

ANNUAL PROGRAM STATEMENT (APS)

Empleando Futuros

HON-APS-001

Date of Issue: October 9, 2018

Closing Date: September 30, 2019; submissions received after September 30, 2019 at 5:00 p.m. EST will not be accepted.

PROGRAM DESCRIPTION

The Honduran Workforce Development Activity (WFD) funded by the United States Agency for International Development (USAID) and implemented by Banyan Global, a development consulting firm, through the Project Empleando Futuros foresees to grant subawards to registered organizations in Honduras that can provide community training services, technical vocational training and/or services for job placement to at-risk youth living in the cities of Tegucigalpa, San Pedro Sula, Choloma, Tela and La Ceiba.

Through this Annual Program Statement (APS), Empleando Futuros is requesting concept notes from a range of organizations to provide the following services according to the methodology established by the project for training and job placement activities for youth:

1. Services of Phase 1:

- a. Promote the program, enroll and select youth according to the beneficiary profile of the project in the preestablished communities.
- b. Hire, administer, coordinate and implement training services, with the application of behavioral cognitive methods, to youth in: (1) Life Skills, (2) Basic Labor Competencies, and (3) Peer mentoring services through previously trained project facilitators.

2. Services of Phase 2-3:

- a. Hire, administer, coordinate and implement vocational training programs that are market driven;
- b. Train at-risk youth in a labor orientation methodology to prepare for the labor market; and
- c. Achieve employment for at least 50% of youth who have completed the established program.

Funding for this APS and Empleando Futuros is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are responsibility of Banyan Global, Empleando Futuros Project and do not necessarily reflect the views of USAID or the United States Government.

This APS in no way obligates Banyan Global/Empleando Futuros to award a grant or other agreement, nor does it commit Banyan Global/Empleando Futuros to pay any cost incurred in the preparation and submission of a concept or subsequent scope, budget or draft award. Award of a grant or other agreement under this APS is subject to availability of funds, initial and continued eligibility of applicant(s), and other internal Banyan Global/ Empleando Futuros and USAID approvals.

AWARD INFORMATION

Concepts that are submitted for this APS will be evaluated on a rolling basis. Anticipated period of performance for any given award may range from 1 month to 1 year. The maximum award amount is anticipated to be USD 249,999, although applicants are not requested to submit budgets in their initial response to this APS. Consideration of submissions will be conducted in two stages:

Stage 1 (Concept Note): Interested applicants should submit a 2-page concept note in accordance with the Submission Requirements specified in this APS. Applications from eligible organizations will be evaluated against the selection criteria specified in this APS. Responsive submissions that the Selection Committee pre-selects will then advance to Stage 2 and will be contacted directly by Empleando Futuros. All responsive concepts will be reviewed by Empleando Futuros; concept notes that are deemed upon initial review to be non-responsive to the requirements of this APS (Eligibility, Submission Requirements, Program Description, etc.) will not be evaluated. Applicants that are not pre-selected to advance to Stage 2 will be notified by Empleando Futuros.

Stage 2 (Refinement and Negotiation): For concept notes that are pre-selected by the Selection Committee to advance to Stage 2, a detailed budget and full proposal will be required. A detailed budget template and other proposal requirements will be shared with those applicants who advance to Stage 2. During this stage, Empleando Futuros may request to interview applicants, supplementary materials or refinements to the concept, and other information gathering processes to select the best applicants.

ELIGIBILITY

Empleando Futuros encourages applications from a range of organizations, private associations, governmental or non-governmental; civil society organizations, religious organizations, small and medium companies, community-based organizations, universities, or indigenous population organizations. All applicants must be legally recognized organizational entities under applicable law.

Individuals are not eligible to submit applications under this APS. Please note, while it is not required during Stage 1 of the application process, organizations will need to obtain a DUNS number and SAM registration prior to any award under this APS (see "Obtaining a DUNS number and SAM registration¹"). No more than one application per organization (as prime or sub applicant) will be accepted.

The organizations that fulfill their requirements to participate must allow Empleando Futuros to undertake necessary pre-award reviews of these organizations to determine their administrative and management capacity.

The standard clauses or provisions for awards are generally prescribed by law and regulation. Information regarding clauses and provisions will be offered to the applicant when the award is drafted, but USAID Standard Provisions will apply (**ADS 303.3.8**).

SUBMISSION REQUIREMENTS

The concept note template should be requested from adquisiciones@banyanglobal.com.

The concept note in the predetermined format must be sent to the Grants Unit at email adquisiciones@banyanglobal.com and titled with the subject line: **HON-APS-001, concept note + ORG NAME**. Concepts are accepted on a rolling basis from October 9, 2018 to September 30, 2019.

Concepts must:

- a) Address the Review / Selection Criteria outlined in this APS
- b) No more than 2 pages in length, with no smaller than 12-point Times New Roman font. Applicants should use standard 1-inch margins on all sides (top, bottom, sides) and US-letter sized document (8.5 inches by 11 inches)
- c) Be in PDF or MS Word format
- d) Be in Spanish

Concept notes should not include financial or budgetary information.

STAGE 1 CONCEPT PAPER REVIEW / SELECTION PROCESS

Concept note submissions will be reviewed against the below criteria. All responsive applicants will be graded on the following scale for each of the criteria. Non-responsive applicants will not be reviewed or graded.

Scale

Excellent: Exceeds expectations in a comprehensive and thoughtful way and exhibits no major deficiencies.

Very Good: Demonstrates overall competence, meets all minimum requirements, and exceeds requirements in some areas, but not all. Even if there are some identified weaknesses, the applicant demonstrates that it can successfully complete all deliverables in a timely, efficient, and

¹ How to Obtain a DUNS and Register for SAM: <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>

economical manner.

Good: Meets requirements. While the applicant demonstrates an ability to complete the work in some areas, there are some significant weaknesses or deficiencies.

Fair: Minimally meets basic requirements or demonstrates a limited understanding of the requirements.

Poor: Many deficiencies, including failure to address key elements, failure to understand work necessary to perform the required tasks, or failure to provide a reasonable approach to fulfilling requirements.

Concept Criteria

The received concept notes will be evaluated according to the following criteria:

Relevance to Local Context: Demonstrated understanding of the local context / system and relevance of the context to it.

Implementation Ability: The ability for the applicant to feasibly implement proposed concepts and/or activities and demonstrate clear benefit to locally-led development.

Relevant Experience: Empleando Futuros will consider the organization's past experience in assessing the ability of the organization to undertake the work. If relevant, the applicant may include information on individuals / experts anticipated to perform the work.