

**GENDER EQUITY PROGRAM (GEP)  
(Supported by USAID)**

**Request for Applications (RFA)**

<b>Program Thematic Area:</b>	<b>Training women &amp; men lawyers to provide legal services to women, including minority women</b>
<b>Grant Cycle:</b>	<b>Twelve</b>
<b>Budget Ceiling:</b>	<b>USD 55,000</b>
<b>RFA Number:</b>	<b>GEP/Grant/s2015-012</b>
<b>Issued By:</b>	Gender Equity Program (GEP)
<b>Issue Date:</b>	March 13, 2016
<b>Closing Date:</b>	April 13, 2016
<b>Who Should Apply:</b>	Lawyers associations, bar associations, law colleges, universities and NGOs with a track record of facilitating and providing services to women including minority women operating in Islamabad/Rawalpindi. Private firms need not apply.
<b>Duration:</b>	10 Months
<b>Expected Start Date:</b>	July 01, 2016

## Request for Applications

**Subject: Request for Applications Number: GEP/Grants/2015-012**  
**Sub-grant to encourage both women and men lawyers to provide services to GBV survivors**

Aurat Foundation will award sub-grant to engage with lawyer associations, bar associations, law colleges, universities and NGOs in Islamabad/Rawalpindi to encourage both women and men lawyers to provide services to GBV survivors. This sub-grant aims to facilitate young lawyers, enhance knowledge and understanding of problems faced by women and their capacity to handle legal cases in a better manner, to increase pro bono support and appreciation of the issues faced by women in accessing timely and affordable mitigation through the legal justice system.

This sub-grant is made possible with the financial support of USAID under the Gender Equity Program (GEP). The program impacts on a national level, Aurat Foundation invites lawyer associations, bar associations, law colleges, universities and NGOs to apply for this grant, and welcomes the submission of applications against the Terms of Reference (TORs) mentioned in Section 3 of this Request for Applications (RFA).

Frequently Asked Questions (FAQs) regarding GEP and/or the scope of work delineated in the RFA are available on Aurat Foundation's website [www.af.org.pk](http://www.af.org.pk)

Completed applications (hard copy) should be submitted via post by close of business on April 13, 2016 to the following address:

**Grants Management Committee (GMC)**  
Gender Equity Program (GEP)  
House No. 16  
Attaturk Avenue (old Embassy Road)  
Sector G-6/4  
Islamabad – 44000

***Disclaimer:** This RFA does not constitute a commitment to make an award on the part of GEP or any agency implementing or financing the project. The project will not pay for any cost(s) for the preparation or submission of applications. GEP reserves the right to reject any or all applications in the best interest of the project objectives.*

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## **Section 1: Summary Information**

In support of the Government of Pakistan's gender policies (National Plan of Action for Women, National Policy for Empowerment and Development of Women, and Gender Reform Action Plans) the Aurat Foundation (AF), with financial support from USAID, is implementing a seven years, Gender Equity Program (GEP) which commenced in August 2010. The program aims to advance women's human rights and empowerment. Under GEP, a series of sub-grants are being awarded to local Pakistani organizations with the objective of affecting real behavioral change and contributing to a productive gender debate within Pakistan. The Program is working mainly through the award of sub-grants to Pakistani public and private sector organizations, and is mobilizing local experience, expertise, and knowledge in pursuit of its objectives.

### **1.1 Vision and Goal:**

The vision of the GEP is to generate widespread societal demand and commitment for a socially just, democratic, caring and gender-responsive society in Pakistan, where all citizens, women and men, are recognized as equal, with the right to lead their lives with self-respect and dignity. The goal of the GEP is to facilitate behavioral change in particular to facilitate citizens' active participation in the process of social change and governance at all levels, enabling women to access information, resources and institutions acquire control over their lives and improve attitudes and behavior towards women and their concerns.

### **1.2 Objectives/Priority Areas:**

- Objective 1: Enhancing gender equity by expanding women's access to justice and women's human rights
- Objective 2: Increasing women's empowerment by expanding knowledge of their rights and opportunities to exercise their rights in the workplace, community, and home
- Objective 3: Combating Gender Based Violence (GBV)
- Objective 4: Strengthening the capacity of Pakistani organizations that advocate for gender equity, women's empowerment and the elimination of GBV

## **Section 2: Sub-Grant Information**

### **2.1 Priority Area:**

This cycle focuses on enhancing gender equity by expanding women's access to justice and women's human rights. The sub-grant is to be awarded to encourage both women and men lawyers to provide services to GBV survivors including women minorities.

This sub-grant will address Objective 1 of GEP.

### **2.2 Financial Allocation:**

GEP sub-grant awards fall into three distinct tiers:

- Tier 1: Up to: \$75,000
- Tier 2: Up to- \$150,000
- Tier 3: Over \$150,000

Tier 1 awards are most frequent whereas Tier 2 and Tier 3 sub-grant awards are less common.

This sub-grant fall into Tier 1, the budget ceiling of this sub-grant is up to \$ 55,000 depending on proposal and budget rationales. Budgets received from applicants will be subject to strict scrutiny to prevent excessive allocation. All budgets must be submitted on prescribed template (Refer Section E under Section 6).

### **2.3 Closing Date:**

The final date for submission of the completed proposal application package and all required documents is April 13, 2016. No extensions will be given.

### **2.4 Time Period:**

The sub-grant is for a period of 10 months. The project activities must be completed within this time period expected to be starting from July 01, 2016.

### **2.5 Location:**

Islamabad/ Rawalpindi only.

### **2.6 Requests for Information:**

Verbal and telephonic queries regarding the RFA will not be entertained. Please send your queries to [info.gep@af.org.pk](mailto:info.gep@af.org.pk). Responses to your queries will be up-loaded on to the GEP webpage for FAQs on a daily basis.

Orientation session(s) will be held through 25<sup>th</sup> to 31<sup>st</sup> of March, 2016 which will provide an opportunity to applicants to discuss their queries further with AF-GEP representatives. Applicants should register for these sessions by sending the following information to the email ID given above.

Registration for Orientation Session:

Name of Organization, Focal Person and Contact Details

## 2.7 Award Information:

**Award Type:**

Simplified Grant (ADS 303.3.24) or Fixed Amount Awards (ADS 303.3.25)

**Cost Share:**

Cost share (ADS 303.3.10) is not required for any of grant under this Request for Applications (RFA).

**Review Time:**

The review process for all sub-grant will take 6-8 weeks.

## Section 3: Scope of Work

### 1. Encourage both women and men lawyers to provide services to GBV survivors

Number of sub-grant: 01 (288)

Budget Ceiling: Up to \$ 55,000

Sub-grant will be awarded in Islamabad/Rawalpindi as above to help final year students (50% men & 50% Women) of public university law colleges to acquire knowledge and expertise to handle women's rights cases and become women's legal rights experts and practitioners. These lawyers will become a resource pool at the local level and are expected to play a critical role as future women's rights defenders. Students will be attached with renowned law firms/chambers (particularly those working for women's rights, and/or headed by women practitioners) to equip themselves with practical knowledge of legal work and get 'hands-on' training to practice Law.

The aim of this sub-grant is to facilitate lawyer's knowledge and understanding of problems faced by women including minority women and their capacity to handle legal cases in a better manner. This is also expected to result in increasing pro bono support and appreciation of the issues faced by women in accessing timely and affordable mitigation through the legal justice system.

This sub-grant also envisages regional meetings of the graduates placed with the law firms/chambers to share experiences and foster a culture of cross learning and support. Given contextual realities, such forum will be organized at the regional level. Sub-grant should incorporate a national level forum at the end of grant to share experiences across all regions. During the course of the project, select number of young law graduates will also make short presentations to other students, share their experiences and increase the outreach of the program. This will be done through, and in close collaboration with, concerned public sector law institutions.

Organizations bidding for this sub-grant in region must identify the public university law colleges that they propose for partnership and potential law firms for placement. Organizations with good linkages with public sector law institutions and/or work on legal rights of women will be preferred. Weightage will be given to organizations that work in a cost-effective way (such as use of low-cost venues).

Key activities to be undertaken;

- Project launching and closing seminar
- Identify and place 25 fresh women and men (total 50) law graduates, or final year students, with law firms for the duration of 3 months.
- Organize 2 days' workshop of selected law graduates/students with two groups (25 each for men and women) on laws supporting women and how to use these laws to help victims and servicers of GBV and other kind of situations effecting women
- Use GEP legal literacy curriculum/ resource material for these workshops
- Organize experience sharing of the selected graduates/students (placed with project funding) with other students in at least 4 public law institutes.
- Print IEC material
- Organize post internship regional forum with all 50 graduates/students (placed with project funding) to foster cross fertilization of ideas and create rights based legal support groups
- Select and send four best graduates/students (two men and two women) to a National forum in Islamabad (place and location to be advised by GEP) at the end of grant to share experiences across all regions
- Develop a database to keep track of the interneers and their employment status within project time line.

## **Section 4: Monitoring & Reporting**

The proposal must also include a detailed monitoring and reporting plan outlining output and outcome indicators (disaggregated by gender) which the proposal seeks to affect for all activities listed. The reporting plan must include a quarterly progress report and a project completion report. If the project proposal is accepted the sub-grantee will be required to finalize the reporting indicators and timelines with the Monitoring and Evaluation section of GEP.

## **Section 5: Proposal Process**

### **5.1 Who should apply?**

Lawyer associations, bar associations, law colleges, universities and NGOs with a track record of facilitating and providing services to women including minority women operating in Islamabad/Rawalpindi are encouraged to apply for this grant. Private firms need not apply.

### **5.2 Eligibility Criteria:**

1. Applicant shall be registered with Government of Pakistan.
2. Applicant shall have a track record of facilitating and providing services to GBV survivors.



3. Applicant shall demonstrate financial accountability, including audited accounts.
4. Applicant should additionally have proven record in the following skills and qualities:
  - proven organization skills and the ability to carry out a number of tasks at the same time
  - an ability to focus on the outcomes of training sessions and workshops/meetings
  - a high level of attention to detail
  - the ability to work under pressure and meet tight deadlines
  - proven administration skills
  - ability to work as part of a team and also use own initiative

### **5.3 Evaluation Criteria:**

All proposals will go through a stringent review process. The first will ensure that all applications are complete with:

1. Completed Sub-grant/Proposal Application Form with the relevant signatures/stamps
2. The completed package received before COB on or before the closing date
3. All supporting documents are attached

Proposals meeting the eligibility criteria will undergo reviews by the Grants Management Committee (GMC) of GEP. The award will be made with the assessment that the chosen proposal is deemed most likely to meet GEP objectives for this sub-grant.

### **5.4 Award Criteria:**

All applications will be reviewed under the following standardized criteria:

1. Previous experience of facilitating and providing services to GBV survivors (30)
2. Technical proposal (30)
3. CVs of proposed project staff (20)
4. Financial proposal (20)

### **5.5 How to apply?**

Prospective sub-grantees should submit a completed application package; the proposal form and budget template available in this document. A complete application must include:

1. GEP Sub-grant/Proposal Application Form (Section 6)
2. Work Plan (Annex I)
3. Proposal Budget (Annex II) – a draft document with estimated figures
4. Reporting Plan including key indicators
5. CVs of 3 key staff members
6. Financial audit report for the past 3 fiscal years
7. Copy of Registration
8. Signed and stamped certifications (Annex III)
  - a. Certification regarding terrorist financing implementing E.O. 13224

- b. Certification regarding debarment, suspension, ineligibility and voluntary exclusion
- c. Certification regarding Narcotics offense and drug trafficking by key individuals
- d. Certification regarding Narcotics offense and drug trafficking by participants
- e. Certification regarding drug free workplace
- f. Certification regarding Lobbying
- g. Certification Regarding Prohibition On Assistance To Drug Traffickers
- h. Initial environmental examination form
- i. Certification regarding Voluntary Population Planning Activities
- j. Certification that the subawardee and its key employees have never been convicted by a court of competent jurisdiction in Pakistan
- k. Declaration about the family relationships within management and governance structure of the subawardee organization
- l. Certification regarding local cost financing.
- m. Disclosure and Certification Regarding Political Leadership/ Management of the Subawardee
- n. Requirement and Guidelines for obtaining DUNS number

**Hardcopy** of application should reach at the following address before closing date before COB. Incomplete application may be rejected. Applications received after the closing date may also be rejected.

**Grants Management Committee (GMC)**  
 Gender Equity Program (GEP)  
 House No. 16  
 Attaturk Avenue (Old Embassy Road)  
 Sector G-6/4  
 Islamabad – 44000

## **5.6 Notification:**

All applicants will receive notifications regarding the status of their proposals. Letters of regret will be sent out for all proposals that GEP will not be able to assist in this cycle. Notifications will include reasons for regret, encouragement to re-apply in future cycles, and/or referrals to GEP’s capacity building workshops.

Finalized applicants will be notified in writing as well as by telephone. The notification will make clear that the sub-grant is pending on adequate results of the pre-award evaluation and final approval by USAID.

## Section 6: Sub-Grant Application Form

### Instructions:

1. Please copy sections A-C below and complete in a new Word document. Section D-E templates are available in the annexes
2. Sub-grant/Proposal Application Form (Sections A-C) may NOT exceed 10 pages in length. Please use Times New Roman, Font size 12
3. In Sections D and E, please add rows as necessary depending on your proposed activities.

### Section A: Introductory Information (Cover Sheet)

1. Name and Contact Information of Organization:
2. Sub-Grant Title/Number/District:
3. Estimated Start/End Dates of the Project:
4. Total Project Cost (PKR):

### Section B: Organizational Profile

1.	Full legal name and acronym:
2.	Legal status (type of registration e.g. government body, non-governmental organization, limited liability company, partnership, etc, registration number) & date of registration of organization:
3.	Type of organization (e.g. service delivery, advocacy, research, educational, other):
4.	Organization's outreach (local, provincial, national, and whether urban and/or rural):
5.	Number of offices and appropriate staff strength:
6.	Publications:
7.	Previous Donors (i.e. names of organizations or bodies from which the applicant has received any type of funding):
8.	Previous similar donor-funded projects undertaken in the past 3 years:  <i>Project Name:</i> <i>Donor Name:</i> <i>Project Duration, i.e. start/end date:</i> <i>Contact Person/Designation:</i> <i>Email address:</i> <i>Contact Number:</i>  <i>Note: Please provide above details for all previous projects.</i>
9.	Members of organizations Board (if any):

10.	Other partners (organizations with which the applicant has collaborated over the last three years. Please indicate nature of links e.g. program implementation, information sharing, technical training etc):
11.	Official street address, telephone, fax and email:

### Section C: About the Grant

1.	Grant title:
2.	Grant goals/objectives:
3.	Grant rationale (description of why the project has been proposed, and a short analysis of the problem it is tackling):
4.	Expected impact of the grant:
5.	Target group (number and description of direct and indirect beneficiaries, how they will benefit from the grant and be involved in the project cycle):
6.	Grant location and duration:
7.	Methodology (description of the approach, tools and techniques for implementing the activity):
8.	Key activities and description, including outputs/deliverables and indicators being used:
9.	Implementation plan and schedule (please attach):
10.	Personnel (details of proposed roles and responsibilities of key staff):  <i>Name:</i> <i>Proposed designation/responsibilities:</i> <i>Previous relevant experience:</i>
11.	Linkages (with existing or previous work done, indicating the impact of that activity and details of any other opportunities for developing local or national linkages):
12.	Grant partners (other organizations that will be involved in the grant and their role:
13.	Other donors (donors who are either currently funding work related to this grant application or who have been approached for funding for the same grant):
14.	Monitoring & Evaluation Plan and reporting schedule (please attach):
15.	Publicity (plans for highlighting the interventions planned for the grant):
16.	Sustainability (attach your plans for sustainability of grant outputs, clearly indicating the mechanism for sustaining the initiative beyond sub-grant support):
17.	Total grant funding requested in Pak Rupees (attach a breakdown of this amount, indicating which costs, if any, will be covered by the applicant and/or other identified sources):

## **Section D: Project Work Plan**

A sample work plan is available in Annex I.

## **Section E: Grant Budget**

The detailed budget is available in Annex II.

NOTE: Applicants proposing to partner with another organization must submit a draft Memorandum of Understanding (MoU) clearly identifying the division of activities. The budget should reflect this partnership (please add a column to show what activities will be conducted by your grant partner).



## Annex II: Grant Budget

**Project Title:**

**Name of Applicant:**

Sr. No.	Budget Line Item	Description	Unit Cost	No. of Units	Unit	M. 1	M. 2	M. 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	Total
<b>1.0 Personnel Cost:</b>																
1.1	E.g. Project Coordinator	(Rs. 50,000 x 1 Person x 10 Months)	50,000	10	Month	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
1.2																-
1.3																-
<b>Sub Total</b>						<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>500,000</b>
<b>2.0 Program Activities Cost:</b>																
2.1	E.g. Opening Ceremony	(Rs. 50,000 x Lump Sum x 1 Event)	50,000	1	Event	50,000	-	-	-	-	-	-	-	-	-	50,000
2.2																-
2.3																-
2.4																-
2.5																-
2.6																-
2.7																-
<b>Sub Total</b>						<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
<b>3.0 Administrative Cost:</b>																
3.1	E.g. Communication	(Rs. 5,000 x 10 Months)	5,000	10	Month	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
3.2																-
<b>Sub Total</b>						<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>50,000</b>
<b>Grand Total</b>						<b>105,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>600,000</b>

### **Annex III: Required Certifications**

The following certifications must be signed, stamped and submitted along with your application.

- i. Certification regarding terrorist financing implementing E.O. 13224
- ii. Certification regarding debarment, suspension, ineligibility and voluntary exclusion
- iii. Certification regarding Narcotics offense and drug trafficking by key individuals
- iv. Certification regarding Narcotics offense and drug trafficking by participants
- v. Certification regarding drug free workplace
- vi. Certification regarding Lobbying
- vii. Certification Regarding Prohibition On Assistance To Drug Traffickers
- viii. Initial environmental examination form
- ix. Certification regarding Voluntary Population Planning Activities
- x. Certification that the subawardee and its key employees have never been convicted by a court of competent jurisdiction in Pakistan
- xi. Declaration about the family relationships within management and governance structure of the subawardee organization
- xii. Certification regarding local cost financing.
- xiii. Disclosure and Certification Regarding Political Leadership/ Management of the Subawardee
- xiv. Requirement and Guidelines for obtaining DUNS number



## I. Certification Regarding Terrorist Financing Implementing EO 13224

(To be submitted with the subaward application)

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of **Specially Designated Nationals and Blocked Persons**, which is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website:  
**<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>**.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by GEP/AF/USAID prior to the end of its term.

Solicitation Number: \_\_\_\_\_

Grant Agreement Number (if applicable): \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Grantee Organization: \_\_\_\_\_

Name and Title of authorized representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **II. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

(To be submitted with the subaward application)

### **(a) Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," ineligible, "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, has the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. 1/ You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier covered Transaction," 2/ without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1/ See ADS Chapter 303, 22 CFR 208.

2/ For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the USAID grant standard provision for U.S. nongovernmental organizations entitled "Debarment, Suspension, and Related Matters" (see ADS Chapter 303), or in the USAID grant standard provision for non-U.S. nongovernmental organizations entitled "Debarment, Suspension, and Other Responsibility Matters" (see ADS Chapter 303).

(b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Solicitation Number: \_\_\_\_\_

Grant Agreement Number (if applicable): \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Grantee Organization: \_\_\_\_\_

Name and Title of authorized representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. Certification Regarding Narcotics Offense and Drug Trafficking By Key Individuals**

(To be submitted with the subaward application)

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assister, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

**NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

**IV. Certification Regarding Narcotics Offense and Drug Trafficking By Participants**

(To be submitted with the subaward application)

1. I hereby certify that within the last ten years:

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
- c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

**NOTICE:**

- 1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.
- 2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

## V. Certification Regarding Drug Free Workplace

(To be submitted with the subaward application)

The grant beneficiary of this Grant Agreement hereby certifies the following:

- 1 That this certification is a material representation of fact from the grant beneficiary upon which reliance was placed when GEP/AF awarded the grant;
- 2 That the grant beneficiary understands that if it is later determined that the grant beneficiary knowingly rendered a false certification, or otherwise violated the requirements of the Drug-Free Workplace Act, GEP/AF , in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act; and
- 3 That the Beneficiary currently maintains and will continue to maintain and provide throughout the life of the grant a Drug-Free Workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grant beneficiary's workplace and specifying the actions that will be taken against employees for violation of such prohibition:
  - b. Establishing a Drug-Free awareness program to inform employees about:
    - i. The dangers of drug abuse in the workplace;
    - ii. The grant beneficiary's policy of maintaining a Drug-Free Workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - i. Abide by the terms of the statement; and
    - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
  - e. Notifying GEP/AF within ten days after receiving notice under subparagraph (d) (3) from an employee or otherwise receiving actual notice of such conviction:
  - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (3), with respect to any employee who is so convicted:
    - i. Taking appropriate personnel action against such an employee, up to and including termination; or

- ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by local health law enforcement, or other appropriate agency;
  
- g. Making a good-faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grant beneficiary further certifies that the site(s) for the performance of work to be done in connection with the grant is:

Street address:  
City, postal code:

The grant beneficiary certifies that, as a condition of the grant, it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

Certified by: \_\_\_\_\_  
(Authorized official)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## **VI. Certification Regarding Lobbying**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Statement for Loan Guarantees and Loan Insurance**

“The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.”

**Certification of Recipient**

By signing below the recipient provides certifications and assurances for the Certification Regarding Lobbying

RFA/APS No.: \_\_\_\_\_

Application No.: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**VII. Certification Regarding Prohibition On Assistance To Drug Traffickers**

USAID reserves the right to terminate this Agreement, to demand a refund or take other appropriate measures if the Grantee is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140. The undersigned shall review USAID ADS 206 to determine if any certifications are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to or take other appropriate measures with respect to, any participant approved by USAID who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

**Certification of Recipient**

By signing below the recipient provides certifications and assurances for the Certification Regarding Prohibition on Assistance to Drug Traffickers.

RFA/APS No.: \_\_\_\_\_

Application No.: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VIII. Initial Environmental Examination Form

(To be submitted with the subaward application)

### A. Applicant information

<b>Contractor/Grantee/ (organization)</b>	<b>Parent grant or project:</b>
<b>Individual contact and title</b>	<b>Address, phone and email (if available)</b>
<b>Activity (brief description)</b>	<b>Amount</b>
<b>Location of activity</b>	<b>Start and end date of activity</b>

### B. Activities, screening results, and recommended determination

TABLE 1  Proposed Sub-activities	Screening result (Step 3 of instructions)			Recommended Determinations (Step 6 of instructions. Complete for all moderate and high-risk activities)		
	Very Low Risk	Moderate Risk	High Risk	No significant adverse impact	With specified mitigation, no significant adverse impact.	Significant Adverse impact

### C. Summary of recommended determinations

The activity contains. . .	<i>(equivalent regulation 216 terminology)</i>
<input type="checkbox"/> Very low risk sub-activities	<i>categorical exclusion(s)</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have <b>no significant adverse impacts</b>	<i>negative determination(s)</i>
<input type="checkbox"/> After environmental review, sub-activities determined to have <b>no significant adverse impacts, given appropriate mitigation and monitoring</b>	<i>negative determination(s) with conditions</i>

<input type="checkbox"/> After environmental review, sub-activities determined to have <b>significant adverse impacts</b>	<i>positive determination(s)</i>
---	----------------------------------

**D. Certification:**

I, the undersigned, certify that:

1. The information on this form is correct and complete
2. The following actions have been and will be taken to assure that the activity complies with environmental requirements for the Citizen’s Voice Project under the Code of Federal Regulations 22 CFR 216:
  - These design elements and best practices will be followed in implementing this activity, except with the approval of GEP/AF/ USAID.
  - Any specific mitigation or monitoring measures described in the attached information will be implemented in their entirety.
  - Compliance with these conditions will be regularly confirmed and documented by on-site inspections during the activity and at its completion.

Solicitation Number: \_\_\_\_\_

Grant Agreement Number (if applicable): \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Grantee Organization: \_\_\_\_\_

Name and Title of authorized representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **IX. Certification Regarding Voluntary Population Planning Activities**

(To be submitted by grantee on signing of grant agreement, particularly for family planning and birth spacing activities)

1. Requirements for voluntary sterilization program

None of the funds made available under this grant shall be used to pay for the performance of involuntary sterilizations as a method of family planning or to coerce or provide and financial incentive to any individual to practice sterilization.

2. Prohibition on abortion-related activities

1. No funds made available under this grant will be used to finance, support, or be attributed to the following activities:

- a) Procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning
- b) Special fees or incentives to any person to coerce or motivate them to have abortions
- c) Payments to persons to perform abortions or to solicit persons to undergo abortions
- d) Information, education, training, or communication programs that seek to promote abortions as a method of family planning; and
- e) Lobbying for or against abortion. The term 'motivate' as it relates to family planning assistance, shall not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.

2. No funds made available under this grant will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortion or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**X. Certification that the subawardee and its key employees have never been convicted by a court of competent jurisdiction in Pakistan.**

(To be submitted by subawardee with the application of subaward)

I hereby certify that I am authorized by the governing body of the applicant organization named on this grant to make the following declaration:

Certified that none of the members of governing body and key employees of the applicant organization have ever been convicted by a court of competent jurisdiction in Pakistan for fine of more than Rs.50,000 or imprisonment or both at the time of signing this certification. If in future, such event takes place, my organization is bound to inform GEP/AF within 14 days of such event and failure to do so will give GEP/AF right to unilaterally terminate the grant.

This is true to the best of my knowledge and belief. This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by GEP/AF/USAID prior to the end of its term.

Solicitation Number: \_\_\_\_\_

Grant Agreement Number (if applicable): \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Grantee Organization: \_\_\_\_\_

Name and Title of authorized representative: \_\_\_\_\_

**XI. Declaration about the family relationships within management and governance structure of the subawardee organization**

(To be submitted with the application of subaward)

The head of the organization must sign the following declarations/disclosure. If any information declared or disclosed is proven false, it will automatically disqualify your organization's membership form from the selection process.

**Declaration**

I, *[name]* , CNIC # \_\_\_\_\_ , hereby declare that none of the members in the Governing Body of *[name of organization]* are directly related to each other. I also declare that I am not directly related to any of the members on the Governing Body.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

**Disclosure**

I, *[name]* , CNIC # \_\_\_\_\_ , hereby declare that the following members on the Governing Body of *[name of organization]* are directly related to each other or myself:

Name	Relationship
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_



## Declaration

I, *[name]* , CNIC # \_\_\_\_\_ , hereby declare that the (*name of organization*) has a policy not to recruit immediate relations among staff and is following it in the letter and spirit.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

## Disclosure

I, *[name]* , CNIC # \_\_\_\_\_ , hereby declare that the following staff members of (*name of organization*) are related to each other or myself:

Name	Relationship
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

### Sign Off by Head of the Organization

It is hereby declared, certified and undertaken that:

- All information provided in this form is true and correct to the best of my knowledge.
- All attached documents are presented without any unauthorized alteration/modification.
- The organization shall extend maximum co-operation to GEP/AF or it's designates during the due diligence process.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Signature

**XII. Certification Regarding Local Cost Financing**

(To be submitted by grantee on signing of grant agreement)

- a. Financing local procurement involves the use of appropriated funds to finance the procurement of goods and services supplied by local businesses, dealers or producers, with payment normally being in the currency of the cooperating country.
  
- b. All locally financed procurements must be covered by source, origin or nationality waivers as set forth in USAID ADS Chapter 310, with the following exceptions.
  - 1. Locally available commodities of U.S. origin, which are otherwise available for financing, if the value of the transaction does not exceed the local currency equivalent of \$100,000, exclusive of transportation costs.
  - 2. Commodities of geographic Code 935 origin if the value of the transaction does not exceed the local currency equivalent of \$5,000.
  - 3. Professional Services contracts estimated not to exceed \$250,000.
  - 4. Construction Services contracts estimated not to exceed \$5,000,000.
  - 5. Commodities and Services available only in the local economy (no specific transaction value applies to this category). This category includes the following items:
    - A. Utilities including fuel for heating and cooking, waste disposal, and trash collection;
    - B. Communication - telephone, fax, postal, and courier services;
    - C. Rental costs for housing and office space;
    - D. Petroleum, oils, and lubricants for operating vehicles and equipment;
    - E. Newspapers, periodicals, and books published in the cooperating country; and
    - F. Other commodities and services that, by their nature, or as a practical matter, can only be acquired, performed, or incurred in the cooperating country, e.g. vehicle maintenance, hotel accommodations, etc.

Certified by: \_\_\_\_\_  
(Authorized official)  
Name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Date: \_\_\_\_\_

**XIII. Disclosure and Certification Regarding Political Leadership/ Management of the Subawardee**

(To be submitted by grantee on signing of subaward agreement)

**Declaration**

I, *[name]* , CNIC # , hereby declare that none of the members in the Governing Body or key management position holders of *[name of organization]* are directly related to a political party registered in Pakistan. I also declare that I am not directly related to any of the members/ office bearers of political party registered in Pakistan.

Name:

Designation: Signature:

**Disclosure**

I, *[name]* , CNIC # , hereby declare that the following staff members of *(name of organization)* are either members or related to members/ office bearers of political party registered in Pakistan:

Name	Relationship
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Name: Signature:

Designation: Signature:

## Sign Off by Head of the Organization

It is hereby declared, certified and undertaken that:

- All information provided in this form is true and correct to the best of my knowledge.
- All attached documents are presented without any unauthorized alteration/modification.
- The organization shall extend maximum co-operation to GEP/AF or it's designates during the due diligence process.
- The benefits from subaward under GEP/AF will not be used for claiming votes for a particular political party or individual. This certification is an integral part of the subaward and *[Name of organization]* will disclose within 30 days if any politically affiliated persons are subsequently brought on the governing body or key management positions. Non-compliance with this undertaking will constitute a breach of the terms of subaward and can result in suspension and termination under the GEP/AF rules.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Signature

**XIV. Requirement and Guidelines for obtaining Data Universal Numbering System (DUNS) number**

(To be submitted with the subaward application)

**Data Universal Numbering System (DUNS) Number**

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the number that identifies the recipient's name and address exactly as stated in the proposal.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

\*(c) Recipients located outside the United States refer to the appended guidelines for obtaining DUNS number which is a web-enabled process. The information in clause b (1) to b (8) must be available even for filing the form online.

The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: \_\_\_\_\_ (Provide your DUNS # here)

## Guidelines for obtaining DUNS number

### Definition

The **Data Universal Numbering System**, abbreviated as **DUNS** or **D-U-N-S**, is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique nine-character numeric identifier, referred to as a "DUNS number" to a single business entity.

### Purpose

The DUNS number is entered into a publicly available, searchable website that contains information of each Federal award and the entities receiving US Government funds through Federal awards such as Federal contracts and their sub-contracts and Federal grants and their sub-grants.

### Form and Instructions

Obtaining a DUNS number is **FREE**. Do not trust any website that requires a payment.

- Click on the link below to request your DUNS number
- <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- The website will first determine whether your organization already have a DUNS number. The screen will firsts prompt you to select the country where your company is physically located. Once you select the country, you will be prompted to enter the name of your company.
- If you do not see your company listed, click on Request for a New DUNS number”.
- Fill out the form to request the DUNS number and click on the “Submit Your Request” button at the bottom of the page.

### Help

Send an e-mail to [govt@dnb.com](mailto:govt@dnb.com)

Please be sure to include your contact information and a brief description of the problem you experienced.