Funding Opportunity Title:	**Strengthening partnerships for democratic governance through regional and national grants to Civil Society Organizations**
Announcement Type:	Annual Program Statement
Funding Opportunity Number:	SDGAP-APS-001
Issuance Date:	23 May 2017
Questions for First Round of Evaluations Due:	On-going basis
Deadline for Submission of Concept Papers:	See below for Round of Deadlines
Final Closing Date:	26 March 2018
Submit Concept Papers to:	SDGAPGrants@dai.com

Concept paper submission deadline:	
Round one deadline:	**15 June 2017**
Round two deadline:	**20 August 2017**
Round three deadline:	**20 November 2017**
Round four deadline:	**22 February 2018**

To Interested Applicants:

The purpose of this Annual Program Statement (APS) is to solicit applications for funding from the Strengthening Democratic Governance and Accountability Project (SDGAP). DAI, through the United States Agency for International Development (USAID), is announcing a two-step process to select eligible proposals to implement activities that will improve civil society and government engagement on key Government policy and reform plans that will result in strengthened democratic governance and accountability in Sri Lanka:

Step 1: Applicants submit concept papers

Step 2: Full applications from shortlisted applicants

DAI on behalf of USAID anticipates awarding grants to fund successful applications submitted in response to this APS. Competition for this APS will be open for eight

months on a rolling basis. All concept papers for review in the first round of evaluations are due by 17 June 2017. Successful concept papers that fall within the criteria set forth in this APS may be invited to submit full proposals. Successful proposals will be selected for funding by SDGAP/DAI. At the discretion of DAI, applications received after the first round of evaluations may be considered on a rolling basis or as part of another round of evaluations.

The length of the proposed programs can be up to one (01) year. The total amount of funding currently available for this APS is for a period of up to 30 September 2019. DAI may choose to fully fund or incrementally fund the selected application(s). The number of awards and amount of available funding is subject to change and DAI reserves the right to make no awards as a result of this APS.

> *The issuance of this APS does not constitute an award or commitment on the part of DAI, nor does it commit DAI to pay for costs incurred in the preparation and submission of an application. DAI reserves the right to fund any or none of the applications submitted. Further, DAI reserves the right to make no awards as a result of this APS*

Submission of questions: Questions on this APS should be addressed to SDGAPGrants@dai.com and will be reviewed and answered on a rolling basis. The deadline for receipt of questions is 31 May 2017 by 5:00 p.m. local Sri Lankan time. Telephone calls regarding technical content will not be entertained. Questions and answers will be posted.

The APS solicits applications for interventions that will be implemented in all areas of Sri Lanka and applicants should clearly mention the geographic areas in which project activities will be implemented.

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

(1) Description of the Proposed Program

Overview of SDGAP: The USAID funded Strengthening Democratic Governance and Accountability Project (SDGAP) in Sri Lanka, implemented by DAI Global, LLC, is a three-year project (September 2016 – September 2019) that is supporting democratic governance, reform, and accountability in Sri Lanka through the strengthening of country systems and processes in the areas of transparency and public accountability, financial management, and policy reform and implementation. The project objectives include:

- Increase transparency and accountability of the Government of Sri Lanka (GSL),
- Improve its effectiveness and efficiency in the delivery of public services,
- Bolster its capability to communicate with the public,
- Strengthen GSL ability to incorporate public participation in policymaking, and
- Reduce opportunities for, and incidences of, corruption in public sector institutions.

SDGAP Objectives

SDGAP will work with the Parliament of Sri Lanka, selected government ministries, independent commissions and government agencies. The project will also support local civil society organizations (CSOs) to achieve the following results:

- **Task One:** Strengthening Sri Lanka's Public Accountability Systems (including oversight bodies such as Parliament and its Committees and emerging independent Commissions)

- **Task Two:** Improving Strategic Planning and Communication, Policy Reform and Implementation (including through work with key ministries)

- **Task Three:** Increasing Political Participation of Women and Underrepresented Groups in Democratic Governance (including at local levels)

SDGAP will work to strengthen the linkages between different branches and levels of government related to key governing systems and processes, while also increasing public participation in and public information about those systems and processes to ensure greater governance accountability.

While Task Three is focused on women and under-represented groups, the participation of these individuals and groups is important and necessary to the

achievement of results in Task One and Task Two, as well as achieving the overall objective of SDGAP.

Technical Scope of the APS

There are many challenges facing the Government of Sri Lanka to improve transparency, accountability and effectiveness of national, provincial and local governance structures. In addition, key policy reforms are underway, such as Constitutional reform and electoral reform. Through grants issued under this APS, SDGAP intends to strengthen the linkages between CSOs and the different branches and levels of governments, as well as creating opportunities for civic engagement, civic education, and public participation to ensure greater effectiveness and accountability of government processes and reforms. As a subsequent step towards improving policy processes in Sri Lanka, SDGAP seeks to further its collaboration with CSOs to achieve policy improvements and provide civic education in key policy and reform areas by enhancing civic participation.

SDGAP seeks to:

- further its collaboration with CSOs to achieve policy improvements and civic education in key policy areas (such as Constitutional and electoral reform) by enhancing civic participation
- achieve policy impact through CSO and citizen participation to strengthen Sri Lanka's Public Accountability Systems
- engage and establish joint plans of action for policy improvements especially in implementing right to information, Open Government Partnership, Open Budget Initiatives, Sustainable Development Goals and the accountability frameworks to achieve democratic governance. These should be implemented among multiple stakeholders working in the proposed policy areas in a coordinated and collaborative fashion, with a clear definition of roles. Collaborative proposals are encouraged.

Areas of focus:

➢ Improving a Culture of Accountability

Good governance and accountability are key priorities for SDGAP and the Government of Sri Lanka are the cornerstones of combatting corruption, improving public service and strengthening active citizenship. At present civil society has limited engagement with Parliament and its committees. The new sectoral oversight committee system provides the opportunity for a new level of interaction with civil society. Through this APS, SDGAP will support CSO initiatives that encourage committees to have meaningful dialogue with CSOs on a regular basis, hosting and/or facilitating both informal opportunities for interaction between Parliament and civil society as well as more

formal appearances in legislative hearings for example through opening of committee hearings to civil society and the public.

SDGAP works with selected Government of Sri Lanka accountability agencies to sustain and deepen their reform efforts, and produce more transparent and higher performing oversight bodies such as the newly formed Commissions to be responsive to citizens' needs. For example, an essential component of the Right To Information (RTI) system will be the active participation of civil society and the media. SDGAP is working with the RTI Commission and will engage with other commissions including the Public Service Commission, Bribery Commission, and Police Commission. This APS will encourage civil society engagement with these independent commissions to strengthen the role, function and public outreach of the independent commissions. Furthermore, this APS looks to support CSOs that propose Initiatives where the wider public can provide input into legislative design as well as engage in monitoring and assessment of the implementation of these critical pieces of legislation. This includes interactive dialogue and fora with Members of Parliament on raising awareness as well as on legislation that is being drafted or presented in Parliament.

➢ Enhancing Civic Participation and Civic Education on Key Policy Reforms

In a vibrant democracy, civil society advocates for the interests of their communities and hold elected officials accountable to the citizens they represent. In addition, civic education around key policy reforms can increase citizen engagement and the sustainability of proposed reforms. Through this APS, there is an opportunity for civil society to provide civic education related to Constitutional reform and electoral reforms (i.e. new electoral systems) ahead of electoral events, including the upcoming Provincial Council elections and or Local Government Elections. The establishment of sectoral oversight committees (SOC) enables Members of Parliament to engage civil society in specific policy dialogue and the project will support proposed initiatives by CSOs with the objective of transforming them into agents for policy analysis and dialogue. SDGAP will support initiatives proposed by CSOs, which enhance the quality of public services through support for improved governance and empower citizens to advocate for quality services. SDGAP will further welcome CSO initiatives that strengthen, monitor, analyze and report on the quality of public services across sectors, including governance, public administration, anti-corruption, freedom of expression, women's political participation, and citizen rights. By working with CSOs, SDGAP will also promote inclusiveness and effectiveness of groups, networks, and institutions that express diverse views, interests and communities. The project will further support initiatives proposed by CSOs that will build and strengthen connections between citizens and the groups that represent them as well as between citizen groups and government by connecting these groups through continued and sustainable initiatives for collaboration.

➢ Women's political participation and underrepresented groups

In Sri Lanka, women's political participation in legislative bodies rests at 5.8% at national level and 2.1% at local government level. There are further issues of disparities in addition to the disparity of the gender gap. Some unobservable disparities (due to paucity of evidence and nature of discrimination) have resulted in women's deprivation of, exclusion and vulnerability in their engagement in the political processes and participation. SDGAP works with the Women's Parliamentary Caucus, Sectoral Committee on Gender and Equity, national institutions such as the National Police Commission, subnational institutions and CSOs to increase the voice of women and underrepresented groups in parliament and local government. They will be supported to engage in the policy processes and decision making, through provision of grants for the development of advocacy plans and programs aimed at promoting engagement and participation drawing them closer to Parliamentary affairs and the Government.

In the wake of the amendment number 1 to the Local Government Act enabling a 25% Quota for women representation in local government, SDGAP will support the implementation of the Road Map to achieve the 25% target through commissioning of a Gender and Inclusion Analysis in critical institutions that impact on the lives of women e.g. the Police, Ministries, agencies, etc. Concurrently a Gender Work-Place Guideline to prevent sexual harassment, in the public sector in particular, will be developed and personnel trained to create a more enabling environment for the protection of women at work. A review of international best practices for introducing and maintaining innovative gender advocacy strategies and practices that will support the advancement and leadership of women within the public service will be another focus area of SDGAP. SDGAP will support CSO initiatives that reach out and engage underrepresented groups in the development and implementation of policies that respond to their particular needs. The groups may include but not limited to the Plantation sector; Members of the indigenous community; Muslim women; persons with disabilities; War widows; Members of the Lesbian Gay Bi-sexual Transgender (LGBT) community; Extreme poverty stricken communities in Uva and North Central Provinces.

A. Key Considerations:

- Integrate gender concerns into its overall approach;
- Address concerns and interests of underrepresented groups;
- Show how progress can be sustained beyond the life of the SDGAP grant;
- Clearly identify the number and types of beneficiaries and stakeholders; their involvement and leadership in the design, implementation, and monitoring of proposed activities;
- Include a communications plan with clear objectives contributing to the overall grant program objectives, which could include keeping stakeholders abreast of policy progress, developing broader advocacy and/or research networks, maintaining coordination to ensure sustainability of the efforts beyond the duration of the SDGAP grant.

- Specify needs for technical assistance, training or other institutional development support required to more effectively carry out the activity and contribute to sustainable institutional strengthening.

B. Illustrative Activities:

- Civic education to raise awareness of Constitutional and electoral reforms ahead of upcoming referenda and elections.
- Activities designed to resolve gaps/bottlenecks in the policy reform /accountability process;
- Support for scaling up/replication of good practices at the local level to shape national policy and have a broader national impact;
- Activities to improve the coordination and communication among the various actors involved in the proposed policy area;
- Monitoring the implementation of policies, preparing policy recommendations, and implementing advocacy campaigns;
- Activities that bring together citizens, their political leaders and or Government counterparts to debate, share views, consult on key reform and policy issues
- Activities to develop and disseminate policy recommendations based on citizens' views and policy research to raise awareness and garner support from policy makers and other key actors, including general public. This could involve publishing research/information on citizens' views, conducting public surveys, attending and organizing seminars, forums or conferences, etc.;
- Conducting collaborative research and/or development of research networks;
- Conducting consultative processes among CSOs, research institutions, political parties, parliament, government officials, and other stakeholders;
- Activities that are part of other on-going or existing larger advocacy and/or research programs but are not yet funded.
- Addressing gaps in data by conducting policy- relevant and timely research and analysis, including strengthening or expanding research currently under development; (Note - research applicants will be required to clearly convey the following in the application - hypothesis, status of existing research and literature, data collection methods, analysis, policy relevance, and qualifications of the team for this project.)

The above list of illustrative activities is by no means exhaustive and creativity is encouraged from applicants. Applicants may choose a range of initiatives or scale up small projects that have demonstrated success. However, given the limited time to implement grant programs, applicants are encouraged to build off of, and/or expand existing efforts in the policy areas.

Awardees will be expected to share evaluation results and key lessons, and demonstrate including but not limited to expert consulting and technical assistance, training services, creation of management and administration systems, applied research, developing analytical tools, developing ICT tools including interactive

Applications, conducting workshops, conference organization and hosting, providing technical assistance and training.

C. Expected Results:

SDGAP seeks:
- To further its collaboration with CSOs to achieve policy reforms in key policy areas by enhancing civic participation and civic education;
- To achieve policy impact through conduct of activities contributing to the Strengthening of Sri Lanka's Public Accountability Systems through CSO and citizen participation.
- To engage and establish joint plans of action for policy improvements especially in implementing right to information, Open Government Partnership. Open Budget Initiatives, sustainable development goals and the accountability frameworks to achieve democratic governance. These should be implemented among multiple stakeholders working in the proposed policy areas in a coordinated and collaborative fashion, with a clear definition of roles. Collaborative proposals are encouraged.

(2) Administration of Award
USAID Standard Provisions for local organizations apply.

Applicants may obtain copies of the referenced material at the following websites:
2 CFR 200:
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

OMB circulars:
http://www.whitehouse.gov/omb/circulars/

Standard Provisions for U.S. Nongovernmental Recipients:
http://www.usaid.gov/policy/ads/300/303maa.pdf

Standard Provisions for Non-U.S., Nongovernmental Recipients:
http://usaid.gov/policy/ads/300/303mab.pdf

SECTION II- AWARD INFORMATION

(1) Estimated Funding Level

DAI expects to award several grants and may choose to fully fund or incrementally fund the selected Application(s). Awards typically may not exceed USD $100,000 for Sri Lankan Organizations. However, the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range. Preference

will be given to Sri Lankan organizations with previous experience implementing projects in the related activity area and showing tangible results and impact.

(2) Anticipated Performance Period

DAI anticipates a performance period of up to One (01) year.

(3) Award Type

Grants may be provided where funds are disbursed based on specified "milestones" or deliverables (FAA – Fixed Amount Awards), Cost reimbursable funds (Simplified or Standard Grant), or either in direct material or equipment (In-Kind Grant). The grant mechanism will be determined by the SDGAP team through a pre-award determination process based on the nature of the grant activity and the financial and management capacity of the grantee organization. The award size, the number of awards and amount of available funding is subject to change.

SECTION III- ELIGIBILITY INFORMATION

(1) Types of Entities that May Apply

This APS is issued as a public notice to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. Eligible organizations must be a registered *in Sri Lanka* formally constituted, recognized by and in good standing with appropriate *Sri Lanka* authorities, and compliant with all applicable civil and fiscal regulations and could include, for example, foundations, non-governmental organizations, faith-based organizations (FBOs), community-based organizations (CBOs), host country organizations, private organizations, academic institutions, private companies, professional associations and consortiums of the above. DAI encourages an approach that establishes partnerships with several partner organizations and builds them into legacy institutions capable of sustaining development projects in the future.

The following types of entities may NOT apply for SDGAP grants: Without the prior written consent of the USAID CO, DAI may not award a grant to the following:

- Political parties, political party organizations and government institutions are not eligible for grants although government institutions may be eligible as sub-grantees using in-kind grant instruments where SDGAP procures all goods/services on their behalf;
- Faith-based organizations whose objectives are discriminatory;
- Organizations from foreign policy restricted countries are not eligible;
- Organizations Excluded from Federal Procurements and Non Procurement Programs are not eligible for Federal awards. In addition, organizations are not eligible for awards if they have members who appear in the U.S. Treasury's List

of Specially Designated Nationals and Blocked Persons or who have been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the 1267 Committee) as an individual linked to Taliban, Osama bin Laden, or the Al Qaeda organization;
- Any U.S. entity which is a "Private Voluntary Organization" (PVO) but has not registered as such with USAID;
- Any entity whose name appears on www.sam.gov ;
- Any "Public International Organization" (PIO);
- Any foreign government except the cooperating country (Sri Lanka);
- Any entity affiliated with DAI or any of its directors, officers, or employees; and
- Individuals.

(2) Potential New Partners

DAI strongly encourages applications from potential new partners.

(3) Cost Share

Cost share is not required; however, applicants are encouraged to contribute resources from their own private or local sources for the implementation of this program where feasible.

(4) Ineligible Expenses

Grant funds may not be used for the following expenses:

- Construction activities or infrastructure activities of any kind;
- Ceremonies, parties, celebrations, "representational expenses" or comparable expenses;
- Purchases of restricted goods, such as: agricultural commodities, motor vehicles, pharmaceuticals, contraceptive products, or used equipment;
- Prohibited goods under USAID regulations, including but not limited to: police or law enforcement, abortion equipment and services, luxury goods, etc.;
- Purchases of goods or services restricted or prohibited under the prevailing USAID source and nationality rules and other regulations; or from countries or suppliers as may be identified by USAID's consolidated list of debarred, suspended, or ineligible subcontractors at https://www.sam.gov/portal/SAM/##11 and http://www.treasury.gov/resource-enter/sanctions/Programs/Pages/Programs.aspx
- Purchases or activities unnecessary to accomplishing grant purposes as defined here and determined by DAI;
- Prior obligations of and/or debts, fines, and penalties imposed on the grantee;
- Other costs unallowable under USAID and/or federal regulations, such as alcoholic beverages. Refer to OMB 122 "Cost principles of for Non-profit organizations" and FAR 31.2 "Cost principles for Commercial Organizations";

- Indirect costs such as but not limited to overhead or indirect fringe (unless the applicant has documented proof of such rates through audits or USAID-issued NICRA);
- Creation of endowments;
- Fines and/or penalties;
- Payment fee or honoraria for Sri Lankan Government official and Civil Servants;
- Grant funded activities must comply with the provisions regarding voluntary participation, consent, and prohibition on abortion-related activities as outlined in USAID Mandatory Standard Provision for Non-U.S. Nongovernmental Organizations M16, Voluntary Population Planning. Likewise, funds must not be used to promote or advocate the legalization or practice of prostitution or sex trafficking.

SECTION IV- APPLICATION AND SUBMISSION INFORMATION

(1) CONCEPT PAPER

A. Application Process – Concept Paper

DAI will review proposals using a two-stage process. Applicants must first submit a concept paper of no more than five pages directly to DAI before submitting a full proposal. Concept papers must meet the identified needs of this solicitation. If your proposed project meets the needs of this APS, prepare a five-page concept paper ensuring that the concept meets all APS criteria.

Do not submit a full proposal unless requested by DAI. Only upon receipt of positive DAI feedback on the concept paper is the applicant requested to put together a full proposal for DAI consideration, using the criteria below.

Concept paper submission deadline:

- Round one deadline: 15 June 2017
- Round two deadline: 20 August 2017
- Round three deadline: 20 November 2017
- Round four deadline: 22 February 2018

Concept papers will be accepted on a rolling basis and will be reviewed per the schedule outlined above. However, DAI encourages applicants to apply early. The time required to process a grant award may take up to 60 days or more from date of receipt of concept papers depending on circumstances related to procurement, applicant documentation, application processing, USAID approval, and other factors. Awards will be subject to availability of funds. There is no guarantee a grant application submitted will be awarded.

The concept paper and Full Application must be submitted in accordance with the instructions in SECTIONS IV (2), (3) and (4) below and will be reviewed in terms of

responsiveness to the APS, appropriateness of subject matter, and creativity. Applicants are encouraged to demonstrate how their proposed work will contribute to strengthen and promote democratic governance and accountability within Sri Lanka.

Organizations with approved concept papers will be notified and will be invited to submit a complete Grant application. Only then will applicants have access to the grant application form, budget template, work plan template and M&E template.

B. Concept Paper Instructions & Requirements

In the first stage, all applicants are required to submit a short technical concept paper no longer than 5 pages that is specific, complete and concise. The concept paper should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The instructions for developing the concept paper should take into account the instructions listed in the next section.

The concept paper must be submitted in Times New Roman, font size11, and must include page numbers. Each page must be marked with the APS title and number. See annex A for template.

Prepare the application for the concept paper according to the structural format set forth below:

(i) Cover Page (no more than one (1) page). The cover page must include:
- the APS number Name
- Address of organization
- Type of organization (e.g., for-profit, non-profit, university, etc.);
- Contact point (lead contact name; relevant telephone, fax, e-mail information);
- Signature of authorized representative of the applicant.

(ii) Technical approach (no more than three (3) pages): This section should address the program summary and selected objectives in Section I of this document and should include:
- Concise title and objectives of proposed activity;
- Discussion of the objectives, the method of approach, the amount of effort to be employed, the anticipated results, and how the work will help accomplish DAI's goal that strengthen and promotes democratic governance and accountability in Sri Lanka;
- The geographic focus of the proposed activity; and
- Type of support the applicant requests from USAID (e.g., funds, facilities, equipment, materials, personnel resources, etc.).

(iii) Supporting information (no more than (1) page):
- Proposed total estimated cost;

- Brief cost breakdown (e.g., salaries, travel, etc.);
- Proposed optional amount of the applicant's financial as well as in-kind participation if applicable;
- Proposed amount of prospective or existing partner(s) financial as well as in-kind participation if applicable;
- Proposed duration of the activity; and
- Brief description of applicant's, as well as prospective or existing partner(s)' previous work or experience.

DAI will contact selected applicants to request a full proposal based on the information provided in the concept paper.

(2) FULL APPLICATION

A. Application Process – Full Application

Applicants that have satisfied the requirements will be asked to submit a full technical and cost application. The Full Application must be submitted in font Times New Roman, font size11, and must include page numbers. Each page must be marked with the APS title and number.

The applications must be prepared in accordance with the instructions below. Selection for award will be made in accordance with the evaluation criteria in Section V.

Applicants should retain for their records one copy of all parts of the application and all enclosures that accompany their application. Erasures or other changes must be initialed by the person signing the application.

Note that all applicants may be subject to a pre-award financial and management review and must demonstrate that they have a rigorous financial and monitoring system in place that will ensure auditable systems and records.

B. Full Application Instructions & Requirements

The chart below lists each element required for submission of a complete application.

What to Submit	Required Content	Required Format
1. Technical Application	Narrative as described in Section IV.C.1	Word
2. Cost Application • Budget Information	Per required form, as described in Section IV.C.2.i.	Excel
• Cost Summary	As described in Section IV.C2. iii	Excel
• Cost spreadsheets	As described in Section IV.C.2.iv	Excel
		Word

• Budget narrative	As described in Section IV.C.2.	Word or PDF
• Supporting Documentation	As described in Section IV.C.2. iv.	
3. Certifications, Assurances, and Other Statements of the Recipient Assurances-Nonconstruction Programs Certifications, Assurances, and Other Statements of the Recipient (May 2006)	Per required form, as described in Section IV.C.3.i. Per required format, as described in Section IV.C.3. ii.	Format attached

C. Content of Application Submission

(i) TECHNICAL APPLICATION

To facilitate the competitive review of the applications, proposals should include the following contents, which adhere to the designated page limits (instructions for major categories are found under section headings). See template in Annex B

1. Cover Page: 1 page
2. Executive Summary: 1 page
3. Technical Narrative (see section V for evaluation content): 22 pages
   a. Program Description
   b. Goal and Objectives
   c. Background/Problem Statement (incorporating any existing baseline data)
   d. Explanation of partners and their expected roles including partner and other resources brought to bear if applicable
   e. Proposed Interventions/Technical Approach
   f. Geographic focus of project
   g. Expected Impact: Applicants are required to reflect the proposed results in their responses.
   h. Implementation Plan: Outlines timeline for phasing of interventions. Proposed implementation plan, inputs, outputs, and outcomes are realistic and achievable within the proposed budget and timeframe, and reflect a grasp of necessary steps to ensure rapid, effective execution of program activities. A plan for monitoring and evaluation must also be included. Include adequate emphasis on scaling-up and achieving broad-based impact where possible and appropriate. Feasible strategies for sustaining activities beyond DAI's funding for this activity, and documenting and sharing key lessons.
   i. Duration of Activity
   j. Relevant organizational experiences of recipient and any key partner organizations
   k. Adequate information on key personnel, including name, short description of experience and capacity relevant to proposed position

(includes proposed job descriptions and complete CVs of all key personnel).

l. Attachments: no page limit
   i. Baseline Data (if it exists)
   ii. Curriculum Vitae for the proposed Project Director
   iii. Past Performance Information: Applicants must provide a list of all its contracts or grants involving similar or related programs during the past three years. The reference information for these awards must include the performance location, a brief description of the work performed, and a point of contact list with current telephone numbers and/or email address.

The overall page limit and the individual section page limit for the application must be adhered to. Pages in excess of the stated limitation may not be considered.

There are no page limits for:

- Table of Contents
- Dividers

(ii) COST APPLICATION

If a full technical proposal is requested, a cost application will be required as well. The cost application as an attachment should detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts as detailed below. Further, apparently successful applicants may be asked to scale back portions of their programs to accommodate funding constraints. The cost application includes:

- Cost Summary
- Cost Detailed Budget
- Budget Narrative

The cost application includes specific cost information for this project and additional required information from the applicant. Certain documents are required to be submitted by an applicant in order for DAI Staff to make a determination of responsibility.

The application must also provide evidence that the funds requested are reasonable and would be used in a cost-effective manner. DAI will assess whether the overall costs are realistic for the work to be performed, whether the costs reflect that the Applicant understands the requirements, and whether the costs are consistent with the technical application. The application also will be assessed for cost effectiveness, and applications that minimize administrative costs in order to maximize program, outreach, and capacity building activities will generally be considered a better value.

1. Cost Summary

Applicants should include an overall summary budget and a detailed annual budget defined by general program activities.

2. Cost Detailed Budget

Detailed breakdown of the budget in spreadsheet format. The spreadsheet(s) must be submitted electronically in MS Excel format and text accessible.

These spreadsheet breakdowns must include:

The breakdown of all costs and supporting justification (justification such as policy, payroll documents, vendor quotes, or specific historical program costs and award number) according to each partner organization (if more than one organization is proposed in a consortium/network approach) involved in the program;

The breakdown of the financial and in-kind contributions of all organizations involved in implementing this Agreement;

Potential contributions of non-USAID or private commercial donors to this Cooperative Agreement;

The procurement plan for commodities, if any.

> Breakdown of Management Costs: The proposed budget should provide estimates of the program based upon the total estimated costs for the agreement. Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities.

3. Budget Narrative

The budget must have an accompanying detailed budget narrative and justification that provides in detail the total costs for implementation of the program your organization is proposing. The budget narrative must be written in the third person. The combination of the cost data and breakdowns specified above and the cost notes must be sufficient to allow a determination of whether the costs estimated are reasonable. If the information described below is provided in the cost matrices described above, then the information need not be included in the Budget Notes. The following is provided as guidance on issues involving specific types of costs:

   a. Salary and Wages: Direct salaries and wages should be proposed in accordance with the Applicant's personnel policies.
   b. Fringe Benefits: If the Applicant has a fringe benefit rate that has been approved by an agency of the U.S. Government, such rate should be used and evidence of its approval should be provided. If a fringe benefit rate has not been so approved, the application may propose a rate and

explain how the rate was determined. If the latter is used, the narrative should include a detailed breakdown comprised of all items of fringe benefits (e.g., unemployment insurance, worker's compensation, health and life insurance, retirement, FICA, etc.) and the costs of each, expressed in Rupees and as a percentage of salaries. Alternatively, if the applicant has no approved rate, it may elect to directly charge all project expenses.

c. Travel and Transportation: The application should indicate the number of trips, (domestic), and the estimated costs per trip. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling.

d. Equipment: Specify all equipment to be purchased, including the type of equipment, the manufacturer, the unit cost, the number of units to be purchased and the expected geographic source.

e. Source and Origin Requirements: Goods and services provided by the Recipients under this award must have their source and origin in Country. Procurement source and origin requirements under the agreement will be dependent upon the source of funding.

f. Materials and Supplies: Specify all materials and supplies expected to be purchased, including type, unit cost, and number of units.

g. Communications: Specific information regarding the type of communication cost (e.g., mail, telephone, cellular phones, internet, etc.) must be included in order to allow an assessment of the realism and reasonableness of these costs.

h. Training: Provide budgetary information on all training, including the number of people to be trained, the number and cost of each session, and the cost of materials.

i. Subcontracts/Consultants: Information sufficient to determine the reasonableness of the cost of each specific subcontract and consultant expected to be hired must be included. Similar information should be provided for all consultants who are provided under the category for personnel.

j. Allowances: Allowances should be broken down by specific type and by person. Any allowances should be in accordance with the Applicant's policies and the applicable regulations and policies.

k. Direct Facilities Costs: Specific information regarding the cost of any facilities needed to perform program activities. The information provided should include the unit cost (rent), the time period the facilities are needed and the number of facilities. Only facilities that directly benefit the program activities should be included in this category; all other facility costs should be included in the indirect cost category.

l. Other Direct Costs: This may include report preparation costs, passports and visas fees, training, medical exams and inoculations, insurance (other

than insurance included in the Applicant's fringe benefits), as well as any other miscellaneous costs that directly benefit the program proposed by the Applicant. The narrative should provide a breakdown and support for all other direct costs. If seminars and conferences are included, the Applicant should indicate the subject, venue, and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.

m. Indirect Costs: The Applicant should support the proposed indirect cost rate, if any, with a letter from a cognizant U.S. Government audit agency (i.e. its current Negotiated Indirect Cost Rate Agreement) or with sufficient information for DAI to determine the reasonableness of the rates. For the latter, DAI would need:
   i.   copies of the Applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
   ii. projected budget, cash flow and organizational chart; and
   iii. a copy of the organization's accounting manual.

n. Alliance Opportunities: DAI encourages, where appropriate and possible given the subject matter, the creation of alliances. An "alliance," in this sense, is a formal agreement between two or more parties created to jointly define and address a development problem. Alliance partners combine resources, risks and rewards in pursuit of common objectives. Alliance partners make financial and/or in-kind contributions to increase the impact and sustainability of development efforts. Their support may take many forms. Mechanisms for collaboration include parallel financing (with common objectives, clear understanding of roles and separate funding tracks) or pooled resources (with agreed upon and legally binding governance structures and common funding tracks).

o. Program Income (if applicable): The Recipient will account for program income in accordance with 2 CFR 200.307. In accordance with 2 CFR 200.307, program income earned under this award will be added to funds committed by DAI and the recipient to the project or program and used to further eligible project or program objectives. Additionally, in accordance with 2 CFR 200.307, program income may be used to finance the non-Federal share of the project or objectives.

p. Potential for-profit applicants should note that DAI policy prohibits the payment of fee/profit to the recipient under grants. Forgone profit does not qualify as cost-sharing or leveraging.

4. Supporting Documentation

a. Teaming: If the applicant is a consortium, the Cost application must include documents reflecting the legal relationship between the parties.

The document/s should include a full discussion of the relationship between the applicants including identity of the applicant which USAID will treat for purposes of Agreement administration, identity of the Applicant which will have accounting responsibility, how Agreement effort will be allocated, and the express agreement of the principals thereto to be held jointly and individually liable for the acts or omissions of the other.   If no consortium is involved, the Cost Application should include a complete discussion, if applicable, of the relationship between the Applicant and its partner organizations, how work under the program will be allocated, how work will be organized and managed, and provide copies of any agreements between the partner organizations. In all cases of teaming, the cost information provided in part 2.b of this subsection should indicate the amounts committed to each member of the team. The Budget notes should discuss which team member is bearing a particular cost where appropriate to justify and explain the cost in question.

b. NICRA: A current Negotiated Indirect Cost Rate Agreement (NICRA) with USAID, an Indirect Rate Agreement with another federal agency, or financial statements as described below for the primary recipient and proposed partner organizations must be submitted. Applicants that do not currently have a NICRA from their cognizant agency must also submit the following information:

  - Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to DAI;
  - Projected budget, cash flow and organizational chart; and
  - Breakdown justification and indirect rate and its base of application.

c. Applicants that have never received a grant, cooperative agreement, or contract are required to submit a copy of their accounting manual and personnel and policy manual.

d. Applicants must submit any additional evidence of responsibility for DAI Staff to make a determination of responsibility. The information submitted must substantiate that the Applicant:

  - has adequate financial resources or the ability to obtain such resources as required during the performance of the award;
  - has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant - nongovernmental and governmental;
  - has a satisfactory record of performance, past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
  - has a satisfactory record of integrity and business ethics;

- is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO); and
- Presents evidence of a DUNS Number or a Self-Certification for Exemption from DUNS Requirements.

The Applicant 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. It is the legal responsibility of the Applicant/Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub-awards issued under this contract/agreement.

(iii) SUBMISSION INSTRUCTIONS

All materials must be in English.

Concept Paper: The concept paper must be submitted by email to: SDGAPGrants@dai.com no later than the deadline on the cover page of this APS or subsequently announced deadlines if additional reviews are announced. All correspondence must include the relevant APS number and title.

Full Application: Applications must be submitted electronically. For electronic submission use: SDGAPGrants@dai.com. All correspondence must include the relevant APS number and title.

Strengthening Democratic Governance and Accountability Project (SDGAP)
Attn: Grants & Subcontracts Manager
No 4, Cambridge Terrace,
Colombo 7
Sri Lanka

(iv) OTHER IMPORTANT INFORMATION

Branding

All USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, "From the American people" on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, DAI Staff will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains

how they will be acknowledged. DAI will not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website: www.usaid.gov/policy/ads/300/320.pdf.

A. Environmental Procedures

- 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 Automated Directives System (ADS) Parts 201.5.10g and 204 (http://www.usaid.gov/policy/ads/200/), 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. i.e.: environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this APS.
- In addition, the contractor/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 will govern.
- No activity funded under this grant 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), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")
- Compliance with USAID Environmental Procedures (22 CFR Reg. 216), including appropriate environmental mitigation and monitoring measures, should be considered an integral and required part of all activity development and implementation and should be budgeted accordingly

B. Data Universal Numbering System (DUNS)

There is a mandatory requirement for the applicant to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an applicant to be "responsible" to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a grant resulting from this APS is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an agreement and DAI will select an alternate awardee.

All U.S. and foreign organizations which receive a grant with a value of $25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement.   Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. DAI requires that grant applicants sign the self-certification statement if the applicant claims exemption for this reason. Documentation with Instructions for Obtaining a DUNS Number or a Self-Certification for Exemption from the DUNS Requirement can be obtained from the project issuing this APS.

SECTION V – APPLICATION REVIEW INFORMATION

(1) Evaluation Criteria for Concept Paper

Concept papers will be reviewed in terms of responsiveness to the APS, appropriateness of subject matter, and creativeness. Applicants are encouraged to demonstrate how their proposed work will contribute to the objectives of SDGAP especially within the Sri Lanka political context.

(2) Evaluation Criteria for Full Application.

The technical applications will be evaluated in accordance with the technical evaluation criteria set forth below. An award will be made to the responsible Applicant whose application offers the best value to the U.S. Government, considering both technical and cost factors. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters that Recipients should address in their applications.

All evaluation factors other than cost, when combined, are significantly more important than cost. The criteria set forth below are of equal importance and the sub-criteria

Technical Approach (45 Points)
• Demonstrated understanding of the subject as indicated in the Background and Overview sections; applicant must also demonstrate how the proposed activities will address the emphasized outcomes using prescribed and illustrative indicators.
• Activities are in line with SDGAP objectives and are creative, innovative, collaborative, and feasible.
• Measurable indicators.
• Collaboration, inclusion, and strengthening of local partners. Applications that include local implementing partners will be considered favorably.
Project Management & Institutional Capacity (30 Points)
• Demonstrated capacity to recognize and adjust to shifting political and social environments over the life of a project.

• Demonstrated institutional capacity to manage (technically, administratively and financially) a project, especially in addressing sensitive social norms in a culturally appropriate fashion.
• Clear demonstration of how progress and impact will be tracked, measured and reported, with clear and appropriate milestones, expected accomplishments, with measurable output and performance indicators based on global standards, along with a plan to document and share good practices and lessons learned.
• Demonstrated long term experience by key staff in capabilities where appropriate.
• Established and successful institutional presence in at least one geographic region identified in this APS.
Budget & Strategy to leverage resources (25 Points)
• Demonstrated performance in (a) achieving results and (b) implementation of projects/activities similar in scope and breadth, including evidence of adherence to contract schedules and requirements, timely and thorough periodic reporting, forecasting and controlling costs and quality of products delivered and (c) developing sound programs in a collaborative fashion.
• Successful institutional record of accomplishment in implementing projects/activities of similar scope, complexity and size.
• A history of reasonable and cooperative behavior; open lines of communication; the ability to follow-up on and resolve outstanding issues; and a commitment to customer satisfaction in previous donor-funded activities similar in scope and activity.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

(1) Post- Selection Information

Following selection of an awardee, DAI will inform the successful applicant concerning the award. A notice of award signed by DAI's Chief of Party is the official authorization document, which DAI will provide either electronically or in hard copy to the successful applicant's main point of contact.

DAI also will notify unsuccessful applicants concerning their status after selection has been made.

(2) General Information on Reporting Requirements

Program implementation reporting will be determined based on the outcome of the collaborative finalization of the planned program and the delineation of roles and responsibilities. An annual performance monitoring and evaluation plan, using established baseline data and specific, measurable targets and indicators will also be agreed upon. Financial reporting will be in accordance with the requirements of the obligating document.

SECTION VII- DAI PROJECT CONTACTS

The point of contact for this APS and any questions during the APS process is

Tino Clark
The Grants & Subcontract Manager
Strengthening Democratic Governance and Accountability Project (SDGAP)
+94 77 239 4238
tino_clark@dai.com

Any prospective applicant desiring an explanation or interpretation of this APS must request it in writing to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a grant will not be binding. Any information given to a prospective applicant concerning this APS will be furnished promptly to all other prospective applicants as an amendment of this APS, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

SECTION VIII - OTHER INFORMATION

1. DAI will not reimburse organizations for any pre-award expenses paid by the grantee.
2. DAI and USAID reserve the right to fund any or none of the grant applications submitted.
3. All questions regarding the SDGAP Grants Program should be addressed to the SDGAP office listed in this APS.
4. All USAID regulations will apply to awards, including those related to terrorism financing, trafficking of persons, environmental approvals, and other regulations. A complete list of all relevant regulations will be provided to awardees and certifications will be signed to ensure acknowledgement and understanding of the specific language.
5. A pre-award survey of the organization will be conducted by DAI prior to award of any grant.

This Annual Program Statement (APS) was prepared by DAI as part of the USAID Sri Lanka Strengthening Democratic Governance and Accountability Project (SDGAP).

ANNEXURES

ANNEX A – CONCEPT NOTE TEMPLATE

A. Cover page (no more than one (1) page)

1. APS NO	SDGAP-APS-01
2. Project Name	
3. Name of Organization	
4. Address	
5. Telephone and Email	
6. Type of Organization (for-profit, non-profit, university etc.,)	
7. Director of Organization/Association	
8. Contact Name for Proposed Grant	
9. Length of proposed project (in months)	
10. Date of proposed Project	
11. other donors/Partners if) applicable	
12. Total Funds requested	
13. Geographical location(s) of Implementation	

B. Applicant Information

Background on the applicant organization. Briefly describe your organization's activity as well as prospective or existing partner(s) previous work or experience. Please attach a copy of your organization's registration.

C. Technical approach (no more than three (3) pages)

This section should address the program summary and selected objectives in section I and should include

1. Overall objective(s) of your proposed grant program:
2. Location where grant activities will be implemented (province, district, sub-district, and village)
3. Background: What is the issue or problem that the program will address? Why is it critical to address this issue?
4. Describe the proposed activity and expected results in detail, keeping in mind the evaluation criteria contained in the solicitation.
5. Describe the stakeholders, participants and/or beneficiaries, disaggregated by gender if possible, you propose to involve in this activity and your method for identifying or selecting them:
6. Implementation Timeline: Please list the main task phases with estimated start and end dates for each task. Please include all events, trainings, publications, etc.

Activity No.	Name of Activity	Result to Be Achieved from Activity	Deliverables or other Means to Verify Achievements	Timeline	People Involved

D. **Supporting information** (no more than one (1) page1)

Proposed total estimated cost – brief cost breakdown (e.g., Salaries, travel etc.). proposed optional amount of the applicant's financial as well as in-kind participation if applicable. Proposed amount of prospective or existing partner(s) financial as in-kind participation if applicable.

ANNEX B – Full Application

PROPOSAL (MUST NOT EXCEED 15 PAGES)

A. *Background on the applicant organization.*

In one or two paragraphs, briefly describe your organization's mission and activities.

B. *Project Description*

1) **Problem Statement.** Describe the specific challenge/problem that your Project will address. Please include the number of people affected/potentially affected by this problem. Be as specific as possible in addressing geographic scale and areas (if relevant).

2) **Previous Results (If applicable).** If you've received funding for this or a similar Project in the past, please provide a description of activities, technologies and/or approaches, including:
   - Detailed results from previous work (include summary of previous awards, including type of funding, value, client, etc.)
   - Lessons learned from previous implementation
   - How the project scale-up will build from existing successes and learn from failures to achieve scale
   - If the project has plans and/or opportunities to leverage additional funds for this activity, include detailed information.

3) **Include results of any research and/or assessment describing needs**
   Explain what research has been done thus far regarding the need for tools / Activities to be developed.

4) **General Goal.** Explain the general goal of the Project.

5) **Specific Objectives**. List concrete, specific objectives that lead to the larger, general goal (specific objectives should be measurable and definable in time)

6) **Specific Activities**. Describe the principal activities to be executed and how you will accomplish each objective:

   Objective 1: [State objective]

   Activity 1: Detailed description of activity 1

   Activity 2: Detailed description of activity 2

   Activity 3: Detailed description of activity 3

7) **Project Activity Calendar**. Identify the time allotted for the activities and tasks cited above, using the following format:

Objectives/Activities	2016 (months)		2017 (months)						
	1	2	3	4	5	6	7	8	9
Objective 1									
Activity 1	x	x	x						
Activity 2						x	x		
Activity 3								x	x
Activity 4									
Objective 2									
Activity 1		x	x						
Activity 2				x	x				
Activity 3							x	x	x
Activity 4									

C. *Performance & Learning*

- What will determine the "success" of the Project?
- What assumptions will be tested and what learning will come from the design and implementation?
- Please provide 2- 3 indicators that will be used to determine success. List the data and data sources that will be used for reporting on both.

Provide proposed actions you will take to facilitate knowledge sharing/lessons learned of your results, both facilitated by Development Innovations and independently.

What defines Success?		
Indicator	**Target**	**Data Source**
1		
2		
3		

EXAMPLE: (*Please note that this is for illustration only*)

What defines Success?			
	Indicator	**Data**	**Data Source**
1	SDGAP supported events designed to help the Right to Information Commission draft a Strategic Plan	Number of events	Events – Training, workshops, mentoring opportunities, study tours, public hearings
2	Formal Procedures for Planning, Policy Development and Lawmaking Established, including Civic Participation	Number of mechanisms	# Outreach mechanisms – Training, workshops, town hall meetings, open houses, advocacy and

			awareness campaigns USG support – Funded entirely or in part by SDGAP
3	Laws and/or regulations initiated and/or influenced by women and/or underrepresented groups	Number of laws and/or regulations	# Laws and/or regulations – Acts, Ordinances, Statures, Orders, Amendments Initiated and/or influenced – Led, drafted, advocated for and/or contributed to Underrepresented

D. Staffing
- Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. (Insert as many lines as necessary).

NO	NAME & SURNAME	POSITION	ROLE IN THE PROJECT	DESCRIPTION
1				
2				
3				
4				
5				
6				
7				
8				

E. Sustainability
- Describe a concrete plan how your institution will assure the sustainability of the activity supported by the grant funds.
    i. How will you measure the sustainability of the product or activity?
    ii. How will the funds contribute to the sustainability of your institution?

iii. What are the ongoing costs associated with implementation of the project?

F. Risks & Mitigation

Please identify risks the project faces in achieving the intended goal and objectives and also detail the project's mitigation strategy for each risk.

Objective	Potential Risks	Plan to Mitigate Risk

DETAILED BUDGET WITH COMMENTS/COST JUSTIFICATION
See Budget Template. Budget and Cost Notes must include:

- 1. Detailed Grant Budget & Cost Notes: Detailed budget must include a breakdown of costs by category (Salaries/Wages, Travel, Equipment, etc.). In the *Cost Notes* column, a justification must be included per cost item. A justification must state how the unit cost was determined as well as the number of units included. The combination of the detailed cost and the cost notes must be sufficient to allow a determination of whether the costs estimated are reasonable.
- 2. Detailed Cost Share Budget: Detailed budget for Applicant's cost share portion must include a breakdown of costs by category (Salaries/Wages, Travel, Equipment, etc.). In the Cost Notes column provide additional information for each cost included.
- Include and submit NICRA if applicable

Please note that should a grant award be made, a separate bank account may be required. (Documentation may include certification from the applicant's bank or a summary of previous awards, including type of funding, value, client, etc.)

Required Documents:

Please provide the following attachments with your proposal package:
- **Annex A:** Completed Detail Budget Template
- **Annex B:** Completed Financial Capability Questionnaire
- **Annex C:** One-page letter of support signed by the Director of the Organization and the President of the Board of Directors indicating that they have reviewed the proposal and agree to the targets and resource commitment presented in the application.
- **Annex D:** Copy of organization's certificate of registration or incorporation
  - For private sector companies: Registration with Ministry of Commerce and General Tax Department and registration with Ministry of Interior

- o For public sector organizations: Registration with Ministry of Foreign Affairs