Population, Refugees, and Migration
U.S. DEPARTMENT *of* STATE

FY 2023 Request for Concept Notes for

NGO Programs Benefiting Displaced Persons and

Refugees in Iraq, Jordan, Lebanon, and Turkiye

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Request for Concept Notes Opportunity Number: SFOP0009257

Assistance Listing (CFDA) number: 19.519 - Overseas Refugee Assistance Programs for Near East

Announcement issuance date: Wednesday, November 16, 2022

Concept Note submission deadline: Friday, January 6, 2023, at 11:59:59 p.m. Eastern Time [23:59:59]. **Concept Notes submitted after this deadline will not be considered.**

Funding limits: Concept notes must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.
See country-specific guidelines for further information.

Anticipated timeframe for notification of selection for full proposal development:
PRM anticipates, but cannot guarantee, that no later than three months from the concept note submission deadline, selected concept notes will be notified of selection for full proposal development.

Anticipated timeframe for award of selected full proposals: Pending the availability of funds, PRM anticipates, but cannot guarantee, that awards will be made prior to September 30, 2023.

ADVISORY: All applicants must register and submit concept notes through the website Grants.gov. PRM strongly recommends submitting your concept note early to allow time to address any technical difficulties that may arise on the Grants.gov website.

If you are new to PRM funding, the Grants.gov registration process can be complicated. We urge you to refer to PRM's NGO Guidelines "Application Process" section (available on the funding opportunity page) for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher.

PRM strongly recommends concept note narratives be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations when transmitted. **Exceeding page length limits will result in disqualification.** All required documents must be in English and should avoid the use of jargon and spell out acronyms upon first use. Supplementary documents in a local language may be submitted in moderation along with an English translation or summary.

Organizations can retrieve PRM's-recommended templates and NGO Guidelines on PRM's website and in this opportunity's grants.gov page.

Program Description

Summary

This solicitation is the first step in a two-part process. After reviewing concept notes, PRM will invite (no later than three months after submission) selected organizations to expand their submissions into full single-year (15-page) or multi-year (20-page) proposals with objectives, an indicator table, and detailed budgets for each year of the program, and other required documents. Selected organizations will have at least 30 calendar days after they are notified of their selection to complete their full proposals. PRM welcomes submissions from both international and national/local NGOs. Organizations may also apply as consortia. For purposes of this notice, PRM considers consortia to be a group of no fewer than three NGOs that comprise an agreement, combination, or group formed to undertake, or proposing to undertake, an assistance activity beyond the resources of any one member. Note: NGOs that were approved for a multi-year proposal in FY 2022 will be required to submit the proposal for their second year of funding at a later date and will be contacted by a PRM Program Officer

and provided with submissions instructions. This announcement references PRM's NGO Guidelines, which contain additional information on PRM's priorities and NGO funding strategy with which selected organizations must comply. Please use both the NGO Guidelines (available on the [funding opportunity page](#)) and this announcement to ensure that your concept note submission is in full compliance with PRM requirements and that the proposed activities are in line with PRM's country-specific priorities. Concept note submissions that do not reflect the requirements outlined in these guidelines will not be considered.

Geographic Regions

Concept note activities should primarily support displaced persons and refugees in Iraq, Jordan, Lebanon, and Turkiye. Concept note activities, for the purposes of this NOFO, are restricted to individuals living outside of government or UNHCR-run camps, unless otherwise noted in the country-specific guidance. Because of PRM's mandate to provide protection, assistance, and sustainable solutions for refugees, stateless, and victims of conflict, PRM will consider funding only those projects that include a target beneficiary base of at least 50 percent refugees for each objective of the program. **In Iraq only,** the 50 percent target beneficiary base may include both internally displaced persons (IDPs) and IDP returnees in addition to, or in lieu of, refugees. PRM encourages the inclusion of refugee beneficiaries who are not Syrian or Iraqi to promote an equitable approach among refugee nationalities, based on PRM's commitment to the "one refugee approach."   Wherever possible, programs should incorporate capacity strengthening, inclusion of persons with disabilities, and inclusion of host community members as program participants to promote social cohesion and foster cooperation, understanding and trust between refugees and their host communities.

Program Areas

Proposed program concept notes must align with one or more of the following program areas:

- Humanitarian Protection and Assistance

- Interim and Durable Solutions

Program Sectors and Modalities

Concept notes must focus on one or more of PRM's programmatic sectors (see PRM's General NGO Guidelines for sector descriptions, available on the funding opportunity page) as indicated in the country-specific guidelines of this NOFO:

If selected for full proposal development, the following three indicators are required for **all** programs regardless of design or sector. If the proposed program will not contribute to one or several of these mandatory indicators, the indicator must still be included in the proposal indicator table but with a target of zero.

- **Number of individuals directly reached through PRM funding**

- **Amount of humanitarian funding distributed to local, national, or refugee-led organizations (in USD)**– This amount should include any sub-awards or contracts with local, national, or refugee-led organizations. If the prime applicant is a local, national, or refugee-led organization, they should put the full proposal budget total as the target value. The IASC working definition of "local" and "national" organizations is under Localisation Marker Definitions. Applicants can put a target of zero for this indicator if it does not apply to them; it will not affect their eligibility.

- **Percentage of participants who report that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner** –

   This is a protection mainstreaming indicator developed by ECHO and adopted by the Grand Bargain. Measurement instructions can be found at

   [DG ECHO PM Key Outcome Indicator (KOI) Toolkit](#) and

   [DG ECHO Protection Mainstream KOI and Monitoring Tool](#).

If selected, full proposals for **cash and voucher assistance programs must include the relevant indicator(s)** from the selection contained in the NGO Guidelines Appendix D.

Number of Concept Note Applications

Organizations must submit separate concept notes for each country program. Organizations **must refer to country-specific guidelines for the maximum number of concept notes that can be submitted for each country.** (Note: Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit.) No regional or multi-country concept notes will be considered. Any subsequent submissions received beyond the allowed number in the relevant country-specific guidelines will be disqualified. Upon review, PRM reserves the right to ask an applicant to merge submitted concept notes into a single proposal.

Coordination

Applicants are strongly encouraged to engage with existing structures to provide services to refugees, including those operated by international organizations and national or local actors (both governmental and NGO), rather than establishing new, parallel structures. If an activity is parallel to or duplicative of the national response,

the proposal must explain why and address how the project is linked to the national response and provide a brief timeline for phase-out.

Country-specific Guidelines

Iraq Country-Specific Guidelines

General Guidance for Projects in Iraq

A. For programs in Iraq, PRM will accept no more than **two (2)** concept notes per applicant. If more than one application is submitted, each application must reach a different target population of concern as described in bullets (1-3) below (e.g., Iraqis, Syrians, or Joint). Concept notes for any of these target populations are equally welcome.

1. **For projects focusing on Iraqi IDPs and returnees**, Iraqi IDPs and returnees must collectively make up more than 50 percent of total program participants. Projects must not focus solely on returnees.

2. **For projects focusing on assisting Syrian refugees,** refugees must make up more than 50 percent of total program participants.

3. **For projects focusing on both Syrian refugees and Iraqi IDPs/returnees**, Syrian refugees and Iraqi IDPs/returnees must collectively make up more than 50 percent of the target population.

4. **PRM will give preference to projects providing clear breakdowns and percentages of populations to be served to demonstrate compliance with the required percentages.** Where feasible, organizations are strongly encouraged to include support of non-

Syrian refugee populations and vulnerable host community members within their projects.

B. PRM will consider projects in all settings [inside or outside camps or informal settlements, in communities or urban areas, and/or in areas of return] and regions of the country.

C. NGO projects should seek to fill gaps in the humanitarian response and should not duplicate existing activities or programming conducted by international organizations or other NGOs. PRM welcomes concept notes that include partnerships with local organizations.

D. PRM encourages consortia concept notes (for all sectors listed below) that would operate in multiple locations and across multiple sectors, provided such work supports an integrated program approach.

E. PRM will prioritize concept notes that include detailed plans related to the ongoing humanitarian transition in Iraq, including plans to strengthen capacity and hand over the project to appropriate authorities and/or development actors by the end of the project.

F. NGO projects seeking to assist Syrian refugees in Iraq should be in line with activities in the Iraq Country Chapter of the [UN's Regional Refugee and Resilience Plan (3RP) Appeal.](#)

G. In line with the NGO Guidelines, the provision of cash & voucher assistance, capacity strengthening, and core relief/non-food items will be considered if integrated in a program focused on one or more of the below sectors.

Sectors

Sectors for Projects Focusing on Iraqi IDPs and Returnees:

- Protection

    o Protection: Child Protection

    o Protection: Gender Based Violence (GBV)

    o Protection: Legal

    o Protection: Socio-cultural Inclusion and Social Cohesion

- Mental Health and Psychosocial Support (MHPSS)

- Livelihoods and Economic Empowerment

- Education *(consortia only – see below)*

Sectors for Projects Focusing on Syrian Refugees:

- Protection

    o Protection: Child Protection

    o Protection: Gender Based Violence (GBV)

    o Protection: Legal

    o Protection: Socio-cultural Inclusion and Social Cohesion

- Health

    o Health: Sexual and Reproductive Health (SRH)

- Mental Health and Psychosocial Support (MHPSS)

- Livelihoods and Economic Empowerment

- Water, Sanitation, and Hygiene (WASH)

- Shelter

Sectors for Projects Focusing on Both Syrian Refugees and Iraqi IDPs/Returnees:

- Protection:

    o Protection: Child Protection

    o Protection: Gender Based Violence (GBV)

    o Protection: Legal

    o Protection: Socio-cultural Inclusion and Social Cohesion

- Mental Health and Psychosocial Support (MHPSS)

- Livelihoods and Economic Empowerment

- Education *(consortia only – see below)*

Exclusively in Iraq, and ONLY for the education sector, PRM will consider ONLY consortia concept notes:

- Education sector concept notes for Iraq should seek to assist Iraqi internally displaced persons (IDPs), returnees, and vulnerable host community members, as well as Syrian refugees. Please note that consortia concept notes that only target Syrian refugees in Iraq will not be considered.

- Education sector concept notes for Iraq in the Iraqi Kurdistan Region (IKR) that include Syrian refugees must specifically address coordination with the

    Refugee Education Integration Policy (REIP).

- Education sector concept notes in Iraq are subject to the same parameters listed below for all programs in Iraq for the duration of activity, anticipated number of proposals, and the amount to be funded.

- **Exclusively for education consortia, there is a specific funding floor and funding ceiling per year:**

    - **Funding floor per year for education consortia (lowest $ value)**: $4,000,000 per year

    - **Funding ceiling per year for education consortia (highest $ value)**: $7,000,000 per year

Duration of Activity

Program plans for 12 or 24 months for all programs will be considered (24 months preferred).

Funding Limits for all other Iraq programs

Proposed program concept notes must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.

- **Funding floor per year (lowest $ value)**: $2,000,000 per year

- **Funding ceiling per year (highest $ value)**: $4,000,000 per year

Anticipated Number of Selections for Full Proposal Development

PRM anticipates, but cannot guarantee, selecting as many as **twelve (12)** concept notes to be developed into full proposals through this announcement. PRM further anticipates selecting up to **seven (7)** proposals to be awarded.

Anticipated Amount to be Awarded Total

PRM anticipates, but cannot guarantee, awarding up to approximately $18 million (first year only, if multi-year proposals approved) through the directed NOFO for this country.

Jordan Country-Specific Guidelines

General Guidance for Projects in Jordan

A. PRM will accept no more than **one (1)** concept note per applicant.

B. As the primary population of concern for this notice of funding opportunity, refugees must constitute at least 50 percent of the program participants for each objective of the program, and the majority of the refugee population must be Syrian refugees. However, PRM may also consider programs in Jordan that target a majority of non-Syrian refugees if there is strong evidence to suggest that the needs of an underserved refugee population continue to be largely unmet. PRM encourages projects to maximize the number of refugee beneficiaries in line with the refugee pillar of the Jordan Response Plan In addition, PRM highly encourages projects that identify and include the most vulnerable refugee populations from all nationalities within their projects, in line with the "one refugee approach" outlined in the UN's Regional Refugee and Resilience Plan (3RP). **Please ensure that the profile of target populations and percentage breakdown per population is clearly outlined in the concept note.**

C. NGOs should not seek to begin new activities that cannot be sustained absent future U.S. funding. PRM welcomes concept notes that include partnerships with local organizations.

D. NGO concept notes seeking to assist Syrian refugees should be in line with activities in the 3RP Appeal / Jordan Response Plan and should work within existing coordination structures. NGO concept notes should also reference available resources that delineate the needs of non-Syrian refugees.

E. In line with the NGO Guidelines, the provision of cash & voucher assistance, capacity strengthening, and core relief/non-food items will be considered if integrated in a program focused on one or more of the below sectors.

F. PRM will prioritize education programming that addresses key educational gaps disproportionately affecting refugees and that demonstrates a clear linkage with the child protection response. Programming should also be well coordinated with the main education actors, such as the Ministry of Education, UNICEF and the Accelerated Access Initiative.

G. PRM's health care focus in Jordan is on health services not already covered by existing programs and/or provided by the public healthcare system. PRM does support, however, projects that help support refugees' access to health services that are already established.

H. In the livelihoods sector, PRM will prioritize sustainable, impact-driven, market-based projects that seek to measurably improve the economic well-being of program participants.

Sectors

- Protection

    o Protection: Child Protection

    o Protection: Gender Based Violence (GBV),

- Education

- Health

- Mental Health and Psychosocial Support (MHPSS)

- Livelihoods and Economic Empowerment

- Shelter

Duration of Activity

Program plans for 12 months, 24 months, or 36 months will be considered (24-month programs are preferred but PRM may consider 36-month programs for well-established organizations with a track record of program success and a concrete sustainability plan).

Funding Limits

Proposed program concept notes must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.

- **Funding floor per year for an individual organization (lowest $ value)**: $750,000 per year

- **Funding ceiling per year for an individual organization (highest $ value)**: $3,000,000 per year

- **Funding floor per year for a consortium (lowest $ value):** $1,000,000 per year

- **Funding ceiling per year for a consortium (highest $ value)**: $4,000,000 per year

Anticipated Number of Selections for Full Proposal Development

PRM anticipates, but cannot guarantee, selecting as many as **fifteen (15)** concept notes to be developed into full proposals through this announcement. PRM further anticipates selecting up to **six (6)** proposals to be awarded.

Anticipated Amount to be Awarded Total

PRM anticipates, but cannot guarantee, awarding up to approximately $15 million (first year only, if multi-year proposals approved) through the directed NOFO for Jordan.

Lebanon Country-Specific Guidelines

General Guidance for Projects in Lebanon

A. PRM will accept no more than **one (1)** concept note per applicant.

B. As the primary population of concern for this notice of funding opportunity, refugees must constitute at least 50 percent of the program participants for each objective of the program, and the majority of the refugee population must be Syrian refugees. PRM highly encourages projects that identify and include the most vulnerable refugee populations from all nationalities within their projects, in line with the "one refugee approach," outlined in the Regional Refugee and Resilience Plan (3RP). **Please ensure that the profile of target populations and percentage breakdown per population is clearly outlined in the concept note.**

C. NGO concept notes seeking to assist Syrian refugees should be in line with activities in the latest Lebanon Crisis Response Plan (LCRP) Appeal, and closely coordinated with the Revised Emergency Response Plan (ERP) and any other appeals for humanitarian assistance in Lebanon. PRM welcomes concept notes that include partnerships with local organizations.

D. PRM looks favorably on programs with the ability to operate in multiple locations and across multiple sectors, provided such work supports an integrated program approach.

E. Projects in all sectors should adhere to the relevant Working Group's guidance and Standard Operating Procedures.

F. In line with the NGO Guidelines, the provision of cash & voucher assistance, capacity strengthening, and core relief/non-food items will be considered if integrated in a program focused on one or more of the below sectors.

G. In the education sector, PRM prioritizes support to help children prepare for, enter, participate, and succeed in formal education and to assist youth who may be unlikely to participate in formal education to obtain the necessary skills to transition to adulthood.

Sectors

- Inclusion of Persons with Disabilities

- Protection

    o   Protection: Child Protection

    o   Protection: Gender Based Violence (GBV)

- Education

- Health

- Mental Health and Psychosocial Support (MHPSS)

- Water, Sanitation, and Hygiene (WASH)

Duration of Activity

Program plans for 12 or 24 months will be considered (24-month programs preferred).

Funding Limits

Proposed program concept notes must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.

- **Funding floor per year for an individual organization (lowest $ value)**: $500,000 per year

- **Funding ceiling per year for an individual organization (highest $ value):** $3,000,000 per year

- **Funding floor per year for a consortium (lowest $ value):** $1,000,000 per year

- **Funding ceiling per year for a consortium (highest $ value)**: $4,000,000 per year

*Note: For purposes of consortia applying for PRM funding in Lebanon, and in an effort to support localization, PRM requires at least two of the three partners to be local/national NGOs.

Anticipated Number of Selections for Full Proposal Development

PRM anticipates, but cannot guarantee, selecting as many as **ten (10)** concept notes to be developed into full proposals through this announcement. PRM further anticipates selecting up to **four (4)** proposals to be awarded.

Anticipated Amount to be Awarded Total

PRM anticipates, but cannot guarantee, awarding up to approximately $10 million (first year only, if multi-year proposals approved) through the directed NOFO for Lebanon.

Turkiye Country-Specific Guidelines

General Guidance for Projects in Turkiye

A. PRM will accept no more than **one (1)** concept note per applicant.

B. PRM welcomes submissions that support all refugee and asylum-seeking populations in Turkiye, including Syrians and non-Syrians, as part of the 50 percent target population base. Wherever possible, programs should support host communities as part of their program participants in order to promote social cohesion between refugees and host communities. If programs do not intend to support host communities, PRM welcomes an explanation as to why this is the case, such as registration restrictions or greater needs among refugee populations. **Please ensure that the profile of target populations and percentage breakdown per population is clearly outlined in the concept note.**

C. NGO concept notes should be in line with activities in the UN's [Regional Refugee and Resilience Plan (3RP) Appeal](#) / [Turkiye Response Plan.](#) If selected for full proposal development and funding, all program activities should be consulted with the Government of Turkiye and with local authorities (if targeting municipal-level interventions) and include risk assessments of registration challenges/assumptions, if any, if the necessary government approvals are delayed or do not come through. PRM welcomes concept notes that include partnerships with local organizations and/or local municipalities.

D. PRM looks favorably on programs with the ability to operate in multiple locations and across multiple sectors (including in locations where service provision for refugees is limited), provided such work supports an integrated program approach, does not duplicate efforts on the ground, and fills important gaps or needs currently not covered by other donors or local or national

responses. PRM encourages programs to clearly lay this information out in the justification.

E. If a program builds upon previous PRM-funded activities, PRM encourages the concept note to lay out lessons learned and best practices, as well as how the new proposed program will build upon them and be sustained.

F. In line with the NGO Guidelines, provision of cash & voucher assistance, capacity strengthening, and core relief/non-food items will be considered if integrated in a program that includes one or more of the below sectors.

G. For livelihoods programs, priority will be given to activities that link training to sustainable, income-generating employment opportunities. As with all proposed programming, livelihoods activities should fill critical gaps or needs currently not covered by other donors or local or national responses.

H. PRM's health care focus in Turkiye is on health services not covered by existing programs and/or provided by the Ministry of Health. PRM does support, however, projects that help support refugees' access to health services that are already established.

I. PRM encourages projects targeted at the education sector, particularly youth in secondary or vocational school, at-risk of dropping out, with special needs, or in higher education. Such programs should ensure coordination with and address how such efforts complement and support national or local efforts by the Ministry of National Education and other partners like UNICEF.

Sectors

- Protection

  - Protection: Legal

  - Protection: Child Protection

  - Protection: GBV

  - Protection: Socio-cultural Inclusion and Social Cohesion

- Education

- Health

- Mental Health and Psychosocial Support (MHPSS)

- Livelihoods and Economic Empowerment

- Shelter

- Water, Sanitation, and Hygiene (WASH)

Duration of Activity

Program plans for 12, 24, or 36 months will be considered (24 months preferred but PRM may consider 36 months for well-established organizations with a track record of program success and a concrete sustainability plan).

Funding Levels

Proposed program concept notes must not be less than the funding floor and not more than the funding ceiling **per year** or they will be disqualified.

- **Funding floor per year for individual organizations or consortia (lowest $ value)**: $1,000,000 per year

- **Funding ceiling per year for individual organizations or consortia (highest $ value)**: $3,000,000 per year

Anticipated Number of Selections for Full Proposal Development

PRM anticipates, but cannot guarantee, selecting as many as **twelve (12)** concept notes to be developed into full proposals through this announcement. PRM further anticipates selecting up to **five (5)** proposals to be awarded.

Anticipated Amount to be Awarded Total

PRM anticipates, but cannot guarantee, awarding up to approximately $16 million (first year only, if multi-year proposals approved) through the directed NOFO for Turkiye.

Federal Award Information

A. **Proposed Program Start Dates:** September 2023

B. **Duration of Activity:** See country-specific guidelines above. Applicants may submit multi-year proposals with activities and budgets that do not exceed country-specific guidance. Budgets submitted in year one must be updated each year based on separate guidance to be provided by PRM. Continued funding after the initial 12-month period of performance requires the submission of a non-competing, single-year or multi-year proposal and will be contingent upon available funding, strong performance, and continuing need. In funding a program for one year, PRM makes no representations that it will continue to

fund the program in successive years and encourages applicants to seek a wide array of donors to ensure long-term funding possibilities. Please see the Multi-Year Funding section below for additional information. Livelihoods programs are encouraged to be multi-year (Note: Evidence that a market analysis was used to inform a livelihoods program design will be required if selected for full proposal development, as described in the NGO guidelines, available at the [funding opportunity page](#))**.**

Eligibility Information

Eligible Applicants:

A. Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education (U.S.-based NGOs must be able to demonstrate proof of non-profit tax status);

B. Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education (overseas-based NGOs must be able to demonstrate proof of registration in country of domicile); and

C. International Organizations. International multilateral organizations, such as United Nations agencies, should **not** submit concept notes through Grants.gov in response to this Notice of Funding Opportunity. Multilateral organizations that are seeking funding for programs relevant to this announcement should contact the PRM Program Officer (as listed below) as soon as this announcement is released and no later than the closing date of this announcement.

Cost Sharing or Matching:

Cost sharing, matching, or cost participation is not a requirement of an application in response to this funding announcement.

Concept notes and invited proposals for consideration should describe the sources and amounts of additional funding that may be utilized to complement PRM funding, and meet the following criteria:

- Are not paid by the Federal Government under another Federal award;

- Are verifiable from the non-Federal entity's records;

- Are not included as contributions for any other Federal award; and

- Are necessary and reasonable for accomplishment of project or program objectives.

Please include this information in the Budget Summary of the concept note submission.

Note: Though favorably looked upon, inclusion will not result in a competitive ranking increase when evaluated.

Other

Concept notes and eventually full proposals must encompass relevant international standards for humanitarian assistance, especially [Sphere Standards](). See PRM's General NGO Guidelines for a complete list of sector-specific standards including new guidance on proposals for programs in urban areas.

PRM strongly encourages programs that target the needs of vulnerable and underserved groups among the beneficiary population (such groups may include: women; children; adolescents; lesbian, gay, bisexual, transgender, or intersex (LGBTQI+) individuals; older persons; the sick; persons with disabilities; stateless persons; and other religious, ethnic, or other minorities) and can demonstrate what steps have been taken to meet the specific and unique protection and assistance needs of these vulnerable groups effectively.

PRM will accept concept notes from any NGO working in the above-mentioned sectors, although, given budgetary constraints, **priority will be given** to concept notes from organizations that can demonstrate:

- a working relationship with UNHCR, and/or within the 3RP strategic framework;

- a proven track record in providing proposed assistance both in the sector and specified location;

- evidence of strong coordination with international organizations (IOs) and other NGOs working in the same area or sector as well as – whenever possible – local and national authorities;

- an emphasis on the outcome or impact of program activities. Full objective and indicator tables will only be required if the applicant is invited to submit a full proposal; however, the concept note must generally demonstrate the ability to deliver impact vs. output;

- a strong sustainability plan, involving local capacity building, where feasible, will be required if the applicant is invited to submit a full proposal;

- where applicable, adherence to PRM's [Principles for Refugee Protection in Urban Areas](#);

- an understanding of and sensitivity to operational risks and conflict dynamics in the program location.

Application and Submission Instructions

A. **Where to Request Application Package:** Application packages may be downloaded from the www.Grants.gov.

B. **Content and Form of Application:** Please see the country-specific provisions for the maximum number of concept notes that can be submitted. Any subsequent submissions received will be disqualified. (Note: Submissions by organizations as part of a consortium do not count toward an individual organization's submission limit.)

Concept notes must not exceed **4 pages in length**, including the cover page table (or 5 pages if a consortia submission) submitted in Adobe PDF, using Times New Roman or Calibri, 12-point font, letter sized paper with one-inch margins on all sides. **Concept notes that are longer than 4 pages (or 5 pages if a consortia submission) will be disqualified.**

- PRM strongly recommends concept notes be submitted in Adobe PDF, as Microsoft Word documents may sometimes produce different page lengths based on software versions and configurations.

- Exceeding page length limits will result in disqualification. (Do not include additional cover pages.)

- All documents must be in English and should avoid the use of jargon and spell out acronyms upon first use.

1. **Concept note narratives must include the following categories, in any arrangement.**

   - Brief problem statement, description of target population with anticipated beneficiary numbers broken down by percentage, and vulnerability criteria used to identify program participants

   - Program description, location, and duration

   - Proposed measurable outcomes and impact of the program

   - Summary of the organization(s) and experience doing similar work

   - Organizational point(s) of contact

2. **A one-page Budget Summary in Excel format. (Note: Budget summaries should be submitted as an attachment under the "budget narrative" section in grants.gov.)** Budget summaries do not count against the 4-page limit (or 5 pages if a consortia submission). The budget summary is separate from SF-424, SF-424A and the SF-424B documents, which are also

required and similarly do not fall within the page limit. The SF-424 family of forms may be downloaded through grants.gov. **Budget summaries must include the following categories, and must be disaggregated by year:**

- Personnel allowances
- Benefits
- Travel
- Program equipment
- Supplies
- Contractual
- Construction
- Other direct costs
- Indirect costs
- Total amount requested

3. **There should be no attachments, other than the budget summary (Excel) and signed, fully completed SF-424 documents, to the initial concept note submission.**

4. To be considered for PRM funding, organizations **must** submit a complete application package including:

- A 4-page concept note (or 5-page concept note for consortia)
- One-page budget summary (Excel) clearly indicating costs **disaggregated by year** for the program period. The budget summary does not count against page limits.

- Signed and fully completed SF-424, SF-424 A, and SF-424 B. These documents do not count against the page limit.

  Note: If the applicant organization has an active registration in SAM.gov that was either created or updated on or after **February 2, 2019, then the applicant does NOT need to submit the SF-424B as they will be prompted to complete the representations and certifications in SAM.gov.**

C. **Consortia:**

Organizations may apply to this call as individual organizations or consortia; however, for consortia, one organization must be designated as the lead applicant at both the concept note and full proposal stage.

For purposes of consortia applying for PRM funding, PRM considers consortium to be a group of no less than three NGOs that comprise an agreement, combination, or group formed to undertake, or proposing to undertake, an assistance activity beyond the resources of any one member. PRM may request to review and approve of substantive provisions of proposed sub-awards. Applicants may form consortia in order to bring together organizations with varied expertise to propose a comprehensive program in one proposal. The consortium arrangement may allow for greater geographic coverage, inclusion of technical and sectoral strengths from multiple organizations, increased inclusion of local and national organizations, and/or the potential of much greater impact through collaboration.

Submissions by organizations as part of a consortium do not count toward an organization's individual submission limit. If the applicant is applying as a consortium, a description of how the consortia will be organized and how lines of authority and decision-making will be managed across all team members and between the lead applicant and associate awardees should be included in the concept note. The prime applicant would be responsible for overall implementation of the proposed program activities, preparation/presentation of annual work plans, M&E planning, and required reporting to PRM. The prime applicant should designate a single individual to be the liaison with PRM, although PRM would reserve the right to communicate with sub-grantees.

D. **Unique Entity Identifier (UEI) Number and System for Award Management (SAM).**

Note: On April 4, 2022, the formerly used DUNS Number was replaced by the System for Award Management (SAM.gov) UEI. For more information on the process, visit [GSA's website on the UEI transition](#).

Each lead applicant is required to:

- be registered in SAM at [the government website SAM.gov](#) before submitting its application;

- provide a valid UEI number in its application; and

- Continue to maintain an active SAM registration with current information at all times during which it has an active PRM award or an application or plan under consideration by PRM.

No federal award may be made to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PRM award is ready to be made, PRM may determine that the applicant is not qualified to receive a PRM award and use that determination as a basis for making a PRM award to another applicant.

E.   **Concept notes must be submitted via** Grants.gov. Grants.gov registration requires a UEI number and active SAM registration. If you are new to PRM funding, the registration process can be complicated. We urge you to refer to PRM's General NGO Guidelines "Application Process" section for information and resources to help ensure that the application process runs smoothly. PRM also strongly encourages organizations that have received funding from PRM in the past to read this section as a refresher. Applicants may also refer to the "For Applicants" page on Grants.gov for complete details on requirements.

Do not wait until the deadline to submit your application on Grants.gov. Organizations not registered with Grants.gov should register well in advance of the deadline as it can take several weeks to finalize registration (sometimes longer for non-U.S.-based NGOs to receive required registration numbers). We also recommend that organizations, particularly first-time applicants, submit applications via Grants.gov no later than one week before the deadline to avoid last-minute technical difficulties that could result in an application not being considered. **PRM has extremely limited ability to correct or facilitate rapid resolution to technical difficulties associated with grants.gov, SAM.gov, NCAGE (for non-U.S. organizations) or UEI number and registration issues. PRM partners must maintain an active SAM registration with current and correct**

information at all times during which they have an active federal award or an application under consideration by PRM or any federal agency.

When registering with Grants.gov, organizations must designate points of contact and Authorized Organization Representatives (AORs). Organizations based outside the United States must also request and receive an NCAGE code prior to registering with SAM.gov. **Applicants experiencing technical difficulties with the SAM registration process should contact the** Federal Service Desk **(FSD) online or at 1**-**866-606-8220 (U.S.) and 1-334-206-7828 (International).**

Applications must be submitted under the authority of the Authorized Organization Representative at the applicant organization. Having concept notes submitted by agency headquarters helps to avoid possible technical problems.

If you encounter technical difficulties with Grants.gov **please contact the Help Desk at** support@grants.gov **or by calling 1-800-518-4726.**

Applicants who are unable to submit applications via Grants.gov due to technical difficulties and:

- have reported the problem to the help desk;

- received a case number;

- have completed UEI and SAM registrations; and

- had a documented service request opened to research the problem

may contact the PRM NGO Coordinator **before the submission deadline** to determine whether an alternative method of submission is appropriate. PRM makes no guarantee to accept an application outside of the grants.gov system.

It is the responsibility of each applicant to ensure the appropriate registrations are in place and active. Failure to have the appropriate organizational registrations in place or experiencing issues resulting from discrepancies across registration platforms is not considered a technical difficulty and is not justification for an alternate means of submission.

F. **Submission Dates and Times:**

- **Announcement issuance date:** Wednesday, November 16, 2022

- **Concept Note submission deadline**: Friday, January 6, 2023 at 11:59:59 p.m. Eastern Time [23:59:59]. Concept Notes submitted after this deadline will not be considered.

- This solicitation is the first step in a two-part process. After reviewing concept notes, PRM will invite selected organizations to expand their submissions into full-length proposals with detailed budgets. Selected organizations will have at least 30 calendar days after they are notified of their selection to complete their full proposals.

G. **Intergovernmental Review:** Not Applicable.

H. **Funding Restrictions:** Federal awards will not allow reimbursement of Federal Award costs without prior authorization by PRM.

I. **Other Submission Requirements:**

- **Branding and Marking Strategy:**

    The following provisions will be included whenever assistance is awarded:

    The Recipient shall recognize the United States Government's funding for activities specified under this award at the project site with a graphic of the U.S. flag accompanied by one of the following two phrases based on the level of funding for the award:

    - **Fully funded by the award: "Gift of the United States Government"**

    - **Partially funded by the award: "Funding provided by the United States Government"**

    PRM highly encourages recognition of U.S. government funding on social media and website platforms to be included in proposals branding and marking strategy. Recipients should tag PRM's Twitter account @StatePRM and/or Facebook account @State.PRM (rather than using hashtags). Additionally, the applicable U.S. Embassy should be tagged as well depending on the instructions of the country refugee coordination team.

    Updates of actions taken to fulfill this requirement must be included in quarterly program reports to PRM.

    All programs, projects, assistance, activities, and public communications to foreign audiences, partially or fully funded by the Department, must be marked appropriately overseas with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. The requirement does not apply to the Recipient's own corporate communications or in the United States.

The Recipient must appropriately ensure that all publicity and promotional materials underscore the sponsorship by or partnership with the U.S. government or the U.S. embassy. The Recipient may continue to use existing logos or project materials, however, a standard rectangular U.S. flag must be used in conjunction with such logos.

Do not use the Department of State seal without the express written approval from PRM.

Sub non-Federal entities (sub-awardees) and subsequent tier sub-award agreements are subject to the marking requirements and the non-Federal entity shall include a provision in the sub non-Federal entity agreement indicating that the standard, rectangular U.S. flag is a requirement. Exemptions from this requirement may be allowable but must be agreed to in writing by the Grants Officer. (Note: An exemption refers to the complete or partial cessation of branding, not use of alternative branding). Requests should be initiated with the Grants Officer and Grants Officer Representative. Waivers issued are applied only to the exemptions requested through the Recipient's proposal for funding and any subsequent negotiated revisions.

In the event the non-Federal entity does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the non-Federal entity.

J.   **Assistance Award Provision – Special Provision for Performance in a Designated Combat Area (SPOT):** The following provisions will be included in the Bureau specific component of the Notice of Award for performance in a designated combat area (Iraq and Afghanistan). Recipients are required to include this provision in any sub-grant awards or agreements.

SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA

The Recipient must report and account for all employees, subrecipient personnel, and contract personnel working under grants or cooperative agreements working in contingency operations outside the United States that involve combat operations. The database to collect this information, called the Synchronized Pre-Deployment Operational Tracker (SPOT), is managed by the Department of Defense.

In coordination with the Grants Officer and Grants Officer Representative, the Recipient generally provides this information to the Department of State SPOT Program Manager via email at AQMops@state.gov. The Department SPOT Program Manager enters information provided by the Recipient directly into the SPOT system.

For Recipients with personnel who are NOT performing private security functions and who do not need access to U.S. government support or facilities:

- Personnel, including U.S. citizens, third country nationals, and local personnel, are accounted for anonymously, in aggregate.

- The Recipient will request an aggregate count template from the Grants Officer or Grants Officer Representative, or directly from the SPOT Program Manager (AQMops@state.gov). The Recipient will complete the template and return the completed form to the Grants Officer/ Grants Officer Representative or SPOT Program Manager.

- The Recipient is responsible for updating the aggregate count every quarter by providing updated information via the "Aggregate Count" template to SPOT Program Manager for each SPOT award.

For Recipients with personnel who ARE performing a private security function; require access to U.S. government support, facilities, or services; or who may be eligible for special refugee or immigration status under U.S. regulation:

- The personnel funded under that award must be entered into SPOT individually with all required personal information.

- The Recipient must enter this information into the SPOT database directly. Unlike the aggregate count process, the Department's SPOT Program Manager does not enter this information into SPOT on behalf of the Recipient.

- The Recipient starts the process by registering for an account in SPOT by contacting the SPOT help desk.

Note: Recipients utilizing armed private security personnel, whether employed directly or via contract, are required to adhere to post policies and procedures regarding private security contractors. As specific post policies and procedures differ in scope and applicability, the Recipient is advised to review post policies

carefully and direct any questions to the embassy Regional Security Office through the Grants Officer or Grants Officer Representative.

In addition, the Recipient is reminded that only the Grants Officer has the authority to modify this Notice of Award. Recipients shall proceed with any security guidance provided by the Regional Security Officer; however, the Recipient must advise the Grants Officer and Grants Officer Representative of the guidance received and any potential cost or schedule impact.

K. **Applicant Vetting as a Condition of Award (Iraq, Lebanon):**
Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Vetting information is also required for all subaward performance on assistance awards identified by DOS as presenting a risk of terrorist financing. Applicants may be asked to submit Risk Analysis Information about their company and its key personnel via the secure RAM web portal. If vetting is required, the RAM Team will contact applicants directly via email and instruct them on how to enter their data via the Secure Portal. Once a user is logged on to the Portal, there are links to help users input the required information. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting your proposal.

Recipient Vetting After Award: Recipients shall advise the Grants Officer of any changes in personnel required by DS Form 4184, **Risk Analysis Information**, via the secure RAM web portal, and shall provide vetting information on new individuals. The government reserves the right to vet these personnel changes and to terminate assistance awards for convenience based on vetting results.

Application Review Information

Criteria:

Eligible submissions will be those that comply with the criteria and requirements included in this announcement. In addition, the review panel will evaluate the concept notes based on the following criteria, in addition to a ranking of High/Medium/Low priority:

- Quality of program idea (10 points)

- Appropriate identification of beneficiary population, including vulnerable populations (10 points)

- Program feasibility/ability to achieve objectives (10 points)

- Organization's experience and capacity (10 points)

- Cost effectiveness (10 points)

PRM will conduct a formal competitive review of all concept notes submitted in response to this funding announcement. A review panel of at least three people will evaluate submissions based on the above-referenced programmatic criteria and PRM priorities in the context of available funding.

After reviewing the concept notes, selected organizations will be invited to submit full proposals. **PRM will provide formal notifications to NGOs of final decisions within three months after the closing date of this announcement.** Selected organizations

will have at least 30 calendar days from notification to submit full proposals, with detailed budgets, and attachments as applicable (refer to PRM's General NGO Guidelines for general proposal formatting and submission guidance for single-year/multi-year programs).

Federal Award Administration Information

A. **Federal Award Administration:** A successful applicant can expect to receive a separate notice from PRM stating that an application has been selected before PRM makes the federal award. That notice is not an authorization to begin performance. Only the notice of award signed by the grants officer is the authorizing document. Unsuccessful applicants will be notified following completion of the selection and award process.

B. **Administrative and National Policy Requirements:** PRM awards are made consistent with the following provisions in the following order of precedence:

1. applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award;

2. Code of Federal Regulations (CFR);

3. Department of State Standard Terms and Conditions of the award;

4. the award's specific requirements; and

5. other documents and attachments to the award.

C. **Reporting:** Successful applicants will be required to submit:

1. **Program Reports:** PRM requires program reports describing and analyzing the results of activities undertaken during the validity period of the agreement. A program report is required within thirty (30) days following

the end of each three-month period of performance during the validity period of the agreement. The final program report is due one hundred and twenty (120) days following the end of the agreement. The submission dates for program reports will be written into the cooperative agreement. Partners receiving multi-year awards should follow this same reporting schedule and should still submit a final program report at the end of each year that summarizes the NGO's performance during the previous year.

The Bureau suggests that NGOs receiving PRM funding use the PRM recommended quarterly program report template (also used for final reports). The suggested PRM NGO reporting template is designed to ease the reporting requirements while ensuring that all required elements are addressed.

2. **Financial Reports:** Financial reports are required within thirty (30) days following the end of each calendar year quarter during the validity period of the agreement (January 30th, April 30th, July 30th, October 30th). The final financial report covering the entire period of the agreement is required within ninety days after the expiration date of the agreement. For agreements containing indirect costs, final financial reports are due within sixty (60) days of the finalization of the applicable negotiated indirect cost rate agreement (NICRA).

Reports reflecting expenditures for the recipient's overseas and United States offices should be completed in accordance with the Federal Financial Report (FFR SF-425) and submitted electronically in the Department of Health and Human Services' Payment Management System (HHS/PMS) and in accordance with other award specific requirements.

Detailed information pertaining to the Federal Financial Report including due dates, instruction manuals and access forms, is provided on the [HHS/PMS website](#).

3. **Audit Reports:** When a recipient-contracted audit is not required because the Federal award amount is less than the $750,000 threshold, the Department may determine that an audit must be performed, and the audit report must be submitted to the responsible grants office(r) for review, dissemination, and resolution as appropriate. The cost of audits required under this policy may be charged either as an allowable direct cost to the award or included in the organizations established indirect costs in the award's detailed budget.

PRM Points of Contact

Applicants with technical questions related to this announcement should contact the PRM staff listed below prior to submission. Please note that responses to technical questions from PRM do not indicate a commitment to fund the program discussed.

Iraq POC

- **PRM Program Office:** PRM-ANEIraqandYemen@state.gov, Washington, D.C.

Jordan POCs

- **PRM Program Officer:** Jennifer Robertson, RobertsonJW@state.gov, Washington, D.C.

- **Regional Refugee Coordinator:** Rebecca White, whiterr@state.gov, Embassy Amman, Jordan

Lebanon POCs

- **PRM Program Officer:** Tarrajna Walsh, walshta@state.gov, 323-333-4399, Washington, D.C.

- **PRM Program Officer:** Jessica Pfleiderer, pfleidererjb@state.gov, Washington, D.C.

- **Beirut Refugee Coordinator:** Matthew McAllister, mcallistermr@state.gov, +961(4)542600, Embassy Beirut, Lebanon

Turkiye POCs

- **PRM Program Officer:** Kathryn Kersavage, KersavageK@state.gov,

  202-453-9295, Washington, D.C.

- **Ankara Senior Refugee Coordinator:** Isabelle Chan, ChanI@state.gov,

  +903 122 940 016, Embassy Ankara, Turkiye

Disclaimer:

External websites linked above may not be supported or accessible by all web browsers. If you are unable to link to a referenced website, please try using a different browser or update to a more recent one. If you continue to experience difficulties reaching external resources, please contact the PRM NGO Coordinator at PRMNGOCoordinator@state.gov.