

**Call for Proposals – International Programs to Combat Trafficking in Persons  
U.S. Embassy  
Conakry, Guinea**

*The following is an unofficial, abbreviated version of the full call for proposals. Complete program guidelines and instructions are contained within the official call for proposals, which can be obtained at the U.S. Embassy in Guinea.*

**Eligibility:**

The U.S. Government welcomes applications from non-governmental organizations (both U.S. and foreign-based), international organizations and government agencies.

Applicants must have a demonstrated expertise in one or more of the following subject areas: prevention of trafficking in persons, prevention of violence against women and children, victims' rights, victim assistance, law enforcement training, legal advocacy for victims and human rights, and the ability to develop and implement a program.

**Funding Priorities:**

The U.S. Government seeks to fund creative and sustainable projects around the world that will address any of the following with respect to trafficking in persons: protection, prevention and prosecution. The U.S. Government anticipates having approximately \$1.6 million available to fund programs in Africa through this solicitation.

The following is a sample list, though not exhaustive, of the types of programs the U.S. Government seeks to fund through this legislation:

- Technical assistance to improve anti-trafficking legislation
- Development of anti-TIP written policies and procedures for law enforcement agencies
- Implementation of improved procedures for law enforcement to identify and rescue victims, conduct investigations, protect and assist victims, and prosecute traffickers
- Training for law enforcement, immigration officials, prosecutors, and judges
- Development, enhancement, or expansion of comprehensive services for adult and child victims of sex trafficking and forced labor
- Improved effectiveness of existing laws that can be used to prosecute traffickers who offend while serving abroad as members of peacekeeping units
- Regional or global projects

**Application and Submission Information:**

Award Period: 12 to 36 months

Award Amount: Multiple awards will be granted globally with a maximum amount per award of \$500,000

Submission Process: Applicants must submit their proposal to the U.S. Embassy no later than **Friday, February 1**.

Application Content: Proposals may be submitted in English or French  
Budgets may be submitted in U.S. dollars or Francs Guinean\*  
Proposal narratives may not exceed 5 pages  
Each proposal must contain the six sections described below

*\*Budget figures submitted in Francs Guinean will be automatically converted into U.S. dollars according to the U.S. Government official exchange rate effective on February 1, 2008.*

### **Section 1 – Identifying Information**

The applicant should provide the legal name of the organization, the name of the Organization Director, the name of the organization contact person for the application, the organization's address, the organization's phone number, and the an email address for the organization contact person.

### **Section 2 – Abstract**

The abstract is limited to 300 words in length. It must provide a summary of the identified need, proposed activities, and expected results.

### **Section 3 – Problem Statement**

The problem statement must describe the need for the project with regards to: location, the extent and nature of the trafficking problem in the area, and the population or group affected by the trafficking problem. Corroboration of the perceived problem should be presented, with any available qualitative and quantitative information, such as recent research studies and baseline statistics related to the proposed project. The problem statement should identify the existing resources in the location, such as on-going anti-trafficking programs and their funding sources, as well as general internal and external support mechanisms.

### **Section 4 – Project Goals/Objectives/Implementation Plan**

The applicant must specify the goals and objectives of the project, relative to the problem statement. The goals and objectives must be measurable, and specific to what the proposed project can achieve. The proposed activities should be clearly linked to the achievement of the goals, objectives, and targets. This section should also describe how success will be measured in terms of performance indicators and targets. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

### **Section 5 – Organizational Capability**

Applications must include a clear description of the applicant's previous experience with victims of trafficking and trafficking-related projects, and organizational experience and background in the country/region as these relate to the proposed activities. This section must also identify any local partners involved in the project, and provide a brief

description of their experience and capacity. The management structure and staffing plan for the proposed project must be included.

## **Section 6 – Appendices**

The proposal must include the following four appendices, and the stated page limits must be adhered to:

- (a) **Summary Budget**– the budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories, as applicable: (a) Personnel; (b) Fringe Benefits; (c) Travel; (d) Equipment; (e) Supplies; (f) Contractual; (g) Consultant Fees; (h) Other Direct Costs; (i) Total direct charges [sum of (a) through (h)]; (j) Indirect Charges; and (k) Totals. **The summary budget cannot exceed 1 page in length.**
- (b) **Line-Item Budget** – the line-item budget must provide sufficient information for each summary category to justify the inclusion and reasonableness of the costs presented. **The line-item budget cannot exceed 3 pages in length, and must be articulated as follows:**
  - a. *Personnel* – Identify staffing requirements by each position title, and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project.
  - b. *Fringe Benefits* – State benefit costs separately from salary costs and explain how benefits are computed for each category of employee. Specify the type and rate.
  - c. *Travel* – Identify staff and participant travel, including: international airfare; in-country travel; domestic travel in the U.S.; per diem/maintenance (includes lodging, meals, and incidentals for both participant and staff travel). Please note that rates of maximum allowance for U.S. and foreign travel are available at: [www.policyworks.gov](http://www.policyworks.gov). Per diem rates may not exceed the published U.S. Government allowance rates, but institutions do have the option of using lower per diem rates.
  - d. *Equipment* – Provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.
  - e. *Supplies* – List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies.
  - f. *Contractual* – For each sub-grant/contract, provide a detailed line-item breakdown explaining specific services. In the sub-grant budgets, provide the same level of detail for personnel, fringe benefits, travel, supplies, equipment, and direct costs required of the primary applicant.
  - g. *Consultant Fees* – If consultants will be used in the grant, provide all costs related to their activities, including travel and per diem costs.
  - h. *Other Direct Costs* – These will vary depending on the nature of the grant. Identify each cost and provide justification.

- i. *Indirect Charges* – If your organization has an indirect cost rate agreement with the U.S. Government, include a copy as an addendum to the budget, and indicate how the rate is applied.
- (c) **Budget Narrative** – A budget narrative must accompany the line-item budget to sufficiently justify each identified cost. **The budget narrative must not exceed 3 pages.**
- (d) **Resume** – **a resume, not to exceed 1 page in length**, must be included for the proposed key staff person, such as the Project Director. If an individual for this type of position has not been identified, the applicant must submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.

### **Award Selection Criteria**

Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The U.S. Government will award grants to the applicants whose offers represent the best value to the U.S. Government on the basis of technical merit and cost.

Each application will be evaluated by a review committee at the U.S. Embassy and if selected, forwarded to a review committee at the U.S. Department of State and other experts, as deemed appropriate for final selection.

### **Award Administration**

**Anticipated Time to Award:** Applicants should expect to be notified of the *recommended* proposals within 90 days after the submission deadline. Following this initial notification, **selected applicants will be expected to submit a lengthier application within 30 days.**

Applicants should be aware that there will be an extensive delay between the time that full applications are submitted and awards are made. Successful applicants can expect to receive their grant funds 8 to 12 months after the U.S. Government approves their applications.