



A QUIEN CORRESPONDA

Por este medio la Universidad Pedagógica Nacional Francisco Morazán, hace constar que, en el mes de marzo del año 2022, se firmó el siguiente Convenio Nacional:

- 1- **Convenio Específico de Cooperación entre la Organización de Estados Iberoamericanos para la Educación, La Ciencia y la Cultura (OEI) y la Universidad Pedagógica Nacional, Francisco Morazán, para la implementación del Proyecto “Estrategia para la Promoción del Orgullo Lingüístico”, 16 de marzo de 2022.**

Firmo la presente en Tegucigalpa, M.D.C., a los 29 días del mes de marzo del año 2022.

Dr. Ricardo Morales
Director INCODE

HONDURAS
1956

Cc: Archivo
RMU/cem



A QUIEN CORRESPONDA

Por este medio la Universidad Pedagógica Nacional Francisco Morazán, hace constar que, en el mes de marzo del año 2022, se firmaron los siguientes Convenios internacionales:

- 1- **Memorándum de Entendimiento Global Teaching Partners de Chapel Hill, Carolina del Norte** y la Universidad Pedagógica Nacional, Francisco Morazán, 4 de marzo de 2022.
- 2- **Acuerdo de Cooperación entre la University of Notre Dame** y la Universidad Pedagógica Nacional, Francisco Morazán, 24 de marzo de 2022.

Firmo la presente en Tegucigalpa, M.D.C., a los 29 días del mes de marzo del año 2022.

Dr. Ricardo Morales
Director INCODE

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MEMORANDO DE ENTENDIMIENTO

Este Memorando de Entendimiento (MOU, por sus siglas en inglés), en lo sucesivo denominado "Memorándum", suscrito el 18 de enero de 2022 por Global Teaching Partners de Chapel Hill, Carolina del Norte en los Estados Unidos de América, en adelante denominado "Primera Parte", y entre la Universidad Pedagógica Nacional Francisco Morazán (UPNFM) de Honduras, en lo sucesivo denominada la "Segunda Parte", y colectivamente conocidas como las "Partes" con el fin de establecer y lograr diversos objetivos y metas relacionados con la colaboración exclusiva para traer educadores altamente calificados de Honduras al sudeste de los Estados Unidos.

CONSIDERANDO QUE, las Partes desean entrar en el acuerdo aquí descrito en el que trabajarán juntos utilizando sus roles únicos para cumplir con las metas y objetivos establecidos en este acuerdo;

Global Teaching Partners, LLC (GLOBAL) proporciona el reclutamiento, el posicionamiento y el apoyo continuo de maestros de Intercambio Académico y Cultural K-12 (ACE) que desean obtener un conocimiento experiencial de los EE. UU., Participar activamente en actividades interculturales con escuelas y comunidades al tiempo que preparan estudiantes para que sean ciudadanos globales reflexivos y compasivos.

La Universidad Pedagógica Nacional Francisco Morazán es la institución estatal de educación superior encargada de la formación de docentes con competencias científicas, humanísticas y tecnológicas innovadoras, para el desarrollo del sistema de educación nacional. La UPNFM es la institución de educación superior líder en formación de docentes, con sólido prestigio tanto a nivel nacional como internacional.

OBJETIVOS

Las Partes se esforzarán por trabajar juntas para desarrollar y establecer políticas y procedimientos que satisfagan las necesidades de educadores altamente calificados como se describe en las Responsabilidades y Obligaciones de las Partes.

RESPONSABILIDADES Y OBLIGACIONES DE LAS PARTES.

Es el deseo de las Partes antes mencionadas en este Acuerdo MOU que este documento no será ni deberá generar ninguna forma de acuerdo formal o de contrato, sino más bien un acuerdo entre las Partes para trabajar juntos en tales acuerdos. una manera que promueva un verdadero ambiente de colaboración y alianza en apoyo de una asociación y liderazgo efectivos y eficientes para mantener, salvaguardar y mantener un compromiso gerencial, financiero y administrativo sólido y óptimo con respecto a todos los

asuntos relacionados con el reclutamiento y la colocación de educadores hondureños en escuelas del sureste de Estados Unidos. A continuación, se detallan las responsabilidades de cada Parte:

Socios de enseñanza global:

1. Asociarse con la Universidad Pedagógica Nacional Francisco Morazán para ubicar a los educadores en los distritos escolares asociados de los EEUU. Bajo la visa de Intercambio Cultural J-1 proporcionada por el Departamento de Estado de los EEUU. Los maestros pueden permanecer por tres (3) años con una posible extensión de dos (2) años por una estadía total de cinco (5) años.
2. Proporcionar un amplio apoyo académico, cultural y social mientras se encuentren en los EEUU.
 - a. Global ubica viviendas permanentes desde antes de su llegada, ayuda para que tengan una transición exitosa y ofrece asistencia para que tengan un vehículo, seguro, licencia de conducir, atención médica, etc.
 - b. Global ofrece una amplia orientación para vivir y trabajar en los EEUU. Antes y después de su llegada.
 - c. Global ofrece capacitación en desarrollo profesional durante toda su estadía para ayudar a los maestros a desarrollar habilidades de liderazgo para un regreso exitoso a Honduras luego de su estadía en los EEUU.
3. A los maestros de intercambio se les paga en la misma escala salarial que a los maestros de EE. UU.
4. Patrocinio de visas para el profesor (J-1) y familia inmediata (J-2)
5. Posibles oportunidades de desarrollo profesional para que los empleados y el personal de la Universidad Pedagógica Nacional Francisco Morazán visiten los distritos escolares de los EEUU. Y visiten a sus alumnos en las escuelas de los EEUU.
6. Compromiso de apoyar a los maestros durante toda su estadía y ayudarlos en su transición exitosa para vivir y trabajar en los EE. UU. Esto incluye trabajar con los docentes en sus aulas para comprender mejor el currículo, las prácticas y las normas culturales de los EEUU.

Global Teaching Partners utilizará la Visa del Programa de Intercambio de Visitantes J-1 ofrecida por el Departamento de Estado de los Estados Unidos. Los maestros de intercambio cultural internacional que trabajan con Global Teaching Partners se clasificarán como maestros de intercambio académico y cultural (ACE), se les ofrecerán puestos docentes K-12 en todo el sureste de los Estados Unidos y se les permitirá permanecer tres años (con una posible extensión de dos años adicionales) antes del regreso requerido a su país de origen. Mientras los maestros estén aquí en los Estados Unidos, es necesario un intercambio de prácticas académicas, culturales e ideas entre el maestro, su escuela y el distrito que lo emplea. Una vez el docente sea ubicado en el distrito escolar, Global facilitará y respaldará al maestro de ACE a través de sus orientaciones introductorias en línea y a su llegada a los EEUU con oportunidades de intercambio cultural suplementario y elementos esenciales diseñados para crear un entendimiento mutuo entre las

personas de los EEUU y otros países. Tras el regreso requerido a su país de origen, es esencial que utilicen sus experiencias en los EEUU para mejorar las relaciones entre los dos países.

La Universidad Pedagógica Nacional Francisco Morazán UPNFM:

1. Global tendrá la necesidad de aproximadamente 10 a 25 maestros en las áreas de materias enumeradas a continuación (aproximadamente y potencialmente de 20 a 50 en los años siguientes). UPNFM brindará acceso a los egresados que deseen postularse y enseñar en los EEUU con una visa de intercambio cultural J1.
 - a. Maestros de Primaria Lengua Dual: Educadores que puedan enseñar un nivel de primaria (K-5) en español, y que también dominen el inglés.
 - b. Profesores de enseñanza secundaria de idioma dual: que enseñen materias básicas en español a nivel de escuela intermedia, como Matemáticas, Ciencias o Estudios Sociales.
 - c. Escuela media y secundaria de español *como lengua extranjera*:
 - d. Inglés como segunda lengua o como lengua extranjera
2. Ayudar en la reclutamiento de egresados de la Universidad Pedagógica Nacional Francisco Morazán, que cumplan con los requisitos establecidos por el Departamento de Estado de los Estados Unidos. Esto se puede lograr a través de correos a egresados que sean posibles candidatos con los enlaces de nuestro sitio web y con la aprobación estatal de nuestra organización a través de la Universidad Pedagógica Nacional Francisco Morazán.
3. Brindar acceso a una sala de conferencias de la Universidad, un fin de semana dos veces al año, para que los distritos escolares de los EEUU Realicen entrevistas a los posibles candidatos (egresados de la Universidad Pedagógica Nacional Francisco Morazán).

CRONOGRAMA

El alcance y el objetivo descritos anteriormente se llevarán a cabo de la siguiente manera para el ciclo 2022 - 2023:

Febrero 15:

Correo electrónico enviado por la UPNFM a sus egresados para informar sobre la oportunidad de enseñar en los Estados Unidos bajo un intercambio cultural J1 con Global Teaching Partners.

Marzo 15:

Global notificará a la UPNFM de los candidatos que han aplicado y que están en el proceso de completar su documentación

Mayo 11 y 12 (estimado):

Los representantes de Global y dos distritos escolares de los EEUU Viajarán a Honduras (si es posible) para realizar las entrevistas con los posibles candidatos. Estos distritos escolares irían para ofrecer puestos de enseñanza durante las entrevistas. Si no es posible que Global viaje, entonces organizaríamos una feria virtual de trabajo.

TÉRMINOS DE ENTENDIMIENTO

El término de este Memorándum de Entendimiento será por un período de dos años o continuo hasta que se modifique o cancele, etc., a partir de la fecha efectiva antes mencionada, y puede extenderse bajo acuerdo mutuo por escrito de ambas Partes.

MODIFICACIÓN O CANCELACIÓN DE ESTE MEMORANDO

Este Memorando de Entendimiento puede ser modificado en cualquier momento por escrito y con el consentimiento mutuo de ambas partes. Además, cualquiera de las partes puede cancelar el Memorando de Entendimiento con una notificación por escrito con días de anticipación, con la excepción de que la causa de la cancelación pueda incluir, entre otros, un incumplimiento sustancial y significativo de cualquiera de las disposiciones aquí contenidas, cuando se pueda cancelar con la entrega de notificación por escrito a la otra parte.

PROVISIONES GENERALES

Las Partes reconocen y entienden que deben poder cumplir con sus responsabilidades en virtud de este Memorando de Entendimiento de conformidad con las disposiciones de la ley y los reglamentos que rigen sus actividades. Nada en el Memorándum tiene la intención de anular o de otra manera hacer inefectiva cualquiera de las disposiciones o procedimientos operativos. Las partes asumen la responsabilidad total de su desempeño bajo los términos de este Memorando.

Si en algún momento cualquiera de las partes no puede cumplir con sus deberes o responsabilidades conforme a este Memorando de Entendimiento de conformidad con los mandatos legales y reglamentarios de dicha parte, la parte afectada deberá enviar inmediatamente un aviso por escrito a la otra parte para establecer una fecha para la resolución del asunto.

LIMITACIÓN DE RESPONSABILIDAD

Ningún derecho o limitación de derechos surgirá o se asumirá entre las Partes como resultado de los términos de este Memorando de Entendimiento.

ARBITRAJE / RESOLUCIÓN DE DISPUTAS DE MEDIACIÓN

Las Partes en este Memorando de Entendimiento acuerdan que, si surgiera una disputa a través de cualquier aspecto de esta relación, incluyendo, pero no limitado a, cualquier asunto, disputa o reclamo, las partes consultarán de buena fe para resolver rápidamente cualquier disputa. En el caso de que las partes no puedan resolver el problema o la disputa entre ellos, entonces el asunto se mediará y / o se arbitrará en un intento de resolver cualquiera y todos los problemas entre las partes.

Las partes acuerdan que cualquier reclamo o disputa que surja a través de este acuerdo, la relación u obligación contemplada o descrita en este acuerdo, si no se resuelve a través de la mediación, deberá ser resuelta mediante un arbitraje final y vinculante. Cualquier decisión lograda por el Arbitrador será final y vinculante y, si es necesario, se podrá ingresar como una sentencia en cualquier tribunal que tenga jurisdicción.

En el caso de que cualquier tribunal, que tenga jurisdicción, deba determinar que cualquier parte de este Acuerdo es inválida o inejecutable, solo esa parte se considerará inválida y no será efectiva, mientras que el resto de este Acuerdo permanecerá en plena vigencia y será ejecutable. Este Acuerdo se interpretará y se regirá por y de conformidad con la Ley de Arbitraje Federal 9 U.S.C. §1-16.

AVISO

Cualquier notificación o comunicación requerida o permitida en virtud de este Memorándum será considerado suficiente si se entrega en persona o por correo certificado, con acuse de recibo solicitado, a la dirección que figura en el párrafo inicial o a la dirección que una parte haya proporcionado a la otra por escrito.

LEGISLACION APLICABLE

Este Memorando de Entendimiento se regirá e interpretará de acuerdo con las leyes del Estado de Carolina del Norte, EEUU.

CLÁUSULA DE SEPARABILIDAD

En el caso de que cualquier disposición de este Memorándum de Entendimiento se considere separable o inválida, y si se determina que cualquier término, condición, frase o parte de este Memorándum es ilegal o no se puede hacer cumplir, el resto del Memorándum permanecerá en pleno vigor y efecto, siempre que la cláusula excluida no afecte la intención de las partes. Si un tribunal determina que cualquier disposición de este Memorándum es inválida o inejecutable, pero que al limitar dicha disposición se volvería válida y exigible, dicha disposición se considerará escrita, interpretada y ejecutada, así como limitada.

ASIGNACIÓN

Ninguna de las partes de este Memorándum de Entendimiento puede asignar o transferir las responsabilidades o el acuerdo hecho en este documento sin el consentimiento previo por escrito de la parte no asignada, cuya aprobación no se denegará injustificadamente.

TOTALIDAD DEL ENTENDIMIENTO

El presente Memorando de Entendimiento, que se encuentra aquí, constituye el entendimiento completo de las Partes en relación con todos los asuntos contemplados en este documento en este momento. Las Partes que firman este MOU desean o tienen la intención de que cualquier contrato de implementación, licencia u otro acuerdo celebrado entre las Partes subsiguientes al presente sustituya y prevalezca sobre cualquier disposición conflictiva de este Memorando de Entendimiento, ya sea por escrito o de forma oral.

AUTORIZACIÓN Y EJECUCIÓN

La firma de este Memorando de Entendimiento no constituye un compromiso formal, y como tal simplemente pretende que los que firman se esfuercen por alcanzar, en la medida de sus capacidades, las metas y objetivos establecidos en este MOU.

Este Acuerdo será firmado por y entrará en vigencia a partir de la fecha escrita anteriormente.

Global Teaching Partners

Nathan Tomasini, CEO

(Fecha)



(Firma de la Primera Parte)

Universidad Pedagógica Nacional Francisco Morazán UPNFM

Hermes Alduvín Díaz Luna, Rector

(18 de enero, 2022)



(Firma de la Segunda Parte)

RECIBIDO 04 MAR 2022

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), hereinafter referred to as the Memorandum, entered into on January 18, 2022, by Global Teaching Partners (Global) of Chapel Hill, North Carolina in the United States of America hereinafter referred to as the "First Party," and between Universidad Pedagógica Nacional Francisco Morazán (UPNFM), in Honduras, hereinafter referred to as the "Second Party," and collectively known as the "Parties" for the purpose of establishing and achieving various goals and objective relating to the sole collaboration in bringing highly qualified educators from Honduras to the Southeastern United States.

WHEREAS, the Parties desire to enter into the herein described agreement in which they shall work together utilizing their unique roles to accomplish the goals and objectives set forth in this agreement;

Global Teaching Partners, LLC (Global) provides the recruitment, placement and ongoing support of K-12 Academic and Cultural Exchange (ACE) teachers that want to gain experiential knowledge of the U.S., participate actively in cross-cultural activities with schools and communities while preparing students to be thoughtful and compassionate Global citizens.

The National Pedagogical University Francisco Morazán is the state institution of higher education responsible for the training of teachers with scientific skills, humanistic and innovative technology, for the development of the system of national education. NPUFM is the leading higher education institution in training teachers, with solid prestige both nationally and internationally.

OBJECTIVES

The Parties shall endeavor to work together to develop and establish policies and procedures that will meet the needs for highly qualified educators as outlined in the Responsibilities and Obligations of the Parties

RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

It is the desire and the wish of the aforementioned Parties to this MOU Agreement that this document should not and thus shall not establish nor create any form or manner of a formal agreement or indenture, but rather an agreement between the Parties to work together in such a manner that would promote a genuine atmosphere of collaboration and alliance in the support of an effective and efficient partnership and leadership meant to maintain, safeguard and sustain sound and optimal managerial, financial and administrative commitment with regards to all matters related to the recruitment and placement of Honduran educators in schools in Southeastern United States. Each Party responsibilities is outlined

below:

Global Teaching Partners will:

1. Partner with the Universidad Pedagógica Nacional Francisco Morazán to place educators into U.S. partner school districts under the Cultural Exchange J-1 visa provided by the U.S. Department of State. Teachers can stay for three (3) years with a possible extension of two (2) years for a total stay of five (5) years.
2. Provide extensive academic, cultural and social support provided while in the U.S.
 - a. Global locates permanent housing prior to their arrival, aids in their successful transition and offers support in obtaining a vehicle, insurance, driver's license, healthcare, etc.
 - b. Global offers extensive orientation to living and working in the U.S. prior to and following their arrival.
 - c. Global offers professional development training throughout their entire stay to aid teachers in developing leadership skills for a successful return to Honduras following their stay in the U.S.
3. Exchange Teachers are paid on the same salary scale as U.S. teachers
4. Visa Sponsorship for the teacher (J-1) and immediate family (J-2)
5. Potential Professional Development opportunities to bring Universidad Pedagógica Nacional Francisco Morazán employees and staff to visit with school districts in the U.S. and to visit their alumni in U.S. schools.
6. Commitment to support teachers throughout their entire stay and to aid in their successful transition to living and working in the U.S. This includes working with teachers in their classroom for better understanding of U.S. curriculum, practices and cultural norms.

Global Teaching Partners will utilize the J-1 Exchange Visitor Program Visa offered by the U.S. Department of State. International cultural exchange teachers working with Global Teaching Partners will be classified as Academic and Cultural Exchange (ACE) teachers, offered K - 12 teaching positions throughout the Southeast U.S., and allowed to stay three years (with a possible extension of two additional years) prior to their required return to their home country. While teachers are here in the U.S., it is necessary for an exchange of academic practices, culture and ideas between the teacher and their school and district of employment. Once placed in the school

1. Global will have the need for approximately 10 - 25 teachers in the subject areas listed below (approximately and potentially 20 - 50 in years following). UPNFM will provide access to alumni that would like to apply and teach in the U.S. under a J1 cultural exchange visa.
 - a. Elementary Dual Language Teachers: Educators that can teach a primary (K-5) grade level in Spanish, while also being fluent in English.
 - b. Secondary Dual Language Teachers: Teach core subjects at the middle school level in Spanish, such as Math, Science or Social Studies.
 - c. Middle and High School Spanish *as a foreign language*:
 - d. English as a Second/Foreign Language
2. Aid in the recruitment of alumni of Universidad Pedagógica Nacional Francisco Morazán that meet the qualifications set forth by the United States Department of State. This can be accomplished through alumni mailings to potential candidates with links to our website and state approval of our organization through Universidad Pedagógica Nacional Francisco Morazán.
3. Offer the use of a University conference room on a weekend twice a year for U.S. school districts to complete interviews of potential candidates (alumni of Universidad Pedagógica Nacional Francisco Morazán).

TIMELINE

The above outlined scope and objective shall be carried out as follows for the 2022 - 2023 cycle:

February 15:

Email sent From UPNFM to Alumni informing of the opportunity to teach in the U.S. under a J1 Cultural Exchange with Global Teaching Partners.

March 15:

Global notifies UPNFM of candidates that have applied and are in the process of completing their portfolios

May 11 & 12 (estimated):

Global representatives and two U.S. school districts will travel to Honduras (if possible) to conduct interviews with potential candidates. These school districts would come to offer teaching positions during the interviews. If Global is not available to travel, we will host a Virtual Job Fair.

TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for a period of two years or ongoing until amended or cancelled, etc. from the aforementioned effective date and maybe extended upon written mutual agreement of both Parties.

AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding may be amended or modified at any time in writing by mutual consent of both parties. In addition, the Memorandum of Understanding may be cancelled by either party with days advance written notice, with the exception where cause for cancellation may include, but is not limited to, a material and significant breach of any of the provisions contained herein, when it may be cancelled upon delivery of written notice to the other party.

GENERAL PROVISIONS

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Memorandum of Understanding in accordance with the provisions of the law and regulations that govern their activities. Nothing in the Memorandum is intended to negate or otherwise render ineffective any such provisions or operating procedures. The parties assume full responsibility for their performance under the terms of this Memorandum.

If at any time either party is unable to perform their duties or responsibilities under this Memorandum of Understanding consistent with such party's statutory and regulatory mandates, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

LIMITATION OF LIABILITY

No rights or limitation of rights shall arise or be assumed between the Parties as a result of the terms of this Memorandum of Understanding.

ARBITRATION/MEDIATION DISPUTE RESOLUTION

The Parties to this Memorandum of Understanding agree that should any dispute arise through any aspect of this relationship, including, but not limited to, any matters, disputes or claims, the parties shall confer in good faith to promptly resolve any dispute. In the event that the parties are unable to resolve the issue or dispute between them, then the matter shall be mediated and/or arbitrated in an attempt to resolve any and all issues between the parties.

The parties agree that any claim or dispute that arises from for through this agreement, the relationship or obligations contemplated or outlined within this agreement, if not resolved through mediation, shall then go to and be resolved through final and binding arbitration. Any decision reached by the Arbitrator shall

be final and binding and, if required, may be entered as a judgment in any court having jurisdiction.

In the event that any court having jurisdiction should determine that any portion of this Agreement to be invalid or unenforceable, only that portion shall be deemed invalid and not effective, while the balance of this Agreement shall remain in full effect and enforceable. This Agreement shall be interpreted and governed by and in accordance with the Federal Arbitration Act 9 U.S.C. §1-16.

NOTICE

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

GOVERNING LAW

This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the State of North Carolina

SEVERABILITY CLAUSE

In the event that any provision of this Memorandum of Understanding shall be deemed to be severable or invalid, and if any term, condition, phrase or portion of this Memorandum shall be determined to be unlawful or otherwise unenforceable, the remainder of the Memorandum shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this Memorandum to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

ASSIGNMENT

Neither party to this Memorandum of Understanding may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

ENTIRE UNDERSTANDING

The herein contained Memorandum of Understanding constitutes the entire understanding of the Parties pertaining to all matters contemplated hereunder at this time. The Parties signing this MOU desire or

intend that any implementing contract, license, or other agreement entered into between the Parties subsequent hereto shall supersede and preempt any conflicting provision of this Memorandum of Understanding whether written or oral.

AUTHORIZATION AND EXECUTION

The signing of this Memorandum of Understanding does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This Agreement shall be signed by and shall be effective as of the date first written above.

Global Teaching Partners

Nathan Tomasini, CEO



(First Party Signature)

(Date)

Universidad Pedagógica Nacional Francisco Morazán

Hermes Alduvin Díaz Luna, President



(Second Party Signature)

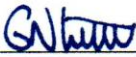

(January, 18th, 2022)

FDP Foreign Cost Reimbursement Subaward

Federal Awarding Agency: Other [Type in Agency]		USAID
Pass-Through Entity (PTE): University of Notre Dame		Subrecipient: Universidad Pedagógica Nacional Francisco Morazán
PTE PI: Tom Purkai		Sub PI: Russel Hernández Rodríguez
PTE Federal Award No: 7200AA20CA00025		Subaward No: 204236UPNFM
Project Title: Co-creating Knowledge For Change: Learning Becomes Service to Justice		
Subaward Budget Period: Start: 01/25/2022 End: 06/30/2023		Amount Funded This Action (USD): \$ 530,561.00
Estimated Period of Performance Start: 01/25/2022 End: 06/30/2023		Incrementally Estimated Total (USD): \$

Terms and Conditions

1. PTE hereby awards a cost reimbursable Subaward, (as determined by 2 CFR 200.331), to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE. No Party has the authority to bind any other Party in contract or to incur any debts or obligations on behalf of any other Party, and no Party (including an employee or other representative of such Party) shall take any action that attempts or purports to bind any other Party in contract or to incur any debt or obligations on behalf of any other Party, without the affected party's prior written approval.
2. Subrecipient shall submit invoices Quarterly for allowable costs incurred. All invoices shall be submitted using PTE's standard invoice shown in Attachment 6, and shall include current and cumulative costs (including cost sharing information if applicable), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415 (a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Financial Contact, shown in Attachment 3A. Expenditures of Subrecipient shall conform to budget in Attachment 5. All payments will be in U.S. Dollars.
3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Administrative Contact, as shown in Attachment 3A, NO LATER THAN 45 Days after Subaward end date. The final statement of costs shall constitute Subrecipient's final financial report.
4. All payments shall be considered provisional and subject to adjustment within the total estimated cost, in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305.
5. Matters concerning the technical performance of this Subaward Agreement shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4 "Reporting Requirements".
6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward Agreement and any changes requiring prior approval, shall be directed to the PTE's Authorized Official Contact, and the Subrecipient's Principal Investigator Contact as shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official, as shown in Attachments 3A and 3B.
7. The PTE may issue non-substantive changes (defined as: documentation of prior approvals, addition of non-competing continuation budget periods/funds and no cost extensions) to the Budget Period(s) and Budget Bilaterally. Unilateral modifications shall be considered valid 14 days after receipt, unless otherwise indicated by Subrecipient. Requests for No Cost Extensions are as shown in Attachment 2.
8. Each Party shall be responsible for its negligent acts or omissions, and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
9. Either party may terminate this Subaward with 30 days written notice. Notwithstanding, if the Awarding Agency terminates the Federal Award, PTE will terminate in accordance with the Awarding Agency requirements. PTE notice shall be directed to the PTE's Administrative Contact and the Subrecipient's notice directed to the Authorized Official Contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.
10. No Party shall be in default by reason of any failure in performance of this Subaward if such failure arises, directly or indirectly, out of causes reasonably beyond the direct control or foreseeability of such Party, including but not limited to, acts of God or of the public enemy, U.S. or foreign governmental acts in either a sovereign or contractual capacity, labor, fire, flood, epidemic and strikes.
11. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this Subaward to comply with all applicable laws, regulations and requirements.

By an Authorized Official of Pass-through Entity:		By an Authorized Official of Subrecipient:	
 Name: Greg Luttrell Date: 01/27/2022 Title: Director, Research Contracts		 Name: Hermes Alduin Díaz Luna Date: 01/26/2022 Title: Rector Universidad Pedagógica Nacional Francisco Morazán	

RECIBIDO 24 MAR-2022

Attachment 1

Certifications and Assurances

Subaward Number:

By signing the Subaward, the Authorized Official of Subrecipient certifies, to the best of his/her knowledge and belief, that:

Certification Regarding Lobbying (2 CFR 200.450)

No U.S. Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any U.S. Federal contract, the making of any U.S. Federal grant, the making of any U.S. Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any U.S. Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.214 and 2 CFR 180)

All foreign institutions and international organizations, except for foreign governments or governmental entities, public international organizations, or foreign-government-owned or -controlled entities (in whole or in part) are subject to the Debarment, Suspension and Other Responsibility Matters.

Subrecipient certifies by signing this Subaward that neither it, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any U.S. Federal Department or Agency.

Or

Subrecipient is either a foreign government or governmental entity, public international organization, or foreign-government-owned or -controlled entity (in whole or in part); and it IS NOT subject to the debarment or suspension certification requirement or to debarment or suspension under 45 CFR Part 75.

Audit and Access to Records

Subrecipient certifies by signing this Subaward that it complies with the Uniform Guidance, will provide PTE notice of the completion of required audits and any adverse findings which impact this Subaward Agreement as required by parts 200.501- 200.521, and will provide access to records as required by parts 200.337 and 200.338 as applicable.

All financial and related documentation, including but not limited to financial reports, invoices, financial audits, or receipts, shall be provided to PTE in English at Subrecipient's expense.

Protecting Life in Global Health Assistance (Mexico City Policy)

Subrecipient certifies that no funds granted under this Subaward will be used to fund organizations or programs that support or participate in the management of a program of coercive abortion or involuntary sterilization. See the NOA, Attachment 2 of this Subaward and/or Federal Awarding Agency's terms and conditions for further details.

☐

This regulation applies to the Federal Award and is flowed down to Subrecipient.

Use of Name

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Foreign Corrupt Practices

Subrecipient agrees to use funds in compliance with (1) the U.S. Foreign Corrupt Practices Act; (2) Subrecipient agrees that, under this Subaward, it will not offer, promise, or provide (or authorize the offer, promise, or provision of), directly or indirectly, anything of value to any government official, political party official, political candidate, or employee thereof, or to any other third party, for the purpose of obtaining or retaining business or obtaining any illegal benefit or advantage.

Export Controls

Each Party is responsible for determining whether its performance is subject to, and in compliance with, U.S. export control laws and regulations ("U.S. Export Controls"), including but not limited to the Export Administration Regulations - EAR (Department of Commerce), the International Traffic in Arms Regulations - ITAR (Department of State), the sanctions programs embodied in regulations administered by the Department of the Treasury's Office of Foreign Assets Control (OFAC), the U.S. anti-boycott laws and regulations (EAA) and U.S. anti-terrorism financing laws and regulations.



Attachment 8 of this Subaward includes additional applicable terms related to Export Controls.

Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

Pursuant to 2 CFR 200.216, Subrecipient will not obligate or expend funds received under this Subaward to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services (as described in Public Law 115-232, section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Attachment 2
Federal Award Terms and Conditions

Subaward Number

Required Data Elements

The data elements required by Uniform
Guidance are incorporated ☐

Awarding Agency Institute (If Applicable)

Federal Award Issue Date FAIN Assistance Listing No.

98.001

Assistance Listing Program Title (ALPT)

Key Personnel Per NOA

This Subaward Is:

☒ Research & Development ☐ Subject to FFATA

General Terms and Conditions

By signing this Subaward, Subrecipient agrees to the following:

1. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2. 2 CFR 200

3. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:

4. Research Terms and Conditions, including any Federal Awarding Agency's Specific Requirements found at:

except for the following :

- a. No-cost extensions require the written approval of the PTE. Any requests for a no-cost extension shall be directed to the Contact shown in Attachment 3A, not less than 30 days prior to the desired effective date of the requested change.
- b. Any payment mechanisms and financial reporting requirements described in the applicable Federal Awarding Agency Terms and Conditions and Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward; and
- c. Any prior approvals are to be sought from the PTE and not the Federal Awarding Agency.
- d. Title to equipment as defined in 2 CFR 200.1 that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall vest in the Subrecipient subject to the conditions specified in 2 CFR 200.313.
- e. Prior approval must be sought for a change in Subrecipient PI or change in Key Personnel (defined as listed on the NOA).

5. Treatment of program income:

Special Terms and Conditions:

Data Sharing and Access:

Subrecipient agrees to comply with the Federal Awarding Agency's data sharing and/or access requirements as reflected in the NOA or the Federal Awarding Agency's standard terms and conditions as referenced in General Terms and Conditions 1-4 above.

Data Rights:

Subrecipient grants to PTE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Copyrights:

to PTE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Subrecipient grants to PTE the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Federal Award.

Promoting Objectivity in Research (COI):

Subrecipient must designate herein which entity's Financial Conflicts of Interest policy (COI) will apply:

If applying its own COI policy, by execution of this Subaward, Subrecipient certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein:

Subrecipient shall report any financial conflict of interest to PTE's Administrative Representative or COI contact, as designated on Attachment 3A. Any financial conflicts of interest identified shall, when applicable, subsequently be reported to Federal Awarding Agency. Such report shall be made before expenditure of funds authorized in this Subaward and within 45 days of any subsequently identified COI.

Governing Language:

In the event that a translation of this Subaward is prepared and signed by the parties, and a conflict arises between the English version and other language version, this English language version shall be the official version and shall govern and control.

Governing Law:

The Parties acknowledge that PTE is subject to the laws of the United States. The parties hereby agree that nothing in this Subaward or any of its attachments or references shall be deemed to require either Party to breach any mandatory statutory law under which each Party is operating.

Patents:

Pursuant to Public Law 96-517, as amended by Public law 98-620, title to any invention or discovery made or conceived under this Subaward shall vest in the Subrecipient. Subrecipient shall promptly notify PTE as shown in Attachment 4 hereto.

Subrecipient hereby grants to PTE a royalty-free, non-exclusive license for research purposes to any Subrecipient invention or discovery under this Subaward.

Second Tier Subawards:

Subrecipient may not issue any subawards under this Subaward without the express prior written consent of PTE. In the event that such consent is granted, all assurances, certifications, and terms included in this Subaward shall be flowed down to the second tier subaward.

Disputes:

The Parties shall attempt to resolve disputes through good faith negotiations. Any dispute arising under, or related to, this Subaward shall be resolved to the maximum possible extent through informal dispute resolution. Unresolved issues shall be arbitrated in accordance with the International Arbitration Rules of the American Arbitration Association. Arbitration Association.

Additional Terms ☐

As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's, or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity.

Standard Provisions for Non-U.S. Nongovernmental Organizations:

<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

Branding Strategy and Marking Plan attached

OFAC and SAM screening is complete. The subawardee does not appear on the UN Sanctions List.

Work Involving Human or Vertebrate Animals (Select Applicable Options)

☒ No Human or Vertebrate Animals

This section left intentionally blank.

Human Subjects Data (Select One)

This section left intentionally blank

This section left intentionally blank

Attachment 3A
Pass-Through Entity (PTE) Contacts

Subaward Number:

PTE Information

Entity DUNS Name:

Legal Address:

940 Grace Hall
Notre Dame, IN 46556

Website:

PTE Contacts

Central Email:

research2@nd.edu

Principal Investigator Name:

Email: tpureka1@nd.edu

Telephone Number: 574-631-9637

Administrative Contact Name: Kathleen Miller

Email: rca@nd.edu

Telephone Number: 574-631-7432

COI Contact email (if different to above):

greg.luttrell@nd.edu

Financial Contact Name:

Sophie Howell

Email: rspa@nd.edu

Telephone Number: 574-631-5387

Email invoices? Yes No Invoice email (if different):

Authorized Official Name:

Greg Luttrell

Email: rca@nd.edu

Telephone Number: 574-631-7432

PI Address:

3150 Jenkins Nanovic Halls, Notre Dame IN 46556

Administrative Address:

940 Grace Hall, Notre Dame IN, 46556

Invoice Address:

801 Grace Hall, Notre Dame IN, 46556

Attachment 3B

Subaward Number:

**Research Subaward Agreement
Subrecipient Contacts****Subrecipient Information for [FFATA](#)**reporting Entity's UEI/DUNS Name: EIN No.: Institution Type: UEI / DUNS: Currently registered in SAM.gov: Yes No

Exempt from reporting executive compensation: Yes No (if no, complete 3Bpg2)

Parent UEI / DUNS: This section for U.S. Entities: Zip Code [Look-up](#)Congressional District: Zip Code+4: **Place of Performance Address****Subrecipient Contacts**Central Email: Website: Principal Investigator Name: Email: Telephone Number: Administrative Contact Name: Email: Telephone Number: Financial Contact Name: Email: Telephone Number: Invoice Email: Authorized Official Name: Email: Telephone Number: **Legal Address:****Administrative Address:****Payment Address:**

Attachment 3B-2
Highest Compensated Officers

Subaward Number:

Subrecipient:

Institution Name:

PI Name:

Highest Compensated Officers

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Officer 1 Name:

Officer 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

Attachment 4
Reporting and Prior Approval Terms

Subaward Number:

Subrecipient agrees to submit the following reports (PTE contacts are identified in Attachment 3A):

Technical Reports:

- ☐ Monthly technical/progress reports will be submitted to the PTE's within days of of the end of the month.
- ☐ Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter to the PTE's .
- ☐ Annual technical / progress reports will be submitted days prior to the end of each budget period to the PTE's . Such report shall also include a detailed budget for the next Budget Period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.
- ☒ A Final technical/progress report will be submitted to the PTE's within days of the end of the Project Period or after termination of this award, whichever comes first.
- ☐ Technical/progress reports on the project as may be required by PTE's in order for the PTE to satisfy its reporting obligations to the Federal Awarding Agency.

Prior Approvals:

Carryover:

Carryover instructions and requirements are as stated by the Federal Awarding Agency guidance or as shown below.

Other Reports:

- ☒ In accordance with 37 CFR 401.14, Subrecipient agrees to notify both the Federal Awarding Agency via iEdison and PTE's within 60 days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Federal Awarding Agency specific forms to the PTE's within 60 days of the end of the Project Period to be included as part of the PTE's final invention report to the Federal Awarding Agency.
A negative report is required:
- ☐ Property Inventory Report (only when required by Federal Awarding Agency), specific requirements below.
- ☒ Each invoice must be accompanied by a brief technical report, and: (i) be sequentially numbered; (ii) indicate the date(s) of performance by the Subrecipient; (iii) state the Purchase Order number, the title of the project and the name of the PTE Principal Investigator; (iv) itemize costs in detail, in accordance with the Subaward budget; (v) include both current costs and cumulative costs; (vi) include the Subrecipient certification, with authorized official's signature, that costs are appropriate and accurate and that payment has not yet been received; and (vii)) be supported by a general ledger report originating directly from the Subrecipient's financial record keeping system. PTE may request supporting documentation in certain categories prior to or subsequent to approving the invoice. Supporting documentation includes, but is not limited to, travel receipts, purchase orders, invoices for services or supplies, or time records, Property Inventory Report; frequency, type, and submission instructions listed here and only to be used when required by PTE Federal Award.

Other Special Reporting Requirements: ?

Modification to invoice requirement above: this subaward will pay 1/3 after signing, 1/3 by April 1, 2022, and the final 1/3 by October 1, 2022. Each corresponding invoice in addition to the requirements outlined above, shall include an expenditure report showing that at least 70% of the previous advance has been liquidated before receiving another advance.

An invoice template will be provided. This template must be used in order for invoices to be processed.

Attachment 5
Statement of Work, Cost Sharing, Indirects & Budget

Subaward Number:

Statement of Work

Below Attached, 6 pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a Subrecipient Federal Award Project Description

Budget Information

Indirect Information

Indirect Cost Rate (IDC) Applied 10 %

Rate Type: Modified Total Direct Costs

Cost Sharing ?

No

If Yes, include Amount: \$

Budget Details Below Attached, 35 pages

Budget Totals

Direct Costs \$ 483,321.00

Indirect Costs \$ 47,240.00

Total Costs \$ 530,561.00

All amounts are in United States Dollars



University of Notre Dame – Pulte Institute for Global Development
Universidad Pedagógica Nacional Francisco Morazán (UPNFM)--Observatorio de Educación
Scope of Work for Ecosystem Diagnostic Process, Research Implementation & Capacity Exchange

Background

Supporting Holistic and Actionable Research in Education (SHARE) is a five-year cooperative agreement by USAID's new Bureau for Development, Democracy, and Innovation/Center for Education (DDI/EDU) to the University of Notre Dame (UND) that advances global education learning priorities to improve learning outcomes. Specifically, this scope of work speaks to the **ecosystem diagnostic process, research implementation, and capacity exchange** related to the Learning to Improve Book Resource Operational Systems (LIBROS) and Contextually Relevant Emotional and Social Well-being Tools (CREST) multi-country study, to which Honduras will contribute.

CREST - Contextually Relevant Emotional and Social Well-being Tools

Derived from the Education in Crisis and Conflict Learning Agenda, the goal of this study is that USAID activities working at the primary level measure teacher well-being and learner social-emotional learning (SEL) in contextually relevant ways. This cross-country research will take place in Honduras, Haiti, and Liberia, with the possibility of additional countries contributing to the overall research over time.

The CREST study will explore the following research questions:

- How can we develop contextually relevant measures of teacher's well-being (including social and emotional skills)?
- How can measures of primary school-aged children's social and emotional learning be designed and contextualized to meet context-specific needs and priorities?

LIBROS - Learning to Improve Book Resource Operational Systems

Derived from the Foundational Skills Learning Agenda, the primary research question for this study will be:

What has worked well in countries that have improved their primary level text and children's book supply chain and what are the transferable lessons for other contexts?

This cross-country research will take place in Cambodia, Honduras, and Rwanda, with the possibility of additional countries contributing to the overall research over time.

Under this primary question, the study will consider the following sub questions:

Rapid diagnosis of current state of the system:

1. What is the state of the book supply chain in the selected countries?
2. What are the institutions/organizations and who are the actors involved in each part of the book supply chain?
3. What elements are working well and which are not working well?

Historical review of change processes and conditions:

4. What interventions have been pursued to strengthen different aspects and stages of the supply chain? What were the impacts of these interventions?
5. What have been the successes and challenges in strengthening different aspects and stages of the book supply chain?
6. Why and how did these successes or challenges occur? What are key factors and roles of key stakeholders that explain the successes or challenges and how challenges were overcome?

Deductions about transferable lessons across studies:

7. What are potentially transferable lessons from these illustrative case studies?

In support of this research study and SHARE's long-term goal, SHARE will consult with and engage the broader system of stakeholders working around this area of research and the evidence ecosystem within it that does or has the potential to generate, translate, and use evidence to support decision making. To that end, SHARE will extend a subaward to Universidad Pedagógica Nacional Francisco Morazán Observatorio de Educación (UPNFM) for the CREST and LIBROS studies in Honduras to diagnose these systems, determine opportunities for ongoing collaboration or strengthening needs of the system, implement the designed research within [Gender Inclusive Best Practices](#), through the lens of the [SHARE Gender Analysis and Action Plan](#), while strengthening its own organizational capacity and engaging in capacity exchange with key actors within the education ecosystem and the SHARE team at large. *UPNFM was selected following an extensive review of local research organizations in Honduras from within UND's own partner network and those put forward by the USAID Mission in Honduras. UPNFM was selected based on their strong credentials in carrying out qualitative and quantitative research and their ability to cover sites across the entire country as opposed to other partners who were limited to specific regions within Honduras.*

UPNFM will receive technical support from Universidad del Norte-Colombia, as a regional expert in systems thinking facilitation and advanced psychometric analysis. Universidad del Norte will assist UPNFM in the areas of ecosystem diagnostics for both the CREST and LIBROS studies, as well as in data collection and analysis for the CREST study.

Period of Performance: 18 month period from January 25, 2022 - June 30, 2023

Specific Tasks or Interventions: (to be done for both the CREST and LIBROS studies)

Ecosystem Diagnostic Process

- Carry out a succinct but comprehensive desk study of the extant country-specific literature related to the research area noted above.
- Conduct Key Informant Interviews with approximately 10 system actors across the generator, translator, and user spectrum (with equitable representation across all genders).
- Administer and analyze the results of Surveys with approximately 18 evidence ecosystem actors (approximately 6 generators, 6 translators and 6 evidence users, with equitable gender representation across all genders to be determined in consultation between UND and UPNFM).
- Write an in-country research brief and contribute to the final multi-country research study design document.
- Oversee logistical arrangements, content preparations, co-facilitation and summary report writing for one 3-day in-country ecosystem diagnostic workshop with 20 participants (with equitable gender representation across all genders to be determined in consultation between UND and UPNFM).

- Identify key actors/ ecosystem “champions” to create an ecosystem advisory board (with equitable gender representation across all genders).
- Facilitate post-workshop engagement of the advisory board with other stakeholders to track change within the ecosystem throughout the duration of the research award.

Research Design and Implementation

- Review and provide feedback on UND’s multi-country research study design document for each of the two studies.
- Draft the country-specific final research inception report, based on the multi-country research design document, country context brief, and ecosystem diagnostic workshop findings. The inception report should include the data collection plan, description of sampling plan, analysis plan, key deliverables for the country study, and contribute to the larger learning of the multi-country research. The report should also include: background/context, research methodology, limitations and dissemination that will pull from the existing multi-country research study design document.
- Develop, pilot, and finalize quantitative and qualitative data collection instruments. Development of data collection instruments must include gender-sensitive design. See the [SHARE Gender Analysis and Action Plan](#) for additional guidance.
- Compile and submit local IRB application (if applicable), and supply UND with country-specific information for internal (UND) IRB process.
- Recruit and train local field supervisors and enumerators (with equitable representation across all genders).
- Develop data management and quality control plan based on guidance from UND.
- Lead local data collection, cleaning, coding, and analysis for the study.
- Complete After Action Report following data collection (using template to be provided by UND).
- Disseminate key findings from research study throughout education ecosystem (via presentations, webinars, briefs, reports, conferences)

Capacity Exchange:

Capacity exchange activities will be conducted in synergy with the partner’s work, and will take the form of active mentoring from SHARE via the UND team and/or other technical partners. At a minimum, this will include participation in capacity strengthening trainings or exchange events related to diagnosing and strengthening ecosystems, research design, qualitative research methods, quantitative research methods, participatory research methods, how to conduct structured interviews, dissemination or translation of research results into policy recommendations, publishing, gender in the workplace and throughout the research cycle, equity, and financial management and controls. (Approximately 20 days LOE).

- Conduct data collection, analysis and reporting for the CBLD-9¹ metrics. This process will be continuous throughout the life of the partners’ collaboration with UND. See the attached [guidance](#) for additional details.
- Conduct an organizational self assessment utilizing the tool shared by UND to identify and prioritize performance gaps and key areas for capacity strengthening to supported by UND and/or other SHARE research partners

¹ This indicator measures whether USG-funded capacity development efforts have led to improved organizational performance in organizations receiving organizational capacity development support.

- Based on the outcome of the organizational self assessment, develop a capacity exchange plan with UND, highlighting areas of strength to share with other SHARE research partners and with UND.
- Participate in capacity exchange tasks with UND and other SHARE research partners through the provision and reception of mentoring, accompaniment and training.
- Develop key performance indicators based on the results of organizational capacity assessment, and track these indicators through ongoing data collection throughout the study. Data will then be summarized and analyzed for reporting.

Deliverables: Please note these will be separate deliverables for each of the two studies.

Ecosystem Diagnostics

- Ecosystem Diagnostic Baseline Report: summarize the findings from the initial KIIs and remote surveys to provide an initial understanding of the 5Rs (resources, roles, relationships, results and rules) of actors within the ecosystem. This should help the research team generate an initial mapping of the system as a point of departure to make the ecosystem diagnostic workshops run more efficiently.
- Context Analysis Brief: Consolidates findings from the desk study phase that coalesces information both globally and locally and could present a framework (if needed) to help ground all the researchers involved in the study with the context in each country. This will also incorporate the Ecosystem Baseline Report to provide the research team with a preliminary understanding of the ecosystem in advance of the ecosystem workshops. (Template to be provided by UND.)
- Workshop summary reports for in-country workshops
- Ecosystem Endline Report (developed through repetition of ecosystem KII and survey tools at the end of the research study)

Research Process

- Multi-country research study design document - draft to be provided by UND with request for edits
- Research study Inception Report (template to be provided by UND) - builds on the multi-country research study design document to include the country-specific research questions, more detailed research methodology, sampling frame, data collection plan, analysis plan, and dissemination plans for each country within the study. The inception report will also put forward a timeline for the research and estimated budget for each country and study.
- Training of Trainers Guide for Field Supervisors and enumerators
- After Action Report (AAR) following in-country data collection (template to be provided by UND)
- Final research report and presentation of findings
- Additional presentations and materials for policy and practice stakeholders in line with the SHARE dissemination plan

Capacity Exchange

- Baseline report on Organizational Capacity Assessment
- Capacity Strengthening Plan (in collaboration with the SHARE UND team to note opportunities to link to other SHARE partners to coordinate capacity exchange events)
- Internal Monitoring Plan for Key Performance Indicators
- Annual reports on capacity exchange tasks undertaken and capacity performance indicators
- Endline report on repeated Organizational Capacity Assessment

Direct Supervisor:

SHARE Program Manager(s) - Aimee Lyons (CREST), **Andrea McMerty-Brummer** (LIBROS)

Other Key Relationships:

SHARE Co-PIs - Jeongmin Lee, Nikhit D'Sa (CREST); Jeongmin Lee, TJ D'Agostino (LIBROS)

SHARE Program Director - Tom Purekal

SHARE MEL Director - Estela Rivero

USAID Mission in Honduras - Ana Rubi (CREST); Grazzia Mendoza (LIBROS)

Consultant - Penelope Bender (LIBROS)

Initial Timeline

Action	Jan 2022	Feb 2022	Mar 2021	Apr -June 2022	July-Sept 2022	Oct-Dec 2022	Jan-Mar 2023	Apr-June 2023
Finalize preliminary subaward								
Baseline Organizational Capacity Assessment and Capacity Strengthening Plan								
Review multi-country research study design document and carry out literature review								
Conduct Key Informant Interviews, administer surveys, and summarize findings								
Set up and assist with country workshops								
Lead generation of research study inception report								
Develop, pilot, and finalize qualitative and quantitative research tools								
Submit IRB applications								
Submit annual capacity exchange monitoring plan								
Support recruitment and								

training of research field supervisors and enumerators followed by data collection								
Lead data collection, cleaning, coding, and analysis with local partners								
Write in-country research report								
Contribute to multi-country research report								
Disseminate findings from research throughout education ecosystem								
Conduct ecosystem endline KIIs and surveys								
Endline Organizational Capacity Assessment								

Budget: Approximately \$550,000 for all ecosystem, research, and capacity exchange efforts.

Budget Summary - Cost Categories	
A. Personnel Allowances	\$234,520.00
B. Benefits	\$23,788.80
C.Travel	\$187,752.00
D. Program Equipment	\$0.00
E. Supplies	\$13,739.70
F. Contractual	\$0.00
G. Construction	\$0.00
H. Other Direct Costs	\$23,520.00
Subtotal	\$483,320.50
Indirect Cost*	\$47,240.05
Total Estimated Cost	\$530,560.55

Budget Summary - Activities	
General Operations and Admin	\$39,275.28
Ecosystem Diagnostics	\$58,000.22
Research Implementation	\$423,842.65
Capacity Exchange	\$9,442.40
Total Estimated Cost	\$530,560.55

Subawardee: Universidad Nacional Pedagogica Francisco Morazan (UPNFM)
Cost Proposal - Consolidated (all activities)
Supporting Holistic and Actionable Research in Education (SHARE)
Project Dates: January 25, 2022 - June 30, 2023

Line Items	Year 1 (January 25, 2022 - September 30, 2022)				Year 2 (October 1, 2022 - June 30, 2023)				All Years		
	Quantity	Units	Unit Rate	Amount	Quantity	Units	Unit Rate	Amount	Quantity	Units	Amount
A. Personnel Allowances											
Salaries and Wages											
CREST											
Research Coordinator	50	days	\$280	\$14,000	5	days	\$280	\$1,400	55	days	\$15,400
Senior Researcher 1 (CREST)	87	days	\$200	\$17,400	10	days	\$200	\$2,000	97	days	\$19,400
Senior Researcher 2 (CREST)	87	days	\$200	\$17,400	10	days	\$200	\$2,000	97	days	\$19,400
Supervisor 1 (CREST)	79	days	\$100	\$7,900	0	days	\$100	\$0	79	days	\$7,900
Supervisor 2 (CREST)	75	days	\$100	\$7,500	0	days	\$100	\$0	75	days	\$7,500
Supervisor 3 (CREST)	75	days	\$100	\$7,500	0	days	\$100	\$0	75	days	\$7,500
Interviewer/Surveyor 1 (CREST)	55	days	\$85	\$4,675	0	days	\$85	\$0	55	days	\$4,675
Interviewer/Surveyor 2 (CREST)	55	days	\$85	\$4,675	0	days	\$85	\$0	55	days	\$4,675
Interviewer/Surveyor 3 (CREST)	55	days	\$85	\$4,675	0	days	\$85	\$0	55	days	\$4,675
Interviewer/Surveyor 4 (CREST)	55	days	\$85	\$4,675	0	days	\$85	\$0	55	days	\$4,675
Interviewer/Surveyor 5 (CREST)	55	days	\$85	\$4,675	0	days	\$85	\$0	55	days	\$4,675
Interviewer/Surveyor 6 (CREST)	55	days	\$85	\$4,675	0	days	\$85	\$0	55	days	\$4,675
Interviewer/Surveyor 7 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 8 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 9 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 10 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 11 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 12 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 13 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 14 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 15 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Interviewer/Surveyor 16 (CREST)	50	days	\$85	\$4,250	0	days	\$85	\$0	50	days	\$4,250
Transcriber/Digitizer 1 (CREST)	60	days	\$70	\$4,200	0	days	\$70	\$0	60	days	\$4,200
Transcriber/Digitizer 2 (CREST)	60	days	\$70	\$4,200	0	days	\$70	\$0	60	days	\$4,200
MEL Coordinator	39	days	\$100	\$3,900	8	days	\$100	\$800	47	days	\$4,700
Administrative Assistant/Accountant	30	days	\$80	\$2,400	10	days	\$80	\$800	40	days	\$3,200
Sub-total: CREST Personnel				\$156,950				\$7,000			\$163,950
LIBROS											
Research Coordinator	41	days	\$280	\$11,480	5	days	\$280	\$1,400	46	days	\$12,880
Senior Researcher 1 (LIBROS)	87	days	\$200	\$17,400	10	days	\$200	\$2,000	97	days	\$19,400
Senior Researcher 2 (LIBROS)	87	days	\$200	\$17,400	10	days	\$200	\$2,000	97	days	\$19,400
Supervisor 1 (LIBROS)	48	days	\$100	\$4,800	0	days	\$100	\$0	48	days	\$4,800
Interviewer/Surveyor 1 (LIBROS)	29	days	\$85	\$2,465	0	days	\$85	\$0	29	days	\$2,465
Interviewer/Surveyor 2 (LIBROS)	29	days	\$85	\$2,465	0	days	\$85	\$0	29	days	\$2,465
Transcriber/Digitizer 1 (LIBROS)	14	days	\$70	\$980	0	days	\$70	\$0	14	days	\$980
Transcriber/Digitizer 2 (LIBROS)	14	days	\$70	\$980	0	days	\$70	\$0	14	days	\$980
MEL Coordinator	39	days	\$100	\$3,900	5	days	\$100	\$500	44	days	\$4,400
Administrative Assistant/Accountant	30	days	\$80	\$2,400	5	days	\$80	\$400	35	days	\$2,800
Sub-total: LIBROS Personnel				\$64,270				\$6,300			\$70,570

TOTAL SALARIES			\$221,220			\$13,300		\$234,520
B. Benefits								
CREST								
Research Coordinator	\$14,000	16.0%	\$2,240	\$1,400	16.0%	\$224	\$15,400	\$2,464
Senior Researcher 1 (CREST)	\$17,400	16.0%	\$2,784	\$2,000	16.0%	\$320	\$19,400	\$3,104
Senior Researcher 2 (CREST)	\$17,400	16.0%	\$2,784	\$2,000	16.0%	\$320	\$19,400	\$3,104
Supervisor 1 (CREST)	\$7,900	16.0%	\$1,264	\$0	16.0%	\$0	\$7,900	\$1,264
Supervisor 2 (CREST)	\$7,500	16.0%	\$1,200	\$0	16.0%	\$0	\$7,500	\$1,200
Supervisor 3 (CREST)	\$7,500	16.0%	\$1,200	\$0	16.0%	\$0	\$7,500	\$1,200
Interviewer/Surveyor 1 (CREST)	\$4,675	0.0%	\$0	\$0	0.0%	\$0	\$4,675	\$0
Interviewer/Surveyor 2 (CREST)	\$4,675	0.0%	\$0	\$0	0.0%	\$0	\$4,675	\$0
Interviewer/Surveyor 3 (CREST)	\$4,675	0.0%	\$0	\$0	0.0%	\$0	\$4,675	\$0
Interviewer/Surveyor 4 (CREST)	\$4,675	0.0%	\$0	\$0	0.0%	\$0	\$4,675	\$0
Interviewer/Surveyor 5 (CREST)	\$4,675	0.0%	\$0	\$0	0.0%	\$0	\$4,675	\$0
Interviewer/Surveyor 6 (CREST)	\$4,675	0.0%	\$0	\$0	0.0%	\$0	\$4,675	\$0
Interviewer/Surveyor 7 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0
Interviewer/Surveyor 8 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0
Interviewer/Surveyor 9 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	0
Interviewer/Surveyor 10 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	0
Interviewer/Surveyor 11 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	0
Interviewer/Surveyor 12 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0
Interviewer/Surveyor 13 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0
Interviewer/Surveyor 14 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0
Interviewer/Surveyor 15 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0
Interviewer/Surveyor 16 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0
Transcriber/Digitizer 1 (CREST)	\$4,200	0.0%	\$0	\$0	0.0%	\$0	\$4,200	\$0
Transcriber/Digitizer 2 (CREST)	\$4,200	0.0%	\$0	\$0	0.0%	\$0	\$4,200	\$0
MEL Coordinator	\$3,900	16.0%	\$624	\$800	16.0%	\$128	\$4,700	\$752
Administrative Assistant/Accountant	\$2,400	16.0%	\$384	\$800	16.0%	\$128	\$3,200	\$512
Sub-total: CREST Personnel			\$12,480			\$1,120		\$13,600
LIBROS								
Research Coordinator	\$11,480	16.00%	\$1,837	\$1,400	16.00%	\$224	\$12,880	\$2,061
Senior Researcher 1 (LIBROS)	\$17,400	16.00%	\$2,784	\$2,000	16.00%	\$320	\$19,400	\$3,104
Senior Researcher 2 (LIBROS)	\$17,400	16.00%	\$2,784	\$2,000	16.00%	\$320	\$19,400	\$3,104
Supervisor 1 (LIBROS)	\$4,800	16.00%	\$768	\$0	16.00%	\$0	\$4,800	\$768
Interviewer/Surveyor 1 (LIBROS)	\$2,465	0.00%	\$0	\$0	0.00%	\$0	\$2,465	\$0
Interviewer/Surveyor 2 (LIBROS)	\$2,465	0.00%	\$0	\$0	0.00%	\$0	\$2,465	\$0
Transcriber/Digitizer 1 (LIBROS)	\$980	0.00%	\$0	\$0	0.00%	\$0	\$980	\$0
Transcriber/Digitizer 2 (LIBROS)	\$980	0.00%	\$0	\$0	0.00%	\$0	\$980	\$0
MEL Coordinator	\$3,900	16.00%	\$624	\$500	16.00%	\$80	\$4,400	\$704
Administrative Assistant/Accountant	\$2,400	16.00%	\$384	\$400	16.00%	\$64	\$2,800	\$448
Sub-total: LIBROS Benefits			\$9,181			\$1,008		\$10,189
TOTAL Benefits			\$21,661			\$2,128		\$23,789
C.Travel								
International Travel								

Domestic Travel									
CREST									
Research Coordinator									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0 /RT	\$0	\$0	0 /RT	\$0	
Food (city country)	6 /day	\$30	\$180	0 /day	\$30	\$0	6 /day	\$180	
Lodging (city, country)	0 /day	\$80	\$0	0 /day	\$80	\$0	0 /day	\$0	
In country ground transportation	0 /trip	\$100	\$0	0 /trip	\$100	\$0	0 /trip	\$0	
Taxis/bus/motortaxi - in the city	0 /trip	\$10	\$0	0	\$10	\$0	0	\$0	
2 Researchers (CREST)									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	6 /day	\$30	\$180	0	\$30	\$0	6 /day	\$180	
Lodging (city, country)	0 /day	\$80	\$0	0	\$80	\$0	0 /day	\$0	
In country ground transportation	0 /trip	\$100	\$0	0	\$100	\$0	0 /trip	\$0	
Taxis/bus/motortaxi - in the city	0 /trip	\$10	\$0	0	\$10	\$0	0	\$0	
3 Supervisors (CREST) for interviews, diagnostic workshop and Phases I, II, and III of research implementation									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	120 /day	\$30	\$3,600	0	\$30	\$0	120 /day	\$3,600	
Lodging (city, country)	93 /day	\$80	\$7,440	0	\$80	\$0	93 /day	\$7,440	
In country ground transportation	93 /trip	\$100	\$9,300	0	\$100	\$0	93 /trip	\$9,300	
Taxis/bus/motortaxi - in the city	18 /trip	\$10	\$180	0	\$10	\$0	18	\$180	
16 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I, II, and III of research implementation									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	592 /day	\$30	\$17,760	0	\$30	\$0	592 /day	\$17,760	
Lodging (city, country)	496 /day	\$80	\$39,680	0	\$80	\$0	496 /day	\$39,680	
In country ground transportation	496 /trip	\$100	\$49,600	0	\$100	\$0	496 /trip	\$49,600	
Taxis/bus/motortaxi - in the city	96 /trip	\$10	\$960	0	\$10	\$0	96	\$960	
4 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I and III of research implementation									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	154 /day	\$30	\$4,620	0	\$30	\$0	154 /day	\$4,620	
Lodging (city, country)	124 /day	\$80	\$9,920	0	\$80	\$0	124 /day	\$9,920	
In country ground transportation	124 /trip	\$100	\$12,400	0	\$100	\$0	124 /trip	\$12,400	
Taxis/bus/motortaxi - in the city	56 /trip	\$10	\$560	0	\$10	\$0	56	\$560	
Key stakeholders for CREST Ecosystem Diagnostic Workshop (22 people)									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	66 /day	\$30	\$1,980	0	\$30	\$0	66 /day	\$1,980	
Lodging (city, country)	21 /day	\$80	\$1,680	0	\$80	\$0	21 /day	\$1,680	
In country ground transportation	6 /trip	\$100	\$600	0	\$100	\$0	6 /trip	\$600	
Taxis/bus/motortaxi - in the city	120 /trip	\$10	\$1,200	0	\$10	\$0	120	\$1,200	
Sub-total: Participant Costs			\$5,460			\$0		\$5,460	

Parent Focus Groups and Surveys (CREST) - 72 parents in Phase I and 12 parents in Phase II)									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	150 /day	\$6	\$900	0	\$6	\$0	150 /day	\$900	
Lodging (city, country)	21 /day	\$80	\$1,680	0	\$80	\$0	21 /day	\$1,680	
In country ground transportation	6 /trip	\$100	\$600	0	\$100	\$0	6 /trip	\$600	
Taxis/bus/motortaxi - in the city	204 /trip	\$10	\$2,040	0	\$10	\$0	204	\$2,040	
Student Focus Groups and Surveys (CREST) - 120 students in Phase I, 32 students in Phase II, and 1000 students in Phase III									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	1152 /day	\$6	\$6,912	0	\$6	\$0	1152 /day	\$6,912	
Lodging (city, country)	0 /day	\$80	\$0	0	\$80	\$0	0 /day	\$0	
In country ground transportation	0 /trip	\$100	\$0	0	\$100	\$0	0 /trip	\$0	
Taxis/bus/motortaxi - in the city	0 /trip	\$10	\$0	0	\$10	\$0	0	\$0	
Teacher Focus Groups and Surveys (CREST) - 120 teachers in Phase I, 40 teachers in Phase II, and 750 teachers in Phase III									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	860 /day	\$6	\$5,160	0	\$6	\$0	860 /day	\$5,160	
Lodging (city, country)	0 /day	\$80	\$0	0	\$80	\$0	0 /day	\$0	
In country ground transportation	0 /trip	\$100	\$0	0	\$100	\$0	0 /trip	\$0	
Taxis/bus/motortaxi - in the city	0 /trip	\$10	\$0	0	\$10	\$0	0	\$0	
Sub-total: CREST Travel			\$179,132			\$0		\$179,132	
LIBROS									
Research Coordinator									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	3 /day	\$30	\$90	0	\$30	\$0	3 /day	\$90	
Lodging (city, country)	0 /day	\$80	\$0	0	\$80	\$0	0 /day	\$0	
In country ground transportation	0 /trip	\$100	\$0	0	\$100	\$0	0 /trip	\$0	
Taxis/bus/motortaxi - in the city	0 /trip	\$10	\$0	0	\$10	\$0	0	\$0	
1 Supervisor (LIBROS)									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	11 /day	\$30	\$330	0	\$30	\$0	11 /day	\$330	
Lodging (city, country)	8 /day	\$80	\$640	0	\$80	\$0	8 /day	\$640	
In country ground transportation	6 /trip	\$100	\$600	0	\$100	\$0	6 /trip	\$600	
Taxis/bus/motortaxi - in the city	6 /trip	\$10	\$60	0	\$10	\$0	6	\$60	
Key stakeholders for LIBROS Ecosystem Diagnostic Workshop (22 people)									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	66 /day	\$30	\$1,980	0	\$30	\$0	66 /day	\$1,980	
Lodging (city, country)	21 /day	\$80	\$1,680	0	\$80	\$0	21 /day	\$1,680	
In country ground transportation	6 /trip	\$100	\$600	0	\$100	\$0	6 /trip	\$600	
Taxis/bus/motortaxi - in the city	120 /trip	\$10	\$1,200	0	\$10	\$0	120	\$1,200	

Sub-total: Participant Costs			\$5,460			\$0			\$5,460
2 Interviewers/Surveyors (LIBROS) for Ecosystem Diagnostics									
Airfare from/to (city, country)	0 /RT	\$0	\$0	0	\$0	\$0	0 /RT	\$0	
Food (city country)	24 /day	\$30	\$720	0	\$30	\$0	24 /day	\$720	
Lodging (city, country)	0 /day	\$80	\$0	0	\$80	\$0	0 /day	\$0	
In country ground transportation	0 /trip	\$100	\$0	0	\$100	\$0	0 /trip	\$0	
Taxis/bus/motortaxi - in the city	72 /trip	\$10	\$720	0	\$10	\$0	72	\$720	
Sub-total: LIBROS Travel			\$8,620			\$0			\$8,620
Total Travel and transportation			\$187,752			\$0			\$187,752
D. Program Equipment									
<insert>	0		\$0	0		\$0	0		\$0
Total Equipment			\$0			\$0			\$0
E. Supplies									
Office Supplies	1 /unit	\$300	\$300	0 /unit	\$300	\$0	1 /unit	\$300	
Tablets (Rent)	320 /unit	\$20	\$6,400	0 /unit	\$20	\$0	320 /unit	\$6,400	
Computer/Laptop (Rent)	104 /unit	\$40	\$4,160	0 /unit	\$40	\$0	104 /unit	\$4,160	
Recorders	10 /unit	\$150	\$1,500	0 /unit	\$150	\$0	10 /unit	\$1,500	
Software (Dedoose)	9 /month	\$99	\$887	5 /month	\$99	\$493	14 /month	\$1,380	
Total Supplies			\$13,247			\$493			\$13,740
F. Contractual									
<insert>	0		\$0	0		\$0	0		\$0
Subtotal Subcontracts			\$0			\$0			\$0
G. Construction									
<insert>	0		\$0	0		\$0	0		\$0
Total Construction			\$0			\$0			\$0
H. Other Direct Costs									
File Storage (Dropbox/other)	9 /unit	\$20.00	\$180	9 /unit	\$20.00	\$180	18 /unit	\$360	
Translation Expenses	1 /unit	\$17,000.00	\$17,000	0 /unit	\$17,000.00	\$0	1 /unit	\$17,000	
Photocopying/Reproduction	9 /unit	\$50.00	\$450	9 /unit	\$50.00	\$450	18 /unit	\$900	
Telephone/Communication/Internet	9 /unit	\$100.00	\$900	9 /unit	\$100.00	\$900	18 /unit	\$1,800	
CREST Ecosystem Diagnostic Workshop									
Workshop location/set up	32 /day	\$50.00	\$1,600	0 /day	\$50.00	\$0	32 /day	\$1,600	
Photocopies/Materials	32 /unit	\$5.00	\$160	0 /unit	\$5.00	\$0	32 /unit	\$160	
Communication	4 /month	\$20.00	\$80	0 /month	\$20.00	\$0	4 /month	\$80	
Sub-total: Workshop Non-participant costs			\$1,840		0	\$0	0		\$1,840
LIBROS Ecosystem Diagnostic Workshop									
Workshop location/set up	28 /person	\$50.00	\$1,400	0 /person	\$50.00	\$0	28 /person	\$1,400	
Photocopies/Materials	28 /unit	\$5.00	\$140	0 /unit	\$5.00	\$0	28 /unit	\$140	
Communication	4 /month	\$20.00	\$80	0 /month	\$20.00	\$0	4 /month	\$80	
Sub-total: Workshop Non-participant costs			\$1,620		0	\$0	0		\$1,620
Total Other Direct Costs			\$21,990			\$1,530			\$23,520
Subtotal			\$465,870			\$17,451			\$483,321
Indirect Cost*	\$454,950	10.0%	\$45,495	\$17,451	10.0%	\$1,745			\$47,240
Total Estimated Cost			\$511,365			\$19,196			\$530,561

Subawardee: Universidad Nacional Pedagogica Francisco Morazan (UPNFM)
Cost Proposal - General Operations and Admin
Supporting Holistic and Actionable Research in Education (SHARE)
Project Dates: January 25, 2022 - June 30, 2023

Line Items	Year 1 (January 25, 2022 - September 30, 2022)				Year 2 (October 1, 2022 - June 30, 2023)				All Years		
	Quantity	Units	Unit Rate	Amount	Quantity	Units	Unit Rate	Amount	Quantity	Units	Amount
A. Personnel Allowances											
Salaries and Wages											
CREST											
Research Coordinator	45	days	\$280	\$12,600	5	days	\$280	\$1,400	50	days	\$14,000
Senior Researcher 1 (CREST)	0	days	\$200	\$0	0	days	\$200	\$0	0	days	\$0
Senior Researcher 2 (CREST)	0	days	\$200	\$0	0	days	\$200	\$0	0	days	\$0
Supervisor 1 (CREST)	0	days	\$100	\$0	0	days	\$100	\$0	0	days	\$0
Supervisor 2 (CREST)	0	days	\$100	\$0	0	days	\$100	\$0	0	days	\$0
Supervisor 3 (CREST)	0	days	\$100	\$0	0	days	\$100	\$0	0	days	\$0
Interviewer/Surveyor 1 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 2 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 3 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 4 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 5 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 6 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 7 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 8 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 9 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 10 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 11 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 12 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 13 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 14 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 15 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 16 (CREST)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Transcriber/Digitizer 1 (CREST)	0	days	\$70	\$0	0	days	\$70	\$0	0	days	\$0
Transcriber/Digitizer 2 (CREST)	0	days	\$70	\$0	0	days	\$70	\$0	0	days	\$0
MEL Coordinator	11	days	\$100	\$1,100	2	days	\$100	\$200	13	days	\$1,300
Administrative Assistant/Accountant	10	days	\$80	\$800	5	days	\$80	\$400	15	days	\$1,200
Sub-total: CREST Personnel				\$14,500				\$2,000			\$16,500
LIBROS											
Research Coordinator	36	days	\$280	\$10,080	5	days	\$280	\$1,400	41	days	\$11,480
Senior Researcher 1 (LIBROS)	0	days	\$200	\$0	0	days	\$200	\$0	0	days	\$0
Senior Researcher 2 (LIBROS)	0	days	\$200	\$0	0	days	\$200	\$0	0	days	\$0
Supervisor 1 (LIBROS)	0	days	\$100	\$0	0	days	\$100	\$0	0	days	\$0
Interviewer/Surveyor 1 (LIBROS)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 2 (LIBROS)	0	days	\$85	\$0	0	days	\$85	\$0	0	days	\$0
Transcriber/Digitizer 1 (LIBROS)	0	days	\$70	\$0	0	days	\$70	\$0	0	days	\$0
Transcriber/Digitizer 2 (LIBROS)	0	days	\$70	\$0	0	days	\$70	\$0	0	days	\$0
MEL Coordinator	11	days	\$100	\$1,100	5	days	\$100	\$500	16	days	\$1,600
Administrative Assistant/Accountant	10	days	\$80	\$800	5	days	\$80	\$400	15	days	\$1,200
Sub-total: LIBROS Personnel				\$11,980				\$2,300			\$14,280

TOTAL SALARIES			\$26,480			\$4,300		\$30,780
B. Benefits								
CREST								
Research Coordinator	\$12,600	16.0%	\$2,016	\$1,400	16.0%	\$224	\$14,000	\$2,240
Senior Researched 1 (CREST)	\$0	16.0%	\$0	\$0	16.0%	\$0	\$0	\$0
Senior Researcher 2 (CREST)	\$0	16.0%	\$0	\$0	16.0%	\$0	\$0	\$0
Supervisor 1 (CREST)	\$0	16.0%	\$0	\$0	16.0%	\$0	\$0	\$0
Supervisor 2 (CREST)	\$0	16.0%	\$0	\$0	16.0%	\$0	\$0	\$0
Supervisor 3 (CREST)	\$0	16.0%	\$0	\$0	16.0%	\$0	\$0	\$0
Interviewer/Surveyor 1 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 2 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 3 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 4 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 5 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 6 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 7 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 8 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 9 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0
Interviewer/Surveyor 10 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0
Interviewer/Surveyor 11 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	0
Interviewer/Surveyor 12 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 13 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 14 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 15 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 16 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Transcriber/Digitizer 1 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Transcriber/Digitizer 2 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
MEL Coordinator	\$1,100	16.0%	\$176	\$200	16.0%	\$32	\$1,300	\$208
Administrative Assistant/Accountant	\$800	16.0%	\$128	\$400	16.0%	\$64	\$1,200	\$192
Sub-total: CREST Personnel			\$2,320			\$320		\$2,640
LIBROS								
Research Coordinator	\$10,080	16.0%	\$1,613	\$1,400	16.0%	\$224	\$11,480	\$1,837
Senior Researcher 1 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Senior Researcher 2 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Supervisor 1 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 1 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 2 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Transcriber/Digitizer 1 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Transcriber/Digitizer 2 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
MEL Coordinator	\$1,100	16.0%	\$176	\$500	16.0%	\$80	\$1,600	\$256
Administrative Assistant/Accountant	\$800	16.0%	\$128	\$400	16.0%	\$64	\$1,200	\$192
Sub-total: LIBROS Benefits			\$1,917			\$368		\$2,285
TOTAL Benefits			\$4,237			\$688		\$4,925
C.Travel								
International Travel	0							

Domestic Travel										
CREST										
Research Coordinator										
Airfare from/to (city, country)	/RT	\$0	\$0	/RT	\$0	\$0	0		\$0	
Food (city country)	/day	\$30	\$0	/day	\$30	\$0	0		\$0	
Lodging (city, country)	/day	\$80	\$0	/day	\$80	\$0	0		\$0	
In country ground transportation	/trip	\$100	\$0	/trip	\$100	\$0	0		\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
2 Researchers (CREST)										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
3 Supervisors (CREST) for interviews, diagnostic workshop and Phases I, II, and III of research implementation										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
20 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I, II, and III of research implementation										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
4 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I and III of research implementation										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
Key stakeholders for CREST Ecosystem Diagnostic Workshop (22 people)										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
Sub-total: Participant Costs			\$0				\$0			\$0

Parent Focus Groups and Surveys (CREST) - 72 parents in Phase I and 12 parents in Phase II										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$6	\$0		0	\$6	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
Student Focus Groups and Surveys (CREST) - 120 students in Phase I, 32 students in Phase II, and 600 students in Phase III										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$6	\$0		0	\$6	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
Teacher Focus Groups and Surveys (CREST) - 120 teachers in Phase I, 40 teachers in Phase II, and 400 teachers in Phase III										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$6	\$0		0	\$6	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
Sub-total: CREST Travel										
			\$0				\$0			\$0
LIBROS										
Research Coordinator										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
1 Supervisor (LIBROS)										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0
Key stakeholders for LIBROS Ecosystem Diagnostic Workshop (22 people)										
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0		\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0		\$0

Sub-total: Participant Costs				\$0				\$0				\$0
2 Interviewers/Surveyors (LIBROS) para Ecosystem Diagnostics												
Airfare from/to (city, country)	/RT	\$0	\$0		0	\$0	\$0	0				\$0
Food (city country)	/day	\$30	\$0		0	\$30	\$0	0				\$0
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0				\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0				\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0		0	\$10	\$0	0				\$0
Sub-total: LIBROS Travel				\$0			\$0					\$0
Total Travel and transportation				\$0			\$0					\$0
D. Program Equipment												
<insert>	0	\$0	\$0		0	\$0	\$0	0				\$0
Total Equipment				\$0			\$0					\$0
E. Supplies												
Office Supplies	/unit	\$300	\$0		/unit	\$300	\$0	0				\$0
Tablets (Rent)	/unit	\$20	\$0		/unit	\$20	\$0	0				\$0
Computer/Laptop (Rent)	/unit	\$40	\$0		/unit	\$40	\$0	0				\$0
Recorders	/unit	\$150	\$0		/unit	\$150	\$0	0				\$0
Software (Dedoose)	/month	\$99	\$0		/month	\$99	\$0	0				\$0
Total Supplies				\$0			\$0					\$0
F. Contractual												
<insert>	0	\$0	\$0		0	0	\$0	0				\$0
Subtotal Subcontracts				\$0			\$0					\$0
G. Construction												
<insert>				\$0			\$0					\$0
Total Construction				\$0			\$0					\$0
H. Other Direct Costs												
File Storage (Dropbox/other)	/unit	\$20.00	\$0		/unit	\$20.00	\$0	0				\$0
Translation Expenses	/unit	\$17,000.00	\$0		/unit	\$17,000.00	\$0	0				\$0
Photocopying/Reproduction	/unit	\$50.00	\$0		/unit	\$50.00	\$0	0				\$0
Telephone/Communication/Internet	/unit	\$100.00	\$0		/unit	\$100.00	\$0	0				\$0
Workshop location/set up	/day	\$50.00	\$0		/day	\$50.00	\$0	0				\$0
Photocopies/Materials	/unit	\$5.00	\$0		/unit	\$5.00	\$0	0				\$0
Communication	/month	\$20.00	\$0		/month	\$20.00	\$0	0				\$0
Sub-total: Workshop Non-participant costs				\$0			\$0	0				\$0
LIBROS Ecosystem Diagnostic Workshop												
Workshop location/set up	/person	\$50.00	\$0		/person	\$50.00	\$0	0				\$0
Photocopies/Materials	/unit	\$5.00	\$0		/unit	\$5.00	\$0	0				\$0
Communication	/month	\$20.00	\$0		/month	\$20.00	\$0	0				\$0
Sub-total: Workshop Non-participant costs				\$0			\$0	0				\$0
Total Other Direct Costs				\$0			\$0					\$0
Subtotal				\$ 30,717			\$ 4,988					\$ 35,705
Indirect Cost*	\$ 30,717	10.0%	\$3,072		\$ 4,988	10.0%	\$499					\$3,570
Total Estimated Cost				\$ 33,788			\$ 5,487					\$ 39,275

Subawardee: Universidad Nacional Pedagogica Francisco Morazan (UPNFM)
Cost Proposal - Ecosystem Diagnostics
Supporting Holistic and Actionable Research in Education (SHARE)
Project Dates: January 25, 2022 - June 30, 2023

Line Items	Year 1 (January 25, 2022 - September 30, 2022)				Year 2 (October 1, 2022 - June 30, 2023)				All Years		
	Quantity	Units	Unit Rate	Amount	Quantity	Units	Unit Rate	Amount	Quantity	Units	Amount
A. Personnel Allowances											
Salaries and Wages											
CREST											
Research Coordinator	0	days	\$280	\$0		days	\$280	\$0	0	days	\$0
Senior Researcher 1 (CREST)	20	days	\$200	\$4,000		days	\$200	\$0	20	days	\$4,000
Senior Researcher 2 (CREST)	20	days	\$200	\$4,000		days	\$200	\$0	20	days	\$4,000
Supervisor 1 (CREST)	10	days	\$100	\$1,000		days	\$100	\$0	10	days	\$1,000
Supervisor 2 (CREST)	10	days	\$100	\$1,000		days	\$100	\$0	10	days	\$1,000
Supervisor 3 (CREST)	10	days	\$100	\$1,000		days	\$100	\$0	10	days	\$1,000
Interviewer/Surveyor 1 (CREST)	5	days	\$85	\$425		days	\$85	\$0	5	days	\$425
Interviewer/Surveyor 2 (CREST)	5	days	\$85	\$425		days	\$85	\$0	5	days	\$425
Interviewer/Surveyor 3 (CREST)	5	days	\$85	\$425		days	\$85	\$0	5	days	\$425
Interviewer/Surveyor 4 (CREST)	5	days	\$85	\$425		days	\$85	\$0	5	days	\$425
Interviewer/Surveyor 5 (CREST)	5	days	\$85	\$425		days	\$85	\$0	5	days	\$425
Interviewer/Surveyor 6 (CREST)	5	days	\$85	\$425		days	\$85	\$0	5	days	\$425
Interviewer/Surveyor 7 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 8 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 9 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 10 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 11 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 12 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 13 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 14 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 15 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Interviewer/Surveyor 16 (CREST)	0	days	\$85	\$0		days	\$85	\$0	0	days	\$0
Transcriber/Digitizer 1 (CREST)	10	days	\$70	\$700		days	\$70	\$0	10	days	\$700
Transcriber/Digitizer 2 (CREST)	10	days	\$70	\$700		days	\$70	\$0	10	days	\$700
MEL Coordinator	5	days	\$100	\$500		days	\$100	\$0	5	days	\$500
Administrative Assistant/Accountant	0	days	\$80	\$0		days	\$80	\$0	0	days	\$0
Sub-total: CREST Personnel				\$15,450				\$0			\$15,450
LIBROS											
Research Coordinator	0	days	\$280	\$0		days	\$280	\$0	0	days	\$0
Senior Researcher 1 (LIBROS)	20	days	\$200	\$4,000		days	\$200	\$0	20	days	\$4,000
Senior Researcher 2 (LIBROS)	20	days	\$200	\$4,000		days	\$200	\$0	20	days	\$4,000
Supervisor 1 (LIBROS)	10	days	\$100	\$1,000		days	\$100	\$0	10	days	\$1,000
Interviewer/Surveyor 1 (LIBROS)	5	days	\$85	\$425		days	\$85	\$0	5	days	\$425
Interviewer/Surveyor 2 (LIBROS)	5	days	\$85	\$425		days	\$85	\$0	5	days	\$425
Transcriber/Digitizer 1 (LIBROS)	2	days	\$70	\$140		days	\$70	\$0	2	days	\$140
Transcriber/Digitizer 2 (LIBROS)	2	days	\$70	\$140		days	\$70	\$0	2	days	\$140
MEL Coordinator	5	days	\$100	\$500		days	\$100	\$0	5	days	\$500
Administrative Assistant/Accountant	0	days	\$80	\$0		days	\$80	\$0	0	days	\$0
Sub-total: LIBROS Personnel				\$10,630				\$0			\$10,630

TOTAL SALARIES			\$26,080			\$0		\$26,080
B. Benefits								
CREST								
Research Coordinator	\$0	16.0%	\$0	\$0	16.0%	\$0		\$0
Senior Researcher 1 (CREST)	\$4,000	16.0%	\$640	\$0	16.0%	\$0		\$640
Senior Researcher 2 (CREST)	\$4,000	16.0%	\$640	\$0	16.0%	\$0		\$640
Supervisor 1 (CREST)	\$1,000	16.0%	\$160	\$0	16.0%	\$0		\$160
Supervisor 2 (CREST)	\$1,000	16.0%	\$160	\$0	16.0%	\$0		\$160
Supervisor 3 (CREST)	\$1,000	16.0%	\$160	\$0	16.0%	\$0		\$160
Interviewer/Surveyor 1 (CREST)	\$425	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 2 (CREST)	\$425	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 3 (CREST)	\$425	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 4 (CREST)	\$425	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 5 (CREST)	\$425	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 6 (CREST)	\$425	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 7 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 8 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 9 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	0	\$0
Interviewer/Surveyor 10 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	0	\$0
Interviewer/Surveyor 11 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	0	\$0
Interviewer/Surveyor 12 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 13 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 14 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 15 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 16 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0		\$0
Transcriber/Digitizer 1 (CREST)	\$700	0.0%	\$0	\$0	0.0%	\$0		\$0
Transcriber/Digitizer 2 (CREST)	\$700	0.0%	\$0	\$0	0.0%	\$0		\$0
MEL Coordinator	\$500	16.0%	\$80	\$0	16.0%	\$0		\$80
Administrative Assistant/Accountant	\$0	16.0%	\$0	\$0	16.0%	\$0		\$0
Sub-total: CREST Personnel			\$1,840			\$0		\$1,840
LIBROS								
Research Coordinator	\$0	16.0%	\$0	\$0	0.0%	\$0		\$0
Senior Researcher 1 (LIBROS)	\$4,000	16.0%	\$640	\$0	0.0%	\$0		\$640
Senior Researcher 2 (LIBROS)	\$4,000	16.0%	\$640	\$0	0.0%	\$0		\$640
Supervisor 1 (LIBROS)	\$1,000	16.0%	\$160	\$0	0.0%	\$0		\$160
Interviewer/Surveyor 1 (LIBROS)	\$425	0.0%	\$0	\$0	0.0%	\$0		\$0
Interviewer/Surveyor 2 (LIBROS)	\$425	0.0%	\$0	\$0	0.0%	\$0		\$0
Transcriber/Digitizer 1 (LIBROS)	\$140	0.0%	\$0	\$0	0.0%	\$0		\$0
Transcriber/Digitizer 2 (LIBROS)	\$140	0.0%	\$0	\$0	0.0%	\$0		\$0
MEL Coordinator	\$500	16.0%	\$80	\$0	0.0%	\$0		\$80
Administrative Assistant/Accountant	\$0	16.0%	\$0	\$0	0.0%	\$0		\$0
Sub-total: LIBROS Benefits			\$1,520			\$0		\$1,520
TOTAL Benefits			\$3,360			\$0		\$3,360
C.Travel								
International Travel	0							

Domestic Travel									
CREST									
Research Coordinator									
Airfare from/to (city, country)	/RT	\$0	\$0	/RT	\$0	\$0	0	\$0	
Food (city country)	3 /day	\$30	\$90	/day	\$30	\$0	3	\$90	
Lodging (city, country)	/day	\$80	\$0	/day	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	/trip	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0	
2 Researchers (CREST)									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	6 /day	\$30	\$180	0	\$30	\$0	6	\$180	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0	
3 Supervisors (CREST) for interviews, diagnostic workshop and Phases I, II, and III of research implementation									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	9 /day	\$30	\$270	0	\$30	\$0	9	\$270	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	18 /trip	\$10	\$180	0	\$10	\$0	18	\$180	
16 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I, II, and III of research implementation									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	48 /day	\$30	\$1,440	0	\$30	\$0	48	\$1,440	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	96 /trip	\$10	\$960	0	\$10	\$0	96	\$960	
6 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I and III of research implementation									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	18 /day	\$30	\$540	0	\$30	\$0	18	\$540	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	56 /trip	\$10	\$560	0	\$10	\$0	56	\$560	
Key stakeholders for CREST Ecosystem Diagnostic Workshop (22 people)									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	66 /day	\$30	\$1,980	0	\$30	\$0	66	\$1,980	
Lodging (city, country)	21 /day	\$80	\$1,680	0	\$80	\$0	21	\$1,680	
In country ground transportation	6 /trip	\$100	\$600	0	\$100	\$0	6	\$600	
Taxis/bus/motortaxi - in the city	120 /trip	\$10	\$1,200	0	\$10	\$0	120	\$1,200	
Sub-total: Participant Costs			\$5,460			\$0		\$5,460	

Parent Focus Groups and Surveys (CREST) - 72 parents in Phase I and 12 parents in Phase II										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)	66	/day	\$6	\$396		0	\$6	\$0	66	\$396
Lodging (city, country)	21	/day	\$80	\$1,680		0	\$80	\$0	21	\$1,680
In country ground transportation	6	/trip	\$100	\$600		0	\$100	\$0	6	\$600
Taxis/bus/motortaxi - in the city	120	/trip	\$10	\$1,200		0	\$10	\$0	120	\$1,200
Student Focus Groups and Surveys (CREST) - 120 students in Phase I, 32 students in Phase II, and 600 students in Phase III										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)		/day	\$6	\$0		0	\$6	\$0	0	\$0
Lodging (city, country)		/day	\$80	\$0		0	\$80	\$0	0	\$0
In country ground transportation		/trip	\$100	\$0		0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
Teacher Focus Groups and Surveys (CREST) - 120 teachers in Phase I, 40 teachers in Phase II, and 400 teachers in Phase III										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)		/day	\$6	\$0		0	\$6	\$0	0	\$0
Lodging (city, country)		/day	\$80	\$0		0	\$80	\$0	0	\$0
In country ground transportation		/trip	\$100	\$0		0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
Sub-total: CREST Travel										
				\$13,556				\$0		\$13,556
LIBROS										
Research Coordinator										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)	3	/day	\$30	\$90		0	\$30	\$0	3	\$90
Lodging (city, country)		/day	\$80	\$0		0	\$80	\$0	0	\$0
In country ground transportation		/trip	\$100	\$0		0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
1 Supervisor (LIBROS)										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)	3	/day	\$30	\$90		0	\$30	\$0	3	\$90
Lodging (city, country)		/day	\$80	\$0		0	\$80	\$0	0	\$0
In country ground transportation		/trip	\$100	\$0		0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
Key stakeholders for LIBROS Ecosystem Diagnostic Workshop (22 people)										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)	66	/day	\$30	\$1,980		0	\$30	\$0	66	\$1,980
Lodging (city, country)	21	/day	\$80	\$1,680		0	\$80	\$0	21	\$1,680
In country ground transportation	6	/trip	\$100	\$600		0	\$100	\$0	6	\$600
Taxis/bus/motortaxi - in the city	120	/trip	\$10	\$1,200		0	\$10	\$0	120	\$1,200

Sub-total: Participant Costs				\$5,460				\$0				\$5,460
2 Interviewers/Surveyors (LIBROS) para Ecosystem Diagnostics												
Airfare from/to (city, country)		/RT		\$0	\$0		0	\$0	\$0	0		\$0
Food (city country)	12	/day		\$30	\$360		0	\$30	\$0	12		\$360
Lodging (city, country)		/day		\$80	\$0		0	\$80	\$0	0		\$0
In country ground transportation		/trip		\$100	\$0		0	\$100	\$0	0		\$0
Taxis/bus/motortaxi - in the city	36	/trip		\$10	\$360		0	\$10	\$0	36		\$360
Sub-total: LIBROS Travel					\$6,360				\$0			\$6,360
Total Travel and transportation					\$19,916				\$0			\$19,916
D. Program Equipment												
<insert>		0		\$0	\$0		0	\$0	\$0	0		\$0
Total Equipment					\$0				\$0			\$0
E. Supplies												
Office Supplies		/unit		\$300	\$0		/unit	\$300	\$0	0		\$0
Tablets (Rent)		/unit		\$20	\$0		/unit	\$20	\$0	0		\$0
Computer/Laptop (Rent)		/unit		\$40	\$0		/unit	\$40	\$0	0		\$0
Recorders		/unit		\$150	\$0		/unit	\$150	\$0	0		\$0
Software (Dedoose)	4	/month		\$99	\$394		/month	\$99	\$0	4		\$394
Total Supplies					\$394				\$0			\$394
F. Contractual												
<insert>		0		\$0	\$0		0	\$0	\$0	0		\$0
Subtotal Subcontracts					\$0				\$0			\$0
G. Construction												
<insert>					\$0				\$0			\$0
Total Construction					\$0				\$0			\$0
H. Other Direct Costs												
File Storage (Dropbox/other)	3	/unit		\$20.00	\$60		/unit	\$20.00	\$0	3		\$60
Translation Expenses		/unit		\$17,000.00	\$0		/unit	\$17,000.00	\$0	0		\$0
Photocopying/Reproduction	3	/unit		\$50.00	\$150		/unit	\$50.00	\$0	3		\$150
Telephone/Communication/Internet	3	/unit		\$100.00	\$300		/unit	\$100.00	\$0	3		\$300
CREST Ecosystem Diagnostic Workshop												
Workshop location/set up	32	/day		\$50.00	\$1,600		0	\$50.00	\$0	32		\$1,600
Photocopies/Materials	32	/unit		\$5.00	\$160		0	\$5.00	\$0	32		\$160
Communication	4	/month		\$20.00	\$80		0	\$20.00	\$0	4		\$80
Sub-total: Workshop Non-participant costs					\$1,840		0		\$0	0		\$1,840
LIBROS Ecosystem Diagnostic Workshop												
Workshop location/set up	28	/person		\$50.00	\$1,400		0	\$50.00	\$0	28		\$1,400
Photocopies/Materials	28	/unit		\$5.00	\$140		0	\$5.00	\$0	28		\$140
Communication	4	/month		\$20.00	\$80		0	\$20.00	\$0	4		\$80
Sub-total: Workshop Non-participant costs					\$1,620		0		\$0	0		\$1,620
Total Other Direct Costs					\$3,970				\$0			\$3,970
Subtotal					\$ 53,720			\$ -				\$ 53,720
Indirect Cost*				\$ 42,800	10.0%	\$4,280		\$ -	10.0%	\$0		\$4,280
Total Estimated Cost					\$ 58,000			\$ -				\$ 58,000

Subawardee: Universidad Nacional Pedagogica Francisco Morazan (UPNFM)
Cost Proposal - Research Implementation
Supporting Holistic and Actionable Research in Education (SHARE)
Project Dates: January 25, 2022 - June 30, 2023

Line Items	Year 1 (January 25, 2022 - September 30, 2022)				Year 2 (October 1, 2022 - June 30, 2023)				All Years		
	Quantity	Units	Unit Rate	Amount	Quantity	Units	Unit Rate	Amount	Quantity	Units	Amount
A. Personnel Allowances											
Salaries and Wages											
CREST											
Research Coordinator		0 days	\$280	\$0		0 days	\$280	\$0		0 days	\$0
Senior Researcher 1 (CREST)		63 days	\$200	\$12,600		10 days	\$200	\$2,000		73 days	\$14,600
Senior Researcher 2 (CREST)		63 days	\$200	\$12,600		10 days	\$200	\$2,000		73 days	\$14,600
Supervisor 1 (CREST)		65 days	\$100	\$6,500		0 days	\$100	\$0		65 days	\$6,500
Supervisor 2 (CREST)		65 days	\$100	\$6,500		0 days	\$100	\$0		65 days	\$6,500
Supervisor 3 (CREST)		65 days	\$100	\$6,500		0 days	\$100	\$0		65 days	\$6,500
Interviewer/Surveyor 1 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 2 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 3 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 4 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 5 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 6 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 7 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 8 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 9 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 10 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 11 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 12 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 13 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 14 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 15 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Interviewer/Surveyor 16 (CREST)		50 days	\$85	\$4,250		0 days	\$85	\$0		50 days	\$4,250
Transcriber/Digitizer 1 (CREST)		50 days	\$70	\$3,500		0 days	\$70	\$0		50 days	\$3,500
Transcriber/Digitizer 2 (CREST)		50 days	\$70	\$3,500		0 days	\$70	\$0		50 days	\$3,500
MEL Coordinator		20 days	\$100	\$2,000		6 days	\$100	\$600		26 days	\$2,600
Administrative Assistant/Accountant		20 days	\$80	\$1,600		5 days	\$80	\$400		25 days	\$2,000
Sub-total: CREST Personnel				\$123,300				\$5,000			\$128,300
LIBROS											
Research Coordinator		0 days	\$280	\$0		0 days	\$280	\$0		0 days	\$0
Senior Researcher 1 (LIBROS)		63 days	\$200	\$12,600		10 days	\$200	\$2,000		73 days	\$14,600
Senior Researcher 2 (LIBROS)		63 days	\$200	\$12,600		10 days	\$200	\$2,000		73 days	\$14,600
Supervisor 1 (LIBROS)		34 days	\$100	\$3,400		days	\$100	\$0		34 days	\$3,400
Interviewer/Surveyor 1 (LIBROS)		24 days	\$85	\$2,040		days	\$85	\$0		24 days	\$2,040
Interviewer/Surveyor 2 (LIBROS)		24 days	\$85	\$2,040		days	\$85	\$0		24 days	\$2,040
Transcriber/Digitizer 1 (LIBROS)		12 days	\$70	\$840		days	\$70	\$0		12 days	\$840
Transcriber/Digitizer 2 (LIBROS)		12 days	\$70	\$840		days	\$70	\$0		12 days	\$840
MEL Coordinator		20 days	\$100	\$2,000		days	\$100	\$0		20 days	\$2,000
Administrative Assistant/Accountant		20 days	\$80	\$1,600		days	\$80	\$0		20 days	\$1,600
Sub-total: LIBROS Personnel				\$37,960				\$4,000			\$41,960

TOTAL SALARIES				\$161,260	\$9,000				\$170,260
B. Benefits									
CREST									
Research Coordinator	\$0	16.0%	\$0	\$0	16.0%	\$0	\$0	\$0	
Senior Researched 1 (CREST)	\$12,600	16.0%	\$2,016	\$2,000	16.0%	\$320	\$14,600	\$2,336	
Senior Researcher 2 (CREST)	\$12,600	16.0%	\$2,016	\$2,000	16.0%	\$320	\$14,600	\$2,336	
Supervisor 1 (CREST)	\$6,500	16.0%	\$1,040	\$0	16.0%	\$0	\$6,500	\$1,040	
Supervisor 2 (CREST)	\$6,500	16.0%	\$1,040	\$0	16.0%	\$0	\$6,500	\$1,040	
Supervisor 3 (CREST)	\$6,500	16.0%	\$1,040	\$0	16.0%	\$0	\$6,500	\$1,040	
Interviewer/Surveyor 1 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 2 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 3 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 4 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 5 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 6 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 7 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 8 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 9 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	0	
Interviewer/Surveyor 10 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	0	
Interviewer/Surveyor 11 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	0	
Interviewer/Surveyor 12 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 13 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 14 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 15 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Interviewer/Surveyor 16 (CREST)	\$4,250	0.0%	\$0	\$0	0.0%	\$0	\$4,250	\$0	
Transcriber/Digitizer 1 (CREST)	\$3,500	0.0%	\$0	\$0	0.0%	\$0	\$3,500	\$0	
Transcriber/Digitizer 2 (CREST)	\$3,500	0.0%	\$0	\$0	0.0%	\$0	\$3,500	\$0	
MEL Coordinator	\$2,000	16.0%	\$320	\$600	16.0%	\$96	\$2,600	\$416	
Administrative Assistant/Accountant	\$1,600	16.0%	\$256	\$400	16.0%	\$64	\$2,000	\$320	
Sub-total: CREST Personnel				\$7,728		\$800		\$8,528	
LIBROS									
Research Coordinator	\$0	16.0%	\$0	\$0	16.0%	\$0	\$0	\$0	
Senior Researcher 1 (LIBROS)	\$12,600	16.0%	\$2,016	\$2,000	16.0%	\$320	\$14,600	\$2,336	
Senior Researcher 2 (LIBROS)	\$12,600	16.0%	\$2,016	\$2,000	16.0%	\$320	\$14,600	\$2,336	
Supervisor 1 (LIBROS)	\$3,400	16.0%	\$544	\$0	0.0%	\$0	\$3,400	\$544	
Interviewer/Surveyor 1 (LIBROS)	\$2,040	0.0%	\$0	\$0	0.0%	\$0	\$2,040	\$0	
Interviewer/Surveyor 2 (LIBROS)	\$2,040	0.0%	\$0	\$0	0.0%	\$0	\$2,040	\$0	
Transcriber/Digitizer 1 (LIBROS)	\$840	0.0%	\$0	\$0	0.0%	\$0	\$840	\$0	
Transcriber/Digitizer 2 (LIBROS)	\$840	0.0%	\$0	\$0	0.0%	\$0	\$840	\$0	
MEL Coordinator	\$2,000	16.0%	\$320	\$0	16.0%	\$0	\$2,000	\$320	
Administrative Assistant/Accountant	\$1,600	16.0%	\$256	\$0	16.0%	\$0	\$1,600	\$256	
Sub-total: LIBROS Benefits				\$5,152		\$640		\$5,792	
TOTAL Benefits				\$12,880		\$1,440		\$14,320	
C.Travel									
International Travel									
Domestic Travel									
CREST									

Research Coordinator										
Airfare from/to (city, country)		/RT	\$0	\$0		/RT	\$0	\$0	0	\$0
Food (city country)	3	/day	\$30	\$90		/day	\$30	\$0	3	\$90
Lodging (city, country)		/day	\$80	\$0		/day	\$80	\$0	0	\$0
In country ground transportation		/trip	\$100	\$0		/trip	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
2 Researchers (CREST)										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)		/day	\$30	\$0		0	\$30	\$0	0	\$0
Lodging (city, country)		/day	\$80	\$0		0	\$80	\$0	0	\$0
In country ground transportation		/trip	\$100	\$0		0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
3 Supervisors (CREST) for interviews, diagnostic workshop and Phases I, II, and III of research implementation										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)	111	/day	\$30	\$3,330		0	\$30	\$0	111	\$3,330
Lodging (city, country)	93	/day	\$80	\$7,440		0	\$80	\$0	93	\$7,440
In country ground transportation	93	/trip	\$100	\$9,300		0	\$100	\$0	93	\$9,300
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
16 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I, II, and III of research implementation										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)	544	/day	\$30	\$16,320		0	\$30	\$0	544	\$16,320
Lodging (city, country)	496	/day	\$80	\$39,680		0	\$80	\$0	496	\$39,680
In country ground transportation	496	/trip	\$100	\$49,600		0	\$100	\$0	496	\$49,600
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
6 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I and III of research implementation										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)	136	/day	\$30	\$4,080		0	\$30	\$0	136	\$4,080
Lodging (city, country)	124	/day	\$80	\$9,920		0	\$80	\$0	124	\$9,920
In country ground transportation	124	/trip	\$100	\$12,400		0	\$100	\$0	124	\$12,400
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
Key stakeholders for CREST Ecosystem Diagnostic Workshop (22 people)										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)		/day	\$30	\$0		0	\$30	\$0	0	\$0
Lodging (city, country)		/day	\$80	\$0		0	\$80	\$0	0	\$0
In country ground transportation		/trip	\$100	\$0		0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city		/trip	\$10	\$0		0	\$10	\$0	0	\$0
Sub-total: Participant Costs				\$0				\$0		\$0
Parent Focus Groups and Surveys (CREST) - 72 parents in Phase I and 12 parents in Phase II)										
Airfare from/to (city, country)		/RT	\$0	\$0		0	\$0	\$0	0	\$0
Food (city country)	84	/day	\$6	\$504		0	\$6	\$0	84	\$504

Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	84 /trip	\$10	\$840	0	\$10	\$0	84	\$840
Student Focus Groups and Surveys (CREST) - 120 students in Phase I, 32 students in Phase II, and 1000 students in Phase III								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	1,152 /day	\$6	\$6,912	0	\$6	\$0	1,152	\$6,912
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Teacher Focus Groups and Surveys (CREST) - 120 teachers in Phase I, 40 teachers in Phase II, and 700 teachers in Phase III								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	860 /day	\$6	\$5,160	0	\$6	\$0	860	\$5,160
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Sub-total: CREST Travel			\$165,576			\$0		\$165,576
LIBROS								
Research Coordinator								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
1 Supervisor (LIBROS)								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	8 /day	\$30	\$240	0	\$30	\$0	8	\$240
Lodging (city, country)	8 /day	\$80	\$640	0	\$80	\$0	8	\$640
In country ground transportation	6 /trip	\$100	\$600	0	\$100	\$0	6	\$600
Taxis/bus/motortaxi - in the city	6 /trip	\$10	\$60	0	\$10	\$0	6	\$60
Key stakeholders for LIBROS Ecosystem Diagnostic Workshop (22 people)								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Sub-total: Participant Costs			\$0			\$0		\$0
2 Interviewers/Surveyors (LIBROS) para Ecosystem Diagnostics								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0

Food (city country)	12 /day	\$30	\$360		0	\$30	\$0	12	\$360
Lodging (city, country)	/day	\$80	\$0		0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0		0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	36 /trip	\$10	\$360		0	\$10	\$0	36	\$360
Sub-total: LIBROS Travel			\$2,260				\$0		\$2,260
<i>Total Travel and transportation</i>			\$167,836				\$0		\$167,836
D. Program Equipment									
<insert>	0	\$0	\$0		0	\$0	\$0	0	\$0
<i>Total Equipment</i>			\$0				\$0		\$0
E. Supplies									
Office Supplies	1 /unit	\$300	\$300		0 /unit	\$300	\$0	1	\$300
Tablets (Rent)	320 /unit	\$20	\$6,400		0 /unit	\$20	\$0	320	\$6,400
Computer/Laptop (Rent)	104 /unit	\$40	\$4,160		0 /unit	\$40	\$0	104	\$4,160
Recorders	10 /unit	\$150	\$1,500		/unit	\$150	\$0	10	\$1,500
Software (Dedoose)	5 /month	\$99	\$493		5 /month	\$99	\$493	10	\$986
<i>Total Supplies</i>			\$12,853				\$493		\$13,346
F. Contractual									
<insert>	0	\$0	\$0		0	\$0	\$0	0	\$0
<i>Subtotal Subcontracts</i>			\$0				\$0		\$0
G. Construction									
<insert>			\$0				\$0		\$0
<i>Total Construction</i>			\$0				\$0		\$0
H. Other Direct Costs									
File Storage (Dropbox/other)	6 /unit	\$20.00	\$120		9 /unit	\$20.00	\$180	15	\$300
Translation Expenses	1 /unit	\$17,000.00	\$17,000		0 /unit	\$17,000.00	\$0	1	\$17,000
Photocopying/Reproduction	6 /unit	\$50.00	\$300		9 /unit	\$50.00	\$450	15	\$750
Telephone/Communication/Internet	6 /unit	\$100.00	\$600		9 /unit	\$100.00	\$900	15	\$1,500
<i>CREST Ecosystem Diagnostic Workshop</i>									
Workshop location/set up	/day	\$50.00	\$0		/day	\$50.00	\$0	0	\$0
Photocopies/Materials	/unit	\$5.00	\$0		/unit	\$5.00	\$0	0	\$0
Communication	/month	\$20.00	\$0		/month	\$20.00	\$0	0	\$0
<i>Sub-total: Workshop Non-participant costs</i>			\$0		0		\$0	0	\$0
<i>LIBROS Ecosystem Diagnostic Workshop</i>									
Workshop location/set up	/person	\$50.00	\$0		/person	\$50.00	\$0	0	\$0
Photocopies/Materials	/unit	\$5.00	\$0		/unit	\$5.00	\$0	0	\$0
Communication	/month	\$20.00	\$0		/month	\$20.00	\$0	0	\$0
<i>Sub-total: Workshop Non-participant costs</i>			\$0		0		\$0	0	\$0
<i>Total Other Direct Costs</i>			\$18,020				\$1,530		\$19,550
Subtotal			\$ 372,849			\$ 12,463			\$ 385,312
Indirect Cost*	\$ 372,849	10.0%	\$37,285		\$ 12,463	10.0%	\$1,246		\$38,531
Total Estimated Cost			\$ 410,134				\$ 13,709		\$ 423,843

Subawardee: Universidad Nacional Pedagogica Francisco Morazan (UPNFM)
Cost Proposal - Capacity Exchange
Supporting Holistic and Actionable Research in Education (SHARE)
Project Dates: January 25, 2022 - June 30, 2023

Line Items	Year 1 (January 25, 2022 - September 30, 2022)				Year 2 (October 1, 2022 - June 30, 2023)				All Years		
	Quantity	Units	Unit Rate	Amount	Quantity	Units	Unit Rate	Amount	Quantity	Units	Amount
A. Personnel Allowances											
Salaries and Wages											
CREST											
Research Coordinator		5 days	\$280	\$1,400		days	\$280	\$0		5 days	\$1,400
Senior Researcher 1 (CREST)		4 days	\$200	\$800		days	\$200	\$0		4 days	\$800
Senior Researcher 2 (CREST)		4 days	\$200	\$800		days	\$200	\$0		4 days	\$800
Supervisor 1 (CREST)		4 days	\$100	\$400		days	\$100	\$0		4 days	\$400
Supervisor 2 (CREST)		0 days	\$100	\$0		days	\$100	\$0		0 days	\$0
Supervisor 3 (CREST)		0 days	\$100	\$0		days	\$100	\$0		0 days	\$0
Interviewer/Surveyor 1 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 2 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 3 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 4 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 5 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 6 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 7 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 8 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 9 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 10 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 11 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 12 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 13 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 14 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 15 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 16 (CREST)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Transcriber/Digitizer 1 (CREST)		0 days	\$70	\$0		days	\$70	\$0		0 days	\$0
Transcriber/Digitizer 2 (CREST)		0 days	\$70	\$0		days	\$70	\$0		0 days	\$0
MEL Coordinator		3 days	\$100	\$300		days	\$100	\$0		3 days	\$300
Administrative Assistant/Accountant		0 days	\$80	\$0		days	\$80	\$0		0 days	\$0
Sub-total: CREST Personnel				\$3,700				\$0			\$3,700
LIBROS											
Research Coordinator		5 days	\$280	\$1,400		days	\$280	\$0		5 days	\$1,400
Senior Researcher 1 (LIBROS)		4 days	\$200	\$800		days	\$200	\$0		4 days	\$800
Senior Researcher 2 (LIBROS)		4 days	\$200	\$800		days	\$200	\$0		4 days	\$800
Supervisor 1 (LIBROS)		4 days	\$100	\$400		days	\$100	\$0		4 days	\$400
Interviewer/Surveyor 1 (LIBROS)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Interviewer/Surveyor 2 (LIBROS)		0 days	\$85	\$0		days	\$85	\$0		0 days	\$0
Transcriber/Digitizer 1 (LIBROS)		0 days	\$70	\$0		days	\$70	\$0		0 days	\$0
Transcriber/Digitizer 2 (LIBROS)		0 days	\$70	\$0		days	\$70	\$0		0 days	\$0
MEL Coordinator		3 days	\$100	\$300		days	\$100	\$0		3 days	\$300
Administrative Assistant/Accountant		0 days	\$80	\$0		days	\$80	\$0		0 days	\$0
Sub-total: LIBROS Personnel				\$3,700				\$0			\$3,700

TOTAL SALARIES			\$7,400			\$0		\$7,400
B. Benefits								
CREST								
Research Coordinator	\$1,400	16.0%	\$224	\$0	0.0%	\$0	\$1,400	\$224
Senior Researched 1 (CREST)	\$800	16.0%	\$128	\$0	0.0%	\$0	\$800	\$128
Senior Researcher 2 (CREST)	\$800	16.0%	\$128	\$0	0.0%	\$0	\$800	\$128
Supervisor 1 (CREST)	\$400	16.0%	\$64	\$0	0.0%	\$0	\$400	\$64
Supervisor 2 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Supervisor 3 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 1 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 2 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 3 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 4 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 5 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 6 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 7 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 8 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 9 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 10 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 11 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 12 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 13 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 14 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 15 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 16 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Transcriber/Digitizer 1 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Transcriber/Digitizer 2 (CREST)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
MEL Coordinator	\$300	16.0%	\$48	\$0	0.0%	\$0	\$300	\$48
Administrative Assistant/Accountant	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Sub-total: CREST Personnel			\$592			\$0		\$592
LIBROS								
Research Coordinator	\$1,400	16.0%	\$224	\$0	0.0%	\$0	\$1,400	\$224
Senior Researcher 1 (LIBROS)	\$800	16.0%	\$128	\$0	0.0%	\$0	\$800	\$128
Senior Researcher 2 (LIBROS)	\$800	16.0%	\$128	\$0	0.0%	\$0	\$800	\$128
Supervisor 1 (LIBROS)	\$400	16.0%	\$64	\$0	0.0%	\$0	\$400	\$64
Interviewer/Surveyor 1 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Interviewer/Surveyor 2 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Transcriber/Digitizer 1 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Transcriber/Digitizer 2 (LIBROS)	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
MEL Coordinator	\$300	16.0%	\$48	\$0	0.0%	\$0	\$300	\$48
Administrative Assistant/Accountant	\$0	0.0%	\$0	\$0	0.0%	\$0	\$0	\$0
Sub-total: LIBROS Benefits			\$592			\$0		\$592
TOTAL Benefits			\$1,184			\$0		\$1,184
C.Travel								
International Travel	0							
Domestic Travel								
CREST								

Research Coordinator									
Airfare from/to (city, country)	/RT	\$0	\$0	/RT	\$0	\$0	0	\$0	
Food (city country)	/day	\$30	\$0	/day	\$30	\$0	0	\$0	
Lodging (city, country)	/day	\$80	\$0	/day	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	/trip	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0	
2 Researchers (CREST)									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0	
3 Supervisors (CREST) for interviews, diagnostic workshop and Phases I, II, and III of research implementation									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0	
20 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I, II, and III of research implementation									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0	
4 Interviewers/Surveyors (CREST) for interviews, diagnostic workshop, and Phases I and III of research implementation									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0	
Key stakeholders for CREST Ecosystem Diagnostic Workshop (22 people)									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0	
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0	
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0	
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0	
Sub-total: Participant Costs			\$0			\$0		\$0	
Parent Focus Groups and Surveys (CREST) - 72 parents in Phase I and 12 parents in Phase II)									
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0	

Food (city country)	/day	\$6	\$0	0	\$6	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Student Focus Groups and Surveys (CREST) - 120 students in Phase I, 32 students in Phase II, and 600 students in Phase III								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	/day	\$6	\$0	0	\$6	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Teacher Focus Groups and Surveys (CREST) - 120 teachers in Phase I, 40 teachers in Phase II, and 400 teachers in Phase III								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	/day	\$6	\$0	0	\$6	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Sub-total: CREST Travel								
			\$0		\$0		\$0	
LIBROS								
Research Coordinator								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
1 Supervisor (LIBROS)								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Key stakeholders for LIBROS Ecosystem Diagnostic Workshop (22 people)								
Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Sub-total: Participant Costs								
			\$0		\$0		\$0	
2 Interviewers/Surveyors (LIBROS) para Ecosystem Diagnostics								

Airfare from/to (city, country)	/RT	\$0	\$0	0	\$0	\$0	0	\$0
Food (city country)	/day	\$30	\$0	0	\$30	\$0	0	\$0
Lodging (city, country)	/day	\$80	\$0	0	\$80	\$0	0	\$0
In country ground transportation	/trip	\$100	\$0	0	\$100	\$0	0	\$0
Taxis/bus/motortaxi - in the city	/trip	\$10	\$0	0	\$10	\$0	0	\$0
Sub-total: LIBROS Travel			\$0			\$0		\$0
<i>Total Travel and transportation</i>			\$0			\$0		\$0
D. Program Equipment								
<insert>		0	\$0	0	\$0	\$0	0	\$0
<i>Total Equipment</i>			\$0			\$0		\$0
E. Supplies								
Office Supplies	/unit	\$300	\$0	/unit	\$300	\$0	0	\$0
Tablets (Rent)	/unit	\$20	\$0	/unit	\$20	\$0	0	\$0
Computer/Laptop (Rent)	/unit	\$40	\$0	/unit	\$40	\$0	0	\$0
Recorders	/unit	\$150	\$0	/unit	\$150	\$0	0	\$0
Software (Dedoose)	/month	\$99	\$0	/month	\$99	\$0	0	\$0
<i>Total Supplies</i>			\$0			\$0		\$0
F. Contractual								
<insert>		0	\$0	0	0	\$0	0	\$0
<i>Subtotal Subcontracts</i>			\$0			\$0		\$0
G. Construction								
<insert>			\$0			\$0		\$0
<i>Total Construction</i>			\$0			\$0		\$0
H. Other Direct Costs								
File Storage (Dropbox/other)	/unit	\$20.00	\$0	/unit	\$20.00	\$0	0	\$0
Translation Expenses	/unit	\$17,000.00	\$0	/unit	\$17,000.00	\$0	0	\$0
Photocopying/Reproduction	/unit	\$50.00	\$0	/unit	\$50.00	\$0	0	\$0
Telephone/Communication/Internet	/unit	\$100.00	\$0	/unit	\$100.00	\$0	0	\$0
<i>CREST Ecosystem Diagnostic Workshop</i>								
Workshop location/set up	/day	\$50.00	\$0	/day	\$50.00	\$0	0	\$0
Photocopies/Materials	/unit	\$5.00	\$0	/unit	\$5.00	\$0	0	\$0
Communication	/month	\$20.00	\$0	/month	\$20.00	\$0	0	\$0
<i>Sub-total: Workshop Non-participant costs</i>			\$0	0		\$0	0	\$0
<i>LIBROS Ecosystem Diagnostic Workshop</i>								
Workshop location/set up			\$0			\$0		\$0
Photocopies/Materials			\$0			\$0		\$0
Communication			\$0			\$0		\$0
<i>Sub-total: Workshop Non-participant costs</i>			\$0	0		\$0	0	\$0
<i>Total Other Direct Costs</i>			\$0			\$0		\$0
Subtotal			\$ 8,584		\$ -			\$ 8,584
Indirect Cost*		\$ 8,584	10.0%	\$858	\$ -	10.0%	\$0	\$858
Total Estimated Cost			\$ 9,442		\$ -			\$ 9,442

University of Notre Dame - Pulte Institute for Global Development
Institute for Educational and Social Research and Evaluation of the Francisco Morazán National
Pedagogical University (UPNFM) of Honduras
January 25, 2022 - June 30, 2023

Budget Notes

A. PERSONNEL & ALLOWANCES

A. Salaries and Wages

No.	Position	Scope of work
1	Research Coordinator-CREST & LIBROS	<p>1 professional with a doctorate level, extensive research experience and research management, who will coordinate both studies (CREST and LIBROS). He will be directly involved in the management and coordination of all stages of the research, as well as in the diagnosis of the ecosystem and in the exchange of capacities. The daily rate is established considering salary history in projects with international financing plus consultancies carried out annually.</p> <p>The level of effort for this role is 55 days on the CREST study and 46 days on the LIBROS study at a daily rate of \$280, totaling \$28,280.</p>
2	2 Senior Researchers (CREST)	<p>2 professionals with doctoral level and research experience, who will work on the CREST study. They will work on the desk study and field research, developing instruments, accompanying the collection of information, supervising the processing of information, in the analysis of information, and preparing reports. They will be directly involved in all stages of the investigation, as well as in the diagnosis of the evidence ecosystem and in the exchange of capacities. The daily rate is established considering salary history in consultancies carried out annually.</p> <p>The level of effort for this role is 97 days per Researcher at a daily rate of \$200, totaling \$19,400 per staff.</p>

3	3 CREST Study Supervisors	<p>3 professionals with postgraduate (master) level and research experience, who will work in the CREST study. They will work in the supervision and accompaniment of field work personnel (interviewers), in addition to managing and reviewing the information processing process. They will be directly involved in all stages of the research, as well as in the diagnosis of the ecosystem and in the exchange of capacities. They will dedicate 10 days in diagnosing the evidence ecosystem and 65 days in the investigation implementation stage. One Study Supervisor will support capacity exchange for an additional 4 days.</p> <p>Study Supervisor 1: 79 days at a daily rate of \$100, totaling \$7,900 Study Supervisors 2 & 3: 75 days at a daily rate of \$100, totaling \$7,500 per Supervisor.</p>
4	16 Interviewers / Surveyors (CREST)	<p>16 professionals with university level and research experience in the collection of quantitative and / or qualitative data, who will work on the CREST study. They will work on the application of interviews, questionnaires, and a workshop for the collection of information. They will be directly involved in all stages of the research, as well as in the diagnosis of the ecosystem and in the exchange of capacities.</p> <p>All 16 Interviewers will work on research implementation for 50 days at a daily rate of \$85 for a total of \$4,250 per Interviewer. Six interviewers will participate in 5 days of ecosystem diagnostic work at a daily rate of \$85 for an additional \$425 per Interviewer.</p>
5	2 Transcribers-CREST	<p>2 professionals with university level and research experience in the collection of quantitative and / or qualitative data, who will work on the CREST study. They will work on the application of interviews, questionnaires, and a workshop for the collection of information.</p> <p>Both Transcribers will work for 60 days on research implementation at a daily rate of \$70, totaling \$4,200 each staff.</p>

6	Monitoring, Evaluation and Learning Coordinator (CREST & LIBROS)	<p>The MEL Coordinator is a professional with postgraduate and experience in managing databases and monitoring and evaluating indicators. He/she will be in charge of the monitoring, evaluation and learning of both CREST and LIBROS studies, regarding the indicators defined in each one of them.</p> <p>The MEL Coordinator will support the CREST study at 47 days and the LIBROS study for 44 days at a daily rate of \$100, totaling \$9,100.</p>
7	Administrative Assistant/Accountant (CREST & LIBROS)	<p>1 accounting and administrative professional who will manage the administrative-logistical and accounting processes of the two studies (CREST and LIBROS) during the duration of the study.</p> <p>The Administrative Assistant will support the CREST study for 40 days and the LIBROS study for 35 days at a daily rate of \$80, totaling \$6,000.</p>
8	2 Senior Researchers (LIBROS)	<p>2 professionals with doctorate level and research experience, who will work on the LIBROS study. They will work in documentary and field research, developing instruments, accompanying the collection of information, supervising the processing of information, in the analysis of information, and preparing reports. They will be directly involved in all stages of the investigation, as well as in the diagnosis of the evidence ecosystem and in the exchange of capacities. The daily rate is established considering salary history in consultancies carried out annually, added to salaries received at the university plus benefits and divided by day.</p> <p>The Senior Researchers for LIBROS will dedicate 97 days to the study at a daily rate of \$200, totaling \$19,400 per Senior Researcher.</p>
9	1 Supervisor (LIBROS)	<p>1 professional with a postgraduate level (master's degree) and research experience, who will work on the LIBROS study. He/she will work in the supervision and accompaniment of field work personnel (interviewers), in addition to managing and reviewing the information processing process. He/she will be directly involved in the implementation of the research and in the exchange of capacities.</p>

		He will dedicate 48 days to the study at a daily rate of \$100, totaling \$4,800.
10	2 Interviewers / Surveyors for LIBROS Study	<p>2 professionals with university level and research experience in the collection of quantitative and / or qualitative data, who will work on the LIBROS study. They will work on the application of interviews, questionnaires, and a workshop for the collection of information. They will be directly involved in the implementation of the research, as well as in the exchange of capacities.</p> <p>They will spend 29 days each supporting research implementation and capacity exchange. The daily rate is \$85 for a total of \$2,465 per staff.</p>
11	2 Transcribers/Digitizers	<p>Transcribe and digitize interview and survey data from ecosystem diagnostics and research data collection.</p> <p>The daily rate is \$70 for 14 days of work per Transcriber, totaling \$980.</p>

B. Benefits

1	Fringe Benefits	<p>Fringe Benefits are provided to full-time staff at a rate of 16%. Eligible positions for fringe benefits include: Research Coordinator, Senior Researchers, Supervisors, MEL Coordinator and Administrative Assistant. Fringe benefits include 13th and 14th month bonus pay, as required by Honduran labor law.</p> <p>The total fringe benefits for CREST study staff is \$13,600. The total fringe benefits for LIBROS study staff is \$10,189. Fringe Benefit budget total of \$23,789.</p>
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C.	TRAVEL	
	Domestic Travel & Transportation	
No.	Item / category	Scope of work

1	Research Coordinator	The Research Coordinator will participate in two workshops for each of the two studies, which will take place for 3 full days each. Food expenses for each day are established based on hotel costs for 2 coffee breaks and 1 lunch at \$30 per day x 3 days per workshop x 2 workshops, totaling \$180
2	2 CREST Researchers	Two Researchers will participate in the ecosystem workshop, which will take place for 3 full days. Food expenses for each day are established based on hotel costs for 2 coffee breaks and 1 lunch at \$30 per person per day x 3 days x 2 people, totaling \$180.
3	3 CREST Supervisors 1 LIBROS Supervisor	<p>Three Supervisors will participate in interviews and a workshop on the diagnosis of the evidence ecosystem, as well as in the implementation of the investigation in its stages 1, 2 and 3.</p> <p>Transportation expenses for the application of Focus Groups (FG), application of questionnaires in Stage 1, Stage 2 and Stage 3 during the implementation of the investigation will be carried out through the rental of vehicles according to prices per days that include insurance.</p> <p>The accommodation expenses during the work tours for Stage 1, Stage 2 and Stage 3 during the implementation of the investigation, are established based on hotels in different cities of the country.</p> <p>Food expenses for the evidence ecosystem diagnosis workshop, as well as for the work tours for Stage 1, Stage 2 and Stage 3 of the implementation of the investigation are established on the basis of expenses for breakfast, lunch and dinner of supervisors in their work outside their hometown.</p> <p>For the 3-day workshop framed in the diagnosis of the evidence ecosystem, taxi costs (arrival and return) are considered according to standard prices in the country.</p>
4	16 Surveyors/Interviewer for CREST Study 2 Surveyors/Interviewers LIBROS Study	16 Interviewers / Surveyors will participate in interviews and a workshop on the diagnosis of the evidence ecosystem, as well as in the implementation of the research in stages 1, 2 and 3.

		<p>Some will participate only in Stage 1 and Stage 3 and others will participate in Stage 1, Stage 2 and Stage 3 of the research implementation.</p> <p>Transportation expenses for the application of Focus Groups (FG), application of questionnaires in Stage 1, Stage 2 and Stage 3 during the implementation of the investigation will be carried out through the rental of vehicles according to prices per days that include insurance.</p> <p>The accommodation expenses during the work tours for Stage 1, Stage 2 and Stage 3 during the implementation of the investigation, are established based on hotels in different cities of the country.</p> <p>Food expenses for the evidence ecosystem diagnosis workshop, as well as for the work tours for Stage 1, Stage 2 and Stage 3 of the implementation of the investigation are established on the basis of expenses for breakfast, lunch and dinner of supervisors in their work outside their hometown.</p> <p>For the 3-day workshop framed in the diagnosis of the evidence ecosystem, taxi costs (arrival and return) are considered according to standard prices in the country.</p>
5	<p>Key Stakeholders for Ecosystem Diagnostic Workshop</p> <p>22 participants for CREST Study</p> <p>22 participants for LIBROS Study</p>	<p>22 Key Actors will participate in a workshop on the diagnosis of the evidence ecosystem. It is estimated that 6 of them will be from outside Tegucigalpa and the rest will be from Tegucigalpa.</p> <p>Transportation expenses for 6 key actors who will participate in the Workshop in Tegucigalpa and who will come from other cities will be made through the disbursement for vehicle rental according to prices per day that include insurance.</p> <p>The accommodation costs for 6 key actors who will participate in the workshop and who will come from other cities, are established based on hotels in Tegucigalpa.</p> <p>Food expenses for the evidence ecosystem diagnosis workshop are established on the basis of expenses for coffee breaks and lunch, existing in hotels and venues for events.</p>

		<p>For the 3-day workshop framed in the diagnosis of the evidence ecosystem, taxi costs (arrival and return) are considered according to standard prices in the country for each participant.</p>
6	Parents to consult in Focus Groups and CREST Surveys	<p>72 mothers / fathers will participate in the Focus Groups for Stage 1, and 12 mothers / fathers will participate in the Focus Groups for Stage 2 of the research implementation.</p> <p>No incentive will be given to them, but transportation expenses and coffee breaks that are considered in the different studies carried out with parents by different academic and civil society organizations will be recognized.</p> <p>Expenses for taxi or motorcycle taxi used in different urban or rural cities. The cost of coffee breaks is established based on costs in communities other than the main cities of the country.</p>
7	Student Focus Groups and CREST Surveys	<p>120 students for Focus Groups in Stage 1; 32 students for Focus Groups in Stage 2 and 1,000 students for the application of questionnaires in Stage 3 of the implementation of the investigation.</p> <p>No incentive will be given to them, but a small coffee break or snack will be provided that are considered for focus groups / interviews in the different studies carried out with students by different academic and civil society organizations, mainly in times of pandemic.</p>
8	Teachers to consult in Focus Groups and CREST Surveys	<p>120 teachers for Focus Groups in Stage 1; 40 teachers for Focus Groups in Stage 2 and 750 teachers for the application of questionnaires / interviews in Stage 3 of the implementation of the investigation.</p> <p>No incentive will be given to them, but a small coffee break or snack will be provided, which are considered in the different studies carried out by different academic and civil society organizations.</p>
E.	SUPPLIES	

1	Office Supplies	Office supplies to be used for the two studies (stationery, pencils, markers, etc.) are estimated at \$300.
2	Tablet Rental	Tablets will be rented for data collection (questionnaires for students and teachers for Stage 3) for the CREST study at a daily rate of \$20 per day for 16 enumerators, for a total cost of \$6,400 (320 days x \$20 per day).
3	Laptop Rental	Laptops will be rented for use by 8 enumerators for the CREST study to take notes during Focus Groups with students, parents, and teachers. The estimated number of days for the laptop are 13 days x 8 enumerators at a daily rate of \$40 for a total of \$4,160. The cost per day is estimated based on the price of companies renting this type of equipment.
4	Recorders	<p>Purchase of five (5) digital recorders for each study that will be used throughout the field information collection process (interviews and during the 3-day workshop that will be held for each study, CREST and LIBROS, as well as Focus Groups for the implementation of the CREST research), and that allows to transfer the audio in a manageable format for the transcription that will be made later.</p> <p>10 Input / Track Portable Stereo Portable Digital Audio Recorder with USB Audio Interface (Black) + XPIX Lav Microphone + 16GB + Microphone, Noise Reduction costed at \$150 each</p>
4	Software	<p>Purchase of software to be used in the studies. Qualitative analysis software license will be Dedoose. The qualitative software license will be used in the two studies (CREST and LIBROS).</p> <p>\$10.95/month/user x 9 users = \$98.55/month 4 months for ecosystem diagnostics and 10 months for research implementation. 14 months x \$98.55/month = \$1,379.70</p>

No.	Item / category	Scope of work
E.	OTHER DIRECT COSTS	

1	Storage space (Dropbox / other)	Rent of space in the cloud to save and share the documentation of the two studies. Rent from Dropbox or another site for 18 months and at a cost of US \$ 20 / month, for a total of \$360.
2	Translation Expenses	Translation of CREST interview summaries, LIBROS interview transcripts, two reports of approximately 50 pages (including some annexes), two final reports of approximately 85 pages (including some annexes), and other documents, at a cost of US \$ 0.06/word, totaling \$17,000.
3	Photocopying / Reproduction	Reproduction and photocopying of different documents collected during field work, instruments, reports, etc. With an estimated US \$50 / month for 18 months.
4	Telephone / Communication / Internet	Cell phone and internet costs for communication during the 18 months of development of the work for the two studies and with a value of US \$100 / month. Telephone charges will be paid to any member of the team for matters strictly related to the two studies.
5	Workshop Location & Set up	Per participant cost daily cost for the space reservation for the systems thinking workshop.
6	Workshop Materials	<p>Photocopies and other materials (notebooks, pens, flipcharts, markers, etc.) are estimated at \$5 per participant.</p> <p>CREST has 22 stakeholders, 6 enumerators, 3 Supervisors, and the Research Coordinator, totaling 32 people. LIBROS has 22 stakeholders, 2 Supervisors, and 4 enumerators/transcribers, totaling 28 people.</p>
7	Communications	<p>Cell phone and internet specifically for the purpose of the ecosystem diagnostic workshop planning and implementation. Telephone charges will be paid to any member of the team for matters strictly related to the ecosystem diagnostic process.</p> <p>\$20/month x 4 months = \$80 per study</p>
F.	INDIRECT COSTS	Francisco Morazán National Pedagogical University of Honduras utilizes USAID's 10% de minimis rate for overhead costs. It applies this rate uniformly across all USAID-funded activities.

Attachment 6, Page 2**Research Subaward
Contributions to Project***Complete only if cost share or matching is required by the Subaward.***Period Covered by this Cost Share report** _____ **to** _____

EXPENDITURES		BUDGETED	CURRENT	CUMULATIVE
SALARIES AND WAGES				
FRINGE BENEFITS				
EQUIPMENT				
MATERIALS				
PUBLICATION COSTS				
OTHER (Specify)				
TUITION				
F&A base	%			
TOTAL CONTRIBUTIONS				

CERTIFICATION:

I certify that the funds contributed to this PTE project or projects listed above were expended, and do not and will not duplicate any requests for reimbursement of costs or services from the PTE.

 Signature of Authorized Officer

Attachment 7

Notice of Award (NOA), DUA, and any additional documents

The following pages include the NOA and if applicable any additional documentation referenced throughout this Subaward.

Not incorporating the NOA or any additional documentation to this Subaward.



August 4, 2020

University of Notre Dame
Pulte Institute for Global Development
3150 Jenkins Nanovic Hall
Notre Dame IN, 46556

Ms. Liz Rulli, Associate Vice President
Email: lrulli@nd.edu

Subject: Cooperative Agreement #7200AA20CA00025; Supporting Holistic and Actionable Research in Education (SHARE) - Co-Creating Knowledge For Change: Learning Becomes Service To Justice

Dear Ms. Rulli,

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (USAID) hereby awards to the University of Notre Dame, hereinafter referred to as the "Recipient", the sum of \$39,999,796.00 to provide support for a program entitled "Supporting Holistic and Actionable Research in Education (SHARE) - Co-Creating Knowledge For Change: Learning Becomes Service To Justice" as described in the Schedule of this award and in Attachment B, entitled "Program Description".

This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to expenditures made by the Recipient in furtherance of program objectives during the period beginning with the effective date August 4, 2020 and ending August 3, 2025.

USAID will not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This Cooperative Agreement is made to the Recipient, on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment A- Schedule, Attachment B - Program Description, and Attachment C - Standard Provisions, all of which have been agreed to by your organization.

Please sign the second page of this cover letter to acknowledge your receipt of the Cooperative Agreement and return it to the Agreement Officer.

Sincerely,

Stella Alexander-Sergeeff
Supervisory Agreement Officer, M/OAA/E3
U.S. Agency for International Development
Office of Acquisition and Assistance

ATTACHMENTS:

- A. Schedule
- B. Program Description
- C. Standard Provisions
- D. Branding Strategy and Marking Plan

ACKNOWLEDGED:

BY:



TITLE:

Greg Luttrell
Director, Research Contracts

DATE:

August 4/ 2020

A. GENERAL

1. **Amount Obligated this Action:** \$7,083,000.00
2. **Total Estimated USAID Amount:** \$39,999,796.00
3. **Total Obligated USAID Amount:** \$7,083,000.00
4. **Cost Share Amount (Non-Federal):** \$3,998,493.00
5. **Activity Title:** Supporting Holistic and Actionable Research in Education (SHARE USAID)
6. **Technical Office:** EGEE/ED
7. **DUNS No.:** 824910376
8. **LOC Number:** N/A

B. SPECIFIC

Accounting Template: EGEE Program Funds

BBFY: 2019
EBFY: 2020
Fund: DV
OP: EGEE/ED
Prog.Area: PO.1
Dist Code: E3ED
Team/Div: EGEE/ED
BGA: 997
SOC: 4100301
Funding: \$2,083,000.00

Accounting Template: DCHA Program Funds

BBFY: 2019
EBFY: 2020
Fund: DV
OP: DCHA/PPM
Prog.Area: ES.2
Dist Code: DCHA/PPM
Team/Div: DCHA/PPM
BGA: 997
SOC: 2510500
Funding: \$3,000,000.00

Accounting Template: DCHA Program Funds

BBFY: 2019
EBFY: 2020
Fund: DV
OP: DCHA/PPM
Prog.Area: ES.1
Dist Code: DCHA/PPM
Team/Div: DCHA/PPM
BGA: 997
SOC: 2510500
Funding: \$2,000,000.00

C. PAYMENT OFFICE

United States Agency for International Development
Office of Financial Management,
M/CFO/CMP – LOC Unit
1300 Pennsylvania Ave., NW,
USAID Annex, Floor 8
Washington DC 20523-7101
Email: ei@usaid.gov

TABLE OF CONTENTS

ATTACHMENT A – SCHEDULE.....	7
A.1. PURPOSE OF COOPERATIVE AGREEMENT.....	7
A.2. PERIOD OF AWARD.....	7
A.3. AMOUNT OF AWARD AND PAYMENT.....	7
A.4. COOPERATIVE AGREEMENT BUDGET.....	7
A.5. INDIRECT COST RATE.....	7
A.6. REPORTING AND EVALUATION.....	9
A.7. TITLE TO PROPERTY.....	11
A.8. AUTHORIZED GEOGRAPHIC CODE.....	12
A.9. SUBSTANTIAL INVOLVEMENT.....	12
A.10. PROGRAM INCOME.....	13
A.11. EXECUTIVE ORDER ON TERRORISM FINANCING.....	13
A.12. AGREEMENT OFFICER’S REPRESENTATIVE.....	13
A.13. SPECIAL PROVISIONS.....	13
ATTACHMENT B - PROGRAM DESCRIPTION.....	16
ATTACHMENT C – STANDARD PROVISIONS.....	33
M.1 APPLICABILITY OF 2 CFR 200 AND 2 CFR 700 (DEC 2014)	33
M.2 INELIGIBLE COUNTRIES (MAY 1986)	33
M.3 NONDISCRIMINATION (JUN 2012)	33
M.4 AMENDMENT OF AWARD (JUN 2012)	33
M.5 NOTICES (JUN 2012)	34
M.6 SUBAWARDS AND CONTRACTS (DEC 2014)	34
M.7 OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (DEC 2014)	34
M.8 USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (MAY 2020)	35
M.9 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JUN 2012)	36
M.10 DRUG-FREE WORKPLACE (JUN 2012)	37
M.11 EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUN 2016)	37
M.12 PREVENTING TRANSACTIONS WITH, OR THE PROVISION OF RESOURCES OR SUPPORT TO, SANCTIONED GROUPS AND INDIVIDUALS (MAY 2020)	38
M.13 MARKING AND PUBLIC COMMUNICATIONS UNDER USAID FUNDED ASSISTANCE (DEC 2014)	38
M.14 REGULATIONS GOVERNING EMPLOYEES (JUNE 2018)	40
M.15 CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOV 1985)	41
M.16 USE OF POUCH FACILITIES USNGO (AUG 1992)	41
M.17 TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DEC 2014)	42
M.18 OCEAN SHIPMENT OF GOODS (JUN 2012)	43
M.19 VOLUNTARY POPULATION PLANNING ACTIVITIES - MANDATORY REQUIREMENTS (MAY 2006)	44
M.20 TRAFFICKING IN PERSONS (APR 2016)	44
M.21 SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND PUBLICATIONS (JUN 2012)	46
M.22 LIMITING CONSTRUCTION ACTIVITIES (AUG 2013)	46
M.23 USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE (JUL 2014)	47
M.24 PILOT PROGRAM FOR ENHANCEMENT OF GRANTEE EMPLOYEE WHISTLEBLOWER PROTECTIONS (SEP 2014)	48
M.25 SUBMISSION OF DATASETS TO THE DEVELOPMENT DATA LIBRARY (OCT 2014)	49
M.26 PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS (MAY 2017)	50
M.27 CHILD SAFEGUARDING (JUN 2015)	51
M.28 MANDATORY DISCLOSURES (JUL 2015)	52
M.29 NONDISCRIMINATION AGAINST BENEFICIARIES (NOV 2016)	53
M.30 CONFLICT OF INTEREST (AUG 2018)	53
RAA.1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (DECEMBER 2014)	55
RAA.2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit) (DECEMBER 2014)	55

Supporting Holistic and Actionable Research in Education (SHARE)

RAA.3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014)	56
RAA.4. INDIRECT COSTS – DE MINIMIS RATE (MAY 2020)	56
RAA.5. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)	56
RAA.6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JAN 2009)	58
RAA.7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998) – N/A	58
RAA.8. CARE OF LABORATORY ANIMALS (MARCH 2004) – N/A	58
RAA.9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVE 1985)	58
RAA.10. COST SHARING (MATCHING) (FEBRUARY 2012)	61
RAA.11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)	61
RAA.12. INVESTMENT PROMOTION (NOVEMBER 2003)	62
RAA.13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)	62
RAA.14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)	63
RAA.15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE) (FEBRUARY 2012)	64
RAA.16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014)	64
RAA.17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE) (SEPTEMBER 2014)	64
RAA.18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)	64
RAA.19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004)	64
RAA.20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012)	64
RAA.21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)	64
RAA.22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE, SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF PROSTITUTION (JUNE 2012)	64
RAA.23. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)	64
RAA.24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)	66
RAA.25. PATENT REPORTING PROCEDURES (DECEMBER 2014)	69
RAA.26. ACCESS TO USAID FACILITIES AND USAID'S INFORMATION SYSTEMS (AUGUST 2013)	69
RAA.27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS (DECEMBER 2014)	69
RAA.28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)	70
RAA.29. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2019)	72
ATTACHMENT D - BRANDING STRATEGY AND MARKING PLAN.....	73

ATTACHMENT A – SCHEDULE

A.1. PURPOSE OF COOPERATIVE AGREEMENT

The purpose of this Cooperative Agreement is to provide support for the program described in Attachment B to this Cooperative Agreement entitled “Program Description.”

A.2. PERIOD OF AWARD

The effective date of this Award is August 4, 2020. The estimated completion date of this Award is August 3, 2025.

A.3. AMOUNT OF AWARD AND PAYMENT

1. The total estimated amount of this Award – inclusive of the federal amount and cost-share amount for the period shown in A.2 above is \$43,998,289.00. The USAID-funded portion of this Agreement is \$39,999,796.00. USAID is not required to reimburse the Recipient for any costs in excess of this amount, nor is the Recipient required to continue performance or incur costs in excess of this amount.
2. USAID hereby obligates the amount of \$7,083,000.00 for program expenditures during the period set forth in A.2 above and as shown in the Budget below. The Recipient will be given written notice by the Agreement Officer if additional funds will be added. USAID is not obligated to reimburse the Recipient for the expenditure of amounts in excess of the total obligated amount.
3. Payment shall be made to the Recipient by direct reimbursement in accordance with the procedures set forth in 2 CFR 200.

A.4. COOPERATIVE AGREEMENT BUDGET

The following is the Award Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with 2 CFR 200 and 2 CFR 700.

COST CATEGORY	TOTAL
Direct Costs	\$ 36,684,957.00
Indirect Costs	\$ 3,314,839.00
Cost Share (Non-Federal)	\$ 3,998,493.00
Total Program Costs	\$ 43,998,289.00

Cost Share (Non-Federal):

In accordance with ADS 303.3.10 cost share refers to the resources the Recipient contributes to the total cost of an agreement which becomes a condition of an award incorporated in the budget. For additional information on cost share for U.S based organization refer to the requirements of 2 CFR 200.306.

A.5. INDIRECT COST RATE

Pending establishment of revised provisional or final indirect cost rates, allowable indirect costs shall be reimbursed on the basis of the following negotiated provisional or predetermined rates and the appropriate bases:

7200AA20CA00025 University of Notre Dame (UND)
Supporting Holistic and Actionable Research in Education (SHARE)

SECTION I: FRINGE BENEFIT RATES**					
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2019	6/30/2020	28.30	All	F/T Faculty & Staff
FIXED	7/1/2019	6/30/2020	15.50	All	P/T Faculty & Staff
FIXED	7/1/2019	6/30/2020	24.60	All	Post Docs Staff
FIXED	7/1/2019	6/30/2020	35.80	All	Exempt Staff
FIXED	7/1/2019	6/30/2020	52.30	All	Non-Exempt Staff
FIXED	7/1/2019	6/30/2020	6.30	All	Temporary Staff
FIXED	7/1/2019	6/30/2020	1.90	All	Undergrad Students
FIXED	7/1/2019	6/30/2020	9.50	All	Grad. Students
FIXED	7/1/2020	6/30/2021	26.90	All	F/T Faculty & Staff
FIXED	7/1/2020	6/30/2021	10.20	All	P/T Faculty & Staff
FIXED	7/1/2020	6/30/2021	23.10	All	Post Docs Staff
FIXED	7/1/2020	6/30/2021	33.10	All	Exempt Staff
FIXED	7/1/2020	6/30/2021	49.30	All	Non-Exempt Staff
FIXED	7/1/2020	6/30/2021	7.40	All	Temporary Staff
FIXED	7/1/2020	6/30/2021	2.00	All	Undergrad Students
FIXED	7/1/2020	6/30/2021	9.00	All	Grad Students

SECTION I: INDIRECT COST RATES					
RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)					
<u>EFFECTIVE PERIOD</u>					
<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2019	06/30/2020	54.50	On Campus	Organized Research
PRED.	07/01/2020	06/30/2024	56.50	On Campus	Organized Research
PRED.	07/01/2019	06/30/2020	52.00	On Campus	Instruction
PRED.	07/01/2020	06/30/2024	53.00	On Campus	Instruction
PRED.	07/01/2019	06/30/2020	30.00	On Campus	Other Sponsored Activities
PRED.	07/01/2020	06/30/2024	32.00	On Campus	Other Sponsored Activities
PRED.	07/01/2019	06/30/2020	29.00	On Campus	Radiation Lab
PRED.	07/01/2020	06/30/2024	32.00	On Campus	Radiation Lab
PRED.	07/01/2019	06/30/2024	22.00	Off Campus	Radiation Lab
PRED.	07/01/2019	06/30/2024	26.00	Off Campus	All Programs
PROV.	07/01/2024	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2024.

***BASE**

Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

A.6. REPORTING AND EVALUATION

a. **Financial Reporting:**

The Recipient shall submit all reports via email. Financial Reports shall be in keeping with 2 CFR 200 and 2 CFR 700. The Recipient must submit by email a copy of the Standard Form 425 (SF-425) on a quarterly basis to the Agreement Officer and the Agreement Officer's Representative within 30 calendar days after quarter-end. Electronic copies of the SF-425 and line item instructions for completing the SF-425 can be found at <https://www.grants.gov/forms/post-award-reporting-forms.html>

b. **Program Reporting:**

The Recipient shall submit all reporting requirements via email to the Agreement Officer's Representative. The reporting requirements for this agreement are as follows:

Reports and Plans	Format
Annual Work Plan	The Annual Work Plan must be developed based on the United States Government fiscal year: October 1 - September 30. A draft of the first Annual Work Plan is due 60 days after award and thereafter annually on September 1. Work plans should be organized by country of investment, then strategic approach, unless an alternate format is approved by the AOR. Work plans must include an environmental management and mitigation plan (EMMP), updated each year based on anticipated effort. Work plans must be reviewed and approved by the AOR prior to implementing any new actions.
Annual Report	<p>The Annual Report should be cumulative, such that the last annual report constitutes the final report as well. The Annual Report should be organized by country of investment, then strategic approach, aligned with the Annual Work plan format. The Annual Report must be submitted within 30 calendar days after the reporting period.</p> <p>The Year 1 report must include an update on progress on the Annual Work Plan, including a discussion of any implementation issues or opportunities. It must also include any success stories that may be suitable for a broad audience.</p>

Reports and Plans	Format
	<p>The Year 2 report must include an update on progress on the Annual Work Plan since activity start, and any new success stories, with additional sections that:</p> <ul style="list-style-type: none"> • Describe the major activities undertaken during the Agreement; • Summarize overall accomplishments and failings; • Reflect on and make recommendations regarding unfinished work and/or future direction.
Quarterly Progress Reports	<p>Quarterly Progress Reports must provide a brief update on progress, implementation issues and success stories, as well as an update on the dollar value (using the USAID Quarterly Report Template). Quarterly reports must be submitted within 30 calendar days following the end of each quarter. The fourth quarterly report shall also serve as the Annual Report and shall be submitted on October 31 of each year.</p>
Activity Monitoring, Evaluation and Learning Plan	<p>The Activity Monitoring, Evaluation and Learning Plan (AMELP) must demonstrate how each task relates to indicators and targets and demonstrate how the Recipient will monitor activities, collect program performance data and measure progress toward results. It must also include how the activity will inform its knowledge management and knowledge transfer approaches throughout the life of the activity. It must include W-GDP Standard Foreign Assistance Indicators, and use output and outcome and institutional change indicators. Additionally, the Recipient must complete the W-GDP Annual Profile Survey, Monthly Survey, and Quarterly W-GDP Survey. In addition, the Recipient is expected to contribute to the W-GDP Learning Agenda by participating in learning events and helping to answer the learning questions. A draft of the AMELP is due 60 days after award. It will only be revised during the life of the project if needed.</p>
Performance Report	<p>The Performance Report describes performance against agreed indicators in the MEL Plan over the course of a fiscal year (October 1 through September 30). Reporting on performance indicators is due within 30 calendar days following the end of the reporting period. In addition to reporting on USAID and/or custom indicators, the performance reports are required to present the information contained in 22 CFR 226.51(d).</p>
Final Report	<p>The Recipient is required to submit a final report within 90 calendar days after the completion date of the Award. The Recipient shall submit one copy of a Final Report to the USAID AOR and one copy to the Agreement Officer. In addition, one copy shall be submitted to:</p> <p>USAID Development Experience Clearinghouse (DEC) Online (preferred): http://dec.usaid.gov</p> <p>Mailing address: USAID Development Experience Clearinghouse M/CIO/ITSD/KM</p>

Reports and Plans	Format
	<p>RRB M.01 U.S. Agency for International Development Washington DC 20523</p> <p>The Final Report shall contain the following information as described in 2 CFR 200.328, covering the full period of the Award: an executive summary of the accomplishments and results achieved; an overall description of the activities and accomplishments; a summary of problems/obstacles encountered during implementation; the reasons why established goals were not met, if appropriate; success stories; an assessment of the performance in accomplishing the project's objectives; significance of these activities; findings; comments and recommendations; a comparison of actual accomplishments to the objectives of the Federal award established for the period; additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.</p> <p>This report should eliminate politically sensitive or proprietary information. Reports should incorporate as many graphics (maps, photos, charts, etc.) as possible and should include all project and evaluation tools and materials, in annex.</p>
Gender Analysis and Gender Action Plan	<p>Per the Women's Entrepreneurship and Empowerment Act of 2018, "strategies, projects, and activities of the Agency are shaped by a gender analysis." The Recipient will conduct or use, a gender analysis post-award to further design the activity. This gender analysis will inform a subsequent Gender Action Plan, which will be developed in collaboration with the USAID AOR team, and finalized within 120 days of award. The Gender Action Plan will inform the activity's technical approach as it relates to gender throughout the life of the activity and should be reflected as relevant in annual work plans, reporting, and activity MEL plan indicators. At a minimum, data will be disaggregated by sex and age, and disaggregated by disability where appropriate.</p>
Branding Strategy and Marking Plan	<p>A Final Branding Strategy and Marking Plan is required within 40 calendar days after award.</p>

As per Standard Mandatory Provisions for both U.S and Non-U.S. Nongovernmental Organizations, the recipient will be required to:

- Provide submissions to the Development Experience Clearinghouse (DEC)
- Submit Datasets to the Development Data Library

A.7. TITLE TO PROPERTY

Title to all property financed under this award shall vest in the Recipient subject to Requirements in 2 CFR 200.310 – 200.316 until such time as USAID issues disposition instructions. Furthermore, the following requirements apply regarding the use, care, accountability, maintenance, and disposition thereof:

(a) Tangible Property:

- (1) Equipment: “Equipment” means an article of tangible nonexpendable personal property having a useful life of one year or more and a per-unit acquisition cost (purchase price) of \$5,000 or more. Equipment is subject to the requirements set forth in 2 CFR 200.313.
- (2) Supplies and Other Expendable Equipment: “Supplies and other expendable equipment” means items of tangible personal property that do not meet the definition of “equipment” in paragraph (a)(1) above. Supplies and other expendable equipment are subject to the requirements set forth in 2 CFR 200.314.
- (3) Real Property: “Real property” means land, land improvements, structures, and appurtenances thereto. Real property is subject to the requirements set forth in 2 CFR 200.311.

(b) Intangible (Intellectual) Property:

“Intangible property” means, but is not limited to, copyrights, inventions and patents, and data first produced under this Agreement. Intangible property is subject to the requirements set forth in 2 CFR 200.315.

A.8. AUTHORIZED GEOGRAPHIC CODE

The geographic code this Award is 937. In accordance with ADS 310.3.1.1 code 937 includes the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

A.9. SUBSTANTIAL INVOLVEMENT

In accordance with ADS 303.3.11, the intended areas of substantial involvement during the implementation of this Agreement are be limited to approval of the elements listed below:

1. Approval of Implementation Plans

Substantial involvement during the implementation of this Agreement must be limited to approval of the elements listed below:

- Approval of recipient’s annual implementation work plans, sub-awards, and all modifications;
- Approval of Branding and Marking Plan;
- Approval of the Monitoring, Evaluation, and Learning (MEL) Plan(s);
- Approval of the Annual and Final reports.

2. Approval of Key Personnel

Approval of specified Key Personnel assigned to the positions listed below. The Key Personnel currently listed have been approved.

- Program Director - Dr. Jerry Wright, Jr
- Technical Director - Dr. Megan Gavin
- MEL-KM Director - Dr. Maria Rivero

The positions above are considered essential to the work being performed hereunder. Prior to replacing any of the individuals currently in these positions, the Recipient shall notify both the cognizant USAID Agreement Officer and the cognizant USAID Agreement Officer’s Representative reasonably in advance and shall submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. Requests for approval of new

Key Personnel shall include (a) written justification; and (b) curriculum vitae / resume in English. As appropriate, any related changes to the agreement budget or sub-award arrangements must be included in the request for approval of new Key Personnel. No replacement shall be made by the Recipient without the written consent of the Agreement Officer.

3. Prior Approval of Subaward Templates

The Recipient must submit proposed template sub-grants/cooperative agreements and template subcontracts for professional services in writing to the USAID Agreement Officer's Representative and Agreement Officer for prior written approval before implementation of that sub-award begins.

4. Joint Collaboration and Joint Participation

USAID and Recipient collaboration or joint participation, such as when the recipient's successful accomplishment of program objectives would benefit from USAID's technical knowledge. Additionally, if the program will establish an advisory committee that provides advice to the recipient, USAID may participate as a member of this committee as well. Advisory committees must only deal with programmatic or technical issues, and not routine administrative matters.

A.10. PROGRAM INCOME

The Recipient shall account for Program Income in accordance with 2 CFR 200.307. Program Income earned under this award shall be added to the project.

A.11. EXECUTIVE ORDER ON TERRORISM FINANCING

- a. The recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism. In addition, the recipient must verify that no support or resources are provided to individuals or entities that appear on the Specially designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resourcecenter/sanctions/SDNList/Pages/default.aspx>) or the United Nations Security designation list (online at: <https://scsanctions.un.org/consolidated/>).
- b. This provision must be included in all subagreements, including contracts and subawards, issued under this award.

A.12. AGREEMENT OFFICER'S REPRESENTATIVE

The designated Agreement Officer's Representative (AOR) for this Agreement is **Elena Walls E3/ED** (ewalls@usaid.gov) as per the Designation Letter issued and approved by the Agreement Officer to the AOR with copy to the Recipient and USAID's payment office.

A.13. SPECIAL PROVISIONS

A.13.1. PRIOR SUBAWARD APPROVAL

The Recipient must submit proposed template sub-grants/cooperative agreements and template subcontracts for professional services in writing to the USAID AOR and Agreement Officer for prior written approval before implementation of that sub-award begins.

Subaward(s) request must include:

1. Name of the subawardee, and (a) in the case of a for-profit commercial organization, the place of incorporation; or (b) in the case of a partnership, the place where legally organized; or (c) in the case of a non-profit organization, the place where legally organized; or (d) in the case of a person, the country of citizenship or legal residence.
2. The program description, statement of work, or terms of reference; period of performance; and country of performance.
3. The total estimated cost, including a detailed line-item budget and budget narrative that also includes proposed cost share, if applicable, and a copy of any current indirect cost rate agreement between the U.S. Government and the subawardee.
4. For individuals, the proposed daily rate, salary, stipend, or honorarium (whichever applies).
5. The subawardee must submit any of the following to the Agreement Officer, through the prime recipient, for approval if not already approved as part of the original award:
 - a. Requests to enter further subawards or subcontracts, including subcontracts with program consultants; and
 - b. Approval to purchase commodities.

Recipient Responsibility:

The recipient will retain overall management responsibility for all aspects of the project, including management of any subawards. In addition to adhering to the policies, laws, and regulations governing assistance awards, the recipient is also responsible for the following:

- a. General project management, including financial management, reporting, and provision of technical assistance to subawardees, as appropriate;
- b. Security plan;
- c. Human subjects and data protection plan;
- d. In consultation with E3/ED, coordinating with USAID's Missions in the region, as well as with other USAID offices and other USG agencies as appropriate;
- e. Carrying out reporting, and monitoring and evaluation responsibilities.

A.13.2. SUBAWARD BUDGET APPROVAL

Pursuant to the approved budget of this cooperative agreement, the following sub-awards are approved. All other sub-awards are subject to additional USAID approval.

Sub-award	Amount
TBD	TBD

A.13.3. BRANDING STRATEGY AND MARKING PLAN

In accordance with USAID's Automated Directives System (ADS) 320 and 2 CFR 700, a Branding Strategy and Marking Plan to be evaluated and approved by the Agreement Officer post-award but prior to commencing work. USAID-funded SHARE project communications materials must follow co-branding and co-marking guidelines outlined in USAID's Graphic Standards Manual. The Branding Strategy and Marking Plan submitted post-award will be incorporated as Attachment D.

A.13.4. ENVIRONMENTAL COMPLIANCE

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in

Federal Regulations (22 CFR 216) and in USAID's ADS Parts [201.5.10g and 204](#), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

The Recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern. No activity funded under this Cooperative Agreement (CA) will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE) duly signed by the Bureau Environmental Officer (BEO).

As part of its initial Work Plan, and all Annual Work Plans thereafter, the Recipient, in collaboration with the USAID AOR and MEO, REA or BEO, as appropriate, shall review all ongoing and planned activities under this cooperative agreement to determine if they are within the scope of the approved Regulation 216 environmental documentation. If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, if the life of activity funding ceiling will be eclipsed, or if a time extension is required, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments. Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities will require environmental management expertise. Respondents to the RFA shall include as part of their application their approach to achieving environmental compliance and management, to include:

- The respondent's approach to developing and implementing an Environmental Mitigation and Monitoring Plans (EMMP).
- The respondent's approach to providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities.
- The respondent's illustrative budget for implementing the environmental compliance activities. For the purposes of this solicitation, Applicants should reflect illustrative costs for developing the EMMP and environmental compliance implementation and monitoring in their cost proposal.

A.13.5. ORGANIZATIONAL CONFLICT OF INTEREST

Recipient must adhere to conflict of interest regulations found in 2 CFR 200.112 and 2 CFR 200.318(c)(1) and Mandatory Standard Provision M.30 CONFLICT OF INTEREST (August 2018).

[END OF ATTACHMENT A - SCHEDULE]

ATTACHMENT B - PROGRAM DESCRIPTION

Background and Context

Central to promoting education outcomes in sustainable and locally appropriate ways is the impartial generation and accurate translation of data and evidence for purposeful utilization among national government, civil society, and private sector institutions. Even after recent progress in LMIC to generate data, significant gaps, biased agendas, and inefficiencies in systemic and institutional capacity and coordination hamper the consistent quality of evidence and its effective translation and utilization. Furthermore, the generation, translation, and use of evidence has not focused adequately on the inclusion of highly vulnerable groups. The following areas and gaps have been identified as critical to understanding the LMIC education ecosystem.

Research generation: Across geographies, education sector knowledge translation struggles with varying degrees of systemic, institutional, and individual capacity and gaps as follows:

- Data and evidence are often unavailable or fragmented in complex environments, among marginalized groups, across genders, among people with disabilities, and in non-formal education settings. Where research is available, design processes are not always developed systematically or inclusively, lacking relevance and complementarity with country-level education development priorities. Generators may be driven by their own experiences, capabilities, and political or cultural motivations and incentives.
- Impediments such as natural or man-made disasters, geographic barriers, and cultural norms can limit access to certain populations and hamper equity and inclusion across varying cultures, belief systems, and geographies, leading to irrelevant, inaccessible, non-inclusive or misleading data. Local generators often lack research funding, capacity, and opportunities to collaborate with global networks; while systems and institutions can lack capacity to design, support, and generate research that addresses the identified gaps. Research agendas at the country level often lack policy linkages, and cross-national agendas lack focus, coordination, and incentive systems to motivate research.
- Capacity gaps widen along urban and rural divides, gender divides, between indigenous or ethnic groups, in conflict environments, and across political divides.
- Furthermore, the individuals and institutions conducting research often do not plan for research translation within their own research lifecycle; or fail to incorporate the agendas, perspectives, and capabilities of future translators who must use data to inform education policy and programming decision makers.

Data translation: The existing landscape of fragmented, inaccessible, or unavailable evidence contributes to the difficulty of data translation. Typical translators - those who share data/evidence with those who need it - can include researchers themselves, individuals within national and local governments, communication/media experts (including those in HEI), journalists, think-tanks, international organizations and associations, and multi-sectoral platforms. These translators also experience gaps and capacity challenges:

- The essential work of creating linkages across the research generator, translator, and user continuum is frequently omitted in the research design process and is often excluded altogether, furthering this dearth of topical, timely, and useful data for translators.
- The capacity of translators can vary, with some possessing limited abilities to analyze the provided data or to present it in formats or language that can be easily absorbed by users. Even in cases where generation and translation or use are taken on by the same individual or institution, capacities may be greater in one function versus the other.
- Like generators, translators are often shaped by their own interests and agendas. Interdisciplinary collaboration is required to understand and confront the multiple complexities entailed in translation,

as this process is both technical, political, and cultural, requiring cultural and ideological specificities related to future users.

Data utilization: An even wider range of challenges can exist on the part of users, who are often engaged late in the research and implementation process. They also face significant challenges:

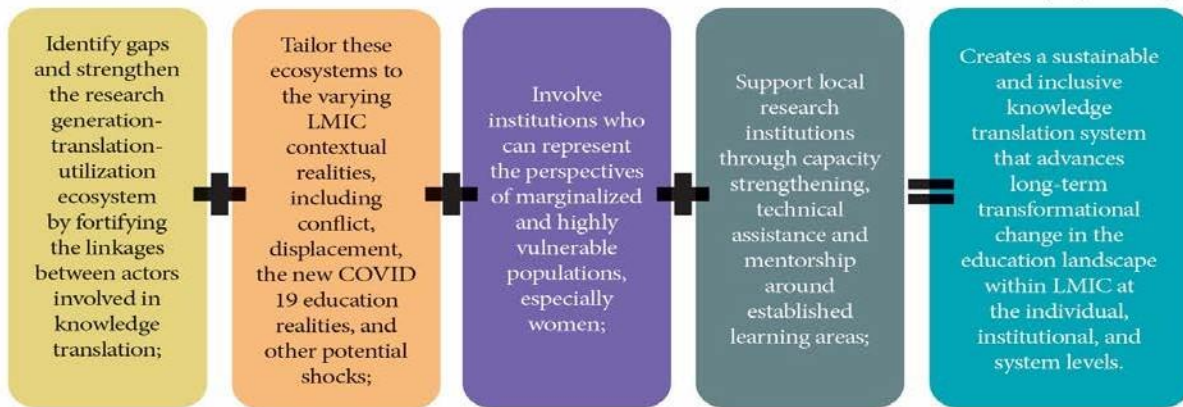
- Users can have confusing or restrictive ideas regarding what constitutes evidence, often shaped by their personal, political, or cultural interests and past experiences. This is exacerbated in countries with weaker state institutions, corruption or rigid processes that restrict the adoption of new innovations or resource bases. In these settings, end users often find little purpose in generating and using evidence, assuming that authorities seek accountability, rather than assisting educators to improve the impact of their work.
- The dichotomy between different users and their ability to utilize information passed on by translators can foster distrust among researchers, translators, and user groups. Biases related to gender, ethnicity, indigenous communities, disabilities, location, seniority or age can compound this distrust or call research findings into question.
- User institutions must manage personnel or administrative changes in light of both government election cycles and the fact that practitioners typically operate within complex environments or societies that are highly vulnerable to shocks.
- Research utilization contends with mismatches in academic and user workflows, as well as the siloing of education topics that may require interdisciplinary collaboration.

Enabling factors: While the compounding systemic realities enumerated above challenge the achievement of evidence-based education and learning outcomes, there are a host of enabling factors that can be leveraged to improve the data generation-translation-utilization ecosystem. First, a supportive international community of donors and civil society institutions has already conducted research that can form a foundation for national learning agendas. Second, countries with a vibrant civil society benefit from institutions who can often hold the government and the private sector accountable, reducing evidence manipulation for political or profit gains. Within this group, faith-based institutions, local Non-Governmental Organizations (NGOs), think tanks and HEI often enjoy high levels of credibility and relevance with local communities and those decision makers in positions to translate or use evidence to shape education policy. Third, many countries recognize the importance of robust education systems, and have already invested in education policy frameworks and at least a minimal education infrastructure from which to build. The burgeoning youth populations within many countries recognize the importance of education, a considerable asset if properly cultivated. Finally, numerous user institutions contain “champions” who have worked previously within research generation or translation spaces and can emphasize the importance of accessing high quality data to inform education policy.

Considering these myriad challenges and enabling factors, UND proposes a framework, addressing the three SHARE outcomes, through which local partners can provide context-specific solutions to these challenges by enhancing USAID’s Bureau for Economic Growth, Education and Environment’s Office of Education (E3/ED) efforts to leverage expertise, strengthen partnerships, and engage generators, translators, and users to guide and influence education sectors at the individual, institutional, and system levels.

Activity, Goals and Objectives: UND – through Pulte, IEI, and its local partner networks will draw from its extensive expertise and networks in research and education in LMIC to deliver on the SHARE outcomes. UND’s mission-based focus on subsidiarity and community empowerment recognizes the vast potential within local institutions to advance development through translated research, expert instruction, and impactful engagement. Recognizing this, Figure 1 illustrates the project’s Theory of Change:

Figure 1: Theory of Change



The application of data in developing countries is failing due to the constraints listed in the Background section. UND's SHARE initiative envisions a shift away from unidirectional research utilization and evidence-based practice models toward a more interactive knowledge translation model. At the core of this approach are collaborative relationships among research generators, translators, and users that underpin the knowledge translation cycle.

UND's overall goal for SHARE is to advance USAID learning priorities in international education to improve education system outcomes. This will be accomplished by pursuing the development objectives (DOs) as stated below:

DO1: Targeted research and learning to advance USAID education sector learning priorities is conducted.

To advance USAID's aims of strengthening the knowledge base to improve education systems in LMIC, UND will work with its network of partners to support targeted research projects - selected in dialogue with USAID and other stakeholders. This targeted research will fill gaps in data and evidence, and advance the knowledge base in the international education sector, as informed by the USAID Learning Agendas.

To monitor progress and refine USAID education learning agendas, UND will also explore and strengthen mechanisms for in-country and cross-country coordination of research to advance education sector learning priorities. Finally, to aid the research projects identified above - as well as inform future capacity strengthening efforts (under DO2), UND will develop and implement new tools, methods, and approaches that draw upon innovations from implementation science, systems thinking, and practical measurement to advance learning priorities. *By program end, USAID and participating countries will benefit from education sector learning priorities directly informed by targeted research activities.*

DO2: Capacity of education ecosystems to generate, translate, and use high quality, actionable data and evidence to inform programmatic and investment decisions in the course of addressing USAID learning priorities at the local, regional, and/or global levels is strengthened.

Central to UND's approach to achieving SHARE outcomes is the bolstering of sustainable knowledge translation systems of data and evidence generators, translators, and end users to advance long-term transformational change in the education landscape in LMIC. UND and its SHARE partners' collective experiences suggest that nine basic steps are required to activate an effective knowledge translation system, noting that the actual processes and strategies that lead to the effective use of evidence-based knowledge are multiple and varied. These steps include: 1) identification of a problem/need; 2)

identification of pertinent knowledge to resolve a problem or answer a need; 3) adaptation of knowledge to local context; 4) examination of barriers to translation and use; 5) choice and implementation of interventions that promotes use; 6) follow-up of use; 7) evaluation of effects or impacts of use; 8) development of activities to support and maintain use; and 9) identification of questions for further inquiry.

UND will guide a network of regional and national sub-awardees through a systematic process of institutional capacity assessments and strengthening plans. This network will incorporate institutions that integrate underrepresented groups, while also engaging those capable of serving as “backbone organizations” to coordinate country-level evidence-to-action translation partnerships. ***By program end, USAID will benefit from an interdisciplinary cadre of regional and national HEI maintaining a research generation-translation-utilization ecosystem to identify and promote inclusive educational outcomes within sustainable knowledge translation systems.***

Data and Evidence Generation A priority of SHARE’s knowledge translation systems approach is to strengthen the capacities of research institutions, academia, government units, implementing partners, and education service providers to generate high quality and actionable data and evidence related to USAID learning priorities. Research capacity strengthening efforts require a holistic approach to assessing capacity within varied contexts, providing training and mentorship as needed, supporting research activities, and creating powerful connections across systems and institutions. These efforts must be informed by women, ethnic minorities, displaced communities, youth, and other underrepresented groups to ensure the gaps enumerated above are adequately addressed. ***UND and its partners will strengthen regional and national HEI capacity to generate inclusive and high-quality research.***

The Knowledge Translation Ecosystem

Generators include a varied group of stakeholders who advance questions and conduct research shaped by many incentives and motivations, with the hope that others will take action as a result of the question being addressed. This might include HEI, think-tanks, research consulting organizations, and NGOs.

Translators are stakeholders who take data/evidence and share with those who need it, but are often shaped by their own interests/agendas. This requires an understanding of the research itself but also requires translators to be communicators and to navigate political economy issues. This can include researchers themselves, personnel from national and local government - who serve as both decision makers and translators - communication experts and journalists, along with representatives from think-tanks, associations, international organizations, and multi-sectoral platforms.

Users are stakeholders who need a variety of forms of evidence to inform decision-making, often with quick turnarounds. This might include governments, including a variety of different ministries, donors, NGOs, civil society organizations (including faith-based organizations and school networks), and the private sector.

Key to this effort is proper research design. SHARE will pursue a Practical Measurement Approach to research design and measurement skills development. This process will ensure research activities are not only rigorous, but also feasible for researchers in low-income and fragile contexts. SHARE will ensure that research design and measurement skills capacity strengthening is driven by and focused on the needs and realities of researchers working with limited time and resources in these contexts. Five fundamental parameters will guide SHARE’s practical measurement approach:

- **Appropriateness:** Measurement requires a deliberate and continuous effort to understand and respond to diverse experiences, cultural norms and common purposes and pursuits.
- **Utility:** Data that is being collected must have a practical goal that allows users to learn about and apply lessons from interventions or policies and changes can be made to improve outcomes.

- *Feasibility:* The process of measuring intervention or policy outcomes in low-income or fragile contexts must be doable given the logistical, operational, and systematic limitations that are in place.
- *Rigor:* In practical measurement, rigor addresses the level to which the measure provides information that is both valid and reliable, and also whether the thresholds of rigorous measurement and research are viable and sufficiently shock-responsive for researchers working in low-income and fragile contexts.
- *Equity:* Measurements should allow for identification and analysis of inequalities in education processes and outcomes, considering the characteristics of data collectors and those of communities of interest. This implies that analysis should have an equity approach, and data should be disaggregated by gender and geography at minimum.

Data and Evidence Translation and Utilization: Another core priority is to strengthen the capacities of research, practice, and policy actors to translate data and evidence into actionable practice and policy change strategies related to USAID learning priorities for education. To achieve this core objective, the UND SHARE consortium will provide assessment, training, and mentorship on research translation. SHARE will require identification of barriers, plans for engaging stakeholders for translational impact in research proposals, and analysis of root causes impeding evidence uptake, and will facilitate discussion and dialogue in non-technical, accessible formats with leaders at all levels for research dissemination. SHARE will employ well-known frameworks to serve as the basis for formative research to identify barriers and opportunities to effectively translate evidence into action. Two examples include: 1) The Lederach Triangle, which was developed by UND to identify points of consensus among stakeholders and influence between different levels of stakeholders and, 2) the Socio-Ecological Framework for Behavior Change to assess factors within a society that would best motivate change.

Training and mentoring efforts will include multiple stakeholders from across the generator-translator-user continuum during question formulation, research implementation, and dissemination. These activities will strengthen institutional and systemic capacity for context-specific research, translation, and utilization, and will establish sustainable structures for future research impact through continued collaboration.

SHARE's training and mentoring will also focus on how to frame and communicate research findings to relevant end users, for example, parents, teachers, government or private sector leaders. Key questions in each research endeavor could include: 1) What is to be conveyed and to whom? 2) How is the issue portrayed in the news media or advocacy community and what other mediums should be considered to effectively convey research findings? 3) What are the perceptions of the general public, decision maker or other end users, and what are the values or assumptions that influence these perceptions? 4) What are the gaps between the research evidence and how the public or decision makers perceive these issues? 5) How can the gap be bridged using innovative ways to describe the issue with evidence accuracy?

Linkages: The strengthening of linkages between in-country education actors that generate, translate and use data and evidence related to USAID learning priorities is the core of DO2. To further facilitate a sustainable model for this process, UND and its partners will work together to identify and support in-country backbone organizations capable of negotiating the agendas of researchers, practitioners, and end users, as well as the kinds of resources needed to support this process. SHARE partners' collective experience supporting and participating in various types of research and knowledge translation mechanisms suggests that the selection of backbone organizations needs to emerge organically based on capacity and commitment to serve in this coordination role and cannot be imposed by funders alone. SHARE will therefore organize a process whereby potential backbone organizations propose themselves for these roles and all partners will have co-equal roles in nominating their in-country champions.

DO3: Specialized technical assistance to design and implement education research that supports country priorities is provided.

The work in DOs 1 and 2 will involve developing and piloting research tools and methods, and integrating these into a new process and approach for capacity strengthening of research generation, translation, and utilization within the knowledge and evidence ecologies of education systems. Drawing upon these experiences in a number of country contexts, UND will promote a refined and streamlined approach to facilitate similar processes in new contexts through USAID buy-in services. This will facilitate the implementation of, and technical support for, new research projects, the generation of country-specific learning agendas linked to USAID learning agendas, and the enhanced use of knowledge products through an effective knowledge translation ecosystem.

Equity and Inclusion: UND will ensure that underrepresented groups receive purposeful voice as has occurred through the concept note development, co-creation, and proposal development stages. As USAID identifies priority regions, UND will leverage its existing and new networks to establish the combination of institutions needed to support an interdisciplinary and inclusive approach that represents perspectives across gender, indigenous and minority groups, disabled populations, rural institutions, and those working in conflict, as relevant for each geography. These institutions will contribute to learning fora and translate practices across contexts.

The proposed technical approach will incorporate an analysis of how and to what extent the proposed activities will impact gender equality children and youth with disabilities and/or other “invisible groups.” The purpose is to identify and address: 1) relevant gaps in the status and anticipated levels of participation of women and men (including age, ethnicity, disability, location, displacement status, etc.) that could hinder overall activity outcomes; 2) possible differential effects the activity might have on men and women and opportunities to promote women's empowerment and inclusion of disabled children and youth ; and 3) existing gaps in the knowledge of existing disparities in access to education and education outcomes across sexes, disabilities, ethnicities, geographies, and the forms to ameliorate these. As a result of the equity and inclusion analysis, SHARE partners will collectively address questions such as:

- Have key gender issues been identified that will impact the ability of SHARE outcomes and ensure women, men, children, and youth participate and benefit equally?
- Do age and gender differences mean that a separate research or capacity development component focusing on women, or a sub-group of women, need to be created?
- Are study designs and methods of data collection inclusive of disabled children and youth?
- Are there key entry points or opportunities for empowering female researchers, disabled youth, graduate students, ethnic minorities, and other potentially marginalized individuals or groups?
- What types of data need to be collected to track equity and inclusion outcomes?

Conflict and Crisis-Affected Contexts: More than 75 million children and youth living in crisis or conflict-affected countries are in need of educational opportunities. Low schooling quality means many who are in school learn too little. Despite the challenges of conducting research in humanitarian settings, if a sound evidence for education on conflict and displacement contexts is to be established, the same standards of methodological and statistical rigor used in other research fields need to be adopted. SHARE's experts in emergency and post-crisis education, and practical measurement, research, and learning tools are well-prepared to tailor our technical approach to support USAID's learning priorities in adverse environments and pandemic-induced realities as required. Moreover, knowledge translation partnerships will be tailored to the challenges of evidence generation and dissemination in conflict-affected countries. Country specific efforts also will be linked to global evidence building platforms,

such as INEE's Data & Evidence Collaboration, and will draw on the learning and connections from the Middle East Education Research, Training and Support (MEERS) initiative.¹

The recent COVID-19 pandemic has forced school closures in 191 countries, affecting an unprecedented 1.5 billion student learners. At home student learners on the wrong side of the digital divide are disproportionately adversely affected by the COVID-19 realities as they do not have access to technology-based distance learning options. The twin shocks of school closures, global recession, and the long terms costs to education and development needs to be thoroughly accessed. SHARE's experts in emergency and post-crisis education, and practical measurement, research, and learning tools are well-prepared to tailor our technical approach to support USAID's learning priorities in adverse environments and pandemic-induced realities as required. Key questions could include: 1. To what extent do school closings lead to learning loss, increased dropouts, and higher inequality? 2. Are economic shocks depressing education demand and supply as it harms households; and; 3. How are school closures and economic recession interacting to exact long-run costs on human capital accumulation, education prospects and household welfare?

Program Statement

DO1: Targeted research and learning to advance USAID education sector learning priorities is conducted.

IR 1.1: UND and partners carry out targeted research to fill critical gaps in evidence informed by USAID Learning Agendas.

Activity 1.1.1 Engage USAID and other key stakeholders at the global, regional, and national levels to inform the number and geographic focus of studies: UND will facilitate a consultative process with key sector stakeholders to determine the number and geographic focus of studies, as well as the specific prioritized focus of research questions linked to USAID's learning agendas. We will include generators, translators, and users to model the participatory workshops under DO2 and work closely with the E3/ED and other USAID stakeholders throughout.

Activity 1.1.2 Conduct a set of research studies as identified through the consultative process and as feasible within the scope of the project: Emerging from the consultative process under Activity 1.1.1, UND will assist its global partners to carry out a set of research projects at the global, regional, or national level. Specific attention will be given to piloting new tools and research methods (i.e. those related to implementation science and systems thinking) to inform research design and capacity strengthening efforts under DOs 2 and 3. Concerted efforts will also be made to pilot knowledge translation methods to ensure that findings from these studies are widely and effectively disseminated to inform users across the education ecosystem.

IR 1.2: UND and partners explore and inform the design of in-country and cross-country research coordination mechanisms to advance education sector learning priorities.

Activity 1.2.1 Conduct a desk review (in consultation with the E3/ED) of the current information / ways of working around research collaboration and communication: UND will coordinate select partners to conduct a desk review focused especially on the USAID learning agendas and their related sub-sectors and consider communication tools, databases or online platforms, organizations, coordination structures,

1. (https://inee.org/system/files/resources/EiE%20Data%20Summit%20Agenda_Final%20.pdf);
(<https://www.eccnetwork.net/learning/strengthening-education-emergencies-data>)

and professional or scholarly platforms that already exist. The desk review will look especially at evaluations, progress reports, and literature from past or current USAID education programs to better understand the foundation that these initiatives have helped build. This will inform the rapid assessment of existing mechanisms.

Activity 1.2.2 Conduct a rapid assessment of existing mechanisms of research collaboration: UND will accompany its partners as they conduct a rapid assessment of existing mechanisms, eliciting feedback from key stakeholders through surveys and/or key informant interviews (KII), to consider the efficacy of existing structures, barriers, enablers, and untapped opportunities. Feedback from this process will then be shared and inform the design workshop to follow.

Activity 1.2.3 Host co-design workshops to strategize on national and cross-country research coordination mechanisms: UND partners will assemble a group of diverse stakeholders, including generators, translators, and users, in participatory design workshops to inform plans for research coordination mechanisms. The workshop will explore a range of ideas from communications modalities, organizational capacity, convening or collaboration structures and opportunities, drawing upon the desk-review and rapid assessment results. This work will inform the coordination approaches and platforms designed and implemented under DOs 2 and 3 at the national level and cross-country coordination of research and learning agendas globally.

IR 1.3: UND and partners develop new tools and approaches drawing upon innovations from implementation science, systems thinking, practical measurement and other developments in monitoring, evaluation, and learning (MEL).

Activity 1.3.1 Develop tools and approaches: To facilitate and support the research activities identified in IR 1.1, and to inform future capacity strengthening and training programs under DO2, UND will work with its partners, as well as education and evaluation specialists, to develop or refine tools and approaches for addressing the research priorities and needs of LMIC for strengthening knowledge translation and education systems. UND will draw on its own, and partners', expertise with Rapid Evaluation, Assessment, and Learning Methods (REALM like implementation science, Rapid Feedback MERL, and Lean Data) to develop guidance documents that meet its practical measurement principles (described above).

Activity 1.3.2. Validate and disseminate tools and approaches: Once developed, the tools and approaches will be adapted, tested, and validated across varying contexts through the various research studies and buy-ins to understand core principles, contextualization needs, and cross-context use. The guidance developed through this process will be shared across the UND partner network for further dissemination to stakeholders within the knowledge translation ecosystem.

DO2: Capacity of education ecosystems to generate, translate, and use high quality, actionable data and evidence to inform programmatic and investment decisions at the local, regional, and/or global levels is strengthened.

IR 2.1: Develop, implement, and refine a diagnostic approach for identifying root causes of weak data and evidence uptake by key stakeholders in education ecosystems.

Activity 2.1.1 Engage USAID stakeholders at the global, regional, and national levels: UND will engage E3/ED, regional bureau staff, and select Mission staff to identify priority contexts and explore near-term education sector learning priorities related to foundational skill development, youth workforce development, and education in crisis contexts.

Activity 2.1.2 Identify and support national backbone partners: In each country, UND and its regional partners will identify and support one backbone technical institution to sustainably develop the systems and capacities for education research and provide technical assistance to other local partners. UND will develop the support package and training provided to these backbone organizations in consultation with E3/ED, Mission staff, and core partners within a selected country. Backbone institutions will serve as the primary partners in facilitating local capacity strengthening efforts with UND and other South-South collaborators.

Activity 2.1.3 Conduct diagnostic assessments of education data and evidence systems: UND and partners will ground these efforts through a process of inquiry and co-creation with local institutions and stakeholders. A salient risk will be local buy-in and recognition of the context-driven adaptations to inclusively address national, regional, and community needs. UND will support its backbone partner within a given country, institutions that encompass underrepresented groups, country Mission staff, and key stakeholders to perform a four-part diagnostic of the education data and evidence systems in selected contexts.

- *Identify regional priority education program areas:* Regional partners, with support from UND, will conduct desk reviews and KII to identify education program and policy priorities within a given context. This will also inform the partners and other stakeholders about relevant extant research, evaluations, previous or current USAID programs, and key organizations, issues, and context within national education systems.
- *Conduct landscape and stakeholder analyses:* Backbone partners, working with and under the guidance of UND personnel and regional partners, will conduct a review of the landscape of key education sector partners involved in the knowledge translation ecosystem. This will be used to identify current and potential stakeholders to be engaged, including a consideration of inhibitors and enablers (see Annex I for Linkages Canvas).
- *Conduct participatory capacity assessments of key organizations:* Particular attention will be given to key skills, such as those identified in the SHARE co-design process as being important for key personnel to engage in knowledge translation. Examples include: a) How to apply for international funds to assess other types of questions beyond local interests; b) Research administration, research skills, systems thinking, and translation skills; c) Building networks, relationships, and linkages between generators, translators, and users; d) Navigating and using social media; and e) Strategic planning, governance, incentive systems, and talent management, including equity considerations.
- *Conduct root cause/systems analyses:* Drawing upon systems-thinking tools, UND partners will conduct a root-cause analysis of the gaps in their respective knowledge translation ecosystems, considering the motivation, access, and capacity for utilization. This includes KII and focus groups with stakeholders on the policy and practice side to understand individual perspectives, incentives, inhibitors, and possible enablers. Introducing systems-thinking tools to the context will help at later stages of the knowledge translation life-cycle and act as a part of capacity strengthening. This systems analysis will consider the characteristics/demographics of various users (including consideration of gender and equity), how they use information and evidence currently, what is required to change behavior, and other key factors relevant to the context. Particular attention will be given to the number, type efficacy, scope, and reach of platforms for knowledge translation.

Activity 2.1.4 Host multi-stakeholder systems review and research agenda generation workshops: Informed by the results of this diagnostic assessment, UND, the regional partners, and the backbone partner will engage generators, translators, and users early and throughout localized co-creation processes. Establishing and strengthening these research-to-practice relationships and networks is vital to increasing knowledge translation and use. This exercise will create maximum linkages through the evidence generation to utilization life-cycle, and will consider equity (especially gender equity) in the composition of participants and leaders.

By intentionally bringing together all three stakeholder groups at the outset of the process, this activity will facilitate shared understanding of the problem and opportunities for linkages across the education knowledge translation ecosystem in particular contexts. This will also improve the relevance of research questions for policymakers, increase the knowledge and engagement of translators, and create demand and awareness among users. It will also forge stronger relationships and linkages throughout all parts of the system to increase informal synergies throughout the process. This activity includes the following subcomponents:

- *Engage in assessment review and sensemaking processes:* This multi-stakeholder process will begin with a shared sensemaking exercise to review the results of the four-part systems diagnosis. These findings will be shared and collaboratively analyzed across stakeholder groups in a participatory workshop.
- *Collaboratively set priorities for national research agendas:* Backbone partners, with the support of UND, will host workshops in which stakeholders will engage in a participatory co-creation process to set priorities for national education learning agendas in dialogue with priorities of E3/ED; including a particular focus on gender equity and the inclusions of other marginalized sub-groups. These workshops will also engage key stakeholders at the national and international levels who have strong understandings of national policy and USAID program priorities, previous research, and research gaps. UND and facilitating backbone partners will enter the workshops with a deep understanding of the USAID learning priorities from the learning agendas. Workshop participants will discuss and vet the four learning agendas and determine key priorities for the local context. A process for selecting priorities will be refined in the planning for this workshop, but will include the establishment of clear selection criteria and ways of identifying points of consensus. Criteria might include: opportunities for research synthesis, key knowledge gaps, high leverage factors in theories of change (i.e. those that greatly affect others but are minimally affected by others), key issues identified in the diagnostic assessment of evidence systems, USAID priorities (including equity and gender equity), and investments that foster institutional strengthening of data systems. The consensus process could include using Concept Mapping to identify, cluster and weight priority themes.
- *Collaboratively articulate key goals for technical and organizational capacity strengthening:* This will include consideration of the analytical skills of key Mission staff and key personnel of other institutions within the systems, an understanding of individual roles and how to maximize efficacy throughout systems (including consideration of equity and gender equity), administrative and institutional capacity (i.e. financial systems), and the key drivers of behavior change at different levels of systems. This process will mitigate the risk of misidentifying local needs and increase engagement and support for the capacity strengthening process. These workshops will allow for relationship building and provide a process to analyze problems, gaps, research translation barriers, and policy-enabling environments. This early workshop will also include a focus on knowledge translation theory and methods.

IR 2.2: Strengthen administrative and technical capacity for research generation

Informed by the landscape review and institutional capacity assessment of key organizations, UND will accompany its backbone partners to strengthen institutional and administrative capacity needed for effective research and knowledge diffusion and utilization among key partners in the education sector.

Activity 2.2.1 Develop research generation capacity strengthening modular curriculum: UND will develop, in collaboration with key partner stakeholders, a modular curriculum that addresses the various needs of capacity strengthening for research generation, both in terms of research administration and research methods. Different modules will cater to different institutions and individuals across institutions, recruiting cohorts to build cross-institutional relationships, enhance motivation, and course-completion. An added benefit of a modular and largely asynchronous or ‘blended’ curriculum will be its resilience to

various kinds of shocks or disruptions, including possible barriers to travel or in-person sessions due to COVID-19 or other man-made or natural disruptions across contexts.

Activity 2.2.2 Deliver modules on research administration and support: UND and the local backbone partner will deliver research administration modules on the research lifecycle, including gathering resources, idea discovery, undertaking research, and dissemination. These involve strengthening capacity to mobilize resources, manage programs, and expend funds in compliance with donor requirements. UND has deep expertise in the strengthening of partners' institutional capacity in research question identification with end-users, research design, proposal preparation, research methodologies, and award management, among others.

Activity 2.2.3 Deliver modules on research methods, practical measurement, and systems thinking: UND will deliver research methods modules that can be applied cross-contextually. This will include modules on research methods relevant for education research, practical measurement, implementation science, and systems thinking. As these institutional practices are implemented, UND will support local partners to design realistic and relevant research projects based upon the co-designed priorities and global learning goals. UND will provide multi-disciplinary assistance to USAID Missions and partners on research design, tools, and methods that focus not only on rigor, but also relevance, practicality, feasibility, and equity.

Activity 2.2.4 Accompaniment and mentorship on select national research projects: UND and the backbone partners will mentor HEI and other partners as they design and conduct studies in a sample of countries, utilizing local partner expertise throughout the research design, data collection, analysis, and research translation process. UND will assemble a research support team that includes experts in early childhood development, literacy, social-emotional learning, teacher training/professional development, youth development, and sustainable development, tailoring the disciplinary and methodological assistance to specific research agendas. Research questions will center on priorities developed in national workshops and linked to USAID learning agendas, with attention to issues of equity and gender throughout. The UND team will work with and through regional and national backbone partners to develop a transparent and clear research proposal and review process to select research efforts for funding and support. The research design will be encouraged to build upon and implement new tools, methods, and approaches introduced through the capacity strengthening and training programs, to consider prioritized issues (i.e. equity and gender equity), and will allow local stakeholders to benefit from guided implementation that puts new skills into practice. UND will advise that research protocols and tools be contextualized through both a brief ethnographic free listing exercise that tests for cultural and contextual relevance, and cognitive interviewing to ensure basic assumptions and vocabulary used are congruent with local understanding and language.

UND will apply a “spider web” model that links senior and junior researchers in all partner organizations together in “collaboration clusters”, in place of a more hierarchical skills transfer ladder. South-South knowledge sharing will be an explicit goal, as will be the presence of underrepresented groups and gender parity on research teams. UND's role will be to coordinate the many parts, ensure a global perspective, develop proper knowledge management, and support the employment of relevant, practical, feasible, and rigorous methods. Backbone organizations will play similar roles in each country with UND support and skills transfer as needed. UND will also explore other ways of fostering cross-institutional collaboration, through diverse research teams, exchanges, secondments, or short-term consultancies.

This will enable the implementation of several circles of mutual learning, facilitated by institutions with comparative advantages to manage these processes. Circles of learning will be organized at the country, regional, and global levels. A lead partner will be identified at a national level to facilitate particular circles of learning. Regional sub-awardees will facilitate regional circles of learning, and UND will facilitate global circles of learning. These learning circles will build upon the relationships strengthened

during the initial co-design workshops and be sustained through regular teleconference meetings and workshops. In person workshops for the regional and global levels will also be explored, seeking to utilize existing events (i.e. CIES) whenever possible to increase efficiency.

IR 2.3: Strengthen translation capacity and efficacy

Activity 2.3.1 Refine understanding of the knowledge translation ecology, including inhibitors and enhancers: As part of this process, UND, working with its regional sub-awardees and backbone partners, will draw upon and supplement the multi-part needs assessment from Activity 1.1 to understand the knowledge translation ecosystem within national contexts.

Among other things, this process will seek to identify political and economic constraints and other barriers that limit evidence utilization and meaningful reform. It will identify and assess the efficacy of evidence translation, diffusion platforms, modes of communication, and the roles and skills of individuals, institutions, and systems. In particular, it will seek to identify ‘champions’ within institutions and across generators, translators, and users, who could be key actors for engaging and advancing the research production to utilization cycle as well as strengthening linkages and relationships within the sector. This process will also consider criteria for evaluating particular institutional reforms, rooted in a deep understanding of the local politics and economy, but also emphasizing equity (particularly gender equity), resilience to external shocks (i.e. COVID-19), and the participation of diverse stakeholders. For example, it will be important to link government institutional reforms at the national level to political and economic strategies locally, especially when political tensions are high. Evidence from grassroots field data of the impact of institutional reforms can exhort government officials to transcend the purely political debates and incorporate local concerns to inform decision making processes. UND will also spotlight coordination across departments within government agencies, working closely with policymakers, government officials, civil society institutions, and the private sector. This can include increasing the capacity of users to analyze data, understanding organizational processes, and considering incentives to affect systemic change.

Activity 2.3.2 Conduct knowledge translation training and accompaniment: UND will conduct trainings to strengthen the capacity of knowledge producers to translate and disseminate data and evidence effectively for behavior change - embedding research translation throughout the research processes. Translation training and application activities will include generators, translators, and user groups, and will offer a combination of modular, asynchronous training and in-person workshops. Finally, these knowledge and skills enhancement trainings will be coupled with guided practice of translation efforts with ongoing support and feedback.

In terms of the content of capacity strengthening for knowledge translation, efforts will build upon growing evidence in the fields of implementation science and related disciplines. The contents of training will consider the following framework (Grimshaw et al., 2012):

What to transfer? Knowledge translation efforts should emphasize cumulative knowledge from reviews and syntheses of global evidence. However, efforts in LMIC should also consider knowledge relevant to the local context, which will involve an orientation towards practical measurement approaches that can work in dialogue with syntheses of global evidence. The content of translation should consider key messages for different target audiences. Resources should be available in appropriate languages, as well as being accessible to various audiences. Different products might include guides for educators, parents, and professionals/administrators, and actionable messages and policy briefs for policy makers.

Who and to whom to transfer? Translation efforts should consider who (individuals or organizations) is most credible to deliver messages to particular target audiences. Researchers are often involved in

knowledge translation but may lack skills. Consideration should also be given to knowledge infrastructure, including programs, tools, and devices (i.e. databases) and key personnel to facilitate access, dissemination, exchange, and use of evidence (i.e. knowledge brokers, training programs, platforms for exchange). This can be thought of as push elements (to disseminate information), pull elements (by users to find information), exchange efforts, and an overall climate of research use.

How to transfer? In terms of how and with what effect knowledge is transferred, participants should consider barriers, including those that are most actionable or mission critical. Common barriers include: issues relating to knowledge management - such as the volume of research evidence, access to research sources, time to read sources, and skills to understand research.

Finally, consideration should be given to the modalities of knowledge transfer. Research has explored the most effective media for knowledge translation - pointing to the relative efficacy of engaging local opinion leaders, for example - with more modest effects of the use of print materials and educational meetings, though these may be more feasible and cost-effective. Other efforts might explore social media and new technologies.

IR 2.4: Enhance evidence-based decision making

Activity 2.4.1 Support targeted translation activities through rapid learning processes: UND and its partners will work closely with and across key policymakers, ministry officials, and other opinion leaders to improve knowledge utilization and measurement of translation impact. This will build upon the multi-part assessments and design workshops, as well as the enhanced linkages and relationships between generators, translators, and users. This may include targeted workshops and other modes of communication related to knowledge translation, incorporating feedback and learning throughout the process.

Research on knowledge translation to influence policy makers from Lavis and colleagues (2003) suggests two factors that emerged as important for influencing policy makers' use of research evidence: 1) informal relationships and formal structures (i.e. advisory committees) linking knowledge brokers or experts with policy and decision makers; and 2) research that links to beliefs, values, interests, and political goals of elected officials, interest groups, and others.

In order to explore the most effective means of translation and dissemination and continue to iteratively understand and respond to barriers to utilization, UND and backbone partners will support targeted, iterative translation efforts with rapid formative evaluations. Systems thinking encourages acting within a system as a means of refining understanding of its complexity. While perceived barriers to utilization and behavior change will be identified based upon extant research and the multi-faceted assessment and co-design processes, partners will seek to deepen understanding of barriers and the most effective means of overcoming those barriers through rapid cycle learning and tests of change (i.e. PDSA - Plan, Do, Study, Act cycles). This will allow the translation process to be refined, contextualized, and strengthened over time. Lessons from this inquiry process will be shared across contexts through knowledge sharing platforms.

IR 2.5: Strengthen diffusion networks and mechanisms

Activity 2.5.1 Create new national knowledge sharing networks and platforms: UND will support the creation of new platforms for knowledge sharing and diffusion to enhance dissemination to underutilized partners and strengthen systemic capacity. This will involve facilitating the establishment of a coordination group of key partners - facilitated with support from UND, its regional sub-awardees, and its backbone partners - to support communication throughout the research-to-utilization process. In particular, this group will be engaged to help create new platforms (conferences, workshops, etc.) for knowledge dissemination and utilization. Workshops will be practitioner-oriented and participatory,

geared towards the effective translation of knowledge (extant and emerging), with space and opportunities for collaboration and action-planning. An important focus will be to consider various stakeholder groups and networks for communication and dissemination.

Activity 2.5.2 Create new knowledge management and exchange platforms: To ensure sustainability and to maximize cross-national learning, UND will create a forum for sub-awardees and broader partners to communicate, learn from one another, and apply their rollout plans to other institutions in their networks. UND will work in consultation with E3/ED to scope and design a user-friendly platform (linked to USAID's Education Links website) whereby partners can exchange ideas, address technical challenges, and share research results with USAID missions and partners, allowing for lasting sustainability and knowledge management at the systemic and institutional levels. This iterative process will ensure local partners and USAID Missions have the capacity to fill gaps within their education development contexts. This may include hosting cross-national convenings or facilitating participation in existing conferences (USAID Education Conference, CIES), and making use of the learning circles noted above.

UND has experience in this space, as its Global Center for the Development of the Whole Child chairs the Measuring What Matters Learning Partnership, comprising senior practitioners and policymakers from seven countries and organizations like UNESCO, the Brookings Institution and the Asia Society. This partnership engages in research related to education effectiveness in remote, rural, and post-conflict contexts.

DO3: Specialized technical assistance to design and implement education research that supports country priorities is provided.

The approaches and tools under DOs 1 and 2 will be implemented and refined based upon the experience in multiple country contexts, and streamlined so as to be replicated and facilitated in new contexts, through the mechanism of USAID buy-in services. This will facilitate technical support for new research, the generation of country-specific learning linked to the E3/ED learning agendas, and the enhanced use of knowledge products through effective knowledge translation and sustainable linkages.

IR 3.1: Support the design and implementation of education research, evaluation, and learning activities in response to country-specific priorities through buy-ins

Activity 3.1.1 Promote research support opportunities for country Missions: UND will work to promote opportunities for support from the SHARE Consortium to ensure USAID Missions are aware of this opportunity as a buy-in mechanism. This can be done, in part, by sharing initial findings from emerging research under DO1 and initial experiences and learnings from the model developed under DO2.

Activity 3.1.2 Conduct targeted research projects in dialogue with local Missions: As USAID Missions express interest, UND will work with the Education Program Officers within the Mission and UND's local partners to design relevant research studies and implement them, with targeted support from relevant partners. This would link to the larger learning agenda (under IR 3.2) and could look at evaluations of current projects or post-evaluations of projects that have ended to explore the extent to which outcomes were sustained or new outcomes were realized. These could be led and possibly implemented by the regional sub-awardees and backbone partners under UND's mentorship. As a similar process to what is outlined in DO2, UND would engage translators and users along with generators as UND designs the research study to maximize linkages and knowledge translation efficacy. This could include an initial, perhaps streamlined, diagnostic assessment of the knowledge translation ecology within the context, drawn from tools and experiences under DO2.

IR 3.2: Support local stakeholders in generating country-specific learning agendas aligned to USAID learning agendas through collaborations and support implementation.

Activity 3.2.1 Refine and package a model for stakeholder engagement in generating country-specific learning agendas: UND and its partners will consolidate the learning and experiences from the activities under DO2 to develop a streamlined and replicable model and process for stakeholder engagement in developing learning agendas. This will include an approach to, and tools for, diagnosing the needs and opportunities, stakeholders, and inhibitors or enablers of translation and utilization of evidence within a given context; an approach for conducting multi-stakeholder design workshops that includes generators, translators, and users in the review of USAID learning agendas and adoption of local priorities derived from these agendas; and the sharing of and support for models of collaboration shown to be effective in other contexts.

Activity 3.2.2 Provide technical assistance for the adaptation and implementation of this process for learning agenda formulation and research project implementation: UND, working in collaboration with regional sub-awardees and/or backbone partners, will provide technical assistance for the adoption of these approaches so as to facilitate in new contexts the multi-stakeholder formulation of learning agendas linked to USAID learning agendas. These will include an emphasis on equity (with a particular focus on gender equity in both the composition of participants as well as the focus of learning priorities. It will also include consideration for resilience in the face of external shocks (i.e. COVID-19). As part of this process, UND and its partners will make available the training programs and capacity strengthening approaches related to research administration, evaluation methods, and the adoption of new tools and approaches to evidence generation. The process and technical assistance will also include models for the facilitation of research teams and cross-institutional collaboration, and the design, development, selection, and support for research proposals.

IR 3.3: Provide technical assistance and services for capacity strengthening and support for knowledge translation to foster greater evidence utilization.

Activity 3.3.1 Refine and package a model for research translation capacity strengthening and sustainable network facilitation: UND and its partners will consolidate the learning from the knowledge translation capacity strengthening activities under DO2 to develop a streamlined and replicable model for knowledge translation capacity strengthening.

Activity 3.3.2 Provide technical assistance for the adaptation and implementation of knowledge translation and networking models: UND, working in collaboration with regional and/or backbone partners, will provide technical assistance for the adoption of these knowledge translation approaches and capacity strengthening. This will facilitate, in new contexts supported by buy-ins, capacity strengthening and support for more effective national knowledge translation ecosystems. It will also take into account the development of dissemination and continued sharing platforms, within and across national contexts.

Monitoring, Evaluation, and Learning (MEL)

Given the dynamic nature of the multi-step process proposed, the project's Monitoring, Evaluation, and Learning (MEL) system will provide structure and a coherent approach, while also allowing flexibility and adaptability to the context of each particular partner, country, and activity. To achieve sufficient agility to allow the program to adapt to emergent issues and opportunities, the system will be guided by an adaptive management results framework, accompanied with a clear data flow, quality, and use plan, relying on iterative feedback between project design, implementation, and MEL results. UND will prioritize continuous performance and context monitoring that will track standard, supplemental and custom indicators, along with targeted performance evaluations that use, when appropriate, complexity-

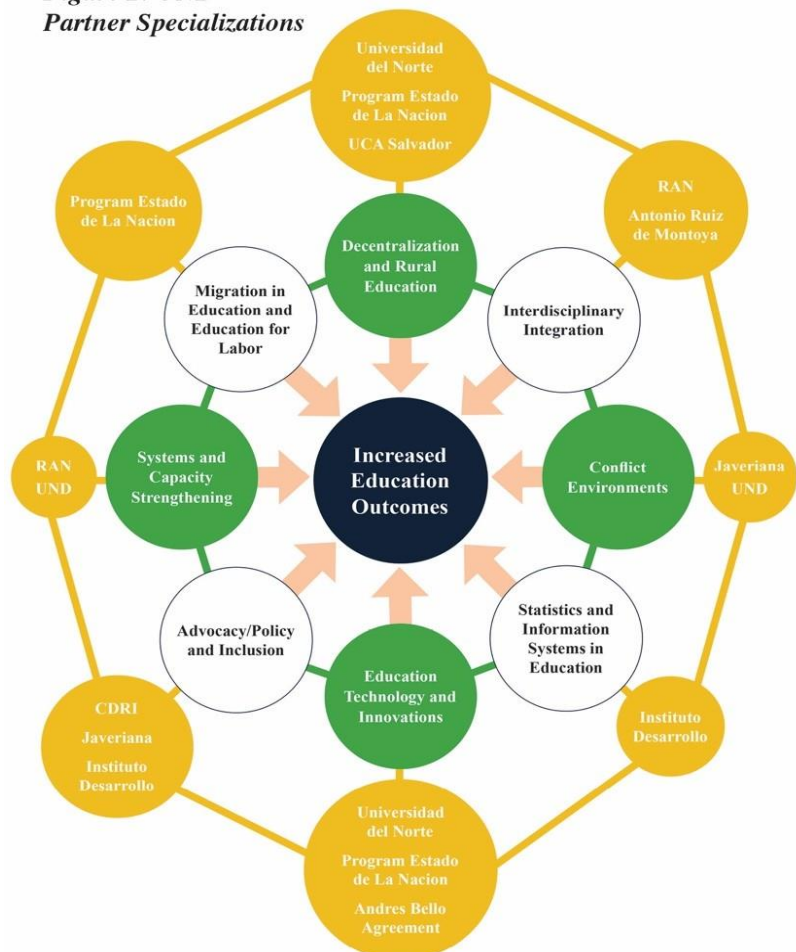
aware methods that allow capturing the voices and perspectives of different actors and complementary learning activities. The MEL system will also consider rapid feedback evaluations and impact evaluations of activities that aim to influence the way that research is conducted and used, particularly at the step where technical and administrative capacity for research is strengthened. Specific quantitative and qualitative indicators, learning questions, and evaluation objectives will be defined through an Activity MEL Plan (AMELP) design workshop involving key stakeholders at the beginning of the project. To guarantee continuous and accessible tracking of progress, UND will set up a global Knowledge Management (KM) system that establishes key roles, responsibilities, and processes for KM. The plan will be embedded in a larger Collaborating, Learning and Adapting (CLA) strategy, and serve the learning objectives defined by partners and USAID. Relying on three MEL workshops, quarterly reviews and learning meetings, and opportune dissemination of project-related findings, the CLA strategy is designed to guarantee timely transmission of knowledge.

Partnership & Management Approach

Partnership is a core pillar for UND and Pulte and will be critical in achieving SHARE's success. Pulte has designed a structure that streamlines supervision while creating opportunities for intentional mentorship and other capacity strengthening approaches.

To achieve the program objectives, UND will utilize its extensive global partner network and convening power of its global brand. UND's regional sub-awardee partners and initial list of potential backbone partners include those listed in Annex J. All of its partners conduct research in education or related fields. Figure 2 illustrates the various thematic areas that the UND consortium proposes putting forward based on its partners' most distinctive capacities. This partnership structure will allow for technical competencies to be shared throughout as needed based on in-country contexts and country prioritization by USAID. UND will assemble working groups across each of these areas for its partners to contribute to remotely while also staging convenings for in-person sharing. UND's partnership structure will use the sub-awardees to extend awards to backbone partners (current and new ones that may emerge). Through this approach

**Figure 2: UND
Partner Specializations**



of sub-awards, coupled with capacity strengthening efforts across the sub-awardee and backbone partner network, USAID will benefit from a host of potential organizations in the education space to draw upon going forward. Most of the sub-awardees reflect organizations with whom UND has already collaborated on past projects or faculty engagements. All have already passed through an initial vetting by UND to determine that they have internal controls in place to manage USAID resources. This sub-awardee structure will enable UND to work more intentionally with sub-awardees within the first three months of the project to ensure a comprehensive understanding of USAID Rules and Regulations to ensure timely project start-up. Other backbone partners will receive similar trainings during Year 1 after Pulte is able to assess their systems more closely. The directors of UND's sub-awardees will also be critical point people in helping to liaise with local or regional government structures, potential private sector partners, and communities.

While UND has identified these core partners, it will also engage other institutions as potential backbone partners or as otherwise needed through its vast networks. These include the LASER PULSE and RTAC networks, where UND plays key roles. Additionally, UND promotes a shared mission with many faith-based and secular institutions around the world: to educate citizens to be a force for good, commit to social justice and equity, empower local partners informed by a pledge to subsidiarity, and privilege local voices and perspectives. This common purpose affords credibility and access to UND as it engages HEI more broadly. Relationships with these local partners will be paramount as SHARE attempts to solicit input from, and provide feedback to, governments, civil society actors, private sector organizations, and communities. UND will invite new partners to participate in group capacity strengthening activities, contribute to landscape analyses, and take part in research assignments. UND will issue additional sub-awards to new organizations if needed, and distribute funding on a quarterly basis in line with the level of funding that can be properly accounted for and reconciled each month by a new organization. This will help minimize risk associated with bringing in new partners while delivering on USAID's New Partners Initiative objectives of highlighting new or underutilized partners.

[END OF ATTACHMENT B – PROGRAM DESCRIPTION]

ATTACHMENT C – STANDARD PROVISIONS

M – MANDATORY STANDARD PROVISIONS

M.1 APPLICABILITY OF 2 CFR 200 AND 2 CFR 700 (DEC 2014)

- a. All provisions of 2 CFR 200, 2 CFR 700, and all Standard Provisions attached to this agreement are applicable to the recipient and to subrecipients which meet the definition of "Recipient" in part 2 CFR 200.86, unless a section specifically excludes a subrecipient from coverage. The recipient must assure that subrecipients have copies of all the attached standard provisions.
- b. For any subawards made with Non-U.S. subrecipients the recipient must include the applicable "Standard Provisions for Non-US Nongovernmental Organizations." Recipients are required to ensure compliance with monitoring procedures in accordance with 2 CFR 200 and 2 CFR 700.

(END OF PROVISION)

M.2 INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the USAID Agreement Officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

(END OF PROVISION)

M.3 NONDISCRIMINATION (JUN 2012)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, national origin, age, disability, or sex under any program or activity funded by this award when work under the grant is performed in the U.S. or when employees are recruited from the U.S.

Additionally, USAID is committed to achieving and maintaining a diverse and representative workforce and a workplace free of discrimination. Based on law, Executive Order, and Agency policy, USAID prohibits discrimination, including harassment, in its own workplace on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, age, veteran's status, sexual orientation, genetic information, marital status, parental status, political affiliation, and any other conduct that does not adversely affect the performance of the employee. In addition, the Agency strongly encourages its recipients and their subrecipients and vendors (at all tiers), performing both in the U.S. and overseas, to develop and enforce comprehensive nondiscrimination policies for their workplaces that include protection for all their employees on these expanded bases, subject to applicable law.

(END OF PROVISION)

M.4 AMENDMENT OF AWARD (JUN 2012)

This award may only be amended in writing, by formal amendment or letter, signed by the Agreement Officer (AO), and in the case of a bilateral amendment, by the AO and an authorized official of the recipient.

(END OF PROVISION)

M.5 NOTICES (JUN 2012)

Any notice given by USAID or the recipient is sufficient only if in writing and delivered in person, mailed or e-mailed as follows:

- (1) To the USAID Agreement Officer, at the address specified in this award; or
- (2) To the recipient, at the recipient's address shown in this award, or to such other address specified in this award.

(END OF PROVISION)

M.6 SUBAWARDS AND CONTRACTS (DEC 2014)

- a. Subawardees and contractors have no relationship with USAID under the terms of this award. All required USAID approvals must be directed through the recipient to USAID.
- b. Notwithstanding any other term of this award, subawardees and contractors have no right to submit claims directly to USAID and USAID assumes no liability for any third party claims against the recipient.

(END OF PROVISION)

M.7 OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT (DEC 2014)

Information collection requirements imposed by this award are covered by OMB approval number 0412-0510; the current expiration date is 04/30/2005. The Standard Provisions containing the requirement and an estimate of the public reporting burden (including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information) are

<u>Standard Provision</u>	<u>Burden Estimate</u>
Air Travel and Transportation	1 (hour)
Ocean Shipment of Goods	.5
Patent Rights	.5
Publications	.5
Negotiated Indirect Cost Rates - (Predetermined and Provisional)	1
Voluntary Population Planning	.5
Protection of the Individual as a Research Subject	1

<u>22 CFR 226</u>	<u>Burden Estimate</u>
2 CFR 200.318-326, Procurement Standards	1
2 CFR 200.310-315, Property Standards	1.5

Comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, may be sent to the Bureau for Management, Office of Acquisition and Assistance, Policy Division (M/OAA/P), U.S. Agency for International Development, Washington, DC 20523 and to the Office of Management and Budget, Paperwork Reduction Project (0412-0510), Washington, DC 20503.

(END OF PROVISION)

M.8 USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (MAY 2020)

- a. This provision is not applicable to commodities or services that the recipient provides with private funds as part of a cost-sharing requirement, or with Program Income generated under this award.
- b. Ineligible and Restricted Commodities and Services:
 - (1) Ineligible Commodities and Services. The recipient must not, under any circumstances, procure any of the following under this award:
 - (i) Military equipment,
 - (ii) Surveillance equipment,
 - (iii) Commodities and services for support of police or other law enforcement activities,
 - (iv) Abortion equipment and services,
 - (v) Luxury goods and gambling equipment, or
 - (vi) Weather modification equipment.
 - (2) Ineligible Suppliers. Any firms or individuals that do not comply with the requirements in Standard Provision, "Debarment, Suspension and Other Responsibility Matters" and Standard Provision, "Preventing Transactions with, or the Provision of Resources or Support to, Sanctioned Groups and Individuals" must not be used to provide any commodities or services funded under this award.
 - (3) Restricted Commodities. The recipient must obtain prior written approval of the Agreement Officer (AO) or comply with required procedures under an applicable waiver, as provided by the AO when procuring any of the following commodities:
 - (i) Agricultural commodities,
 - (ii) Motor vehicles,
 - (iii) Pharmaceuticals,
 - (iv) Pesticides,
 - (v) Used equipment,
 - (vi) U.S. Government-owned excess property, or
 - (vii) Fertilizer.
- c. Source and Nationality:

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in this award and must meet the source and nationality requirements set forth in 22 CFR 228. If the geographic code is not specified, the authorized geographic code is 937. When the total value of procurement for commodities and services during the life of this award is valued at \$250,000 or less, the authorized geographic code for procurement of all goods and services to be reimbursed under this award is code 935. For a current list of countries within each geographic code, see: <http://inside.usaid.gov/ADS/300/310.pdf>.

- d. Guidance on the eligibility of specific commodities and services may be obtained from the AO. If USAID determines that the recipient has procured any commodities or services under this award contrary to the requirements of this provision, and has received payment for such purposes, the AO may require the recipient to refund the entire amount of the purchase.
- e. This provision must be included in all subagreements, including subawards and contracts, which include procurement of commodities or services.

(END OF PROVISION)

M.9 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JUN 2012)

- a. The recipient agrees to notify the Agreement Officer (AO) immediately upon learning that it or any of its principals:
 - (1) Are presently excluded or disqualified from covered transactions by any Federal department or agency;
 - (2) Have been convicted within the preceding three-year period preceding this proposal; been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
 - (3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph a.(2); and
 - (4) Have had one or more public transactions (Federal, State, or local) terminated for cause or default within the preceding three years.
- b. The recipient agrees that, unless authorized by the AO, it will not knowingly enter into any subawards or contracts under this award with a person or entity that has an active exclusion on the System for Award Management (SAM) (www.sam.gov).

The recipient further agrees to include the following provision in any subawards or contracts entered into under this award:

DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (JUNE 2012)

The recipient/contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any Federal department or agency.

- c. The policies and procedures applicable to debarment, suspension, and ineligibility under USAID-financed transactions are set forth in Subpart C of 2 CFR Section 180, as supplemented by 2 CFR 780.

(END OF PROVISION)

M.10 DRUG-FREE WORKPLACE (JUN 2012)

The recipient must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 CFR 782, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

(END OF PROVISION)

M.11 EQUAL PARTICIPATION BY FAITH-BASED ORGANIZATIONS (JUN 2016)

a. Faith-Based Organizations Encouraged

Faith-based organizations are eligible, on the same basis as any other organization, to participate in any USAID program for which they are otherwise eligible. Neither USAID nor entities that make and administer subawards of USAID funds shall discriminate for or against an organization on the basis of the organization's religious character or affiliation. Additionally, religious organizations shall not be disqualified from participating in USAID programs because such organizations are motivated or influenced by religious faith to provide social services, or because of their religious character or affiliation.

Decisions about awards of USAID financial assistance must be free from political interference or even the appearance of such interference. Awards must be made on the basis of merit, not the basis of the religious affiliation of an applicant, or lack thereof. A faith-based organization may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, within the limits contained in this provision. For more information, see the USAID Faith-Based and Community Initiatives Web site and 22 CFR 205.1.

b. Explicitly Religious Activities Prohibited.

- (1) Explicitly religious activities include activities that involve overt religious content such as worship, religious instruction, prayer, or proselytization.
- (2) The recipient must not engage in explicitly religious activities as part of the programs or services directly funded with financial assistance from USAID. If the recipient engages in explicitly religious activities, the activities must be offered separately, in time or location, from any programs or services directly funded by this award, and participation must be voluntary for beneficiaries of the programs or services funded with USAID assistance.
- (3) These restrictions apply equally to religious and secular organizations. All organizations that participate in USAID programs, as recipients or subawardees, including religious ones, must carry out eligible activities in accordance with all program requirements and other applicable requirements governing USAID-funded activities.
- (4) Notwithstanding the restrictions of b.(1) and (2), a religious organization that participates in USAID-funded programs or services:
 - i. May retain its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct financial assistance from USAID to support or engage in any explicitly religious activities or in any other manner prohibited by law;
 - ii. May use space in its facilities, without removing religious art, icons, scriptures, or other religious symbols; and
 - iii. May retain its authority over its internal governance, and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

- c. Implementation in accordance with the Establishment Clause: Nothing in this provision shall be construed as authorizing the use of USAID funds for activities that are not permitted by Establishment Clause jurisprudence or otherwise by law.
- d. Discrimination Based on Religion Prohibited: The recipient must not, in providing services, discriminate against a program beneficiary or potential program beneficiary on the basis of religion or religious belief, refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.
- e. A religious organization's exemption from the Federal prohibition on employment discrimination on the basis of religion, set forth in Sec. 702(a) of the Civil Rights Act of 1964, 42 U.S.C. 2000e-1 is not forfeited when the organization receives financial assistance from USAID.
- f. The Secretary of State may waive the requirements of this section in whole or in part, on a case-by-case basis, where the Secretary determines that such waiver is necessary to further the national security or foreign policy interests of the United States.
- g. This provision must be included in all subawards under this award.

(END OF PROVISION)

M.12 PREVENTING TRANSACTIONS WITH, OR THE PROVISION OF RESOURCES OR SUPPORT TO, SANCTIONED GROUPS AND INDIVIDUALS (MAY 2020)

- a. In carrying out activities under this award, except as authorized by a license issued by the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury, the recipient will not engage in transactions with, or provide resources or support to, any individual or entity that is subject to sanctions administered by OFAC or the United Nations (UN), including any individual or entity that is included on the Specially Designated Nationals and Blocked Persons List maintained by OFAC (<https://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx>) or on the UN Security Council consolidated list (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>).
- b. Any violation of the above will be grounds for unilateral termination of the agreement by USAID.
- c. The Recipient must include this provision in all subawards and contracts issued under this award.

[END OF PROVISION]

M.13 MARKING AND PUBLIC COMMUNICATIONS UNDER USAID FUNDED ASSISTANCE (DEC 2014)

- a. The USAID Identity is the official marking for USAID, comprised of the USAID logo and brandmark with the tagline "from the American people," unless amended by USAID to include additional or substitute use of a logo or seal and tagline representing a presidential initiative or other high level interagency initiative. The USAID Identity (including any required presidential initiative or related identity) is on the USAID Web site at www.usaid.gov/branding. Recipients must use the USAID Identity, of a size and prominence equivalent to or greater than any other identity or logo displayed, to mark the following:
 - (1) Programs, projects, activities, public communications, and commodities partially or fully funded by USAID;

- (2) Program, project, or activity sites funded by USAID, including visible infrastructure projects or other physical sites;
 - (3) Technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities, promotional, informational, media, or communications products funded by USAID;
 - (4) Commodities, equipment, supplies, and other materials funded by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs; and
 - (5) Events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities. If the USAID Identity cannot be displayed, the recipient is encouraged to otherwise acknowledge USAID and the support of the American people.
- b. The recipient must implement the requirements of this provision following the approved Marking Plan in the award.
- c. The AO may require a preproduction review of program materials and "public communications" (documents and messages intended for external distribution, including but not limited to correspondence; publications; studies; reports; audio visual productions; applications; forms; press; and promotional materials) used in connection with USAID-funded programs, projects or activities, for compliance with an approved Marking Plan.
- d. The recipient is encouraged to give public notice of the receipt of this award and announce progress and accomplishments. The recipient must provide copies of notices or announcements to the Agreement Officer's Representative (AOR) and to USAID's Office of Legislative and Public Affairs in advance of release, as practicable. Press releases or other public notices must include a statement substantially as follows:
"The U.S. Agency for International Development administers the U.S. foreign assistance program providing economic and humanitarian assistance in more than 80 countries worldwide."
- e. Any "public communication" in which the content has not been approved by USAID must contain the following disclaimer:
"This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of (insert recipient name) and do not necessarily reflect the views of USAID or the United States Government."
- f. The recipient must provide the USAID AOR with two copies of all program and communications materials produced under this award.
- g. The recipient may request an exception from USAID marking requirements when USAID marking requirements would:
- (1) Compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;
 - (2) Diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;
 - (3) Undercut host-country government "ownership" of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications;
 - (4) Impair the functionality of an item;
 - (5) Incur substantial costs or be impractical;

- (6) Offend local cultural or social norms, or be considered inappropriate; or
 - (7) Conflict with international law.
- h. The recipient may submit a waiver request of the marking requirements of this provision or the Marking Plan, through the AOR, when USAID-required marking would pose compelling political, safety, or security concerns, or have an adverse impact in the cooperating country.
- (1) Approved waivers "flow down" to subawards and contracts unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.
 - (2) USAID determinations regarding waiver requests are subject to appeal by the recipient, by submitting a written request to reconsider the determination to the cognizant Assistant Administrator.
- i. The recipient must include the following marking provision in any subawards entered into under this award:
- "As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's, or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity."*

(END OF PROVISION)

M.14 REGULATIONS GOVERNING EMPLOYEES (JUNE 2018)

- a. While working overseas, the recipient's employees who are not citizens of the cooperating country must maintain private status, and may not rely on local U.S. Government offices or facilities for support while under this award.
- b. The sale of personal property or automobiles by the recipient's non-cooperating country citizen employees and their dependents in the foreign country to which they are assigned, are subject to the same limitations and prohibitions that apply to direct-hire USAID personnel employed by the Mission, including the rules contained in 22 CFR 136, except as this may conflict with host government regulations.
- c. Other than work to be performed under this award for which an employee is assigned by the recipient, employees of the recipient who are not citizens of the cooperating country must not engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is assigned. In addition, the individual must not make loans or investments to or in any business, profession, or occupation in the foreign countries to which the individual is assigned.
- d. The recipient's employees who are not citizens of the cooperating country, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.
- e. In accordance with the internal control requirements in 2 CFR 200.303, which require the recipient to establish standards of conduct for its employees, the recipient must ensure that all its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin - Special Measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13).

- f. If the recipient determines that the conduct of any recipient employee is not in accordance with the preceding paragraphs, the recipient's Chief of Party must consult with the Agreement Officer and the USAID Mission Director, and the employee involved, and must recommend to the recipient a course of action with regard to such employee.
- g. The parties recognize the rights of the U.S. Ambassador to direct the removal from a country of any U.S. citizen, or the discharge from this award of any individual (U.S., third-country, or cooperating-country national) when, in the discretion of the Ambassador, the interests of the United States so require.
- h. If it is determined, under paragraph (f) or (g) above, that the services of such employee should be terminated, the recipient must use its best efforts to cause the return of such employee to the United States, or third-country point of origin, as appropriate, and replace the employee with an acceptable substitute at no cost to USAID.
- i. Any matters relating to subrecipients, including the employees of subrecipients, must be coordinated through the recipient's Program Director.

[END OF PROVISION]

M.15 CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOV 1985)

Upon arrival in the cooperating country, and from time to time as appropriate, the recipient's chief of party must consult with the Mission Director who must provide, in writing, the procedure the recipient and its employees must follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

(END OF PROVISION)

M.16 USE OF POUCH FACILITIES USNGO (AUG 1992)

- a. Use of diplomatic pouch is controlled by the Department of State. The Department of State has authorized the use of pouch facilities for USAID recipients and their employees as a general policy, as detailed in items (1) through (6) below. However, the final decision regarding use of pouch facilities rest with the Embassy or USAID Mission. In consideration of the use of pouch facilities, the recipient and its employees agree to indemnify and hold harmless, the Department of State and USAID for loss or damage occurring in pouch transmission:
 - (1) Recipients and their employees are authorized use of the pouch for transmission and receipt of up to a maximum of .9 kgs per shipment of correspondence and documents needed in the administration of assistance programs.
 - (2) U.S. citizen employees are authorized use of the pouch for personal mail up to a maximum of .45 kgs per shipment (but see a.(3) below).
 - (3) Merchandise, parcels, magazines, or newspapers are not considered to be personal mail for purposes of this standard provision and are not authorized to be sent or received by pouch.
 - (4) Official and personal mail pursuant to a.(1) and (2) above sent by pouch should be addressed as follows:

Name of individual or organization (followed by letter symbol "G")
City Name of post (USAID/_____)
Agency for International Development
Washington, DC 20523-0001

- (5) Mail sent via the diplomatic pouch may not be in violation of U.S. Postal laws and may not contain material ineligible for pouch transmission.
 - (6) Recipient personnel are NOT authorized use of military postal facilities (APO/FPO). This is an Adjutant General's decision based on existing laws and regulations governing military postal facilities and is being enforced worldwide.
- b. The recipient is responsible for advising its employees of this authorization, these guidelines, and limitations on use of pouch facilities.
 - c. Specific additional guidance on grantee use of pouch facilities in accordance with this standard provision is available from the Post Communication Center at the Embassy or USAID Mission.

(END OF PROVISION)

M.17 TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DEC 2014)

a. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed reasonable charges normally allowed by the recipient in its regular operations as the result of the recipient organization's written travel policy and are within the limits established by the applicable cost principles. In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the AO. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

b. FLY AMERICA ACT RESTRICTIONS

- (1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.
- (2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation pursuant to the Standard Provision, "Accounting, Audit and Records." The documentation must use one of the following reasons or other exception under the Fly America Act:
 - (i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU "Open Skies" agreement (<http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm>).
 - (ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see <http://apps.fas.gsa.gov/citypairs/search/>):
 - a. Australia on an Australian airline,
 - b. Switzerland on a Swiss airline, or
 - c. Japan on a Japanese airline;

- (iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;
- (iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;
- (v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or
- (vi) If the US Flag Air Carrier does not offer direct service,
 - a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,
 - b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or
 - c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

c. DEFINITIONS

The terms used in this provision have the following meanings:

- (1) "Travel costs" means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. "Travel costs" do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee's benefits package that are consistent with the recipient's personnel and travel policies and procedures.
- (2) "International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.
- (3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at <http://ostpxweb.dot.gov/aviation/certific/certlist.htm>. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.
- (4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

d. SUBAWARDS AND CONTRACTS

This provision must be included in all subawards and contracts under which this award will finance international air transportation.

(END OF PROVISION)

M.18 OCEAN SHIPMENT OF GOODS (JUN 2012)

- a. Prior to contracting for ocean transportation to ship goods purchased or financed with USAID funds under this award, the recipient must contact the office below to determine the flag and class of vessel to be used for shipment:

U.S. Agency for International Development,
Office of Acquisition and Assistance, Transportation Division
1300 Pennsylvania Avenue, NW
Washington, DC 20523-7900
Email: oceantransportation@usaid.gov

- b. This provision must be included in all subagreements, including subwards and contracts.

(END OF PROVISION)

M.19 VOLUNTARY POPULATION PLANNING ACTIVITIES - MANDATORY REQUIREMENTS (MAY 2006)

Requirements for Voluntary Sterilization Programs

- (1) Funds made available under this award must not be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any individual to practice sterilization.

Prohibition on Abortion Related Activities:

- (1) No funds made available under this award will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term "motivate," as it relates to family planning assistance, must not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.
- (2) No funds made available under this award will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

(END OF PROVISION)

M.20 TRAFFICKING IN PERSONS (APR 2016)

- a. The recipient, subawardee, or contractor, at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:

- (1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;
- (2) Procurement of a commercial sex act during the period of this award;
- (3) Use of forced labor in the performance of this award;
- (4) Acts that directly support or advance trafficking in persons, including the following acts:
 - i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - a) exempted from the requirement to provide or pay for such return transportation by USAID under this award; or
 - b) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

- iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
 - iv. Charging employees recruitment fees ; or
 - v. Providing or arranging housing that fails to meet the host country housing and safety standards.
- b. In the event of a violation of section (a) of this provision, USAID is authorized to terminate this award, without penalty, and is also authorized to pursue any other remedial actions authorized as stated in section 1704(c) of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013).
- c. For awards that exceed an estimated value of \$500,000, the recipient must submit to the Agreement Officer, the annual "Certification regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013" as required prior to this award, and must implement a compliance plan to prevent the activities described above in section (a) of this provision. The recipient must provide a copy of the compliance plan to the Agreement Officer upon request and must post the useful and relevant contents of the plan or related materials on its website (if one is maintained) and at the workplace.
- d. The recipient's compliance plan must be appropriate to the size and complexity of the award and to the nature and scope of the activities to be performed. The plan must include, at a minimum, the following:
 - (1) An awareness program to inform employees about the trafficking related prohibitions included in this provision, the activities prohibited and the action that will be taken against the employee for violations.
 - (2) A reporting process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking, including a means to make available to all employees the Global Human Trafficking Hotline at 1-844-888-FREE and its e-mail address at help@befree.org.
 - (3) A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging of recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.
 - (4) A housing plan, if the recipient or any subawardee intends to provide or arrange housing. The housing plan is required to meet any host-country housing and safety standards.
 - (5) Procedures for the recipient to prevent any agents or subawardee at any tier and at any dollar value from engaging in trafficking in persons activities described in section a of this provision. The recipient must also have procedures to monitor, detect, and terminate any agents or subawardee or subawardee employees that have engaged in such activities.
- e. If the Recipient receives any credible information from any source that alleges that the recipient, contractor, subawardee, or agent has engaged in any of the prohibited activities identified in this provision, the recipient must immediately notify the cognizant Agreement Officer and the USAID Office of the Inspector General; and must fully cooperate with any Federal agencies responsible for audits, investigations, or corrective actions relating to trafficking in persons.
- f. The Agreement Officer may direct the Recipient to take specific steps to abate an alleged violation or enforce the requirements of a compliance plan.
- g. For purposes of this provision, "employee" means an individual who is engaged in the performance of this award as a direct employee, consultant, or volunteer of the recipient or any subrecipient.

- h. The recipient must include in all subawards and contracts a provision prohibiting the conduct described in a (1)-(9) by the subrecipient, contractor or any of their employees.

(END OF PROVISION)

M.21 SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND PUBLICATIONS (JUN 2012)

- a. Submissions to the Development Experience Clearinghouse (DEC).
 - 1) The recipient must provide the Agreement Officer's Representative one copy of any Intellectual Work that is published, and a list of any Intellectual Work that is not published.
 - 2) In addition, the recipient must submit Intellectual Work, whether published or not, to the DEC, either on-line (preferred) or by mail. The recipient must review the DEC Web site for submission instructions, including document formatting and the types of documents to submit. Submission instructions can be found at: <http://dec.usaid.gov>.
 - 3) For purposes of submissions to the DEC, Intellectual Work includes all works that document the implementation, evaluation, and results of international development assistance activities developed or acquired under this award, which may include program and communications materials, evaluations and assessments, information products, research and technical reports, progress and performance reports required under this award (excluding administrative financial information), and other reports, articles and papers prepared by the recipient under the award, whether published or not. The term does not include the recipient's information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information.
 - 4) Each document submitted should contain essential bibliographic information, such as 1) descriptive title; 2) author(s) name; 3) award number; 4) sponsoring USAID office; 5) development objective; and 6) date of publication.
 - 5) The recipient must not submit to the DEC any financially sensitive information or personally identifiable information, such as social security numbers, home addresses and dates of birth. Such information must be removed prior to submission. The recipient must not submit classified documents to the DEC.
- b. In the event award funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost must be credited to the award unless the schedule of the award has identified the profits or royalties as program income.

(END OF PROVISION)

M.22 LIMITING CONSTRUCTION ACTIVITIES (AUG 2013)

- a. Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below.
- b. Construction means -construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

- c. Agreement Officers will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa.
- d. Description-No construction is permitted under this award.
- e. The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

(END OF PROVISION)

**M.23 USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ASSISTANCE
(JUL 2014)**

(a) Definitions

"USAID Implementing Partner Notices (IPN) Portal for Assistance ("IPN Portal)" means the single point where USAID posts proposed universal bilateral amendments for USAID awards, which can be accessed electronically by registered USAID recipients. The IPN Portal is located at <https://sites.google.com/site/usaidipnforassistance/>. Universal amendments are those which affect all assistance awards or a designated class of awards as specified in each amendment by the IPN Portal Administrator.

"IPN Portal Administrator" means the USAID official designated by the Director, M/OAA, who has overall responsibility for managing the USAID Implementing Partner Notices Portal for Assistance. "Universal bilateral amendment" means those amendments with revisions or new requirements or provisions that affect all awards or a designated class of awards, as specified in the Agency notification of such revisions or new requirements.

- (b) By submission of an application and execution of an award, the Applicant/Recipient acknowledges the requirement to:
 - (1) Register with the IPN Portal if awarded an assistance award resulting from this solicitation, and
 - (2) Receive universal bilateral amendments to this award and general notices via the IPN Portal.
- (c) Procedure to register for notifications.

Go to <https://sites.google.com/site/usaidipnforassistance/> and click the "Register" button at the top of the page. Recipient representatives must use their official organization email address when subscribing, not personal email addresses.
- (d) Processing of IPN Portal Amendments

The Recipient may access the IPN Portal at any time to review all IPN Portal amendments; however, the system will also notify the Recipient by email when the USAID IPN Portal Administrator posts a universal bilateral amendment for Recipient's review and signature. Proposed USAID IPN Portal amendments distributed via the IPN Portal are applicable to all awards, unless otherwise noted in the proposed amendment.

Within 15 calendar days from receipt of the notification email from the IPN Portal, the Recipient must do one of the following:

(1)(a) verify applicability of the proposed amendment for their award(s) per the instructions provided with each amendment; (b) download the amendment and incorporate the following information on the amendment form: award number, organization name, and organization mailing address as it appears in the basic award; (c) sign the hardcopy version; and (d) send the signed amendment (by email or hardcopy) to the AO for signature. The Recipient must not incorporate any other changes to the IPN Portal amendment. Bilateral amendments provided through the IPN Portal are not effective until the both the Recipient and the AO sign the amendment;

(2) Notify the AO in writing if the amendment requires negotiation of additional changes to terms and conditions of the award; or

(3) Notify the AO that the Recipient declines to sign the amendment.

Within 30 calendar days of receipt of a signed amendment from the Recipient, the AO must provide the fully executed amendment to the Recipient or initiate discussions with the Recipient.

(End of Provision)

M.24 PILOT PROGRAM FOR ENHANCEMENT OF GRANTEE EMPLOYEE WHISTLEBLOWER PROTECTIONS (SEP 2014)

The requirement to comply with and inform all employees of the "Pilot Program for Enhancement of Contractor Employee Whistleblower Protections" is retroactively effective for all assistance awards and subawards (including subcontracts) issued beginning July 1, 2013.

The Grantee must:

1. Inform its employees working under this award in the predominant native language of the workforce that they are afforded the employee whistleblower rights and protections provided under 41 U.S.C. Sec. 4712; and
2. Include such requirement in any subaward or subcontract made under this award.

41 U.S.C. Sec. 4712 states that an employee of a Grantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for "whistleblowing." In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.

Whistleblowing is defined as making a disclosure "that the employee reasonably believes" is evidence of any of the following:

- * Gross mismanagement of a Federal contract or grant;
- * A gross waste of Federal funds;
- * An abuse of authority relating to a Federal contract or grant;
- * A substantial and specific danger to public health or safety; or
- * A violation of law, rule, or regulation related to a Federal contract or grant (including the competition for, or negotiation of, a contract or grant).

To qualify under the statute, the employee's disclosure must be made to:

- * A Member of the U.S. Congress, or a representative of a U.S. Congressional Committee;
- * A cognizant U.S. Inspector General;
- * The U.S. Government Accountability Office;
- * A Federal employee responsible for contract or grant oversight or management at the relevant agency;
- * A U.S. court or grand jury; or,

* A management official or other employee of the Grantee who has the responsibility to investigate, discover, or address misconduct.

(End of Provision)

M.25 SUBMISSION OF DATASETS TO THE DEVELOPMENT DATA LIBRARY (OCT 2014)

a. Definitions. For the purpose of submissions to the DDL:

- (1) "Dataset" is an organized collection of structured data, including data contained in spreadsheets, whether presented in tabular or non-tabular form. For example, a Dataset may represent a single spreadsheet, an extensible mark-up language (XML) file, a geospatial data file, or an organized collection of these. This requirement does not apply to aggregated performance reporting data that the recipient submits directly to a USAID portfolio management system or to unstructured data, such as email messages, PDF files, PowerPoint presentations, word processing documents, photos and graphic images, audio files, collaboration software, and instant messages. Neither does the requirement apply to the recipient's information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information. Datasets submitted to the DDL will generally be those generated with USAID resources and created in support of Intellectual Work that is uploaded to the Development Experience Clearinghouse (DEC) (See M21. SUBMISSIONS TO THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE AND PUBLICATIONS (JUNE 2012)).
- (2) "Intellectual Work" includes all works that document the implementation, monitoring, evaluation, and results of international development assistance activities developed or acquired under this award, which may include program and communications materials, evaluations and assessments, information products, research and technical reports, progress and performance reports required under this award (excluding administrative financial information), and other reports, articles and papers prepared by the recipient under the award, whether published or not. The term does not include the recipient's information that is incidental to award administration, such as financial, administrative, cost or pricing, or management information.

b. Submissions to the Development Data Library (DDL)

- (1) The recipient must submit to the Development Data Library (DDL) at www.usaid.gov/data, in a machine-readable, non-proprietary format, a copy of any Dataset created or obtained in performance of this award, including datasets produced by a subawardee or a contractor at any tier. The submission must include supporting documentation describing the Dataset, such as code books, data dictionaries, data gathering tools, notes on data quality, and explanations of redactions.
- (2) Unless otherwise directed by the Agreement Officer (AO) or the Agreement Officer Representative (AOR), the recipient must submit the Dataset and supporting documentation to the DDL within thirty (30) calendar days after the Dataset is first used to produce an Intellectual Work or is of sufficient quality to produce an Intellectual Work. Within thirty (30) calendar days after award completion, the recipient must submit to the DDL any datasets and supporting documentation that have not previously been submitted to the DDL, along with an index of all Datasets and Intellectual Work created or obtained under the award. The recipient must also provide to the AOR an itemized list of any and all DDL submissions.

The recipient is not required to submit the data to the DDL, when, in accordance with the terms and conditions of this award, datasets containing results of federally funded scientific research are submitted to a publicly accessible research database. However, the recipient must submit a notice to the DDL by following the instructions at www.usaid.gov/data, with a copy to the agreement officer representative, providing details on where and how to access the data. The direct results of federally funded scientific research must be reported no later than when the data are ready to be submitted to a peer-reviewed journal for publication, or no later than five calendar days prior to the conclusion of the award, whichever occurs earlier.

- (3) The recipient must submit the Datasets following the submission instructions and acceptable formats found at www.usaid.gov/data.
- (4) The recipient must ensure that any Dataset submitted to the DDL does not contain any proprietary or personally identifiable information, such as social security numbers, home addresses, and dates of birth. Such information must be removed prior to submission.
- (5) The recipient must not submit classified data to the DDL.

(End of Provision)

M.26 PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS (MAY 2017)

(a) Definitions.

“Contract” has the meaning given in 2 CFR part 200.

“Contractor” means an entity that receives a contract as defined in 2 CFR part 200.

“Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the recipient requires any of its employees or subrecipients to sign regarding nondisclosure of recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that recipient employees or subrecipients sign at the behest of a

Federal agency.

“Subaward” has the meaning given in 2 CFR part 200.

“Subrecipient” has the meaning given in 2 CFR part 200.

- (b) The recipient must not require its employees, subrecipients, or contractors to sign or comply with internal confidentiality agreements or statements that prohibit or otherwise restrict employees, subrecipients or contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General)
- (c) The recipient must notify current employees and subrecipients that prohibitions and restrictions of any preexisting internal confidentiality agreements or statements covered by this provision, to the extent that such prohibitions and restrictions are inconsistent with the prohibitions of this provision, are no longer in effect.

- (d) The prohibition in paragraph (b) of this provision does not contravene the requirements applicable to Standard Form 312 (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (e) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015, (Pub. L. 113-235), and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions) use of funds appropriated (or otherwise made available) is prohibited, if the Government determines that the recipient is not in compliance with the requirements of this provision.
- (f) The recipient must include the substance of this provision, including this paragraph (f), in subawards and contracts under such awards.

(End of Provision)

M.27 CHILD SAFEGUARDING (JUN 2015)

- (a) Because the activities to be funded under this award may involve children, or personnel engaged in the implementation of the award may come into contact with children, these activities could raise the risk of child abuse, exploitation, or neglect within USAID-funded programs. The organization agrees to abide by the following child safeguarding core principles:
 - (1) Ensure compliance with host country and local child welfare and protection legislation or international standards, whichever gives greater protection, and with U.S. law where applicable.
 - (2) Prohibit all personnel from engaging in child abuse, exploitation, or neglect;
 - (3) Consider child safeguarding in project planning and implementation to determine potential risks to children that are associated with project activities and operations;
 - (4) Apply measures to reduce the risk of child abuse, exploitation, or neglect, including, but not limited to, limiting unsupervised interactions with children; prohibiting exposure to pornography; and complying with applicable laws, regulations, or customs regarding the photographing, filming, or other image-generating activities of children;
 - (5) Promote child-safe screening procedures for personnel, particularly personnel whose work brings them in direct contact with children; and
 - (6) Have a procedure for ensuring that personnel and others recognize child abuse, exploitation, or neglect; mandating that personnel and others report allegations; investigating and managing allegations; and taking appropriate action in response to such allegations, including, but not limited to, dismissal of personnel.
- (b) The organization must also include in their code of conduct for all personnel implementing USAID-funded activities the child safeguarding principles in (a) (1) through (6).
- (c) The following definitions apply for purposes of this provision:
 - (1) Child: A child or children are defined as persons who have not attained 18 years of age
 - (2) Child abuse, exploitation, or neglect: Constitutes any form of physical abuse; emotional ill-treatment; sexual abuse; neglect or insufficient supervision; trafficking; or commercial, transactional, labor, or other exploitation resulting in actual or potential harm to the child's health, well-being, survival, development, or dignity. It includes, but is not limited to: any act or failure to act which results in death, serious physical or emotional harm to a child, or an act or failure to act which presents an imminent risk of serious harm to a child.

- (3) Physical abuse: Constitutes acts or failures to act resulting in injury (not necessarily visible), unnecessary or unjustified pain or suffering without causing injury, harm or risk of harm to a child's health or welfare, or death. Such acts may include, but are not limited to: punching, beating, kicking, biting, shaking, throwing, stabbing, choking, or hitting (regardless of object used), or burning. These acts are considered abuse regardless of whether they were intended to hurt the child.
 - (4) Sexual Abuse: Constitutes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials.
 - (5) Emotional abuse or ill treatment: Constitutes injury to the psychological capacity or emotional stability of the child caused by acts, threats of acts, or coercive tactics. Emotional abuse may include, but is not limited to: humiliation, control, isolation, withholding of information, or any other deliberate activity that makes the child feel diminished or embarrassed.
 - (6) Exploitation: Constitutes the abuse of a child where some form of remuneration is involved or whereby the perpetrators benefit in some manner. Exploitation represents a form of coercion and violence that is detrimental to the child's physical or mental health, development, education, or well-being.
 - (7) Neglect: Constitutes failure to provide for a child's basic needs within USAID-funded activities that are responsible for the care of a child in the absence of the child's parent or guardian.
- (d) The recipient must insert the provisions in (a) and (b) in all sub-awards under this award.

[End of Provision]

M.28 MANDATORY DISCLOSURES (JUL 2015)

Consistent with 2 CFR §200.113, applicants and recipients must disclose, in a timely manner, in writing to the USAID Office of the Inspector General, with a copy to the cognizant Agreement Officer, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Subrecipients must disclose, in a timely manner, in writing to the USAID Office of the Inspector General and to the prime recipient (pass through entity) all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

Disclosures must be sent to:

U.S. Agency for International Development

Office of the Inspector General

P.O. Box 657

Washington, DC 20044-0657

Phone: 1-800-230-6539 or 202-712-1023

Email: ig.hotline@usaid.gov

URL: <https://oig.usaid.gov/content/usaid-contractor-reporting-form>.

Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment (See 2 CFR 180, 2 CFR 780 and 31 U.S.C. 3321).

The recipient must include this mandatory disclosure requirement in all subawards and contracts under this award.

[End of Provision]

M.29 NONDISCRIMINATION AGAINST BENEFICIARIES (NOV 2016)

- a. USAID policy requires that the recipient not discriminate against any beneficiaries in implementation of this award, such as, but not limited to, by withholding, adversely impacting, or denying equitable access to the benefits provided through this award on the basis of any factor not expressly stated in the award. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status. Nothing in this provision is intended to limit the ability of the recipient to target activities toward the assistance needs of certain populations as defined in the award.
- b. The recipient must insert this provision, including this paragraph, in all subawards and contracts under this award.

[End of Provision]

M.30 CONFLICT OF INTEREST (AUG 2018)

- a. A conflict of interest in the award, administration, or monitoring of subawards arises when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in, or a tangible personal benefit from, a subrecipient considered for a subaward. The officers, employees, and agents of the recipient may neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or parties to subawards. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- b. The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of subawards. The standards must prohibit employees from using their positions for a purpose that constitutes or presents the appearance of a conflict of interest. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.
- c. The recipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means a situation in which the recipient is unable or appears to be unable to be impartial in conducting a subaward action involving a related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- d. The recipient must have a system or systems in place to identify, address, resolve, and disclose to USAID any conflicts of interest as described in this provision that affect any subaward, regardless of the amount of funding.
- e. The recipient must disclose any conflict of interest, including organizational conflicts of interest, and the recipient's approach for resolving the conflict of interest to the cognizant Agreement Officer for the award within ten (10) calendar days of the discovery of the conflict of interest.
- f. Upon notice from the recipient of a potential conflict of interest and the approach for resolving it, the Agreement Officer will make a determination regarding the effectiveness of the recipient's actions to resolve the conflict of interest within thirty (30) calendar days of receipt of the recipient's notice, unless the Agreement Officer advises the recipient that a longer period is necessary.

- g. The recipient must not request payment from USAID for costs for transactions subject to the conflict of interest pending notification of USAID's determination. The recipient's failure to disclose a conflict of interest may result in cost disallowances by USAID.
- h. For conflicts of interest, including organizational conflicts of interest, involving contracts, the recipient must follow 2 CFR 200.318, general procurement standards.
- i. The recipient must insert the substance of this provision, including paragraph (i), in all subawards under this award, at any subaward tier.

[End of Provision]

REQUIRED AS APPLICABLE STANDARD PROVISIONS

**RAA.1. NEGOTIATED INDIRECT COST RATES - PREDETERMINED (DECEMBER 2014)
– N/A**

**RAA.2. NEGOTIATED INDIRECT COST RATES - PROVISIONAL (Nonprofit)
(DECEMBER 2014)**

- a. Provisional indirect cost rates must be established for each of the recipient's accounting periods during the term of this award. Pending establishment of revised provisional or final rates, allowable indirect costs must be reimbursed at the rates, on the bases, and for the periods shown in the schedule of the award.
- b. Organizations that have previously established indirect cost rates must submit a new indirect cost proposal to the cognizant agency for indirect costs within six months after the close of each fiscal year. Except as otherwise provided in §200.414 Indirect (F&A) costs paragraph (e) of this Part, a nonprofit organization which has not previously established an indirect cost rate with a Federal agency must submit its initial indirect cost proposal immediately after the organization is advised that a Federal award will be made and, in no event, later than three months after the effective date of the Federal award.

If USAID is the cognizant agency or no cognizant agency has been designated, the recipient must submit four copies of the audit report, along with the proposed final indirect cost rates and supporting cost data, to the Overhead, Special Costs, and Closeout Branch, Office of Acquisition and Assistance, USAID, Washington, DC 20523-7802. The proposed rates must be based on the recipient's actual cost experience during that fiscal year. Negotiations of final indirect cost rates must begin soon after receipt of the recipient's proposal. No proposal to establish indirect (F&A) cost rates will be acceptable unless such costs have been certified by the non-profit organization using the Certificate of Indirect (F&A) Costs set forth in 2 CFR 200, Appendix IV, Section j. The certificate must be signed on behalf of the organization by an individual at a level no lower than vice president or chief financial officer for the organization.

- c. Allowability of costs and acceptability of cost allocation methods must be determined in accordance with the applicable cost principles.
- d. The results of each negotiation must be set forth in a written indirect cost rate agreement signed by both parties. Such agreement is automatically incorporated into this award and must specify (1) the agreed upon final rates, (2) the bases to which the rates apply, and (3) the fiscal year for which the rates apply. The agreement must not change any monetary ceiling, award obligation, or specific cost allowance or disallowance provided for in this award.
- e. Pending establishment of final indirect cost rate(s) for any fiscal year, the recipient must be reimbursed either at negotiated provisional rates or at billing rates acceptable to the Agreement Officer, subject to appropriate adjustment when the final rates for the fiscal year are established. To prevent substantial overpayment or underpayment, the provisional rate may be adjusted by the cognizant agency for indirect costs during the institution's fiscal year.
- f. If a dispute arises in a negotiation of an indirect cost rate between the cognizant agency for indirect costs and the nonprofit organization, the dispute must be resolved in accordance with the appeals procedures of the cognizant agency for indirect costs.

[END OF PROVISION]

RAA.3. NEGOTIATED INDIRECT COST RATE - PROVISIONAL (Profit) (DECEMBER 2014) – N/A

RAA.4. INDIRECT COSTS – DE MINIMIS RATE (MAY 2020) – N/A

RAA.5. EXCHANGE VISITORS AND PARTICIPANT TRAINING (JUNE 2012)

a. Definitions:

- (1) An **Exchange Visitor** is any host-country or third-country national traveling to the U.S., for any purpose, including Participant Training and Invitational Travel, funded by USAID in whole or in part, directly or indirectly.
- (2) A **Participant** is a host-country or third-country national sponsored by USAID for a Participant Training activity taking place in the U.S., a third country, or in the host country.
- (3) **Participant Training** is a learning activity conducted within the U.S., a third country, or in the host country for the purpose of furthering USAID development objectives. A learning activity takes place in a setting in which an individual (the Participant) interacts with a knowledgeable professional, predominantly for the purpose of acquiring knowledge or skills for the professional or technical enhancement of the individual. Learning activities may be formally structured, such as an academic program or a technical course, or they may be more informal, such as an observational study tour.
- (4) **Invitational Travel** is a type of travel that USAID funds for non-U.S. Government employees. This type of travel may be approved for both U.S. and foreign citizens who are not employed by the U.S. Government (USG), not receiving any type of compensation from the USG for such travel, and only when it is determined that the functions to be performed are essential to the interests of USAID.

b. Program Monitoring and Data Reporting: The recipient must monitor Exchange Visitors' and Participants' progress during their program and ensure that problems are identified and resolved quickly.

- (1) For U.S.-based activities, the recipient must use USAID's official Exchange Visitor and Participant Training information system, currently called "Training Results and Information Network – TraiNet" (see <http://trainethelp.usaid.gov/>), to report and manage Exchange Visitor and Participant Training data. The recipient must also use the USAID Visa Compliance System – VCS (see <http://trainethelp.usaid.gov/>) to transfer required data for USAID Exchange Visitors to the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS).
- (2) For all third-country activities, and for host-country activities of two consecutive days or 16 contact hours or more in duration, the recipient must use USAID's official Exchange Visitor and Participant Training information system, currently called "Training Results and Information Network – TraiNet" (see <http://trainethelp.usaid.gov/>), to report and manage Participant Training data.

c. Health and Accident Insurance:

- (1) For Exchange Visitors traveling to the United States, the recipient must enroll Exchange Visitors in health and accident insurance coverage that meets or exceeds Department of State and USAID minimum coverage requirements as set forth in 22 CFR 62.14 and ADS 253.3.6.2. The requirements may be obtained from the Agreement Officer's Representative.
- (2) For Participants traveling to a third country, the recipient must obtain health and accident insurance coverage for all Participants.
- (3) For Participants traveling within the host country, the recipient must determine whether specific in-country participant training activities subject them to any risk of health and accident liability for medical costs. Participants may incur, and if so, take appropriate steps according to the local situation, including obtaining health and accident insurance coverage for Participants.

d. Immigration Requirements:

- (1) For Exchange Visitors traveling to the United States, the recipient must ensure that all USAID-sponsored Exchange Visitors obtain, use, and comply with the terms of the J-1 visa, issued in conjunction with a USAID-issued Certificate of Eligibility for J-1 Visa Status (DS-2019).
 - (2) For Participants traveling to a third country or within the host country, the recipient must ensure that all Participants obtain, use, and comply with the terms of all applicable immigration, visa and other similar requirements.
- e. **Language Proficiency:** The recipient must verify language proficiency. Exchange Visitors must possess sufficient English language proficiency to participate in a U.S.-based activity. Participants of third-country or host-country training must be proficient in the language of training at a sufficient level for participation, unless an interpreter has been arranged. Language competency can be verified through a variety of means including proficiency assessments of interviews, publications, presentations, education conducted in English, and formal testing.
- f. **Pre-departure Orientation:** The recipient must conduct pre-departure orientation for U.S-bound Exchange Visitors and Participants of third-country training programs. Pre-departure orientation covers: program objectives; administrative and policy review; cultural aspects; and training/learning methods.
- g. **Conditions of Sponsorship:** The recipient must ensure that all Exchange Visitors read and sign the Conditions of Sponsorship for U.S.-Based Activities form (AID 1381-6). The recipient must also ensure that all Participants of long-term (six months or longer) third-country training read and sign the form Conditions of Sponsorship for Third-Country Training form (AID 1381-7). The recipient must report to the Agreement Officer any known violations by Exchange Visitors of visa or other immigration requirements or conditions.
- h. **Exchange Visitor Security Risk and Fraud Inquiry:** Each USAID Mission has an established process for conducting a Security Risk and Fraud Inquiry (SRFI) for Exchange Visitors. The recipient must be prepared to assist Missions in conducting the SRFI, if requested. However, the recipient's role is contributive, and the Mission is ultimately responsible for conducting the SRFI.
- i. **Fly America:** To the extent that participants travel by international air travel, the recipient must comply with the Standard Provision, "International Air Travel and Air Transportation of Property."

- j. **Use of Minority Serving Institutions:** For U.S.-based Participant Training, the recipient must, to the maximum extent possible, maintain their use of Historically Black Colleges and Universities (HBCUs) and other Minority Serving Institutions (MSIs), including Hispanic Serving Institutions and Tribal Colleges and Universities, as training or education providers.

[END OF Provision]

RAA.6. VOLUNTARY POPULATION PLANNING ACTIVITIES – SUPPLEMENTAL REQUIREMENTS (JANUARY 2009) – N/A

RAA.7. PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (APRIL 1998) – N/A

RAA.8. CARE OF LABORATORY ANIMALS (MARCH 2004) – N/A

RAA.9. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)

- a. Except as modified by the schedule of this grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the recipient by USAID or by the cooperating country, must at all times be in the name of the cooperating country or such public or private agency as the cooperating country may designate, unless title to specified types or classes of equipment is reserved to USAID under provisions set forth in the schedule of this award. All such property must be under the custody and control of recipient until the owner of title directs otherwise or completion of work under this award or its termination, at which time custody and control must be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers must be taken in the name of the title owner.
- b. The recipient must maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this grant. The recipient must take all reasonable steps to comply with all appropriate directions or instructions which the Agreement Officer may prescribe as reasonably necessary for the protection of the Government property.
- c. The recipient must prepare and establish a program, to be approved by the appropriate USAID Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The recipient must be guided by the following requirements:
- (1) Property Control: The property control system must include but not be limited to the following:
 - (i) Identification of each item of cooperating country property acquired or furnished under the award by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of (insert name of cooperating country)."
 - (ii) The price of each item of property acquired or furnished under this award.
 - (iii) The location of each item of property acquired or furnished under this award.

- (iv) A record of any usable components which are permanently removed from items of cooperating country property as a result of modification or otherwise.
 - (v) A record of disposition of each item acquired or furnished under the award.
 - (vi) Date of order and receipt of any item acquired or furnished under the award.
 - (vii) The official property control records must be kept in such condition that at any stage of completion of the work under this award, the status of property acquired or furnished under this award may be readily ascertained. A report of current status of all items of property acquired or furnished under the award must be submitted yearly concurrently with the annual report.
- (2) Maintenance Program: The recipient's maintenance program must be consistent with sound business practice, the terms of the award, and provide for:
- (i) Disclosure of need for and the performance of preventive maintenance,
 - (ii) Disclosure and reporting of need for capital type rehabilitation, and
 - (iii) Recording of work accomplished under the program:
 - (A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.
 - (B) Records of maintenance - The recipient's maintenance program must provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result of inspections.
 - (C) A report of status of maintenance of cooperating country property must be submitted annually concurrently with the annual report.

d. Risk of Loss:

- (1) The recipient is not liable for any loss of or damage to the cooperating country property, or for expenses incidental to such loss or damage except that the recipient is responsible for any such loss or damage (including expenses incidental thereto):
 - (i) Which results from willful misconduct or lack of good faith on the part of any of the recipient's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the recipient's business, or all or substantially all of the recipient's operation at any one plant, laboratory, or separate location in which this award is being performed;
 - (ii) Which results from a failure on the part of the recipient, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above:
 - (A) To maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and

- preservation of cooperating country property as required by (i) above;
or
- (B) To take all reasonable steps to comply with any appropriate written directions of the Agreement Officer under b. above;
- (iii) For which the recipient is otherwise responsible under the express terms designated in the schedule of this award;
- (iv) Which results from a risk expressly required to be insured under some other provision of this award, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or
- (v) Which results from a risk which is in fact covered by insurance or for which the grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;
- (vi) Provided, that, if more than one of the above exceptions is applicable in any case, the recipient's liability under any one exception is not limited by any other exception.
- (2) The recipient must not be reimbursed for, and must not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the cooperating country property, except to the extent that USAID may have required the recipient to carry such insurance under any other provision of this award.
- (3) Upon the happening of loss or destruction of or damage to the cooperating country property, the recipient must notify the Agreement Officer thereof, must take all reasonable steps to protect the cooperating country property from further damage, separate the damaged and undamaged cooperating country property, put all the cooperating country property in the best possible order, and furnish to the Agreement Officer a statement of:
- (i) The lost, destroyed, or damaged cooperating country property;
- (ii) The time and origin of the loss, destruction, or damage;
- (iii) All known interests in commingled property of which the cooperating country property is a part; and
- (iv) The insurance, if any, covering any part of or interest in such commingled property.
- (4) The recipient must make repairs and renovations of the damaged cooperating country property or take such other action as the Agreement Officer directs.
- (5) In the event the recipient is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the cooperating country property, it must use the proceeds to repair, renovate or replace the cooperating country property involved, or must credit such proceeds against the cost of the work covered by the award, or must otherwise reimburse USAID, as directed by the Agreement Officer. The recipient must do nothing to prejudice USAID's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the Agreement Officer, must, at the Government's expense, furnish to

USAID all reasonable assistance and cooperation (including assistance in the prosecution of suits and the execution of instruments or assignments in favor of the Government) in obtaining recovery.

- e. Access: USAID, and any persons designated by it, must at all reasonable times have access to the premises wherein any cooperating country property is located, for the purpose of inspecting the cooperating country property.
- f. Final Accounting and Disposition of Cooperating Country Property: Within 90 days after completion of this award, or at such other date as may be fixed by the Agreement Officer, the recipient must submit to the Agreement Officer an inventory schedule covering all items of equipment, materials and supplies under the recipient's custody, title to which is in the cooperating country or public or private agency designated by the cooperating country, which have not been consumed in the performance of this award. The recipient must also indicate what disposition has been made of such property.
- g. Communications: All communications issued pursuant to this provision must be in writing.

[END OF PROVISION]

RAA.10. COST SHARING (MATCHING) (FEBRUARY 2012)

- a. If at the end of any funding period, the recipient has expended an amount of non-Federal funds less than the agreed upon amount or percentage of total expenditures, the Agreement Officer may apply the difference to reduce the amount of USAID incremental funding in the following funding period. If the award has expired or has been terminated, the Agreement Officer may require the recipient to refund the difference to USAID.
- b. The source and nationality requirements and the restricted goods provision established in the Standard Provision entitled "USAID Eligibility Rules for Goods and Services" do not apply to cost sharing (matching) expenditures.

[End of Provision]

RAA.11. PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (JUNE 1999)

- a. USAID reserves the right to terminate assistance to, or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR 140.
- b.
 - (1) For any loan over \$1,000 made under this agreement, the recipient must insert a clause in the loan agreement stating that the loan is subject to immediate cancellation, acceleration, recall, or refund by the recipient if the borrower or a key individual of a borrower is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR 140.
 - (2) Upon notice by USAID of a determination under section (1) and at USAID's option, the recipient agrees to immediately cancel, accelerate, or recall the loan, including refund in full of the outstanding balance. USAID reserves the right to have the loan refund returned to USAID.

c.

- (1) The recipient agrees not to disburse, or sign documents committing the recipient to disburse, funds to a subrecipient designated by USAID ("Designated Subrecipient") until advised by USAID that: (i) any United States Government review of the Designated Subrecipient and its key individuals has been completed; (ii) any related certifications have been obtained; and (iii) the assistance to the Designated Subrecipient has been approved. Designation means that the subrecipient has been unilaterally selected by USAID as the subrecipient. USAID approval of a subrecipient, selected by another party, or joint selection by USAID and another party is not designation.
- (2) The recipient must insert the following clause, or its substance, in its agreement with the Designated Subrecipient:

“The recipient reserves the right to terminate this [Agreement/Contract] or take other appropriate measures if the [Subrecipient] or a key individual of the [Subrecipient] is found to have been convicted of a narcotic offense or to have been engaged in drug trafficking as defined in 22 CFR 140.”

[END OF PROVISION]

RAA.12. INVESTMENT PROMOTION (NOVEMBER 2003)

- a. Except as specifically set forth in this award or otherwise authorized by USAID in writing, no funds or other support provided hereunder may be used for any activity that involves investment promotion in a foreign country.
- b. In the event the recipient is requested or wishes to provide assistance in the above area or requires clarification from USAID as to whether the activity would be consistent with the limitation set forth above, the recipient must notify the Agreement Officer and provide a detailed description of the proposed activity. The recipient must not proceed with the activity until advised by USAID that it may do so.
- c. The recipient must ensure that its employees and subrecipients and contractors providing investment promotion services hereunder are made aware of the restrictions set forth in this clause and must include this clause in all contracts and other subawards and contracts entered into hereunder.

[END OF PROVISION]

RAA.13. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2014)

- a. By April 16 of each year, the recipient must submit a report containing:
 - (1) Contractor/recipient name.
 - (2) Contact name with phone, fax and e-mail.
 - (3) Agreement number(s).
 - (4) The total amount of value-added taxes and customs duties (but not sales taxes) assessed by the host government (or any entity thereof) on purchases in excess of \$500 per transaction of

supplies, materials, goods or equipment, during the 12 months ending on the preceding September 30, using funds provided under this contract/agreement.

- (5) Any reimbursements received by April 1 of the current year on value-added taxes and customs duties reported in (iv).
 - (6) Reports are required even if the recipient did not pay any taxes or receive any reimbursements during the reporting period.
 - (7) Cumulative reports may be provided if the recipient is implementing more than one program in a foreign country.
- b. Submit the reports to:
United States Agency for International Development
Office of Financial Management
M/CFO/CMP - USAID Annex, Floor 8
1300 Pennsylvania Ave., NW
Washington DC 20523-7101
ei@usaid.gov
- c. Host government taxes are not allowable where the Agreement Officer provides the necessary means to the recipient to obtain an exemption or refund of such taxes, and the recipient fails to take reasonable steps to obtain such exemption or refund. Otherwise, taxes are allowable in accordance with the Standard Provision, "Allowable Costs," and must be reported as required in this provision.
- d. The recipient must include this reporting requirement in all applicable subawards and contracts.

[End of Provision]

RAA.14. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JUNE 2012)

- a. U.S. Government funds under this award must not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a multilateral organization, as defined below, unless approved by the Agreement Officer in writing.
- b. Definitions:
- (1) A foreign government delegation is appointed by the national government (including ministries and agencies but excluding local, state and provincial entities) to act on behalf of the appointing authority at the international conference. A conference participant is a delegate for the purposes of this provision, only when there is an appointment or designation that the individual is authorized to officially represent the government or agency. A delegate may be a private citizen.
 - (2) An international conference is a meeting where there is an agenda, an organizational structure, and delegations from countries other than the conference location, in which country delegations participate through discussion, votes, etc.

- (3) A multilateral organization is an organization established by international agreement and whose governing body is composed principally of foreign governments or other multilateral organizations.

[End of Provision]

**RAA.15. CONSCIENCE CLAUSE IMPLEMENTATION (ASSISTANCE)
(FEBRUARY 2012) – N/A**

RAA.16. CONDOMS (ASSISTANCE) (SEPTEMBER 2014) – N/A

**RAA.17. PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION
OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ASSISTANCE)
(SEPTEMBER 2014) – N/A**

RAA.18. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

- a. The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities.
- b. USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

[End of Provision]

**RAA.19. STANDARDS FOR ACCESSIBILITY FOR THE DISABLED IN USAID
ASSISTANCE AWARDS INVOLVING CONSTRUCTION (SEPTEMBER 2004) – N/A**

**RAA.20. STATEMENT FOR IMPLEMENTERS OF ANTI-TRAFFICKING ACTIVITIES ON
LACK OF SUPPORT FOR PROSTITUTION (JUNE 2012) – N/A**

**RAA.21. ELIGIBILITY OF SUBRECIPIENTS OF ANTI-TRAFFICKING FUNDS (JUNE 2012)
– N/A**

**RAA.22. PROHIBITION ON THE USE OF ANTI-TRAFFICKING FUNDS TO PROMOTE,
SUPPORT, OR ADVOCATE FOR THE LEGALIZATION OR PRACTICE OF
PROSTITUTION (JUNE 2012) – N/A**

RAA.23. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (July 2015)

- a. **Requirement for System of Award Management (SAM).** Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently, if required by changes in your information or another award term.
- b. **Requirement for Data Universal Numbering System (DUNS) numbers.** If you are authorized to make subawards under this award, you:
 - (1) Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
 - (2) May not make a subaward to an entity unless the entity has provided its DUNS number to you.
- c. **Definitions.** For purposes of this award term:
 - (1) System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov).
 - (2) Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).
 - (3) Entity, as it is used in this award term, means all of the following, as defined at 2 CFR 25, subpart C:
 - (i) A governmental organization, which is a State, local government, or Indian tribe;
 - (ii) A foreign public entity;
 - (iii) A domestic or foreign nonprofit organization;
 - (iv) A domestic or foreign for-profit organization; and
 - (v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
 - (4) Subaward:
 - (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 Subpart F Audit Requirements).
 - (iii) A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
 - (5) Subrecipient means an entity that:
 - (i) Receives a subaward from you under this award; and

- (ii) Is accountable to you for the use of the Federal funds provided by the subaward.

ADDENDUM (JUNE 2012):

- a. **Exceptions.** The requirements of this provision to obtain a Data Universal Numbering System (DUNS) number and maintain a current registration in the System of Award Management (SAM) do not apply, at the prime award or subaward level, to:
- (1) Awards to individuals
 - (2) Awards less than \$25,000 to foreign recipients to be performed outside the United States (based on a USAID determination)
 - (3) Awards where the Agreement Officer determines, in writing, that these requirements would cause personal safety concerns.
- b. This provision does not need to be included in subawards.

[End of Provision]

RAA.24. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION (DECEMBER 2014)

a. Reporting of first-tier subawards.

- (1) Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
- (2) Where and when to report.
 - (i) You must report each obligating action described in paragraph a.(1) of this award term to www.fsrs.gov.
 - (ii) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
- (3) What to report. You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

b. Reporting Total Compensation of Recipient Executives.

- (1) Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if –
 - (i) The total Federal funding authorized to date under this award is \$25,000 or more;
 - (ii) In the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

- (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
- (2) Where and when to report. You must report executive total compensation described in paragraph b.(1) of this award term:
- (i) As part of your registration profile at www.sam.gov.
 - (ii) By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

- (1) Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you must report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
- (i) In the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - (ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
- (2) Where and when to report. You must report subrecipient executive total compensation described in paragraph c.(1) of this award term:
- (i) To the recipient.
 - (ii) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (for example, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions.

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- (1) Subawards, and
- (2) The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions.

For purposes of this award term:

- (1) Entity means all of the following, as defined in 2 CFR 25:
 - (i) A governmental organization, which is a State, local government, or Indian tribe;
 - (ii) A foreign public entity;
 - (iii) A domestic or foreign nonprofit organization;
 - (iv) A domestic or foreign for-profit organization; and
 - (v) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- (2) Executive means officers, managing partners, or any other employees in management positions.
- (3) Subaward:
 - (i) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - (ii) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200 Subpart F Audit Requirements).
 - (iii) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- (4) Subrecipient means an entity that:
 - (i) Receives a subaward from you (the recipient) under this award; and
 - (ii) Is accountable to you for the use of the Federal funds provided by the subaward.
- (5) Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - (i) Salary and bonus.
 - (ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - (iii) Earnings for services under nonequity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - (iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - (v) Above-market earnings on deferred compensation which is not tax-qualified.

- (vi) Other compensation, if the aggregate value of all such other compensation (for example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

[End of Provision]

RAA.25. PATENT REPORTING PROCEDURES (DECEMBER 2014) – N/A

**RAA.26. ACCESS TO USAID FACILITIES AND USAID’S INFORMATION SYSTEMS
(AUGUST 2013) – N/A**

**RAA.27. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT
PROCUREMENTS (DECEMBER 2014)**

All contracts made by the recipient under this award for services to be performed overseas must contain the following provision, as applicable.

Workers’ Compensation Insurance (Defense Base Act)

(a) The Contractor must--

- (1) Before commencing performance under this contract, establish provisions to provide for the payment of disability compensation and medical benefits to covered employees and death benefits to their eligible survivors, by purchasing Defense Base Act (DBA) insurance pursuant to the terms of the contract between USAID and USAID’s DBA insurance carrier unless the Contractor qualifies as a self-insurer under the Longshore and Harbor Workers’ Compensation Act (33 U.S.C. 932) as extended by the Defense Base Act (42 U.S.C. 1651, et seq.), or has an approved retrospective rating agreement for DBA. The Contractor must continue to maintain these provisions to provide such Defense Base Act benefits until contract performance is completed.
- (2) If USAID or the Contractor has secured a waiver of DBA coverage in accordance with AIDAR 728.305-70(a) for contractor’s employees who are not citizens of, residents of, or hired in the United States, the contractor agrees to provide such employees with worker’s compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee’s native country, whichever offers greater benefits. The Department of Labor has granted partial blanket waivers of DBA coverage applicable to USAID-financed contracts performed in countries listed in the DEFENSE BASE ACT (DBA) WAIVER LIST.
- (3) Within ten days of an employee’s injury or death or from the date the Contractor has knowledge of the injury or death, submit Form LS-202 (Employee’s First Report of Injury or Occupational Illness) to the Department of Labor in accordance with the Longshore and Harbor Workers’ Compensation Act (33 U.S.C. 930(a), 20 CFR 702.201 to 702.203).
- (4) Pay all compensation due for disability or death within the timeframes required by the Longshore and Harbor Workers’ Compensation Act (33 U.S.C. 914, 20 CFR 702.231 and 703.232).
- (5) Provide for medical care as required by the Longshore and Harbor Workers’ Compensation Act (33 U.S.C. 907, 20 CFR 702.402 and 702.419).

- (6) If controverting the right to compensation, submit Form LS-207 (Notice of Controversion of Right to Compensation) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(d), 20 CFR 702.251).
- (7) Immediately upon making the first payment of compensation in any case, submit Form LS-206 (Payment of Compensation Without Award) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(c), 20 CFR 702.234).
- (8) When payments are suspended or when making the final payment, submit Form LS-208 (Notice of Final Payment or Suspension of Compensation Payments) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914 (c) and (g), 20 CFR 702.234 and 702.235).
- (9) Adhere to all other provisions of the Longshore and Harbor Workers' Compensation Act as extended by the Defense Base Act, and Department of Labor regulations at 20 CFR Parts 701 to 704.

For additional information on the Longshore and Harbor Workers' Compensation Act requirements see <http://www.dol.gov/owcp/dlhwc/lbdba.htm>.

The Contractor must insert the substance of this clause including this paragraph (c), in all subcontracts to which the Defense Base Act applies.

[END OF PROVISION]

RAA.28. AWARD TERM AND CONDITION FOR RECIPIENT INTEGRITY AND PERFORMANCE MATTERS (April 2016)

A. Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

- b. Reached its final disposition during the most recent five year period; and
 - c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
 - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.
3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission

Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes-
 - (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
 - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

B. [Reserved]

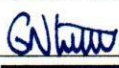

[END OF PROVISION]

RAA.29. PROTECTING LIFE IN GLOBAL HEALTH ASSISTANCE (MAY 2019) – N/A

[END OF ATTACHMENT C – STANDARD PROVISIONS]

ATTACHMENT D - BRANDING STRATEGY AND MARKING PLAN

(TO BE INSERTED POST-AWARD)

FDP Foreign Cost Reimbursement Subaward			
Federal Awarding Agency: Other [Type in Agency]		USAID	
Pass-Through Entity (PTE): University of Notre Dame		Subrecipient: Universidad Pedagógica Nacional Francisco Morazan	
PTE PI: Tom Pirekal		Sub PI: Russel Hernández Rodríguez	
PTE Federal Award No: 7200AA20CA00025		Subaward No: 204236UPNFM	
Project Title: Co-creating Knowledge For Change: Learning Becomes Service to Justice			
Subaward Budget Period: Start: 01/25/2022 End: 06/30/2023		Amount Funded This Action (USD): \$ 530,561.00	
Estimated Period of Performance: Start: 01/25/2022 End: 06/30/2023		Incrementally Estimated Total (USD): \$	
Terms and Conditions			
<p>1. PTE hereby awards a cost reimbursable Subaward, (as determined by 2 CFR 200.331), to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE. No Party has the authority to bind any other Party in contract or to incur any debts or obligations on behalf of any other Party, and no Party (including an employee or other representative of such Party) shall take any action that attempts or purports to bind any other Party in contract or to incur any debt or obligations on behalf of any other Party, without the affected party's prior written approval.</p> <p>2. Subrecipient shall submit invoices <u>Quarterly</u> for allowable costs incurred. All invoices shall be submitted using PTE's standard invoice shown in Attachment 6, and shall include current and cumulative costs (including cost sharing information if applicable), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415 (a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's <u>Financial</u> Contact, shown in Attachment 3A. Expenditures of Subrecipient shall conform to budget in Attachment 5. All payments will be in U.S. Dollars.</p> <p>3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's <u>Administrative</u> Contact, as shown in Attachment 3A, NO LATER THAN <u>45 Days</u> after Subaward end date. The final statement of costs shall constitute Subrecipient's final financial report.</p> <p>4. All payments shall be considered provisional and subject to adjustment within the total estimated cost, in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305.</p> <p>5. Matters concerning the technical performance of this Subaward Agreement shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4 "Reporting Requirements".</p> <p>6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward Agreement and any changes requiring prior approval, shall be directed to the PTE's <u>Authorized Official</u> Contact, and the Subrecipient's <u>Principal Investigator</u> Contact as shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official, as shown in Attachments 3A and 3B.</p> <p>7. The PTE may issue non-substantive changes (defined as: documentation of prior approvals, addition of non-competing continuation budget periods/funds and no cost extensions) to the Budget Period(s) and Budget <u>Bilaterally</u>. Unilateral modifications shall be considered valid 14 days after receipt, unless otherwise indicated by Subrecipient. Requests for No Cost Extensions are as shown in Attachment 2.</p> <p>8. Each Party shall be responsible for its negligent acts or omissions, and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.</p> <p>9. Either party may terminate this Subaward with 30 days written notice. Notwithstanding, if the Awarding Agency terminates the Federal Award, PTE will terminate in accordance with the Awarding Agency requirements. PTE notice shall be directed to the PTE's <u>Administrative</u> Contact and the Subrecipient's notice directed to the <u>Authorized Official</u> Contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.</p> <p>10. No Party shall be in default by reason of any failure in performance of this Subaward if such failure arises, directly or indirectly, out of causes reasonably beyond the direct control or foreseeability of such Party, including but not limited to, acts of God or of the public enemy, U.S. or foreign governmental acts in either a sovereign or contractual capacity, labor, fire, flood, epidemic and strikes.</p> <p>11. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this Subaward to comply with all applicable laws, regulations and requirements.</p>			
By an Authorized Official of Pass-through Entity:  Name: <u>Greg Luttrell</u> Date: <u>01/27/2022</u> Title: <u>Director, Research Contracts</u>		By an Authorized Official of Subrecipient:  Name: <u>Hermes Alduvin Díaz Luna</u> Date: <u>01/26/2022</u> Title: <u>Rector Universidad Pedagógica Nacional Francisco Morazán</u>	

RECIBIDO 24 MAR-2022

CONVENIO ESPECÍFICO DE COOPERACIÓN ENTRE LA ORGANIZACIÓN DE ESTADOS IBEROAMERICANOS PARA LA EDUCACIÓN, LA CIENCIA Y LA CULTURA (OEI) Y LA UNIVERSIDAD PEDAGÓGICA NACIONAL FRANCISCO MORAZÁN (UPNFM) PARA LA IMPLEMENTACIÓN DEL PROYECTO “ESTRATEGIA PARA LA PROMOCIÓN DEL ORGULLO LINGÜÍSTICO”.

Nosotros, Dña. **CARMEN DEL SOCORRO LARGAESPADA FREDERSDORFF** mayor de edad, Dra. en Sociología de nacionalidad nicaragüense, con pasaporte No. C02636131, de este domicilio para fin de notificaciones, actuando en mi condición de representante y directora de la **ORGANIZACIÓN DE ESTADOS IBEROAMERICANOS PARA LA EDUCACIÓN, LA CIENCIA Y LA CULTURA** (en adelante la OEI) y, **DON HERMES ALDUVÍN DÍAZ LUNA**, mayor de edad, casado, hondureño, Doctor en Educación, con tarjeta de identidad número 1007-1966-00204, en mi condición de Rector de la **UNIVERSIDAD PEDAGÓGICA NACIONAL FRANCISCO MORAZÁN** (en adelante **UPNFM**), nombrado según Acuerdo CSU 005-2017 de la sesión del Consejo Superior Universitario, efectivo a partir del 1 de julio de 2020, que consta en Acta No. 003-CSU-2020, de la Sesión del Consejo Superior Universitario, celebrada el 15 de mayo de 2020, ambos de compareciente declaramos que ostentamos facultades suficientes para suscribir este documento y hemos convenido celebrar el presente Convenio Específico de Cooperación para la implementación del proyecto “**Estrategia para la Promoción del Orgullo Lingüístico**”, bajo las siguientes condiciones:

CONSIDERANDO

CONSIDERANDO (1): Que la Organización de Estados Iberoamericanos para la Educación, la Ciencia y la Cultura (OEI) es un organismo internacional de carácter gubernamental para la cooperación entre los países iberoamericanos en el campo de la educación, la ciencia, la tecnología y la cultura en el contexto del progreso integral, de la democracia y de la integración regional, facilitando el desarrollo de estos.

CONSIDERANDO (2): Que el artículo 3 de los Estatutos de la OEI expresa textualmente que, “Para el cumplimiento de sus fines, la Organización de Estados Iberoamericanos para la Educación, la Ciencia y la Cultura, podrá celebrar acuerdos y suscribir convenios y demás instrumentos legales con los Gobiernos Iberoamericanos, con otros Gobiernos, con Organizaciones Internacionales y con Instituciones, centros y demás entidades educativas, científicas y culturales”

CONSIDERANDO (3): Que la Organización de Estados Iberoamericanos para la Educación, la Ciencia y la Cultura (OEI), como organismo internacional comprometido con el desarrollo de la educación y la cultura, cree imprescindible dedicar parte de sus acciones en apoyar la articulación de esfuerzos, promoviendo colaboraciones y sinergias entre la empresa privada, gobierno local y central, en función de mantener la calidad de la educación en el país.



CONSIDERANDO (4): Que la Universidad Pedagógica Nacional Francisco Morazán (UPNFM), según lo estipulado en el capítulo II, artículo 6 de su Estatuto tiene como objetivos los siguientes: a) Formar y perfeccionar a nivel superior los cuadros docentes, técnicos y administrativos que la educación nacional requiere, b) Profesionalizar los maestros sin título docente que laboran en el sistema educativo nacional, c) Contribuir al desarrollo de la investigación científica en todos los campos del conocimiento y en particular investigar la realidad educativa nacional, aplicar y difundir los resultados, d) Contribuir a la conservación e incremento del patrimonio cultural y natural de la nación y divulgar toda forma de cultura y e) Vincular sus actividades con entidades nacionales y extranjeras que persigan los mismos objetivos.

CONSIDERANDO (5): Que el proyecto **Estrategia para la Promoción del Orgullo Lingüístico**, se ejecutará en beneficio nacional estableciendo como puntos de interés las zonas geográficas dónde se ubican los pueblos indígenas y afrohondureños en Honduras. Todo ello, en virtud de la priorización de sus lenguas maternas, las cuales constituyen parte integrante del patrimonio cultural inmaterial de los pueblos que las hablan, y demandan por lo tanto una atención particular para su protección y fortalecimiento. En sintonía con esta necesidad imperante, la UPNFM y la OEI, reconocen la importancia y la riqueza de la diversidad cultural y lingüística de la región, como parte de un patrimonio compartido. En la Agenda 2030 de las Naciones Unidas las lenguas tienen una presencia en su dimensión educativa y cultural, constituyendo un factor humano importante para alcanzar una educación inclusiva, equitativa, a lo largo de la vida, así como para el desarrollo científico y la valorización de la diversidad cultural.

CONSIDERANDO (6): Que la OEI y la UPNFM, han optado por la perspectiva colaborativa de alianza interinstitucional en el ámbito del desarrollo profesional mediante la educación superior incluyendo actores públicos y privados de referencia, así como miembros de organizaciones étnicas para desarrollar actividades de concientización, adopción de medidas y la realización de las gestiones necesarias para la difusión del valor de la diversidad lingüística y cultural de la Nación en los medios de comunicación públicos. Así mismo, impulsar la producción y emisión de programas en lenguas nativas en los distintos medios tecnológicos de información y comunicación local y nacional, como estrategia para la salvaguardia de las lenguas nativas.

En consecuencia, ambas instituciones persiguen objetivos comunes, por lo cual acuerdan establecer lazos de colaboración, con el propósito común de ampliar la promoción de iniciativas que contribuyan al logro de resultados y avances concretos en materia de mejora de la calidad educativa en el marco de las METAS 2030 para contribuir al desarrollo humano sostenible en general y a la mejora en la calidad de vida de la población hondureña.

POR TANTO

En su virtud, y de acuerdo con la exposición que antecede, ambas partes deciden suscribir el presente Convenio Específico de Cooperación para la implementación del proyecto **“Estrategia para la Promoción del Orgullo Lingüístico”**, el cual se rige de conformidad a las cláusulas siguientes:



CLÁUSULAS

CLÁUSULA PRIMERA. - OBJETO DEL CONVENIO

El objeto del presente Convenio consiste en regular la cooperación entre la denominada Universidad Pedagógica Nacional Francisco Morazán (UPNFM), y la Organización de Estados iberoamericanos para la Educación, la Ciencia y la Cultura (OEI) para el cumplimiento de los objetivos, metas y programas de acción compartidas de la propuesta del Proyecto “**ESTRATEGIA PARA LA PROMOCIÓN DEL ORGULLO LINGÜÍSTICO**”, que busca fomentar la valoración de las lenguas nativas hondureñas, para contribuir a la construcción de una identidad nacional pluriétnica, el desarrollo sostenible y la protección de los derechos humanos de los pueblos indígenas y afrohondureños. Todo ello, en sintonía con la Declaración Universal de Derechos Lingüísticos (1996) proclamada en el marco de la Conferencia Mundial de Derechos Lingüísticos bajo el patrocinio de la UNESCO, la cual insta a la toma de conciencia sobre la desaparición acelerada de muchas lenguas.

CLÁUSULA SEGUNDA. - COMPROMISOS DE LAS PARTES

Corresponde a UPNFM:

- a. Garantizar las contribuciones logísticas y financieras para el desarrollo de la iniciativa objeto del presente convenio, según se estipula en la cláusula tercera, inciso b.
- b. Gestionar por sí misma su propia aportación con rigurosidad, eficiencia y eficacia en pro de un impacto verificable de las acciones.
- c. Aportar la información técnica necesaria para asegurar el logro de los objetivos previstos en el presente convenio de cooperación.
- d. Designar a una persona como enlace entre UPNFM y la OEI.
- e. Promover las modificaciones y los ajustes necesarios para el correcto desarrollo de las iniciativas.
- f. Promover la divulgación de los avances técnicos del proyecto.
- g. Brindar apoyo técnico y logístico.
- h. Seguimiento y monitoreo conjunto de las acciones del proyecto, en los periodos definidos.
- i. Facilitar cuantas relaciones y mediaciones institucionales sean precisas para la ejecución del presente Convenio.
- j. Realizar acciones de visibilidad del proyecto.
- k. Autorizar a OEI el uso de fotografías, videos y toda información que se produzca como parte de las actividades del convenio para uso en redes sociales, página web y otros medios de comunicación.
- l. Elaborar y entregar a la OEI, un informe técnico y económico final acompañado de los justificantes acreditativos relativos a la implementación del proyecto en un plazo máximo de un (1) mes después de finalizado el presente convenio, asimismo, entregará el documento de “CERTIFICA” firmado y sellado donde detalla el aporte como contraparte en la ejecución del proyecto.



Corresponde a la OEI:

- a. Garantizar las contribuciones financieras para el desarrollo de la iniciativa objeto del presente convenio.
- b. Gestionar por sí misma su propia aportación con rigurosidad, eficiencia y eficacia en pro de una mayor pertinencia y de un impacto verificable de las acciones.
- c. Proponer las modificaciones y los ajustes necesarios para el correcto desarrollo de la iniciativa del presente convenio.
- d. Desarrollar las actividades necesarias para el cumplimiento de objetivos y la obtención de resultados de las actividades que contempla el presente Convenio, de acuerdo con las normas y procedimientos de la OEI, según el documento de proyecto.
- e. Brindar apoyo técnico, administrativo y logístico.
- f. Seguimiento y monitoreo conjunto de las acciones del proyecto, en los periodos definidos.
- g. Realizar la gestión, coordinación técnica y administrativa del proyecto desde la OEI en Honduras.
- h. Facilitar cuantas relaciones y mediaciones institucionales sean precisas para la ejecución del presente Convenio.
- i. Una vez finalizada la ejecución del proyecto, la OEI se compromete a presentar en el plazo máximo de 3 meses siguientes a la finalización de las actividades a que se refiere la Cláusula Primera, un informe técnico final de las actuaciones realizadas, así como un informe económico detallado de los fondos recibidos y desembolsados, acompañado de los justificantes acreditativos del gasto mediante la aportación de originales o copias autenticadas.

CLÁUSULA TERCERA. - COMPROMISOS ECONÓMICOS

El valor del presente convenio asciende a veinte mil dólares exactos (USD 20.000,00), de acuerdo con la siguiente distribución.

a) Aportaciones de la OEI

Con el fin de hacer posible el desarrollo del presente Convenio, la OEI se compromete a realizar una aportación total de trece mil dólares exactos (USD 13.000,00), de los cuales diez mil dólares (USD 10.000,00) son en efectivo y tres mil dólares estadounidenses (USD 3.000,00) serán aportados como bienes y servicios. Dichos recursos financieros corresponden al Fondo de Apoyo 2021.

b) Aportaciones de UPNFM

La UPNFM se compromete a realizar una aportación en bienes y servicios por un total de siete mil dólares exactos (USD 7.000,00), los cuales gestionará por sí misma.



CLÁUSULA CUARTA- COMPROMISOS CONJUNTOS

1. El proyecto será ejecutado de acuerdo con los lineamientos y procedimientos de la OEI y de conformidad con el documento de proyecto que ambas partes conocen y que forma parte íntegra del presente convenio.

2. Para la coordinación y seguimiento de esta colaboración ambas partes nombrarán un enlace técnico, por parte de la **OEI**: La Gestora Avanzada de Proyectos de OEI-Honduras. Por parte de la **UPNFM**: el/la Titular del Programa de Educación Intercultural de la Dirección de Programas Especiales de la Universidad Pedagógica Nacional Francisco Morazán, la cual, ejecutará las labores de verificación, vigilancia y control de la correcta realización del objeto del Convenio y establecerá los criterios y líneas generales complementarias al mismo, ello en seguimiento a cada una de las acciones plasmadas en el documento de proyecto.

3. Las partes manifiestan expresamente que ninguno de sus empleados, agentes o dependientes adquieren por la celebración del presente Convenio relación laboral alguna con la otra parte.

3. En las acciones de promoción, difusión y divulgación de las actividades realizadas en virtud del presente convenio, se hará constar de forma expresa la participación de la **UPNFM** y de la **OEI**. En todas las publicaciones en redes sociales, página web y otros medios de comunicación, material de divulgación y otros elementos visuales como carteles o placas, deberán exhibirse los dos logotipos con similar tratamiento gráfico, con el mismo tamaño en iguales condiciones de visibilidad. Cada interviniente deberá contar con al menos un ejemplar de todo el material de promoción o difusión editado.

4. La **OEI** y la **UPNFM** se comprometen a hacer constar la colaboración de ambas organizaciones en cuantas actuaciones y documentos sean pertinentes. En todo caso, ambas imágenes con su logotipo, figurará de forma destacada en los comunicados de prensa, espacios de Internet, programas y paneles, así como en todo el material publicitario, informativo o analítico que se pudiera abordar o difundir en los medios de comunicación.

5. Las partes de común acuerdo podrán suscribir modificaciones o revisiones del presente convenio para ajustarse a las necesidades del proyecto, las cuales podrán ser modificadas mediante adenda.

CLÁUSULA QUINTA - VIGENCIA.

El presente convenio tendrá una vigencia de 12 meses desde la fecha de su suscripción, pudiendo ser renovado mediante adendas suscritas por ambas partes.

CLÁUSULA SEXTA. - CONFIDENCIALIDAD

Ambas partes conceden, con carácter general, la calificación de información reservada a la obtenida en aplicación de este Convenio, y más concretamente, a la relativa a los programas desarrollados, por lo que asumen de buena fe el tratamiento de restricción en su utilización o en la divulgación de esta por sus respectivas organizaciones. Si como consecuencia de la ejecución del presente acuerdo alguna de las partes tuviera acceso a información exclusiva y/o confidencial o de la relativa a datos de carácter personal, deberá guardar secreto sobre los

misimos y se compromete a no revelar dicha información a terceros y a no hacer uso de esta para fines distintos de los previstos en este Convenio.

CLÁUSULA SÉPTIMA. - RESOLUCIÓN DE CONTROVERSIAS

Cualquier controversia o conflicto entre las partes relacionado directa o indirectamente con este convenio, ya sea de su naturaleza, interpretación, cumplimiento o ejecución o terminación de este se resolverá mediante la negociación o discusión directa entre las partes.

CLÁUSULA OCTAVA. - CAUSAS DE DISOLUCIÓN DEL CONVENIO

La Disolución o terminación del presente Convenio tendrá lugar:

1. Por mutuo acuerdo de las partes.
2. Por imposibilidad manifiesta y/o insuperable y sobrevenida de alguna de las partes firmantes para llevar a cabo lo convenio.
3. Por incumplimiento o defectuoso cumplimiento reiterado de las algunas de las obligaciones mutuamente asumidas. En este último supuesto, el/los defectuoso/s cumplimientos deberán haber sido previamente denunciado/s y notificado/s fehacientemente por escrito por la parte cumplidora a la incumplidora y haber dado un plazo prudencial de 15 días para su reparación.
4. Por las demás causas legalmente establecidas.
5. En el caso del numeral tres (3) el incumplimiento de las obligaciones del presente convenio dará derecho, en su caso, a la otra parte, a la indemnización de los daños y perjuicios correspondientes.

CLÁUSULA NOVENA. - PRIVILEGIOS E INMUNIDADES

Ninguna de las previsiones de este documento debe ser interpretada como renuncia a los privilegios e inmunidades de la OEI consagradas en el Acuerdo de Sede suscrito con el Gobierno de la República de Honduras el 22 de noviembre de 2002.

CLÁUSULA DÉCIMA: PROTECCIÓN DE DATOS

En el supuesto de tener que tratar datos personales, dicha decisión estará amparada y permitida de conformidad con lo establecido por el Reglamento (UE) 2016/679, del Parlamento Europeo y del Consejo de 27 de abril de 2016 relativo a la protección de las personas físicas en lo que respecta al tratamiento de datos personales y a la libre circulación de estos datos o, en su defecto, por lo que establezca la legislación nacional correspondiente en materia de protección de datos.

CLÁUSULA DÉCIMA PRIMERA: ACEPTACIÓN DEL CONVENIO

Las partes suscriptoras aceptan todas y cada una de las cláusulas estipuladas en este Convenio y se comprometen en cumplirlas. Y en prueba de conformidad, firman el presente Convenio, que se extiende por duplicado ejemplar, en la ciudad de Tegucigalpa, Municipio del Distrito Central, a los 10 días del mes de diciembre de 2021.



OEI



Por la Universidad Pedagógica Nacional
Francisco Morazán (UPNFM).

Por la Organización de Estados
Iberoamericanos para la Educación, la
Ciencia y la Cultura OEI oficina en Honduras.



Dr. Hermes Alduvín Díaz Luna

Rector de la Universidad Pedagógica
Nacional Francisco Morazán



Dra. Carmen Largaespada Fredersdorff

Directora y Representante Residente
Oficina de País - Honduras

RECIBIDO 16 MAR 2022

Oficio N° 007-OEI-2022

Tegucigalpa, MDC, 18 de enero 2022

PhD

Hermes Alduvín Díaz Luna

Rector

Universidad Pedagógica Nacional Francisco Morazán (UPNFM)

Su Despacho.

Estimado PhD. Díaz:

Reciba un cordial saludo en nombre de la Organización de Estados Iberoamericanos para la Educación, la Ciencia y la Cultura (OEI) y el mío propio.

En el marco de la cooperación entre la Universidad Pedagógica Nacional Francisco Morazán y la OEI, mediante la presente, adjunto el documento original del convenio institucional referido al **"Proyecto Estrategia para la Promoción del Orgullo Lingüístico"** (ORGULLO LINGÜISTICO/HON/OEI/21), para los archivos correspondientes como suscriptores de este.

Agradeciéndole su atención, le reitero las muestras de nuestra consideración.

Atentamente,

Dra. Carmen Largaespada Fredersdorff

Representante y Directora de País

Oficina Nacional OEI – Honduras

Cc/ Archivo OEI Honduras

Handwritten note:
Hec
Lupam
9/01/22