-Togo through this Notice of Funding Opportunity is pleased to announce an open competition for organizations to submit applications to carry out a program to conduct COVID-19 Awareness campaign and Counter disinformation outreaches to mitigate disease spread risk in Togo. Please carefully follow all instructions below.

Program Background /Objectives:

Like any other sub-Saharan country, Togo is affected by the COVID-19 disease. The first case was confirmed on March 6, and the Government of Togo after analyzing the pandemic (COVID-19) worldwide, especially in West Africa, and in order to contain the risk of spread of the virus, took measures outlined on its official COVID-19 website <https://covid19.gouv.tg/>. These include:

- Suspension for two weeks from Friday, March 20, 2020, of all air routes from high-risk countries, namely: Italy, France, Spain and Germany;
- Cancellation of all international events scheduled in Togo for three weeks, effective March 16, 2020;
- Suspension of non-essential official missions to high-risk countries, effective March 16, 2020;
- 14-day compulsory self-isolation for anyone arriving in Togo who has stayed in a high-risk country. In the event of non-compliance with self-isolation, strong sanctions are provided;
- The Government advises against traveling
- Ban on all gatherings of more than 100 people throughout the national territory, for one month, starting on Thursday, March 19 2020 at midnight;
- Reinforcement of surveillance and of individual and collective prevention and protection measures: washing hands with soap, using hydro-alcoholic gel, not shaking hands when greeting each other, avoiding hugs and hugs, etc.

While these meaningful acts are welcome by Togolese, the population as a whole is facing an avalanche of false news, hoaxes, propaganda and misinformation. These stories manipulated and invented by some foreign officials or individuals who are not subject experts endanger the lives of citizens and undermine official communication. This project is the best opportunity to

educate, inform and counter disinformation about COVID-19 and limit the spread of the virus.

Priority Program Area:

Programs/Activities should support the following ICS goal:

- Promote Peace and Security
- Support Opportunity and Development|

NOTE: Activities must comply with COVID-19 requirements and recommendations in force, such as avoiding public gatherings and the curfew policy established by the Government of Togo (GoT).

Participants and Audiences:

Traditional media practitioners, Journalists, Web activists and the general public across the five regions of the country.

B. FEDERAL AWARD INFORMATION

Length of performance period: *three months*

Number of awards anticipated: *1 award*

Award amounts: *\$65,020.00*

Total funding: *\$65,020.00 (subject to funding availability)*

Type of Funding: *FY20 Smith–Mundt, Public Diplomacy Programs.*

Anticipated program start date: *May 15, 2020*

Funding Instrument Type: Grant, Fixed Amount Award or Cooperative Agreement.

Program Performance Period: Proposed programs should be completed in *3 months.*

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from Togo as follows:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals
- Non-profit or governmental educational institutions
- Governmental institutions

For-profit or commercial entities are not eligible to apply.

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2. Cost Sharing or Matching

Cost sharing is not required.

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 Data Universal Numbering System (DUNS) number from Dun & Bradstreet, 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 DUNS number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at Embassy Lome, Public Affairs Section, and www.grants.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 will be 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

SF-424 (Application for Federal Assistance – organizations) at <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

SF-424-I (Application for Federal Assistance --individuals) at <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1>

SF424A (*Budget Information for Non-Construction programs*) at <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

SF424B (*Assurances for Non-Construction programs*) at <https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1>

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

3. Proposal (4 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.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **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
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner,

and how will the program be evaluated to make sure it is meeting the goals of the grant?

- **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.

5. 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 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
- Unique Entity Identifier and System for Award Management (SAM.gov) *(NOTE: This section is required and not optional, except for NOFOs targeting applications from individuals instead of organizations)*

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 Dun & Bradstreet](#) (DUNS number)
- [NCAGE/CAGE code](#)
- <https://SAM.gov/SAM/> registration

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

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

NCAGE application: Application page here:

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

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.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.

6. Submission Dates and Times

Applications are due no later than **April 06, 2020**

7. Funding Restrictions

Funds under this notice cannot be used for construction programs, vehicle purchases or any other than defined in this funding opportunity

8. Other Submission Requirements

All application materials must be submitted by email to

LomePDGrants@state.gov

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail 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.

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.

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.

Monitoring and evaluation plan – 15 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.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications

3. 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 §200.205 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notice

The grant award 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: *Payments will be made in at least two installments, as needed to carry out the program activities*

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, 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 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

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.

G. FEDERAL AWARDING AGENCY CONTACTS

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

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire

proposal review process is completed.

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