**Annual Program Statement (APS)[[1]](#footnote-1)**

**Empleando Futuros**

**HON-APS-002**

**Date of Issue:** 18 September, 2020

**Closing Date:** June 30, 2021; submissions received after this date 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 the U.S. based company Banyan Global, a development consulting firm, through the Project Empleando Futuros foresees to grant various subawards to registered organizations, businesses, and institutions in Honduras that can provide business strengthening/development services, development of teaching materials for educational platforms, market-driven trainings (virtual and/or in-person according to biosafety regulations) and/or job placement services, or entrepreneurship services in, at-least, 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, businesses, and institutions to provide the services that include, but are not limited to the following activities:

1. Business strengthening/development regarding the economic reactivation within the COVID-19 pandemic framework
   1. Counsel/coach and provide practical technical assistance.
   2. The development or application of tools and/or methodology for the reactivation and creation of new businesses.
   3. The application of models and execution of entrepreneurship programs.
2. Market-driven Training
   1. Develop evidence-based, market-driven trainings or practical courses.
   2. Implement trainings (virtual or in-person).
   3. Develop a platform for monitoring processes or tracking beneficiaries and partners and/or training programs.
   4. Digitize, adapt, and/or develop interactive didactic content that includes but is not limited to, audiovisuals, and infographics.
   5. Develop and supply materials in both digital and hard-copy formats.
3. Orientation, Intermediation, and Job Placement
   1. Counsel/coach youth beneficiaries on topics such as job placement, resilience, emotional intelligence, among others.
   2. Develop strategic alliances for job placement.
   3. Implement labor orientation programs approved by project.

The presentation of concept notes that demonstrate counterpart funds by the organization or through partners is accepted and encouraged.

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 opinions and 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**

The concept notes 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 100,000, 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 concept note no longer than 2 pages 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 and indicating the products and services that can be provided. All concept notes will be reviewed and evaluated by Empleando Futuros according to the criteria defined in this APS; the submissions that are considered eligible will then advance to Stage 2 and will be contacted directly by Empleando Futuros. The 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 registration[[2]](#footnote-2)). No more than one application per organization (as prime or sub applicant) will be accepted.

The organizations that fulfills their requirements to participate must:

Allow Empleando Futuros to complete 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 can be found in Annex A of the APS.

The concept note in the predetermined format must be sent to the Grants Unit at email [adquisiciones@banyanglobal.com](mailto:procurement@banyanglobal.com) and titled with the subject line: **HON-APS-002, concept note + ORG NAME**. Concept notes are accepted on a rolling basis from September 18, 2020 to June 30, 2021.

The concept notes must:

1. Address the Review / Selection Criteria outlined in this APS
2. 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)
3. Be in PDF or MS Word format

Concept notes should not include financial or budgetary information.

**STAGE 1 CONCEPT NOTE REVIEW /SELECTION PROCESS**

Concept note submissions will be evaluated 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 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.

**Stage 1 – Concept Criteria**

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

**Relevance to Local Context:** Demonstrated understanding of the local context.

**Ability to Implement in a Short Period of Time:** 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 experience in evaluating the ability of the organization to undertake the work. If relevant, the organization may include information on individuals anticipated to perform the work.

**Annex A**: **Concept Note Template**

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| --- | --- |
| **Concept Note** | |
| **Organization Name/ Business Name / Consortium Name:** |  |
| **Honduran Organization** | Yes  No (Explain status in Honduras) |
| **RTN:** |  |
| **Estimated Time of the Project (no more than 10 months)** | Starting Date /Closing Date |
| **Information of the point of contact:** |  |
| *Full Name:* |  |
| *Telephone Number:* |  |
| *Email Address:* |  |
| **Relation to the Annual Program Statement (APS)** | Strengthening/Developing Businesses  Training according to the Labor Market Demand   Job Intermediation   Other (Explain) |
| **General Information about the Organization** | |
| **Describe your relevant experience to the activities indicated in the APS.** | |
|  | |
| **Project Opportunity, Goals, Geographic Area, and Objectives** | |
| **Briefly describe the proposed initiatives.** | |
|  | |
| **Scope of initiatives: Intended geographical areas; Beneficiary Profile; Goals; Anticipated results** | |
|  | |

1. (APS = Annual Program Statement) [↑](#footnote-ref-1)
2. How to Obtain a DUNS and Register for SAM: <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html> [↑](#footnote-ref-2)