PROPOSAL SUBMISSION INSTRUCTIONS (PSI)

I. APPLICATION AND SUBMISSION INSTRUCTIONS

Technically eligible submissions are those that:

- Are submitted via the ONLINE APPLICATION FORM (INSERT WEBSITE LINK HERE) available on the EIC website by the specified due date and time.
- Contain a complete application package as outlined in the ELIGIBILITY CRITERIA (INSERT WEBSITE LINK); and
- Follow the directions in this PSI.
- Have applications and related supporting documents written in English. The budget must be presented in U.S. dollars.
- Have not been previously selected as a winner of the EIC contest.

II. GUIDELINES

1. For all application documents, please ensure:

a. All pages are numbered, including budgets and attachments.
b. All documents are formatted to 8 ½ x 11 inches paper (letter).
c. All Microsoft Word documents are single-spaced, 12Calibri font, with one- inch margins.
d. The Scope of Work and attachments are submitted in English.
e. Any given written instructions about how to complete the forms are deleted.

2. Complete applications must include the full Online Application Form on the EIC website and have the following in the proposal submission:

a. Scope of Work (SOW) in Microsoft Word
b. Activity Timeline in Microsoft Excel
c. Logic Model in Microsoft Word
d. Performance Monitoring Plan (PMP) in Microsoft Excel
e. Risk Self-Assessment in Microsoft Word
f. Detailed line-item budget in Microsoft Excel
g. Budget Narrative in Microsoft Word

3. **The Scope of Work (SOW) is not to exceed 15 pages in Microsoft Word, and the following sections must be included:**

   a. *Implementation Plan/Planned activities (Not to exceed twelve [12] pages)*
   Project Goal and Objectives: Fully explain the project's goal and objectives. The overarching goal should outline what the activities and objectives should be building towards. The objectives of the project should describe the applicant's expectations for the end of the project. The objectives should be measurable, results-focused, and achievable within the timeframe of the project.

   Target Population: Determine project participants and project beneficiaries that could include but are not limited to the following: migrants, representatives from local businesses, CSOs, educational institutions, small business development centers, and municipal governments.

   Activities: All activities should be clearly developed and sufficiently detailed to understand the resource and time requirements, and the expected contribution to the project's objectives and goals. Please identify target areas for activities; target participant groups or selection criteria for participants; and the plan to engage relevant stakeholders and local partners as appropriate. Each activity must include a clear methodology, tasks, deliverables, and indicators. Activities must include at least two (2) economic indicators, two (2) environmental indicators, two (2) social indicators, and four (4) of them must be F-Indicators.

   b. *Sustainability and multiplier effects (Not to exceed half [1/2] page):* Here you should include your Multiplier and Sustainability plan in half page explaining how you expect to work in regards the Sustainability and Multiplier Effect of the Project. Please, explain how you will be developing this sustainability plan and how your prior activities would help to develop a multiplier effect. Explain which elements of the project will have a multiplier effect and how impact will be sustainable beyond the life of the grant.

   c. *Roles and responsibilities of the Key Personnel (Not to exceed one [1] page):* Indicate the roles and responsibilities of key project personnel with short biographies that highlight professional experience as it relates to the organization's capacity to implement the proposed project and estimated time (%) dedicated to attend project activities.

   d. *Performance Monitoring Plan (PMP) (Not to exceed half [1/2] page):* The PMP should include a narrative explaining the plan to conduct Monitoring and Evaluation (M&E) activities and the expected roles of key staff in M&E. This section should also include

a financial monitoring part on how it will be monitored payment requests, reporting and accounting. If you plan to have subcontractors/sub-awardees/consultants, provide a description (briefly) how you will monitor that expenses are responsibly utilized and recorded.

e. *Risk Assessment and Contingency Plan (Not to exceed half [1/2] page*): The safety and security of recipients and beneficiaries are of utmost importance. WEC requires all applicants to conduct a thorough risk assessment and take all actions necessary in accordance with those assessments to mitigate those risks. WEC does not take responsibility for the risks incurred by any applicants.

f. *Gender and Social Inclusion Analysis (Not to exceed half [1/2] page):* Provide a concise analysis of relevant gender norms and roles, as well as any structural barriers for underserved communities and marginalized populations in the target context. Potential areas of analysis include cultural practices, social expectations, legal framework, institutional practices, and access to and control over resources and opportunities. Applicants should briefly explain how they have integrated findings from their analysis into project design and other proposal documents, including a plan for regularly reviewing and updating the gender and inclusion analysis with local partners/participants and making any necessary adjustments during the implementation.

4. Timeline/Schedule of Activities:

Provide a breakdown monthly timeline or schedule of activities for the overall project. Components should include activities, monitoring and evaluation efforts, and project closeout. You may use a table or another format that is suitable for showing the timing of the planned activities by each month of the project and the relationship between or sequencing of the activities.

5. Project Monitoring Plan (PMP):

Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a project.

Successful monitoring and evaluation depend on the following:

a. Setting objectives that are specific, measurable, attainable, results-focused, and placed in a reasonable time frame (SMART)
b. Linking project activities to stated objectives.
c. Developing key performance indicators to include numeric measurement which measure realistic progress towards the objectives.

A gender approach must be included in the design, implementation, monitoring and evaluation of every project. This approach will enable the development of inclusive, sustainable, and prosperous organizations. There are core gender indicators that must be used with this proposal, together with their objectives and scope, in the annex called Guidelines for Gender

Indicators Guidelines. WEC recommends reviewing this guideline to support the development of gender-based key performance indicators for your project.

In the SOW and the PMP, there should be a clearly defined link between each of the following elements as delineated:

Process Indicators measure the activity that has been completed. Please delineate the specific activities to be conducted, such as workshops, roundtables, trainings, forums, exchanges, policy dialogues, etc. All indicators must include targets. Example of a process indicator:

Process Indicator	*50 women trained in energy efficiency standards*

Output Indicators, otherwise known as deliverables, associated with the agreement, should be included. Unlike process indicators, outputs are what is produced, and are often tangible. At this level, it is the measurement of ability, knowledge, skills, or access. All indicators must include targets. Example of an output indicator involving the same participants:

Output Indicator	*80 percent of participants demonstrate at least 75 percent cognizance of efficiency standards*

Outcome Indicators, measure the change in system or behavior or practice. Expected outcomes are the results that come from a series of activities that are necessary to achieve impact. All indicators must include targets. Example of an outcome indicator:

Outcome Indicator	*30 percent of efficiency standards being implemented in a participant's country as a result of participant's participation.*

Standard Foreign Assistance Indicators (F-Indicators), measure both the outputs directly attributable to the U.S. government as well as outcomes to which the U.S. government contributes.

All indicators must include measurable, numerical targets, which should serve as the foundation for monitoring and evaluation efforts. Ultimately, proposed activities and achievement of indicator targets will lead to impact.

All projects will comply and be measured with the following F indicators of the U.S. Department of State (Select at least four (4) that apply to your project):

Social

- ✔ Number of full-time jobs created
- ✔ Number of women selected as direct beneficiaries:
- ✔ Number of women trained in governance and leadership

- Increased number of women in control of critical parts of household tasks: (indicate the percentage among women beneficiaries who would achieve this objective)
- Increase in the number of women decision makers in household and community organizing (indicate the percentage among women benefited who would achieve this objective)

Economic

- E.G. 5-12 Number of micro, small and medium-sized enterprises (MSMEs), including farmers, receiving business development services from EMS-assisted sources.
- E.G. 2-1 Number of person-hours of trade and investment training provided with U.S. Government support
- E.G. 2.12 Number of private sector firms with increased access to finance through U.S. Government support
- EG.2.2-1 Number of companies receiving technical assistance for exporting financed by the EMS.
- E.G. 5-12B Number of women entrepreneurs, receiving business development services from U.S. Government-assisted sources.
- E.G. 3.2-5. Number of public private partnerships formed as a result of USG assistance
- Percentage increase in income among beneficiaries (indicate total %) can be greater than 100.
- Annual increase in income of beneficiaries (indicate total in US$)
- Number of women-owned business with increased access to national, regional, or international markets
- Number of women trained in business management and productive aspects.

Environment

- EG.3.2-17. Number of farmers and others who have implemented improved technologies or management practices with U.S. Government assistance.
- E.G. 4.5.2-5 Amount of greenhouse gas (GHG) emissions, measured in metric tons of CO2e, reduced or sequestered as a result of U.S. Government assistance.

Applicants can also provide their own indicators in addition to the required that could include the following illustrative indicators (but not limited too):

- Number of women-owned or underserved businesses benefiting from the Empower Innovation Challenge trainings.
- Number of in-person mentoring sessions from women owned business in green or blue economies.
- Number of virtual mentoring connections/sessions with cleaner production or small business development center (SBDC) mentors and/or business contact.
- Number of loans issued, or capital raised by women owned businesses during the duration of the project lifecycle.
- Total revenue. Total amount of revenue growth of participating women owned MSMEs during the duration of the project lifecycle.

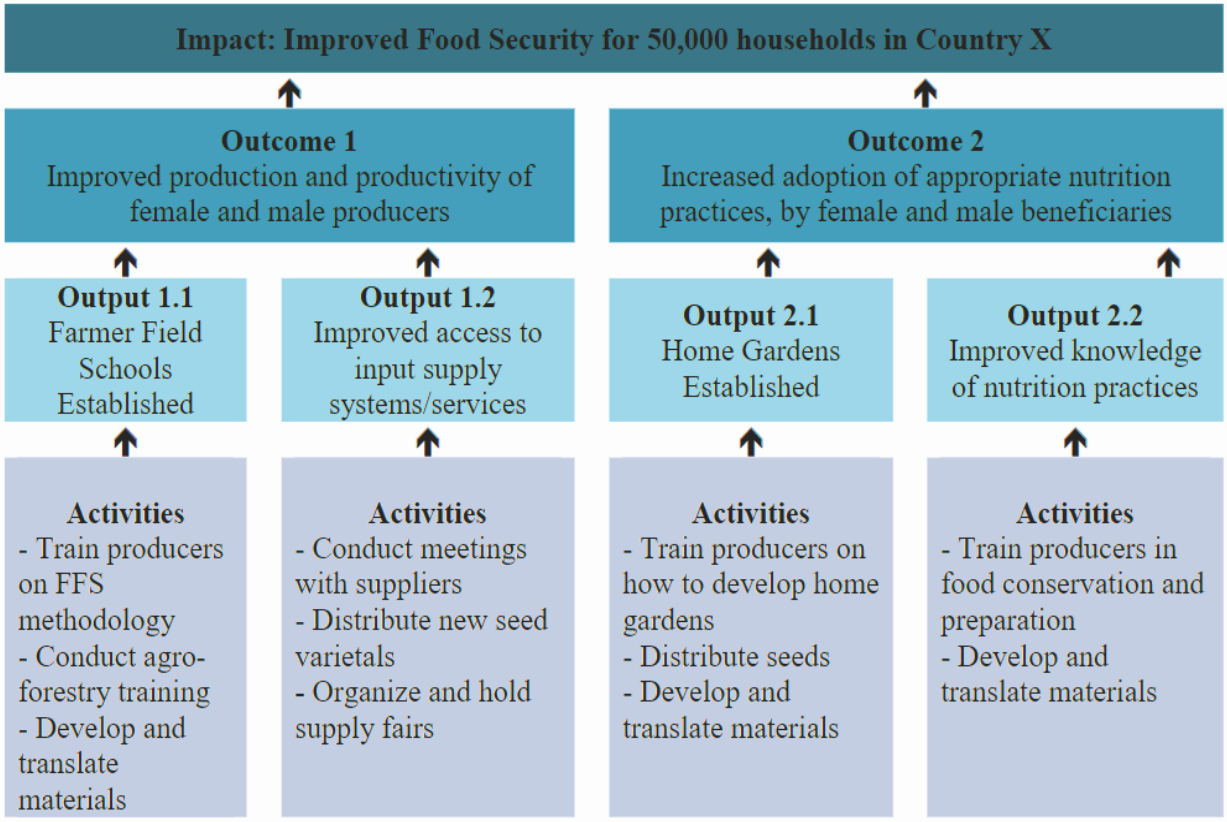
The PMP should include, at a minimum, the following elements:

a. A narrative section in word explaining how monitoring and evaluation will be carried out and who will be responsible for monitoring and evaluation activities. Notice that a similar narrative section is already included in the SOW (section a: Implementation plan/Performance Monitoring Plan), however in the PMP, you should also remark how this will ensure the correct measurement and accomplishment of goals and indicators.

b. A table in Microsoft Excel listing by project objectives the output- and outcome-based performance indicators with baselines and (monthly and cumulative) targets; data collection tools; data sources; types of data disaggregation, if applicable; and frequency of monitoring and evaluation. Where possible, performance baseline data and expected performance targets for each indicator/outcome. In some cases, the baseline may be zero. A sample template is provided for use.

c. A table in Microsoft excel with a Logic model that graphically shows the intended impact, outcomes, inputs and activities of the proposed project and highlight the causal relationship between them through a logic model (please see example below). A sample template is provided for use.

Sample Results/Logic Framework



6. **Budget:**
   Applications that maximize direct activity costs and minimize administrative costs are encouraged. Other considerations are the completeness of the application, submitting in the format requested, adequacy of budget detail, and consistency with elements of the technical application. In addition, the organization must demonstrate adequate financial management capability in the proposal, as a financial responsibility determination will be conducted by those reviewing the proposal.

   Complete applications will include:
   a. A detailed line-item budget and,
   b. A budget narrative to clarify and justify individual line-items (i.e. calculations of how the costs were derived per month or year, their necessity, and overall contribution to the project's cost-effectiveness).

The three-column summary budget should include the following components, in the suggested format below:

	Requested Federal Funds (A)	Cost-Share by Applicant (B)	TOTAL PROJECT FUNDS (A+B)
A. PERSONNEL			
B. FRINGE BENEFITS			
C. TRAVEL			
E. SUPPLIES (items below $5,000/unit)			
F. CONTRACTUAL (sub-grants or consultant fees)			
H. OTHER DIRECT COSTS			
I. TOTAL DIRECT COSTS			

Note: The above is designed to serve as a sample SUMMARY BUDGET for complete budget submissions and is NOT exhaustive. You are required to use the detailed line-item budget template. Individual line items included in the budget should reflect specific project activities.

GENERAL BUDGET GUIDELINES:

- **Personnel:** Identify each position, the name of the person who will fill the role, base salary, and time each person will spend on the Budget and indicate the Budget for the person's part in the program and/or sector(s). If not provided in the Budget detail, indicate the numerical justification for the total cost.
  If possible, include anticipated position title(s), the proposed daily rate to be paid as compensation, and the number of consultant days that are anticipated.
- **Fringe Benefits -** State the costs of fringe benefits separately from salary costs and explain how benefits are computed for each category of employee – specify type and rate.
- **International Travel Budget** should include travel cost for one representative to attend the in-person Summit planned to be held in Panama. Based on this, organizations are required to estimate flight & taxi-fare. WEC will cover the costs of lodging & per diem.
- **Travel** – All travel will need to be approved by WEC prior to purchase. All headquarters and/or program employees' travel must be identified via mode of travel, departure and arrival city, purpose, unit of measurement, and duration of trip.

  Staff and/or Participant travel:
  - International airfare – all recipients must follow the Fly America Act
  - Domestic travel (airfare within the United States or host country)
  - In-country travel (ground transportation within the host country/ies)
  - Per diem/maintenance, which includes lodging and meals and incidental expenses (M&IE) for both participant and staff travel. Per diem rates may not exceed the published U.S. government allowance rates, however institutions may use per diem rates lower than official government rates. Rates of maximum allowances for foreign per diem rates are available at https://aoprals.state.gov/web920/per_diem.asp.
  - Staff refers to Recipient organization's staff only, and not sub-grantee staff or contractors.

- **Contractual:** Detailed budgets should be included for sub-grantees, if known. Identify consultants here, separately, from other permanent staff in the personnel section, detail the amount of hours the consultant would contribute to the project, and how the amount to be paid to the consultant was determined.
- **Total Requested Federal Funds** must be equal to and not exceed USD 50.000
- **Cost-Effectiveness** - Applicants should demonstrate cost-effectiveness of U.S. government funds by presenting reasonable budgets based on real figures. Budgets that either significantly overestimate or under-estimate line-item amounts will not be viewed as cost-effective.
- **Cost-Share** – Cost-sharing, or matching, refers to a portion of project or program cost that is not borne by the federal government. **Cost-sharing is <u>not</u> required and will <u>not</u> be used as a factor in the proposal review.** However, if the organization chooses to provide Cost-share, expenses under this must also be itemized, explained and justified; costs must be allocable, necessary, and reasonable. For any cost-share included, please provide an explanation of the contributions, whether cash or in-kind. Assign a monetary value in U.S.

dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources. Recipients must follow cost-sharing or matching policy as stipulated in 2 CFR 200.306. Cost-sharing amounts proposed will be incorporated as part of the allowable budget items. If selected for an award, your organization will have to provide the minimum amount of cost sharing as stipulated in the budget approved by the Grants Officer. Funds from other U.S. government awards, may not be used as cost-share.

Budget conditions and restrictions

The budget cannot include costs that pay for the following (this list is not exhaustive):

- Administration of a project that will make a profit.
- Expenses incurred before or after the specified dates of award period of performance (unless prior written approval is received)
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction.
- Alcoholic beverages
- Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the federal award or with prior written approval of the federal awarding agency.
- Purchase of land, equipment and/or Construction

Federal assistance award Recipient must maintain written records to support all allowable costs, including cost-share. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with 2 CFR 200.

Applicants must be familiar with 2 CFR 200 "UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS".