

Notice of Funding Opportunity (NOFO)

EDUCATIONUSA ADVISING IN NIGERIA (ECA Funds) 2025

U.S Mission Nigeria Public Diplomacy Section, Department of State

Opportunity number: **PDS-EDUSA-FY25-01**

Application deadline: **JANUARY 27, 2025, at 11:59 PM**

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U.S Department of State
U.S Mission Nigeria Public Diplomacy Section
Notice of Funding Opportunity

A. Basic Information

1. Overview

Funding Opportunity Title	U.S. Mission to Nigeria: Support for Education Advising Program
Funding Opportunity Number	PDS-EDUSA-FY25-01
Announcement Type	
Deadline for Applications	January 27, 2025, at 11:59 PM.
Assistance Listing Number	19.432
Length of performance period	Twelve (12) to eighteen (18) months
Number of awards anticipated	1
Award amounts	\$175,000
Total available funding	\$175,000
Type of Funding	FY 25 Bureau of Educational and Cultural Affairs
Anticipated project start date	May 2025

Funding Instrument Type: Cooperative Agreement

Project Performance Period: Proposed project should be completed in 18 months or less.
This notice is subject to availability of funding.

2. Executive Summary

Priority Region: Abuja or Lagos, Nigeria.

The Public Diplomacy Section at the United States Embassy Abuja, Nigeria announces the open-competition for organizations to submit applications to carry out a project focused on promoting U.S. higher education opportunities for standard advising centers, high-achieving low-income Nigerian students at the graduate and undergraduate level. Please follow all instructions below.

B. Eligibility

1. Eligible Applicants

The following organizations are eligible to apply include all that apply, and indicate US, foreign, or both. For example:

- *Not-for-profit organizations, including think tanks and civil society/non-governmental organizations*
- *Public and private educational institutions*
- *Public International Organizations and Governmental institutions*

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see Section D.3 for more information. *Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.*

C. Program Description

Goals and Objectives

The implementing partner will work in coordination with the Education Specialists of the Public Diplomacy Section of the United States Mission in Nigeria, Abuja and Lagos to support the 2025-26 Education Advising in Nigeria especially the EducationUSA Opportunity Funds Program and support the Standard Advising Centers in Calabar, Jos, Ibadan and Kano. This program will mostly assist forty (40) high-achieving, low-income prospective students who are likely to be awarded full financial aid from U.S. colleges and universities but lack the financial resources to cover the up-front costs of required standardized admission tests, application fees, international and domestic airfare, visa fees, SEVIS fees, and settling-in allowance. The implementing partner will coordinate with the EducationUSA Abuja and Lagos network to achieve these goals at different capacities as specified by the Country Education Specialist within the period of operation.

Organizations and institutions interested in bidding on this cooperative agreement are asked to submit a proposal to administer Education Advising in Nigeria focus on the Opportunity Funds Program (OFP) up to \$175,000 and manage three phases of the EducationUSA Nigeria advising program process for 2025-26.

Phase One:

- Support four standard advising centers with program funds
- Support four standard advising centers with stipends

Phase Two:

- Logistics payment for the OFP application reviewers, interviewers & interviewees.
- Bootcamp Logistics payment for selected OFP finalists and speakers.
- Payment of International Passport for selected OFP finalists.
- Payment of standardized tests (GRE, SAT etc.) for selected OFP Finalists.
- Payment of application fees and other associated fees related to college application for selected OFP finalists.

Phase Three:

- Payment of Visa and SEVIS fees for selected OFP Finalists.
- Manage the travel logistics for selected OFP Finalists.
- Payment of travel allowance to all successful OFP Finalists.

The successful implementing partner will demonstrate an ability to effectively handle funds, coordinate logistics, and finalize payments in a timely manner. Both phases can be managed virtually but visit to the EducationUSA will be required at the initial phase and periodically in case the implementing partner has to physically deliver any deliverables.

D. Application Contents and Format

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to fit 8 ½ x 11 paper, and

- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations)
- SF-424A (Budget Information for Non-Construction programs)
- SF-424B (Assurances for Non-Construction programs) - the SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019, and completed the online representations and certifications.
- Application form

Note: The mandatory forms can be downloaded from www.grants.gov under the 'Forms' tab.

2. Summary Page

Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

Round 1 Concept Note Requirement (Deadline: January 27, 2025):

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

A. Project Basics:

1. Working title of the project:
2. Anticipated Project length (in months): Applicants may propose between 12 to 60 months
3. Project Location/site: If part of an inscribed World Heritage Site, include the name of the World Heritage Site
4. Ownership status of the object or site (Public or Private):
5. Project cost estimate in U.S. Dollars:

B. Project Applicant Information:

1. Organization name:
2. Organization type (see Appendix):
3. Name, title, and contact info of project coordinator:
4. Website:
5. SAM.gov registration status:

C. Project Summary: short narrative that outline the project objectives; goals and desired results, including any intended contributions to broader host country or

community aims or objectives. What the project implementers hope to gain from the project beyond preserving heritage and how these goals will be achieved.

D. Introduction to the Organization: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies.

E. Problem Statement: Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed

F. Project Goals and Objectives: The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

G. Proposed Activities that explain all project activities in a logical order and list the major milestones with target dates for achieving them (Note: Applicants may propose project periods of up to 60 months [five years]). The project’s anticipated strategic outreach activities to build awareness and engage the communities and stakeholders need to be outlined.

H. Project Methods and Design: A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.

I. Proposed Project Schedule and Timeline: The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.

J. Statement of Importance highlighting the historic, architectural, artistic, or cultural values of the cultural site, object, collection, or form of traditional expression.

K. Rationale for AFCP Support/Statement of Urgency indicating the severity of the situation and explaining why the project must take place now. Explain why it’s in the interest of the U.S government to fund the project, specifically: how the project relates to specific National Security Strategy plans, Integrated Country Strategy goals, existing bilateral agreement or any other U.S foreign policy objectives.

M. Media Plan: Implementer public awareness plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms.

N. Key Personnel: Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?

O. Project Partners: List the names and type of involvement of key partner organizations and sub-awardees.

P. Project Monitoring and Evaluation Plan: This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

Q. Future Funding or Sustainability outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills either resulting or gained from the project.

J. Detailed project budget, demarcated in one-year budget periods (2021, 2022, 2023, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs) and indicates funds from other sources. After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail.

3. Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate file to describe each of the budget expenses in detail. See section *I. Other Information: Guidelines for Budget Submissions* below for further information.

4. Attachments

- 1-page Curriculum Vitae (CV) or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file.
- Official permission letters, if required for program activities.

E. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at: <https://ng.usembassy.gov> and grants.gov.

2. Department of State Contacts

If you have any questions about the grant application process, please contact:
PASAbujaGrants@State.gov.

3. Unique entity identifier and System for Award Management (SAM.gov)

Required Registrations

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.
- **Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](#)

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See 2 CFR 25.110 for a full list of exemptions.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. Submission Dates and Times

Applications are due no later than ***JANUARY 27, 2025, AT 11:59 PM***

5. Funding Restrictions

ECA funds does not support the following:

- i. **Privately or Commercially Owned Property:** Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of proposal submission.
- ii. **Natural Heritage:** Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.) unless the natural heritage has a cultural heritage connection or dimension.
- iii. **Human Remains:** Preservation of hominid or human remains.
- iv. **News Media:** Preservation of news media (newspaper, newsreels, etc.).

- v. Published Materials: Preservation of published materials available elsewhere (books, periodicals, etc.).
- vi. Mandated Educational Materials: Development of curricula or educational materials for classroom use.
- vii. Archaeological Research: Archaeological excavations or surveys for research purposes.
- viii. Historical research: Historical research except in cases where historical research is justifiable and integral to the success of the proposed project.
- ix. New Exhibits or Collections: Acquisition or creation of new collections for new or existing museums.
- x. New Construction: Construction of new buildings, or permanent coverings (over archaeological sites, for example).
- xi. New or Modern Adaptations: Commissions of new works of art or architecture for commemorative or economic development purposes.
- xii. New Modern Adaptations: Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances.
- xiii. Conjectural Reconstructions: Creation of conjectural reconstruction of cultural objects or sites that no longer exist.
- xiv. Relocation: Relocation of cultural sites from one physical location or another.
- xv. Removal of cultural objects or elements of cultural sites from the country for any reason.
- xvi. Digitization: Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation effort; documentation, or Public Diplomacy effort.
- xvii. Conservation plans or Studies: Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies.
- xviii. Cash reserves, or Endowments: Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund).
- xix. Fund-Raising Campaigns: Costs of fund-raising campaigns for preservation.
- xx. Contingency Costs: Contingency, unforeseen, or miscellaneous costs.
- xxi. Pre-Award Costs: Costs of work performed prior to the announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer.
- xxii. International travel: International travel outside the project country, except in cases where travel is justifiable and integral to the success of the proposed project or to provide project leaders with learning and exchange opportunities with cultural heritage experts.
- xxiii. Project Cost Limits: Individual projects which cost less than US \$25,000 or more than \$500,000.

- xxiv. Strong encouragement is given to local non-U.S. government source cost-sharing (including in-kind) from sources such as governments, international organizations, and the private sector.

6. Other Submission Requirements

All application materials must be submitted by email to **PASAbujaGrants@State.gov**:

F. Application Review Information

1. Review Criteria

The Public Diplomacy Sections of the U.S Mission to Nigeria will review and evaluates proposals at least once per year. Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

- **Activities Description and Timeframe (20 points max)**
- **Importance (10 points max):** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.
- **Data and Information Access Plan (10 points max):** Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal.
- **Implementer Public Outreach Plan and Strategic Outreach Plan (25 points max):** Community engagement and media plan included.
- **Project Maintenance Plan (5 points max):** Program activities will continue to have positive impact after the end of the program.
- **Budget and Budget Narrative (5 points max):** ensure outlined activities and budget lines support stated goals.
- **Supporting Materials (5 points max):** resumes, assessments, reports and images.
- **Innovative integration, collaboration, or coordination with other ECA and PD programs (5 points max)**

The U.S. Embassy in Nigeria will evaluate all eligible applications. You may be invited for an interview or simply asked to submit additional information.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

Project proposals are evaluated based on the theme of the project, the formulation of clear goals and target groups, project sustainability, and the ability of the applying organization to carry out the project aims.

Risk Review

i. Risk factors – must include

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements
- f. If there are any program specific risk factors that will be considered, describe them here.

ii. Responsibility/Qualification Information in SAM.gov

The Federal awarding agency, prior to making a federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider (see 41 U.S.C. 2313);

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

G. Award Notices

The award will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and countersignature. The recipient may only start incurring project expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Unsuccessful applicants: Unsuccessful applicants will be notified via email.

Payment Method:

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

H. Post-Award Requirements and Administration

1. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT

- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports.

The Recipient is required to submit quarterly performance and quarterly financial reports. All reports must be signed and certified by an authorized representative of the Recipient organization. All performance progress reports must indicate the Federal Award Identifying Number (FAIN), period of performance, reporting period end date, reporting frequency (quarterly) and include a detailed description of program progress.

Reports are due 30 days after the end of a reporting period and in accordance with the schedule below. **A final program and financial report are due 90 calendar days after the period of performance end date.** Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future awards and/or delays in payments.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

I. Other Information

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$10,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$10,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.