



**U.S. Department of State
FEDERAL ASSISTANCE AWARD**

1. Recipient Name UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)		2. Assistance Type:	
3. Address 304 E45TH STREET ROOM FF-459 NEW YORK, NY 10017-3425 UNITED STATES		<input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Fixed Amount Award <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Property Grant <input type="checkbox"/> Voluntary Contribution	
4. Recipient POC: Natalie Boucly Phone Number +236 75 87 60 87 Email Natalie.Boucly@undp.org			
5. Type of Entity Public International Organization (PIO)	6. Unique Entity Identifier 645521498	7. EIN/ TIN *****	
8. CFDA Number 19.700	9. Statutory Authority for Assistance Foreign Assistance Act	10. Award Number SLMAQM20GR2510	
11. Period of Performance Start Date 30-Sep-2020 End Date 30-Apr-2021		12. Amendment Number	
13. Accounting and Appropriation Data 1900-2019-2020-1972901037002C-4512-AF---SLMAQM20GR2510-4121----- \$399,834.00 USD		14. Funds Certified By Kevin E Van Notric	
Funding Distribution			
15.	Total Prior Costs	New Costs	Total Cost
U.S. Share of Costs		\$399,834.00 USD	\$399,834.00 USD
Recipient Share of Costs		\$0.00 USD	\$0.00 USD
Total Costs		\$399,834.00 USD	\$399,834.00 USD
16. Purpose of the Federal Award Activity Voter outreach program for Central African Republic.			
17. Specific Award Conditions <input checked="" type="checkbox"/> Attached			
Agreement			
The recipient agrees to execute the work in accordance with the Notice of Award, the approved application incorporated herein by reference or as attached, and 2 CFR Parts 200 and 600 including any subsequent revisions.			
18a. Recipient Name <i>Natahe Boucly</i>	19a. Grants Officer Name Meghan B. Grzelak		
18b. Recipient Signature 	19b. Grants Officer Signature 		
18c. Title <i>Resident Representative</i>	18d. Date (dd-mmm-yyyy) <i>12th 10/2020</i>	19c. Bureau/Office/Post OFFICE OF ACQUISITION MANAGEMENT (A/LM/AQM)	19d. Date (dd-mmm-yyyy) 30-Sep-2020
By signing this Federal award, the recipient acknowledges that it will comply with Federal regulations, the Terms and Conditions, and any Special Award Conditions associated with this award. Receipt of the recipient's signature and return of the Federal Award Coversheet is required within ten (10) business days of the Grants Officer's signature. Please return to the Grants Officer address indicated here: grzelakmb@state.gov			

() Agreement signed subject to acceptance and payment by the US Dept. of State of the 1% Coordination Levy to be paid separately as per Annex 1 to this Agreement.*



U.S. Department of State Award Provisions for Foreign Public Entities

A Department of State (DOS) Notice of Award for Foreign Public Entities (FPEs) consists of the following two mandatory components:

- DS-1909 Federal Assistance Award Coversheet
- Award Provisions for Foreign Public Entities (data elements below)

DATA ELEMENTS:

1. Federal Assistance Identification Number:
SLMAQM20GR2510
2. Amount of Award: \$399,834.00 USD
3. Purpose/Scope of Award:
 - a. Purpose: To implement capacity building sessions, in terms of sensitization and electoral civic education for women and people with disabilities, with a view to ensuring their effective participation in the process of the Presidential, legislative and local elections in CAR.
 - b. The Recipient shall carry out the Agreement in accordance with its proposal dated September 18, 2020, and any revisions to which both parties agree to in writing. The above-mentioned proposal is hereby incorporated by reference and made an integral part of the Agreement.
 - c. For the objectives, timeline, and results of this project, see attached Scope of Work.
4. Grants Officer (GO)

The Grants Officer is responsible for exercising prudent management of this award and is the only individual authorized to award, amend, suspend, and terminate financial assistance awards. In addition, the Grants Officer is

responsible for coordination and liaison with the Recipient. This individual receives appropriate material from the Grants Officer Representative and/or the Recipient for review. The Grants Officer's name, address, telephone number and email address are:

Meghan Grzelak

1735 North Lynn Street
Arlington, VA 22209
Telephone: 571-345-0578
E-mail: GrzelakMB@state.gov

5. Grants Officer Representative (GOR)

The Grants Officers Representative (GOR) for this award is responsible for coordinating the programmatic and administrative aspects of this award. The GOR's name, address, telephone number, and email address are:

Emily Hennell

U.S. Embassy Bangui
Telephone: +236 2161 0200
Email: HennellEE@state.gov

6. Recipient Point of Contact and Signatory

- a. The Recipient must inform the Grants Officer in writing of the name of its representative authorized to administer the award, and bind the Recipient.
- b. The Recipient Point of Contact name, title, address, telephone number, and email address is:

Sidi Mohamed Diawara

Principle Technical Advisor
Electoral Support Program in the Central African Republic
UNDP Bangui
Tel: +236 75586263
Email: sidi.diawara@undp.org

- c. The Recipient Signatory name, title, address, telephone number, and email address is:

Natalie Boucly
Resident Representative
UNDP Bangui
Tel: +236 75 87 60 87
Email: Natalie.Boucly@undp.org

7. Payment Method:

The Standard Form 270 Request for Advance or Reimbursement is used to request payments in the amounts required by the Recipient to carry out the purpose of this award. The SF-270 must identify the period for which payment is being claimed/requested; be numbered consecutively, and be certified by the organization's authorized requesting official. Each payment request must equal the amount of expenditures anticipated or actually incurred during the period covered by the request, less any unexpended funds remaining from prior payments.

When submitting a request for payment, use the address provided on the DS-1909 Federal Assistance coversheet. Requests for payments must be submitted in sufficient time to allow at least fourteen (14) working days for processing.

8. Post-Award Compliance:

The Department of State Award Provisions for Foreign Public Entities are included below and made part of this Notice of Award.

The Recipient must comply these award provisions during the award/project period, as well as with any assurance and certifications made part of the Notice of Award. Subrecipients must be informed of, and must comply with, any applicable terms and conditions in this award during the award period.

9. Authorized Budget

See Provision 24, Specific Award Provisions, regarding restrictions on expenditures under this award.

10. Allowable Costs

- a. The Recipient will be reimbursed for costs incurred in carrying out the purposes of this award, which are reasonable, allocable, and allowable.
 - (1) "Reasonable" means those costs that do not exceed those that would ordinarily be incurred by a prudent person in the conduct of normal business.
 - (2) "Allocable" means those costs that are necessary to this award.
 - (3) "Allowable" means those costs that are reasonable and allocable, and that conform to any limitations set forth in this award. Alcohol is not an allowable cost under this award.
- b. The Recipient is encouraged to obtain the Grants Officer's written determination as to whether the cost will be allowable before incurring a questionable or unique cost.

11. Revision of Award Budget

- a. The approved award budget is the financial expression of the Recipient's program as approved during the award process.
- b. The Recipient must immediately request approval from the Grants Officer when there is reason to believe that within the next 30 calendar days a revision of the approved award budget will be necessary for any of the following reasons:
 - (1) To change the scope or the objectives of the program or to add any new activity.
 - (2) To revise the funding allocated among program objectives or direct cost categories by more than 10 percent of the total budget amount.

- (3) The project goals and objectives cannot be completed within the approved budget amount.
- c. Except as required by other provisions of this award specifically stated to be an exception from this provision, DOS will not be obligated to reimburse the Recipient for costs incurred in excess of the total amount obligated under the award. The Recipient will not be obligated to continue performance under the award (including actions under the "Termination Procedures" provision) or otherwise to incur costs in excess of the amount obligated under the award, unless and until the Grants Officer notifies the Recipient in writing that such obligated amount has been increased and specifies the new award total amount.

12. Award/Project Period

The award/project period of performance is shown on the DS-1909 Federal Assistance Award coversheet. All expenditures paid with funds provided by this award must be incurred for authorized activities that take place during this period unless otherwise stipulated. In the event the time prescribed herein should prove insufficient for the Recipient to carry out the program provided for herein, the Grants Officer may provide such extension of the period of the award as may be deemed advisable. Any extension will be effective only upon the execution of an amendment to the Award for this purpose. All requests for extensions must be received in writing at least ten days prior to the expiration date.

13. Amendment

This document constitutes the entire agreement between the parties. No amendment changing its scope or terms shall have any force or effect unless it is in writing and signed by the Grants Officer for the Department of State and a duly authorized representative for the Recipient.

14. Non-Liability

The DOS does not assume liability for any third-party claims for damages arising out of this award.

15. Notices

Any notice given by DOS or the Recipient will be sufficient only if in writing and delivered in person, mailed, or transmitted by e-mail, as follows:

- To the DOS Grants Officer and/or Grants Officer Representative, at the address specified in the Notice of Award.
- To Recipient, at the address shown in the award or such other address designated within the Notice of Award.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

16. Refunds

- a. If the Recipient earns interest on Federal advances before expending the funds for program purposes, the Recipient must remit the interest annually. Refunds should not be returned to DOS; contact the Grants Officer for instructions on remitting to the U.S. government through the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Interest amounts up to \$500 per year may be retained by the Recipient for administrative expenses.
- b. Funds obligated by DOS, but not disbursed to the Recipient before the award expires or is terminated, will revert to DOS, except for funds committed by the Recipient to a legally binding transaction applicable to this award. Any funds advanced to, but not expended by, the Recipient before the time of expiration or termination of the award must be refunded to DOS, except for funds committed by the Recipient to a legally binding transaction applicable to this award.
- c. If, at any time during the life of the award, or as a result of final audit, it is determined that DOS funds provided under this award have been expended for purposes not in accordance with the terms of this award, the Recipient must promptly refund such amount to DOS.

17. Termination Procedures

This award may be terminated by either party, in whole or in part, at any time with 30 days written notice of termination.

- a. Upon receiving a termination notice from the Grants Officer, the Recipient must take immediate action to cease all expenditures financed by this award and to cancel all unliquidated obligations if possible. The Recipient may not enter into any additional obligations under this award after receiving the notice of termination, other than those reasonably necessary to effect the close out of this award. Except as provided below, no further reimbursement will be made after the effective date of termination.
- b. As soon as possible, but in any event no later than 90 days after the effective date of termination, the Recipient must repay to DOS all unexpended DOS funds that are not otherwise obligated by a legally binding transaction applicable to this award.
- c. If the funds paid by DOS to the Recipient before the effective date of termination are not sufficient to cover the Recipient's obligations under a legally binding transaction, the Recipient may submit a written claim for such amount to DOS within 90 days after the effective date of termination. The Grants Officer will determine the amount(s) to be paid by DOS to the Recipient under such claim in accordance with the "Allowable Costs" provision of this award.

18. Audit and Records

- a. The Recipient agrees to furnish the U.S. Government with a final report on activities carried out under this award, including accounting for award funds in sufficient detail to enable DOS to liquidate the award.
- b. It is understood that financial records, including documentation to support entries on accounting records and to substantiate charges against the award, will be maintained in accordance with the Recipient's usual accounting procedures, which must follow generally accepted accounting practices. All such financial records must be maintained for at least three years after the final disbursement of funds under this award.

- c. The Recipient confirms that the award account will be audited applying established procedures under appropriate provisions of the financial regulations and rules of the United Nations.

19. Reporting and Evaluation

Submitting Reports:

All reports (financial and program) must be emailed to the Grants Officer Representative listed in Provision 5, above. Please include the Agreement number (SLMAQM20GR2510) in all correspondence. Failure to comply with the reporting requirements may jeopardize the Recipient's ability to access funds and eligibility for future awards.

Programmatic Reporting:

Progress reports are due quarterly. The due date is always 30 days following the end of the month/or calendar year period:

Quarterly Reporting Schedule:

- January – March reports due on April 30
- April- June reports due on July 30
- July-September reports due on October 30
- October – December reports due January 30

Narrative progress reports should reflect the Recipient's focus on measuring the project's impact on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the grant's Scope of Work (SOW) and in the Monitoring and Evaluation (M&E) Statement. An assessment of the overall project's impact, should be included in each progress report.

Financial Reporting:

All financial reports must be submitted using form SF-425—Federal Financial Report. Financial reports are due quarterly and shall be submitted directly to the Grants Officer and Grants Officer Representative.

Quarterly Reporting Schedule:

- January – March reports due on April 30
- April- June reports due on July 30

- July-September reports due on October 30
- October – December reports due January 30

The form and instructions are available at:

<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

Final Financial and Programmatic Reporting:

Progress

The final narrative report must be submitted no later than 90 days after the end date of the award or termination of all project activities. The report must be marked Final and a narrative progress report which includes an in-depth impact assessment and/or project evaluation. The project's summary should include quantitative and qualitative data relating to the objectives and overall outputs and outcomes, e.g., impact.

Financial

The Final Financial SF-425 (FFR) shall be submitted no later than 90 days after the end date of the award or termination of all project activities. This report must disclose cost share and indirect rates, if applicable.

Additional guidance may be provided prior to the award end date.

20. Terrorist Financing

Consistent with numerous United Nations Security Council resolutions, including S/RES/1269 (1999), S/RES/1368 (2001), and S/RES/1373 (2001), both DOS and the Recipient are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of DOS to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, the Recipient undertakes to use reasonable efforts to ensure that none of the DOS funds provided under this award are used to provide support to individuals or entities associated with terrorism.

21. Publications and Media Releases

- a. The Recipient shall provide the project office and Grants Officer with one copy of all published works developed under this award and with lists of other written work produced under this award.
- b. If the Recipient intends to identify DOS's contribution to any publication, video, media release, or other electronic or print material or resulting from this award, the following conditions apply:
 - (1) The product must be approved by the GOR, with the Grant Officer's authorization, prior to release or publication; and
 - (2) The product must identify the sponsoring DOS office, bureau or mission, and state that the views expressed by the author(s) do not necessarily reflect those of DOS, using the following language:

“This [publication, video or other information/media product (specify)] was made possible through support provided by the United States Department of State, under the terms of Award No. [insert]. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the United States Department of State.”
- c. Except as otherwise provided in the terms and conditions of the award, the author or the Recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this award, but DOS reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for U. S. Government purposes.

22. Trafficking in persons: N/A

23. Investment Promotion: N/A

24. Specific Award Conditions:

- a. Within 15 days of signing this Grant, the Recipient must submit to the Grants Officer (GO) and Grants Officer Representative (GOR) a detailed

budget for review and approval prior to disbursement of funds. The GO must determine cost reasonableness, allocableness, and allowability. The Recipient is restricted from accessing award funds in the amount of \$399,834.00 until the GO authorizes the recipient to expend funds provided by this Notice of Award.

- b. Within 60 days of the award start date, the Recipient will work with the Department of State to develop a robust monitoring and evaluation plan to submit to the Grants Officer Representative for final approval.

Scope of Work

Grantee	UNDP
Project Title	Central African Republic Voter Outreach for Women and People with Disabilities
Period of Performance	September 30, 2020 - April 30, 2021
Goal or Statement of Work	The project consists of a series of capacity building interventions (civic/voters education, advocacy skills building) for women and people with disabilities, with a view to ensuring their effective participation in the 2020-2021 electoral process in CAR. The project will support community-based groups in advocating for the political participation of people living with disabilities.
Objective 1	<p>Support the inclusion of at least 1,500 women in the electoral process by strengthening their capacities through targeted interventions .</p> <p>Activities:</p> <ul style="list-style-type: none"> • Five focus group discussions on women political participation in CAR and particularly, that of women living with disabilities; the focus groups will help identify the most important issues for women in the 2020/2021 electoral process, and the best approaches in getting them involved; • Training of Trainers in civic/voters' education and advocacy; • Training of Community Female Animators (CFA) who will conduct civic/education sessions and facilitate women's advocacy work at local level; • Advocacy work targeting decision-makers (policy makers, Election Officials, traditional leaders) at both national and local levels • Face-to face Civic/Voters education sessions at local levels targeting women and particularly women living with disabilities • Policy advocacy by UNDP on the inclusion of women and the need to accommodate those living with disabilities on Election Day in order to facilitate their vote;. • Monitoring female participation on Election Day in targeted areas to include Bangui. • .

<p>Objective 2</p>	<p>Promote the inclusion of at least 1,500 people with disabilities in the electoral process by providing them with necessary information that will allow them to make informed decision on Election Day</p> <p>Activities:</p> <ul style="list-style-type: none"> • Face-to face civic/voters education sessions • Training of persons with disabilities in advocacy skills • • Sensitization campaign at national level conducted by UNDP personnel on women participation in collaboration with the National Electoral Council Gender Specialist; •
<p>Objective 3</p>	<p>Support civil society organizations in promoting the inclusion of people with disabilities in the electoral process through national and/or local level advocacy work</p> <p>Activities:</p> <ul style="list-style-type: none"> • Training in disability advocacy for a select number of civil society representatives including people with disabilities • Support to advocacy Events/meetings • Support to women with disabilities in monitoring Election Day activities, particularly that of women living with disabilities.

<i>Outcome Indicators</i>		<i>Targets</i>
Objective 1: Support the inclusion of at least 1,500 women in the electoral process by strengthening their capacities through targeted interventions		
Output: 1.1	Number of focus groups discussions conducted Number of Trainers trained & deployed Number of CFAs trained Number & types of Advocacy activities	5 25 200 5
Outcome 1.1	Percentage of registered female voters who vote on election day increases compared to 2015.	5 percent increase
Outcome 1.2	Number of registered women who turn out to vote on Election Day .	80% of the total registered female voters
Objective 2: Promote the inclusion of at least 1,500 people with disabilities in the electoral process by providing them with necessary information that will allow them to make informed decision on Election Day		

Output 2.1	Number of disabled persons who participate in the civic/voters education sessions conducted by CFAs	1 500
Outcome 2.1	Qualitative election day reporting indicates disabled persons vote without obstacles. No reliable data is available on the number of disabled registered voters to measure.	Qualitative
Outcome 2.2	After follow-up with participants, percentage who voted.	80% of training participants
Objective 3: Support civil society organizations in promoting the inclusion of people with disabilities in the electoral process through national and/or local level advocacy work		
Output 3.	Number of Capacity building workshops conducted in the Prefectures	20
	Number of advocacy events initiated by civil society groups	15
	Changes in election practices as a result of the advocacy efforts	Qualitative
	Government policies at facilitating the participation of women with disabilities	Qualitative
Outcome 3.1	After follow-up with civil society organizations, percentage who plan to continue civic education work for 2021 local elections.	50% percent