

sustainable and effective HIV/AIDS prevention strategies. The Applicant will be evaluated on the clear identification and description of the specific strategy(s) the Applicant proposes to use, its effectiveness, and attainability of project objectives by the end of the grant period. (10 points)

- Demonstrated familiarity with the major issues related to the components being addressed (*e.g.*, general project context, key problems and/or needs in the relevant country/area, the specific problem(s) and/or need(s) that will be addressed by this project(s), and relevant constraints). The Applicant will be evaluated on the thorough and accurate assessment of the implementing environment and the problems that exist and clear identification of the specific problem(s) the Applicant proposes to address. (5 points)

- A monitoring and evaluation plan for measuring project performance that includes challenging but realistic targets and measurable, verifiable project indicators that measure achievement of project objectives and performance in project implementation. (5 points)

- A description of the applicant's approach to expending funds in the most cost-effective method possible in order to achieve the project objectives. The applicant should refer to its submitted budget in explaining how the budgeted funds will be utilized cost-effectively. In order to assist USDOL in assessing the efficient and effective allocation of project funding, the Applicant shall submit, at minimum, supporting budget information indicating how the Applicant arrived at estimating the costs of the following items/activities: salaries and benefits for all key personnel, 2–3 key activities proposed by the Applicant under its project design, and closing the project and meeting all USDOL close-out requirements, as stated in this SGA. The Applicant will be evaluated based on the clear identification of all project costs and efficient and effective allocation of funding. The project budget should clearly demonstrate that the total amount and distribution of funds is sufficient to cover the cost of all major project activities identified by the Applicant in its proposal, management of the project, monitoring and evaluation, and project close-out and that the distribution of funds maximizes the provision of goods and/or services to project beneficiaries. This section will be evaluated in accordance with applicable Federal laws and regulations. The budget must comply with Federal cost principles (which can

be found in the applicable OMB Circulars) and with ILAB budget requirements contained in the application instructions in Section III of this solicitation. (10 points)

- Use of existing expertise from the recipient country in order to reduce costs and further develop local capacity. (5 points)

- Inclusion of a sustainability strategy that ensures that project improvements will continue after the project ends. (5 points)

- Submission of a schedule of quarterly deliverables that will serve to determine the level of performance of the contractor. The identification of deliverables that are presented in the proposal should be objective, verifiable, and demonstrate progress in achieving project objectives. (5 points)

#### *C. Institutional Qualifications/Past Performance—25 points*

- Prior experience working in the area of HIV/AIDS prevention education and/or workplace-based programs in developing countries, especially in Uganda. The application shall include information as an attachment (which will not count towards the page limit) regarding previous grants, contracts, or grants, including (a) the organization for which the work was done, (b) a contact person in that organization with his/her current phone number, (c) the dollar value of the grant, contract, or Grant for the project(s), (d) the time frame and professional effort, either directly by key personnel, by consultants, or under contractual arrangements involved in the project(s), (e) a brief summary of the work performed; and (f) a brief summary of accomplishments. (10 points)

- Clear organizational structure and management plan, illustrating experience with carrying out participatory development activities with organizations (*i.e.*, government ministries, employer organizations, worker organizations, community organizations) and maintaining positive and effective relationships with partners. (10 points)

- Demonstration of strong financial management and internal control systems. (5 points)

#### *D. Experience of Personnel—30 points*

- Key personnel with prior experience directly related to the proposed work, including technical and language qualifications, professional competence, relevant academic background, and demonstrated experience. Applicants shall submit a résumé for each key personnel proposed, which includes the

individual's current employment status and previous work experience, including position title, duties performed, dates in position, employing organizations, and educational background. Duties must be clearly defined in terms of role performed (*i.e.*, manager, team leader, consultant). Résumés shall be included as attachments, which do not count against the page limitation. (20 points)

- Clear management plan demonstrating the staffing requirements and other resources needed to implement the approach. (10 points)

#### *E. Leveraging of Grant Funding—5 points*

USDOL will award up to five (5) additional rating points to applications that include non-Federal resources that significantly expand the size and scope of project-related activities. These programs will not be financed by the project, but can complement and enhance project objectives. To be eligible for the additional points, the applicant must list the resource(s), the nature, and possible activities anticipated and any partnerships, linkages, or coordination of activities, cooperative funding, etc.

#### *F. Suggested Outline for Technical Proposal*

This outline is provided as a guideline. Organizations may elect a format of their choosing, subject to the requirements of this announcement.

##### 1. Executive Summary

##### 2. Program Description

Goal and Objectives, Background, Technical Approach and Implementation Timetable (Proposed Intervention), Experience of Personnel, Identification of Deliverables and Quarterly Schedule of their submission to determine contractor performance, Staffing Pattern and Project Management Organizational Chart, Leveraging of non-Federal Resources.

##### 3. Attachments

Summaries of other relevant organizational experiences, Resumes of key personnel and signed letters of commitment to the project.

Successful proposals submitted in response to this SGA will be incorporated into the text of the grant with the selected applicant(s).

Signed at Washington, DC, this 14th day of July, 2003.

**Lawrence J. Kuss,**  
Grant Officer.

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