

USDOL Responses to Technical Questions

November 9, 2010

Responses to Jordan SGA 10-10

1. **Q:** Are there guidelines for preparing a budget that shows expenses?

A: Please see the sample output-based budget on the USDOL website: <http://www.dol.gov/ilab/grants/SGA10-10.htm>. In addition, guidelines for budget preparation can be found in section III.F.1 beginning on page 19 of SGA 10-10.

2. **Q:** Who is the point of contact for this Grant?

A: Any questions related to this SGA should be sent to James Kinslow at the U.S. Department of Labor at Kinslow.James@dol.gov.

3. **Q:** Who has received past grants from USDOL for programs in Jordan?

A: USDOL has funded two prior grants in Jordan: (1) one implemented by CHF International in association with Questscope for Social Development and the National Council for Family Affairs, and (2) one implemented by the International Labor Organization's International Program on the Elimination of Child Labor (ILO-IPEC). Project summaries are available on the USDOL website: <http://www.dol.gov/ilab/map/countries/jordan.htm>.

4. **Q:** Does an Applicant have to be a resident or have country-presence in Jordan prior to receiving a grant award?

A: As stated on page 17 of the SGA, the Applicant must demonstrate physical presence in Jordan, "either independently or through a relationship with another organization with country presence (*i.e.*, a subgrantee or subcontractor)." Applicants must be able to initiate program activities immediately upon award of the cooperative agreement. The Government of Jordan must formally recognize the Applicant using the appropriate mechanism (*e.g.*, Memorandum of Understanding, local registration of the organization) within 60 days of the signing of the cooperative agreement.

5. **Q:** Page 13, paragraph 1 states "The Grantee will be responsible for measuring and reporting on target goals. Applicants should include a list of potential targeting goals for measurement within their application. Strong applications will include targeting that is clearly measurable, feasible, and directly related to the larger USDOL goals and specific goals related to the situation in the particular country or region where the project will be implemented." Can you please clarify what is meant by "targeting goals"? Should the Applicants submit potential program goals *and* potential number targets for the life of program (*i.e.* remove 100 children from child labor over the life of program)?

A: In their applications, Applicants should include a list of target goals that are clearly measurable, feasible, and directly related to the USDOL five goals, scope of work, and technical requirements (please see pages 7- 16 of the SGA). As noted in Section III, 5, b. on page 12, grantees will be expected to collaborate with a USDOL-funded external contractor to further develop and refine their Monitoring and Evaluation (M&E) Plan and target goals. The M&E Plan will specifically identify what indicators will be reported on, how the indicators will be monitored and how baseline data will be collected.

6. **Q:** Page 9, paragraph 3 states that “USDOL encourages Applicants to provide educational services and training ... within the first year of the project”. In this case, is the “first year of project” referring to January 1 – December 31, 2011 or the school year in 2011?

A: The first year of the project refers to January 31, 2011 - December 31, 2011. However, USDOL recognizes that the timeframe for providing direct educational services will be determined by the project design and how it relates to the school calendar in Jordan.

7. **Q:** The solicitation indicates that within the first six months, the needs assessment and baseline survey will be completed, which will inform refinement of the project design and strategy. However, the SGA also mentions that the maximum number of children involved in exploitative child labor be reduced in the first year. Does this mean the first year from date of award, or first year after completion of baseline survey and needs assessment?

A: As stated on page 9, when possible, Applicants should begin to provide services in the first year of the project (January 31, 2011 - December 31, 2011). However, USDOL recognizes that the timeframe for providing direct educational services will need to take into account the school calendar in Jordan. USDOL does not expect the total number of target beneficiaries, including children, to receive services within the first year of the project. USDOL expects that more services will be provided to more beneficiaries over subsequent years of the project and that the number of target beneficiaries in the first year may be lower than those in subsequent years.

8. **Q:** Page 12, Article 5.a. states that “Independent of this solicitation, DOL will award a contract to a private entity to work with grantee to carry out a baseline survey and evaluation services”. Do “evaluation services” mentioned here include midterm and final evaluation? Please confirm or provide further detail.

A: Evaluation services include involvement in all evaluations required by USDOL. The project should include a budget line of at least 5 percent of the total budget to cover its own costs related to such monitoring and evaluation exercises.

9. **Q:** A previous USDOL solicitation in Jordan required a certain number of direct beneficiaries per USD \$100,000 of funding. Does this same requirement apply to this solicitation?

A: No, USDOL is not requiring this kind of cost efficiency measure this year. However, Applicants must propose creative, comprehensive, and cost-effective models to combat child labor through the promotion of educational and livelihood opportunities. Low administrative costs and a higher amount of resources to direct services (e.g., direct educational and livelihoods services) are preferred (please see page 31 of the SGA).

10. **Q:** Page 8, paragraph 2 states that “Applicants must develop a package of ____ that supports children’s access to education and training opportunities and that promotes improved livelihoods of their households, in order to:
1. Reduce from exploitative child labor (as defined by Jordan and ILO standards and related recommendations) and other work that violates minimum age laws and/or other child labor laws in Jordan;
- OR
2. Transition children from exploitative labor to acceptable work (possible only for children of legal working age); OR
 3. Prevent children from entering exploitative child labor;...”

This appears to state that only one approach can be proposed. Will the Applicant be considered responsive or disqualified if more than one of the three approaches are proposed.

A: The SGA should read “Applicants must develop a package of services that supports children’s access to education and training opportunities...” An application (proposal) will be considered responsive if it addresses one or more of these three approaches. Depending on direct beneficiaries’ specific needs, Applicants should propose a package of services that can reduce exploitative child labor, transition children from exploitative labor to acceptable work, and/or prevent children from entering exploitative child labor (please see pages 8-9 of the SGA). Depending on the needs of target beneficiaries, more than one approach may be required. This possibility should be considered by Applicants.

11. **Q:** USDOL states that, "Applicants should consider the use of new technologies in designing their awareness raising strategies." What does USDOL mean by "new technologies"?

A: While not required, Applicants may propose the use of technologies in various ways to support USDOL’s five goals. For example, an Applicant could propose technologies that have a positive impact in promoting schooling or training of children and youth or that can be used to help reduce the use of child labor in a given sector or that help to address a given workplace hazard.

12. **Q:** Page 18, paragraph 5 states that “All applications must be submitted by 5:00pm Eastern Standard Time (EST) on November 5, 2010 via grants.gov or hardcopy.” In other places, the submission date is listed as November 24, 2010. Please clarify which of these dates is correct.

A: All applications (including the Technical and Cost Proposals, and all attachments and annexes) must be received by USDOL by 5:00 p.m. Eastern Standard Time

(EST) on November 24, 2010. The deadline for the submission of technical questions related to the SGA is October 20, 2010.

13. **Q:** The introduction of the solicitation states that “Applicants should note that in FY2010, USDOL received authority to fund subgrants and microfinance activities.” Does this mean that organizations which previously partnered with the Lead Applicant and which were previously considered “Associates” could now be considered as “sub-grantees”?

A: Applicants proposing to work with other organizations may do so in a number of fashions, including by forming a partnership or through a sub-award or sub-contractual relationship. This decision is at the discretion of the Applicant. Applicants should note, as stated on page 32 of the SGA, “Applicants proposing to utilize subgrants or subcontracts will be evaluated based on their past experience and performance in providing quality technical, administrative, and financial oversight to subgrantees and subcontractors that ensures responsiveness and quality reporting to the donor and that all targets and deliverables are met under the grant, cooperative agreement, and/or contract.”

14. **Q:** Page 14, paragraph 14 states that “where feasible and appropriate, Applicants should consider working with local stakeholders and the current USDOL-funded child labor project implemented by CHF International.” Can you please clarify the relationship between this program and the current USDOL funded project?

A: USDOL encourages Applicants to consult with local stakeholders and existing child labor programs in Jordan when designing their strategy. A project summary of current child labor activities in Jordan is available at: <http://www.dol.gov/ilab/map/countries/jordan.htm>. Applicants should determine their own strategy and how their proposed project will complement existing efforts to reduce child labor, including promoting education and livelihoods for target population(s).

15. **Q:** Can you please clarify the relationship between this program and the project USDOL intends to fund with the ILO this year to strengthen policies and capacity on child labor in Jordan?

A: Please note that an amendment to the SGA clarifying this relationship has been published on [Grants.gov](http://www.dol.gov/grants.gov) and the USDOL website (<http://www.dol.gov/ILAB/grants/main.htm>). Please see page 11 of the SGA for more details. USDOL is intending to fund a \$2 million project by December 31, 2010 through ILO-IPEC that will seek to address many of these policy issues. USDOL aims to improve country capacity in Jordan through its IPEC funded project by contributing to the: 1) harmonization of Jordan’s legal frameworks with international standards related to child labor, 2) mainstreaming of child labor issues into specific policies or programs at the national, regional, or sectoral level, 3) expansion of child labor concerns in relevant national development policy frameworks, and 4) establishment and/or improvement of a child labor monitoring system (CLMS). Applicants are not required to propose policy and capacity building interventions in the four areas outlined in the paragraph above, but, after award, must coordinate their

work with IPEC to ensure coherence and avoid duplication of policy and capacity building interventions that aim to address child labor and its root causes in Jordan.

16. **Q:** Does USDOL require the project to work in ALL geographic areas mentioned, or can the project select those with the highest prevalence of Exploitative child labor?

A: No, Applicants are not required to work in all geographic areas of Jordan mentioned in the SGA. Applicants should use their knowledge of child labor in Jordan and their needs assessment to inform their proposed strategy and the most appropriate geographic area in which to implement project activities.

17. **Q:** Does USDOL expect the proposal to specifically note the number of Direct/Indirect Beneficiaries at the time of submission, or can those numbers be informed by the Needs Assessment and Baseline survey that will be undertaken after award?

A: Applicants must propose a number for both direct and indirect beneficiaries, which will be refined following award and completion of the baseline survey. This will be done in consultation with the USDOL external contractor. As stated in question 15, low administrative costs and a higher amount of resources to direct services (e.g., direct educational and livelihoods services) are preferred (please see page 31 of the SGA).

18. **Q:** Can USDOL provide a more detailed definition of “Migrant”?

A: As stated on page 15, Section III.B.2. of the SGA, “Where relevant, Applicants should make special efforts to include: Poor/marginalized populations, including migrant families...” For the purposes of the Jordan SGA, USDOL is referring to persons who have left their country of origin to seek residence in another country.