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**PRE-SOLICITATION NOTICES OTHER THAN CBD NOTICES**

**1. TITLE:** Intercultural Youth Leadership and Employment Skills Development in Guatemala.

**2. POINT(S) OF CONTACT :**

Indyra González; [igonzalez@usaid.gov](mailto:igonzalez@usaid.gov); Phone No. (502)332-0202; Fax No. (502) 331-1506; Office Address: USAID/G-CAP, 1a. calle 7-66, zona 9 Edificio Plaza Uno, Guatemala City, Guatemala or USAID/G-CAP, Unit 3323 APO AA 34024. Alternate point of contact: Ms. Claudia M. Enríquez, [cenriquez@usaid.gov](mailto:cenriquez@usaid.gov)

**3. DATE OF NOTICE:** 15/APR/2002

**4. PROPOSED SOLICITATION NUMBER :** 520-02-A-026

**5. ESTIMATED DATE OF AVAILABILITY OF SOLICITATION:** 17/APR/2002

**6. ESTIMATED CLOSING DATE FOR RECEIPT OF APPLICATIONS:** 22/MAY/2002  
3:00 P.M. LOCAL TIME

**7. DESCRIPTION:** This up-to-30-month activity will support greater participation of Guatemala's youth leaders in economic, political and social arenas, and foster interculturality while providing opportunities for youth to enhance their employment prospects. This program will require significant local expertise, established linkages with multiple stakeholders, and a very short start-up and implementation period.

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solicitation from the Internet. Therefore, you are advised to regularly check the USAID Internet site for amendments.

April 15, 2002

Issuance Date: April 17, 2002  
Closing Date: May 22, 2002  
Closing Time: 3:00 p.m. local time

Subject: Request for Applications (RFA) Number 520-A-02-026

The United States Agency for International Development (USAID) is seeking applications for an Assistance Agreement from an organization/ consortium for funding a program for intercultural youth leadership and employment skills development . The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The Recipient will be responsible for ensuring achievement of the program objective to enable more qualified Guatemalans to better contribute to the country's development. Please refer to the Program Description for a complete statement of goals and expected results.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

Subject to the availability of funds, USAID intends to provide approximately \$1.3 Million in total USAID funding to be allocated over a maximum of 30-month period. USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

1. Section A - Grant Application Format;
2. Section B - Selection Criteria;
3. Section C – Program Description;
4. Section D - Certifications, Assurances, and Other Statements of Applicant/Recipient;

For the purposes of this RFA, the term "Grant" is synonymous with "Cooperative Agreement"; "Grantee" is synonymous with "Recipient"; and "Grant Officer" is synonymous with "Agreement Officer".

If you decide to submit an application, it should be received by the closing date and time indicated at the top of this cover letter at the place designated below for receipt of applications. Applications

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**April 15, 2002**

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and modifications thereof shall be submitted in envelopes with the name and address of the applicant and RFA # (referenced above) inscribed thereon, to:

(By U.S. Mail)  
Regional Contracting Office  
USAID/G-CAP  
Unit 3323  
APO AA 34024

(By All Other Means of Delivery)  
Regional Contracting Office  
USAID/G-CAP  
1a. calle 7-66, zona 9  
01009 Guatemala  
Guatemala, Central America

Applicants are requested to submit both technical and cost portions of their applications in separate volumes. Award will be made to that responsible applicant whose application offers the greatest value.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of an application. Further, the Government reserves the right to reject any or all applications received. In addition, final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a cooperative agreement, all preparation and submission costs are at the applicant's expense.

The preferred method of distribution of USAID procurement information is via the Internet. This RFA and any future amendments can be downloaded from the Agency Web Site. The World Wide Web Address is <http://www.usaid.gov>. Select Business and Procurement from the home page, then "USAID Procurements". On the following screen, select "Download Available USAID Solicitations". Receipt of this RFA through INTERNET must be confirmed by written notification to the contact person noted below. It is the responsibility of the recipient of the application document to ensure that it has been received from INTERNET in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes.

In the event of an inconsistency between the documents comprising this RFA, it shall be resolved by the following descending order of precedence:

- (a) Section II - Selection Criteria;
- (b) Section I - Grant Application Format;
- (c) the Program Description;
- (d) This Cover Letter.

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Any questions concerning this RFA should be submitted in writing to Ms. Indyra González, via facsimile at (502)331-1506 or via internet at [igonzaez@usaid.gov](mailto:igonzaez@usaid.gov). Ms. González will keep a list of all local and international organizations that expressed interest in participating in this activity. If there are problems in downloading the RFA off the INTERNET, please contact the USAID INTERNET Coordinator on (202) 712-4442. Applicants should retain for their records one copy of all enclosures which accompany their application.

Sincerely,

Braden W. Enroth  
Regional Agreement Officer

Attachment: RFA 520-02-A-026

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## SECTION A - GRANT APPLICATION FORMAT

### PREPARATION GUIDELINES

All applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and the application format. Section II addresses the technical evaluation procedures for the applications. Applications which are submitted late or are incomplete run the risk of not being considered in the review process.

Applications shall be submitted in two separate parts: (a) technical and (b) cost or business application. Technical portions of applications should be submitted in an original and cost portions of applications in an original and .

The application should be prepared according to the structural format set forth below. Applications must be submitted no later than the date and time indicated on the cover page of this RFA, to the location indicated on page 3 of the cover letter accompanying this RFA.

Technical applications should be specific, complete and presented concisely. The applications should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. The applications should take into account the technical evaluation criteria found in Section II.

Applicants should retain for their records one copy of the application and all enclosures which accompany their application. Erasures or other changes must be initialed by the person signing the application. To facilitate the competitive review of the applications, USAID will consider only applications conforming to the format prescribed below.

### TECHNICAL APPLICATION FORMAT

Application should be kept as concise as possible and not repeat background information provided in the Program Description. Rather, they should build on that information, using the application as an opportunity to explain how the Applicant will achieve the results USAID seeks. Detailed information should be presented only when required and should be appropriately organized and referenced as attachments.

USAID/G-CAP requests that applications be submitted in hard copy and on diskette (prepared in Word with a 12 point font). Original and two hard copies in English should be presented. Applicants should prepare their applications using the following general format:

#### A) Executive Summary (maximum 3 pages)

Provide a clear summary of what will be accomplished as well as the resources and steps required to achieve the desired results. It should provide a short synopsis of the general approach and methodologies and roles of contributing organizations, as appropriate.

#### B) Technical Response (maximum 15 pages)

The technical response should follow the guidance laid out in the evaluation criteria and include key elements such as a concise problem analysis, vision, strategy, methodology, activities, resource requirements and expected impacts. The technical response must also include a proposed work plan (please see Annex A for a sample annual workplan) for the first six months of activities. Furthermore, it should provide a list of proposed preliminary indicators.

C) Key Personnel/Management Plan (maximum 6 pages)

Information should be provided on key personnel including name, short professional biography (with full CV in an annex) and past performance references for the Project Director and key personnel. Additionally, the Applicant should provide the proposed positions, and a full description of the role of each individual within the team structure. This section should also include a brief summary of each person’s work experience for this assignment.

The Applicant’s management and administrative arrangements should be clearly presented, including: management approach for the overall implementation of the Agreement, logistical support, organizational structure and chart and delineation of responsibilities between field and home office staff.

The Applicant should clearly identify all proposed partners, explaining the roles and responsibilities of each and the proposed management operating structure, clearly delineating risk and contributions. Proposed signed Memorandums of Understanding should be presented in an annex for all identified partners.

E) Past Performance (maximum 5 pages)

The Applicant is required to submit information on previously performed or on-going Contracts, Grants or Cooperative Agreements that are the same or similar to this RFA. Similar, used here, is in relation to the size, scope, geographic coverage, ethnic complexity or subject matter of the agreement. The same information is required for all identified sub-awardees as relates to their proposed role. Past performance is an indicator of the applicant’s ability to perform the contract successfully.

The information should be limited to a list of all such contracts over the past 3 years in accordance with the following table.

Instrument No.	Name of Organization	Contact (name, phone #, fax and e-mail address)	Amount	Period of Performance	Place of Performance

F) Financial Plan

A detailed financial plan, including counterpart contributions to be made, should be submitted in a separately sealed and marked envelope. The financial plan should indicate the schedule and application of funds by year, broken down by lower level results and by traditional line items (salaries, travel, training expenses, etc.).

G) Resource Leveraging

If additional resources can be identified, the applicant should clearly state the source of such additional funds as well as the areas of the program that will be expanded upon. In the event such resources have not been identified, the Applicant should address its past experience and planned strategy for resource leveraging.

## COST APPLICATION FORMAT

This up to 30-month program will be undertaken with a USAID budget of US\$1,300,000. At least 70% of the total funding should be destined directly to the training of the participants. In order to ensure a cost-effective and sustainable activity, local options for training should be selected when established quality programs are available, i.e. computer and technical-level training.

The Cost or Business Application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for an Grant Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources.

The following sections describe the documentation that applicants for Assistance award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary detail to address the following:

A. A copy of the program description that was detailed in the applicants program description, on a 3-1/2" diskette, formatted in Word97.

B. Include a budget with an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget should but submitted using Standard Form 424 and 424A which can be downloaded from the USAID web site, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/sf424/](http://www.usaid.gov/procurement_bus_opp/procurement/forms/sf424/);

- the breakdown of all costs associated with the program according to costs of, if applicable, headquarters, regional and/or country offices;

- the breakdown of all costs according to each partner organization involved in the program;

- the costs associated with external, expatriate technical assistance and those associated with local in-country technical assistance;

- the breakdown of the financial and in-kind contributions of all organizations involved in implementing this Cooperative Agreement;

- potential contributions of non-USAID or private commercial donors to this Cooperative Agreement;

- your procurement plan for commodities (note that contraceptives and other health commodities will not be provided under this Cooperative Agreement).

C. A current Negotiated Indirect Cost Rate Agreement;

D. Required certifications and representations (as attached):

E. *A minimum of 25% of the total program amount (when combining USAID and counterpart amounts) is strongly encouraged as counterpart contributions from the Recipient and will be considered when making an award. Applicants should describe how they plan meeting this recommended amount. Please note that the amount/percentage of cost share is being valued under the evaluation criteria. Cost sharing contributions shall meet the criteria as set out in 22 CFR 226.23.*

F. Applicants who do not currently have a Negotiated Indirect Cost Rate Agreement (NICRA) from their cognizant agency shall also submit the following information:

1. copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
2. projected budget, cash flow and organizational chart;
3. A copy of the organization's accounting manual.

G. Applicants should submit any additional evidence of responsibility deemed necessary for the Grant Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

1. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
2. Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental.
3. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.
4. Has a satisfactory record of integrity and business ethics; and
5. Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).

H. Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual. If a copy has already been submitted to the U.S. Government, the applicant should advise which Federal Office has a copy.

In addition to the aforementioned guidelines, the applicant is requested to take note of the following:

I. Unnecessarily Elaborate Applications - Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this RFA are not desired and may be construed as an indication of the applicant's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

J. Acknowledgement of Amendments to the RFA - Applicants shall acknowledge receipt of any amendment to this RFA by signing and returning the amendment. The Government must receive the acknowledgement by the time specified for receipt of applications.

K. Receipt of Applications - Applications must be received at the place designated and by the date and time specified in the cover letter of this RFA.

L. Submission of Applications:

1. Applications and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the Cover Letter of this RFA, and (2) showing the time specified for receipt, the RFA number, and the name and address of the applicant.

2. Telegraphic applications will not be considered; however, applications may be modified by written or telegraphic notice, if that notice is received by the time specified for receipt of applications.

M. Preparation of Applications:

1. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.

2. Each applicant shall furnish the information required by this RFA. The applicant shall sign the application and print or type its name on the Cover Page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

3. Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes, should:

(a) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets ; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

N. Explanation to Prospective Applicants - Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing within three weeks of receipt of the application to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of a Grant will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

O. Grant Award:

1. The Government may award one Grant resulting from this RFA to the responsible applicant whose application conforming to this RFA offers the greatest value (see also Section II of this RFA). The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application (see Section III, Selection Criteria), (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

2. The Government may award one Grant on the basis of initial applications received, without discussions. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint.

3. A written award mailed or otherwise furnished to the successful applicant within the time for acceptance specified either in the application or in this RFA (whichever is later) shall result in a binding Grant without further action by either party. Before the application's specified expiration time, the Government may accept an application,

whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an application do not constitute a rejection or counteroffer by the Government.

4. Neither financial data submitted with an application nor representations concerning facilities or financing, will form a part of the resulting Grant.

P. Authority to Obligate the Government - The Grant Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed Grant may be incurred before receipt of either a fully executed Grant or a specific, written authorization from the Grant Officer.

## **SECTION B - SELECTION CRITERIA**

The criteria presented below have been tailored to the requirements of this particular RFA. Applicants should note that these criteria serve to: (a) identify the significant matters which applicants should address in their applications and (b) set the standard against which all applications will be evaluated. To facilitate the review of applications, applicants should organize the narrative sections of their applications in the same order as the selection criteria.

The technical applications will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost application of all applicants submitting a technically acceptable application will be opened and costs will be evaluated for general reasonableness, allowability, and allocability. To the extent that they are necessary (if award is made based on initial applications), negotiations will then be conducted with all applicants whose application, after discussion and negotiation, has a reasonable chance of being selected for award. Awards will be made to responsible applicant whose application offer the greatest value, cost and other factors considered.

Award will be made based on the ranking of proposals according to the technical selection criteria identified below.

### **A. Specific Evaluation Criteria**

The criteria listed below will serve as the bases upon which applications submitted will be evaluated. Applicants should note that these criteria: 1) serve as the standard against which all applications will be evaluated, and 2) serve to identify significant matters that Applicants should address in their applications. All sub-criteria are listed in descending order of importance.

#### **Key Personnel/Management Plan (35 points)**

1. Demonstrated leadership, technical and administrative skills of Project Director in managing programs of a similar type to the Intercultural Youth Leadership and Employment Skills Development Activity. Prior managerial field experience in Central America preferably working with indigenous communities. Demonstrated experience in designing training programs for youth. Written and spoken fluency in English and Spanish. Relevant technical and field experience of key personnel.
2. A clear, concise, balanced management plan, which may include charts and graphs.
  - Full identification and description of innovative partnerships, including potential synergies, historical relationships, and common objectives.
  - Clear definition of roles and responsibilities of partners, including a plan to take full advantage of local expertise for planning and quick implementation of activities.
  - Strong potential to result in strengthened local partners and partnerships.
  - Should the applicant decide to utilize sub-awards, detailed information on its experience in overseeing and implementing sub-awards while ensuring quality reporting to USAID should be provided.

NOTE: Applicants are required to ensure that personnel included in the application will in fact be available to staff the project should the Applicant be selected for award. Applicants should also include a signed letter of commitment from the proposed Project Director.

#### **Technical Response (30 points)**

1. A clear description of the vision of the applicant and the proposed strategy, methodology, and activities to meet the required results within the implementation period, including approach to gender issues. The

applicant must explicitly identify its strategy and ability to begin implementation of the training program for youth within four months of signing of the cooperative agreement.

2. Proposed key elements of the training program and criteria used to select youth participants. Specific attention will be given to those applicants that maximize the numbers of youth participants in the training.
3. Identification of preliminary geographic areas and a description of the selection criteria as well as identification of key local actors.
4. Strategy to undertake a rapid needs assessment, addressing the role of the private sector, and criteria used to identify mentors and employment opportunities.
5. Plan to encourage networking between youth leaders and strategies to be implemented for longer term sustainability of program achievements.

### **Past Performance (20 points)**

1. Demonstrated capacity of applicant and its sub-awardees to manage (technically, administratively, and financially) a project of similar type and complexity and to deliver the required results by September 2004.
2. Prior demonstrated experience of applicant and/or its sub-awardees in working in Guatemala with diverse local organizations, and its established contacts with local organizations to facilitate immediate program implementation.
3. Prior demonstrated experience in working with diverse groups (ethnic, gender, linguistic) and bringing such groups together to reach consensus.
4. Prior successful experience in working with USAID and/or other international donors.

### **Cost and Resource Leveraging (15 points)**

Applicants that budget at least 70% of the total of USAID funding for direct support to the youth training effort will receive maximum points for cost. The clear identification of strategies, along with past experience and institutional capacity, to engage public and private sector partnerships and leverage significant additional resources to complement USAID's contribution will also be evaluated.

## SECTION C - PROGRAM DESCRIPTION

### Intercultural Youth Leadership and Employment Skills Development Activity

#### I. EXECUTIVE SUMMARY

This is an up to 30 month, US\$1,300,000 activity that supports greater participation of youth leaders in economic, political and social arenas, and fosters interculturality while providing opportunities for youth to enhance their employment prospects. Participants, who will represent some of the ethnic diversity of Guatemala, will be exposed to a wide range of nationally relevant issues and receive basic learning and job-related skills and leadership training. A strong emphasis will be placed on critical learning skills (for example public speaking, interpretive reading, and advanced writing) and on information technology as a platform for the training, encouraging participants to gain important skills for the 21<sup>st</sup> century. Guatemalan youth, defined as aged 15-25, represent over 25% of the population and are the single largest voting block in the country. Despite their importance, the government and international community alike have largely ignored this sector of the population, and the lack of opportunities for youth has led to increased crime and delinquency at the national level as well as large-scale migration.

Assistance under this program will allow a group of youth leaders, both male and female, to obtain important job-related skills while simultaneously receive leadership training that will enable them to multiply their experiences at the community level by sharing skills and knowledge with adults and youth alike. Furthermore, it will help establish ongoing mechanisms to strengthen youth organizations and networks, focusing on the importance of interculturality and increased understanding between ethnic groups in Guatemala.

It is anticipated that at least 70% of the total budget be will be assigned directly to the training effort, mainly through the provision of partner sub-awards to qualified Guatemalan organizations. Since this program requires significant local expertise, established linkages with multiple stakeholders, and a very short start-up and implementation period, USAID plans to award one Cooperative Agreement to an organization or alliance that has significant prior experience and established linkages in Guatemala.

#### II. BACKGROUND

##### A. Introduction

While the challenges for youth are great, so is their potential for advancement. Guatemalan youth (aged 20-24) have on average six years of formal education, 25% more than their parents (UNDP, Human Development Report, 2000). Nonetheless, over 53% of economically active youth nationwide works in agriculture, reaching over 85% in certain geographic areas such as Petén and Alta Verapaz. Opportunities in industry, business, and services are severely limited, forcing youth into agricultural work regardless of their educational background. One plausible explanation for the seemingly incongruous relationship between higher levels of schooling for youth and lower levels of productivity and general well being may have to do with the poor quality of formal education in Guatemala and a lack of attention paid to human capacity development, more specifically income generation capacity, that traditional education offers to youth in Guatemala. Clearly another explanation relates to a dearth of employment opportunities nationwide and the fact that formal sector employment is growing more slowly than the economically active population.

Regardless of the obstacles facing Guatemala's youth, these individuals nonetheless demonstrate a commitment to learning and participation and a level of openness not typically found in adults. For example, close to 60% of youth voted in the 2000 elections, higher than the national average of 53% (TSE, 2000). Furthermore, while the large majority of youth are not willing to participate in military service, they would be willing to provide some form of civil service (FLACSO, 2000).

Since the signing of the Peace Accords, local youth groups have been emerging to address important social issues such as health, educational opportunities, the environment, community development, and access to credit and technology. While most of the youth organizations tend to focus on sports, there are strong indications that youth themselves believe that organizations must be created to educate youth on how to be good citizens and protect their environment and communities (FLACSO, 2000). Guatemalan youth have demonstrated interest in greater participation, but there is a general lack of leadership skills and training opportunities to provide them with the “push” they need to assume their own development and emerge as positive leaders in their communities. A small investment in this sector of the population could reap significant future rewards.

## B. Problems to be addressed

**1. Lack of opportunities and marketable skills for Youth** - Approximately 25% of the Guatemalan population falls between the ages of 15 and 25. This percent continues to rise, while educational and good employment opportunities for young people are severely limited, leading to increases in delinquency, drug addiction, and overall social risk. Over 30% of youth deaths nationwide are attributable to gun shot wounds. The majority of young Guatemalans live in rural areas (54% of those between the ages of 18-25), where access to education and income-generating activities are limited, and racial discrimination is high.

Also, as pointed out above, primary education is not preparing Guatemalan children and youth to significantly improve their life opportunities. As noted in the 2000 UNDP Human Development Report, primary education in Guatemala, unlike other countries, is not providing individuals with useful life and job skills to enable them to make the necessary leap to improve their standards of living and contribute to ensure social and economic sustained development in Guatemala.

It seems critical that rural youth gain access to more practical, job-related skills as well as a leadership capacity that will help them to: 1) Meet higher employment demands; 2) Help them develop new work opportunities in their communities; 3) Assume leadership positions in their communities and regions; 4) Enable them to begin formulating viable local development initiatives; and 5) Build youth networks that commit to a national common vision based on sustainable development and social, economic and cultural equity.

**2. Discrimination against indigenous youth and lack of indigenous leaders:** The *Acuerdo Sobre La Identidad y Derechos de los Pueblos Indigenas* is one of the Peace Accords that suffers from the highest levels of non-compliance and racial discrimination continues unabated in Guatemala. For indigenous youth, there is the additional risk that discrimination can diminish cultural values and heritage. Continued ethnic divides in Guatemala plague the long-term stability of the country and while interculturality is a word used in many circles, its true meaning and practice are lost among most rural youth with limited interaction outside of their familiar social structures.

The lack of an indigenous voice has contributed to this disturbing situation. While other donors are concentrating efforts at supporting national indigenous groups, it is slowly becoming clearer that due to political rivalries and cultural differences at the national level, local and regional indigenous movements may be more representative of the population and more efficient promoters of indigenous/local needs and demands.

Most indigenous communities support some form of organization (council of elders, development committees, local NGOs, COEDUCAS, small cooperatives, midwives, health and education promoters, cultural groups, etc.). These organizations are often unrecognized by the modern system of government and tend to suffer from organizational weaknesses, lack of access to credit and technology, poor advocacy capacity, and unclear community project activities and goals. New opportunities should be provided to encourage the emergence of technically strong and capable indigenous leaders who can serve to help strengthen these organizations, thereby increasing participation and strengthening indigenous voice and action in political, economic, and social matters.

**3. Cultural division and lack of networks between youth:** Due to a conflict-ridden past, Guatemalans of all ages and backgrounds have learned to minimize interactions with people outside of their immediate spheres. Conflicts between families, communities, municipalities, and private landholders are common throughout the country. The distinctions between indigenous and ladino, male and female, rich and poor, PAC and guerilla, are endemic divides within Guatemalan society. Instead of celebrating the distinct cultures, this level of diversity has in many cases led to a lack of national identity and dialogue throughout the country, the effects of which are being felt now stronger than ever as people are emerging from the war to face new challenges, but fragmentation threatens fledgling success. The lack of a well-constructed youth movement has translated into extremely low levels of participation and consultation.

### **III. LINKS TO STRATEGY AND RESULTS FRAMEWORK**

The activity described in this document will directly contribute to the Peace Special Objective Intermediate Result 2: “Capacities of indigenous communities for broader participation in economic, social, and political arenas developed”. This initiative will also support other strategy objectives as youth’s improved employment prospects should translate into increased income generation possibilities, greater democratic participation, increased leadership in the indigenous community and more broadly among youth nationwide. Furthermore, increased advocacy capacity will enable more qualified Guatemalans to better contribute to the country’s development.

The activity will also provide important leads to critical future interventions necessary to address problems and needs faced by this important age group. More specifically, it paves the way for the education for employment activities that we will pursue under the Rural Income and Employment Area of our new strategy (2004-2008). Leadership training will also be emphasized under the Good Governance dimension both and the local and national levels.

It has become more evident throughout USAID’s current bilateral strategy for Guatemala that more attention needs to be paid to youth and young adults, especially in rural areas. In current practice in Guatemala, decentralization is viewed as critical to local/regional empowerment and development, but often the human resources necessary to effectively decentralize are not available at the local level. Because of lack of opportunities at local levels for youth and young adults, their tendency is to continue migrating, either to more developed national centers or abroad, contributing to flight of local human potential, overcrowding of urban centers, increased delinquency, and increased illegal migration.

### **IV. EXPECTED RESULTS**

The successful applicant will be expected to achieve the below results and develop appropriate indicators to monitor progress.

**RESULT 1:** A minimum of 350 youth leaders develop and begin to apply skills that will enable them to access better work opportunities and serve as leaders in their communities.

**RESULT 2:** Networks of interculturally oriented youth leaders established between program participants and other youth leaders to foster dialogue and consensus building with a minimum total participation of 1000 youth.

### **V. ILLUSTRATIVE ACTIVITIES**

Detailed information on illustrative activities, including results, is included as Annex B. Please note that the Annex is included as guidance for the applicant and is not meant to be an exhaustive nor a prescriptive list. The following are key elements of Annex B:

- Educational and Job-Related Needs Assessment

- Training Program for Youth Leaders, including participant recruitment, core contents and strategies, suggested activity partnerships, and mentors.
- Youth Leaders' National Exchange

The Applicant should carefully revise Annex B to understand USAID's vision, but be flexible and innovative in its proposed methodology.

## **VI. IMPLEMENTATION MECHANISMS**

This activity will be implemented through one Cooperative Agreement to a lead grantee to provide the overall coordination and develop the core curriculum for the leadership training program. Given the short implementation period, USAID strongly encourages early identification of alliances to ensure program success. The lead grantee could sub-contract or sub-grant the direct implementation of the activities through identified local or regional organizations and NGOs that have a community-based development orientation. *However, we recognize that many potential sub-awardees may not have adequate financial and administration systems and the applicant's approach to managing this issue should be clearly explained.*

In order to ensure program success, close coordination will need to be maintained between participants, implementing NGOs, other NGOs and research centers working on youth related issues, Government institutions (Ministry of Education, Ministry of Culture, City Halls, Departmental Government, etc.), and other donors. The United States Peace Corps in Guatemala has also expressed interest in coordinating its Rural Youth at Risk project, which is currently being implemented with the participation of Talita Kumi, FUNDENCA and the Pastoral Social of Jalapa. Fifteen Peace Corps volunteers located throughout the country currently participate in the rural Youth at Risk Project. Also to consider, the development of a strong working relationship with USAID's EDUMAYA program could help ensure the involvement of EDUMAYA graduates as mentors for the intercultural youth leadership initiative. In the provision of access to information technology, coordination will be encouraged with USAID's established Internet centers and other such centers.

## **VII. PERFORMANCE MONITORING PLAN**

A performance monitoring plan will be developed by the Grantee to measure performance-based results. Since nearly three months may be possibly required to conduct the initial needs assessment that will provide key inputs to the training program, the Grantee will have three months from the signing of the Cooperative Agreement to submit for USAID's approval the 2002 Work and Monitoring and Evaluation Plans for the activity. The Grantee will also ensure that best practices and lessons learned are shared with USAID staff and present an options paper at the conclusion of the project.

## **VIII. SPO TEAM MANAGEMENT STRUCTURE**

The Peace Program Coordinator will directly manage this activity. Coordination with the Education Team, Democracy Team and the Income Team will be critical for overall success.

## **IX. GENDER CONSIDERATIONS**

Gender equality will be promoted at all levels. Ideally the activity should recruit and maintain 50% males and 50% females. Given unequal gender enrollment patterns nationally, and especially in rural areas, this may not be possible. The activity, though, should strive for gender equity in all aspects and include gender as one of thematic areas addressed by the training program.

## **X. SUBSTANTIAL INVOLVEMENT UNDERSTANDING**

USAID/G-CAP will participate in activities under this agreement in the following manner:

1. Approval of the Project Director and key personnel.
2. Approval of an annual workplan, including training plan and annual indicator targets, and budget describing all the activities to be funded under the agreement by both USAID/G-CAP and by counterpart funding. The recipient must submit the first workplan within 90 days from the signing of the agreement and cover the period through December 2002. The following annual workplan shall be submitted by December 15, 2002 and December 15, 2004, for the calendar years 2003 and 2004 (through September 2004 only), respectively. The workplan, which should be prepared based on coordination meetings with USAID/G-CAP and other partners, should include a budget showing individual line items (e.g. salaries, travel, training expenses, etc.). It should also reflect the amount of counterpart contributions to be provided, indicating whether these are cash or in-kind contributions, and what these contributions will cover. Besides a budget, the workplan shall also describe the recipient's planned activities for the year, including a timeline with relevant milestones indicated, and include expected results, tied to the recipient's Monitoring and Evaluation Plan. Significant changes by the recipient to approved annual workplans will require additional CTO approval. An illustrative annual workplan is included as Annex B.
3. Approval of a Monitoring and Evaluation Plan that will permit ongoing monitoring of progress toward the accomplishment of the agreement objectives, results, and indicators. This should be submitted within 90 of the signing of the agreements.
4. Technical concurrence on the selection of sub-award recipients not already identified in the applicant's application and the format and generic content of such sub awards, including full participation in the sub-award selection committee.
5. Participation in a steering committee designed to help guide the overall program implementation.

## **VI. OTHER TERMS AND CONDITIONS**

The recipient shall submit the following documents in form and substance acceptable to USAID/G-CAP:

**Performance reports:** The recipient shall submit to USAID/G-CAP a detailed semi annual performance report within 30 days of the end of the first semester (e.g. July 30) and within 15 days of the end of the second semester (e.g. January 15) of each calendar year. The reports shall describe major accomplishments of the period ending, including actual vs. planned results vis-à-vis the annual targets presented in the workplan and monitoring and evaluation plan, and explain any significant deviations from expected results. The second semester performance report should also consolidate data from the first semester's report in order to present annual totals for the numerical targets. The performance reports should also describe any obstacles faced and how they were (or will be) overcome and project the activities to be carried out in the next semester. A final performance report is required within 90 days after the termination of the agreement which shall report on results accomplished during the life of the agreement, include final results for each of the indicators established in the Monitoring and Evaluation Plan and a section on lessons learned.

**Financial Reports:** Quarterly financial reports shall be submitted to USAID/G-CAP. Expenditures of USAID/G-CAP and counterpart resources shall be included in the quarterly reports.

Training Reports: Quarterly training reports shall be submitted to USAID/G-CAP. These reports should include at a minimum the following information: Name of training program, start and end dates, field of study, estimated cost (USAID's cost and partner's cost), and number of male and female participants.

These documents can be prepared in English or Spanish and shall be sent to USAID/G-CAP, to the Peace Program Coordinator.

## SECTION D

### U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

#### CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF RECIPIENT [1][2]

#### **PART I - CERTIFICATIONS AND ASSURANCES**

##### 1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the grant for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

##### 2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

(a) Instructions for Certification

(1) By signing and/or submitting this application or grant, the recipient is providing the certification set out below.

(2) The certification set out below is a material representation of fact upon which reliance was placed when the agency determined to award the grant. If it is later determined that the recipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

(3) For recipients other than individuals, Alternate I applies.

(4) For recipients who are individuals, Alternate II applies.

(b) Certification Regarding Drug-Free Workplace Requirements

Alternate I

(1) The recipient certifies that it will provide 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 applicant's/grantee'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--

1. The dangers of drug abuse in the workplace;
2. The recipient's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. 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 (b)(1)(A);

(D) Notifying the employee in the statement required by paragraph (b)(1)(A) that, as a condition of employment under the grant, the employee will--

1. Abide by the terms of the statement; and
2. 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 the agency within ten days after receiving notice under subparagraph (b)(1)(D)1. 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 (b)(1)(D)2., with respect to any employee who is so convicted--

1. Taking appropriate personnel action against such an employee, up to and including termination; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or 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 (b)(1)(A), (b)(1)(B), (b)(1)(C), (b)(1)(D), (b)(1)(E) and (b)(1)(F).

(2) The recipient shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Alternate II

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

**3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS [3]**

(a) Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. 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, have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. [4] You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary 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 entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," [5] provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. 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 methods and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. 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 dealing.

10. Except for transactions authorized under paragraph 6 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 may terminate this transaction for cause or default.

(b) Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, the it and its principals:

(A) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(B) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification;

(D) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

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

#### 4. 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 grant, 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

#### 5. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuala (ADS 206)

USAID reserves the right to terminate this [Agreement/Contract], to demand a refund or take other appropriate measures if the [Grantee/ Contractor] 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 certification are required for Key Individuals or Covered Participants.

If there are COVERED PARTICIPANTS: USAID reserves the right to terminate assistance to, or take 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.

6. CERTIFICATION OF RECIPIENT

The recipient certifies that it has reviewed and is familiar with the proposed grant format and the regulations applicable thereto, and that it agrees to comply with all such regulations, except as noted below (use a continuation page as necessary):

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Solicitation No. \_\_\_\_\_

Application/Proposal No. \_\_\_\_\_

Date of Application/Proposal \_\_\_\_\_

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

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

\_\_\_\_\_

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

[1] FORMATS: Rev. 06/16/97 (ADS 303.6, E303.5.6a) [2] When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement". [3] The recipient must obtain from each identified subgrantee and (sub)contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Transactions, set forth in Attachment A hereto. The recipient should reproduce additional copies as necessary. [4] See ADS Chapter E303.5.6a, 22 CFR 208, Annex1, App A. [5] For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the grant standard provision entitled "Debarment, Suspension, and Related Matters" if the recipient is a U.S. nongovernmental organization, or in the grant standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the recipient is a non-U.S. nongovernmental organization.

## PART II - OTHER STATEMENTS OF RECIPIENT

### 1. AUTHORIZED INDIVIDUALS

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.
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### 2. TAXPAYER IDENTIFICATION NUMBER (TIN)

A. If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: \_\_\_\_\_

B. For Guatemalan organizations, provide Número de Identificación Tributaria.

NIT: \_\_\_\_\_

### 3. CONTRACTOR IDENTIFICATION NUMBER - 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 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 may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfo@dbisma.com](mailto:globalinfo@dbisma.com).

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

DUNS: \_\_\_\_\_

#### 4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID, please indicate the LOC number:

LOC: \_\_\_\_\_

#### 5. PROCUREMENT INFORMATION

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee or subrecipient in support of the subgrantee's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant:

\$ \_\_\_\_\_

(c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED UNIT COST
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(d) Source, Origin, and Componentry of Goods. If the recipient plans to purchase any goods/commodities which are not of U.S. source and/or U.S. origin, and/or does not contain at least 50% componentry which are not at least 50% U.S. source and origin, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, and probable source and/or origin, to include the probable source and/or origin of the components if less than 50% U.S. components will be contained in the commodity. "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. Any commodity whose source is a non-Free World country is ineligible for USAID

financing. The "origin" of a commodity is the country or area in which a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results, which is substantially different in basic characteristics or in purpose or utility from its components. Merely packaging various items together for a particular procurement or relabeling items does not constitute production of a commodity. Any commodity whose origin is a non-Free World country is ineligible for USAID financing. "Components" are the goods which go directly into the production of a produced commodity. Any component from a non-Free World country makes the commodity ineligible for USAID financing.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	GOODS	PROBABLE	GOODS
PROBABLE					
(Generic)		UNIT COST	COMPONENTS	SOURCE	COMPONENTS
ORIGIN					

(e) Restricted Goods. If the recipient plans to purchase any restricted goods, please indicate below (using a continuation page, as necessary) the types and quantities of each, estimated unit costs of each, intended use, and probable source and/or origin. Restricted goods are Agricultural Commodities, Motor Vehicles, Pharmaceuticals, Pesticides, Rubber Compounding Chemicals and Plasticizers, Used Equipment, U.S. Government-Owned Excess Property, and Fertilizer.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	PROBABLE	PROBABLE	INTENDED USE
(Generic)		UNIT COST	SOURCE	ORIGIN	

(f) Supplier Nationality. If the recipient plans to purchase any goods or services from suppliers of goods and services whose nationality is not in the U.S., please indicate below (using a continuation page, as necessary) the types and quantities of each good or service, estimated costs of each, probable nationality of each non-U.S. supplier of each good or service, and the rationale for purchasing from a non-U.S. supplier. Any supplier whose nationality is a non-Free World country is ineligible for USAID financing.

TYPE/DESCRIPTION	QUANTITY	ESTIMATED	PROBABLE	SLUPPIER	NATIONALITY
RATIONALE					
(Generic)		UNIT COST	(Non-US Only)		for
NON-US					

(g) Proposed Disposition. If the recipient plans to purchase any nonexpendable equipment with a unit acquisition cost of \$5,000 or more, please indicate below (using a continuation page, as necessary) the proposed disposition of each such item. Generally, the recipient may either retain the property for other uses and make compensation to USAID (computed by applying the percentage of federal participation in the cost of the original program to the current fair market value of the property), or sell the property and reimburse USAID an amount computed by applying to the sales proceeds the percentage of federal participation in the cost of the original program (except that the recipient may

deduct from the federal share \$500 or 10% of the proceeds, whichever is greater, for selling and handling expenses), or donate the property to a host country institution, or otherwise dispose of the property as instructed by USAID.

TYPE/DESCRIPTION(Generic) DISPOSITION	QUANTITY	ESTIMATED UNIT COST	PROPOSED
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## 6. PAST PERFORMANCE REFERENCES

See instructions on Section A, Technical Application Format.

## 7. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as  a corporation incorporated under the laws of the State of,  an individual,  a partnership,  a nongovernmental nonprofit organization,  a state or local governmental organization,  a private college or university,  a public college or university,  an international organization, or  a joint venture; or

(b) If the recipient is a non-U.S. entity, it operates as  a corporation organized under the laws of \_\_\_\_\_ (country),  an individual,  a partnership,  a nongovernmental nonprofit organization,  a nongovernmental educational institution,  a governmental organization,  an international organization, or  a joint venture.

## 8. ESTIMATED COSTS OF COMMUNICATIONS PRODUCTS

The following are the estimate(s) of the cost of each separate communications product (i.e., any printed material [other than non-color photocopy material], photographic services, or video production services) which is anticipated under the grant. Each estimate must include all the costs associated with preparation and execution of the product. Use a continuation page as necessary.

Attachment A

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

(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.

(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 No. \_\_\_\_\_

Application/Proposal No. \_\_\_\_\_

Date of Application/Proposal \_\_\_\_\_

Name of Applicant/Subgrantee \_\_\_\_\_

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

\_\_\_\_\_

Signature \_\_\_\_\_

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).

**KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES  
AND DRUG TRAFFICKING**

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 assistor, 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.

## PARTICIPANT CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

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: \_\_\_\_\_

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

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

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.

FORMATS: Rev. 06/16/97 (ADS 303.6, E303.5.6a) When these Certifications, Assurances, and Other Statements of Recipient are used for cooperative agreements, the term "Grant" means "Cooperative Agreement". The recipient must obtain from each identified subgrantee and (sub)contractor, and submit with its application/proposal, the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Transactions, set forth in Attachment A hereto. The recipient should reproduce additional copies as necessary. See ADS Chapter E303.5.6a, 22 CFR 208, Annex 1, App A. For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the grant standard provision entitled "Debarment, Suspension, and Related Matters" if the recipient is a U.S. nongovernmental organization, or in the grant standard provision entitled "Debarment, Suspension, and Other Responsibility Matters" if the recipient is a non-U.S. nongovernmental organization.

**SECTION E – ANNEXES**

**ANNEX A – ILLUSTRATIVE TABLE FOR ANNUAL WORKPLAN**

Result 1: A minimum of 350 youth leaders develop and begin to apply skills that will enable them to access better work opportunities and serve as leaders in their communities.

Indicator: (To be proposed in application.)

Subresults <i>(Sample from Annex B)</i>	Activities	Indicators	Budget (by Activity)	Timeline (by Month)												Responsible (Institution/Position*)
1. Participants will have improved critical learning skills.	1.1.1.			x	x											
	1.1.2.					x	x									
	1.1.3.							x	x							
2. Participants will have increased access to job opportunities and new skills to meet existing job demands.	1.2.1.		\$ 100,000													
	1.2.2.		\$ 6,000													
	1.2.3.		\$ 50,000													
3. Participants will .....	1.3.1.															
	1.3.2.															
	1.3.3.															

\* Institution person employed by and Name of Position included in the Management Plan and Flowchart.

Result 2: Networks of interculturally oriented youth leaders established between program participants and other youth leaders to foster dialogue and consensus building with a minimum total participation of 1,000 youth.

Indicator: (To be proposed in application.)

Subresults (Sample from Annex B)	Activities	Indicators	Budget (by Activity)	Timeline (by Month)												Responsible (Institution/Position*)	
1. Participants will become advocates for community development.	2.1.1. 2.1.2. 2.1.3.		\$50,000 \$10,000 \$ 5,000														
2. Participants will have established networks of intercultural youth leaders.	2.2.1. 2.2.2. 2.2.3.																
3. Participants will have established a common agenda of problems and solutions.	3.3.1. 3.3.2. 3.3.3.									x	x		x	x		x	x

\* Institution person responsible is employed by and Name of Position (Pos.) included in the Management Plan and Flowchart.



## **ANNEX B: ILLUSTRATIVE ACTIVITIES**

### **1. Educational and Job-Related Needs Assessment**

It is recommended that for this activity that the Recipient consult with experienced local research organizations and review current research on Guatemalan youth and that the information derived from this assessment should provide additional guidelines and lead to the design of the activity's program contents, strategies and the possible partnerships necessary and feasible to accomplish activity objectives. The assessment should at a minimum address the following questions:

- What skills do youth need to access better employment opportunities and develop political and social leadership capacity? What are the skills youth currently have to offer?
- What types of organizations/institutions are present at the local and regional levels targeted for this intervention, which promote improved youth social and economic participation and leadership?
- What are some of the key and socioeconomic opportunities (formal and informal) for youth at the community and regional levels?
- What are some of the key obstacles to rural youth in their socioeconomic development?
- What are some possible apprenticeship and training opportunities available locally with a wide variety of organizations including businesses, NGOs, church groups, local and regional government, and other civil society organizations.

### **2. Training Program for Youth Leaders**

**Participant Recruitment** - No less than 350 youth, ideally with equal gender and ethnic representation are to participate in this activity. It is recommended that participants meet the following selection criteria:

- Aged between 15-25;
- From four cultural groups: three indigenous linguistic (could include Ixil, Kakchiquel, Quiche or Kekchi) and one ladino group.
- Participants should live within reasonable traveling distance to identified work-related training centers or opportunities;
- Should have at a minimum Básico education with at least 75% of participants from low to low middle income families;
- With demonstrated work/community/school leadership skills (recruitment could be based on work/community/school recommendations and a one-page statement of personal goals and follow-on interviews to ensure appropriate selection); and,
- Commitment and availability for training.

**Training Program: Core Contents and Strategies** - The Grantee will develop the training program based on the assessment mentioned above and in consultation with likely local and regional partners. The following training modules are illustrative of what could be included under the program:

- **Self and Social Awareness:** To support individual and social development, including self-awareness, self-esteem, leadership skills, social roles and civic education. It should address questions like: Who am I? What expectations do I have of myself? What is my role in my community? My country? My ethnic group? My gender? How do I (and my community) fit in to my country? To the world?

- **Basic Core Skills:** To improve critical learning and communication skills (reading, writing, public-speaking, debating), language skills, and basic financial and economic skills. Strong emphasis on computer and IT training.
- **Job-Related Skills:** To improve employment prospects, job-related skills may be developed through various mechanisms as determined by the grantee including 1) Participation in existing training programs (such as INTECAP) that offer validated advanced technical programs or small business development/entrepreneurship programs; 2) Internship Programs, either already existing or newly developed (this assumes that the Grantee will be able to establish working relations with local and regional businesses, government entities or Civil Society Organizations (CSOs) interested in supporting this initiative); or, 3) Monitored employment and on the job training for youth already working in higher-skilled jobs.
- **Legitimate and Effective Community Representation:** To promote learning to enable participants to 1) Understand roles and responsibilities of community leaders and constituency representation, including the importance of voter registration and electoral responsibilities; and 2) Assess and prioritize community needs. In order to strengthen youth positions of power in the community as well as expand the beneficiary base of the program, the Grantee might also consider training (to participants and possible expanded community members) in the formulation of viable community or municipal-level projects that respond to needs and the identification of material and human resources for future mobilization. If feasible, the grantee will fund or leverage funds (municipal, private, other donors) to support the implementation of modest youth-generated projects

**Suggested Activity Partnerships:** While in order to ensure complementary processes in distinct target areas certain aspects of the curriculum needs to be developed and administered at the national level, the training itself will involve local organizations to the extent that it is practical. The Grantee is encouraged to select a limited number of sub-awardees on the basis of their experience in training youth and managing youth development programs, while having a demonstrated experience working with rural youth in Guatemala and preferably with information technology. The majority of the funding should be channeled into sub-awardees implementing activities directly with participants.

**Mentors:** Youth should be partnered with mentors from the region and with complementary backgrounds that can help guide participants throughout the process of the training session and to foster longer-term relationships.

### **3. Youth Leaders' National Exchanges**

**1st National Exchange** - In order to ensure the maximum degree of interaction between youth leaders throughout the country, at the end of the first year a national workshop of up to two weeks in duration could be organized to bring together youth leaders to receive in-depth personalized training, share ideas, and begin discussing a common agenda for the future. Certain elements of the training program could be provided at the national level, particularly those focusing on intercultural relationships. The expected outcome of such an event could be consensus among young people about critical development needs of the country and the roles the public and private sectors should play in addressing them, the human capacity development needs at local and regional levels, and the establishment of a National Intercultural Youth Leadership Group to help raise awareness regarding issues facing young indigenous and ladino peoples. Furthermore, at this exchange the Project Director should present a system (possibly via internet) to ensure that youth maintain contact,

interchange ideas, and have access to relevant information resources. The system should also be presented to other youth groups and organizations reaching an expanded target beneficiary group.

## **2<sup>nd</sup> National Youth Leaders' Exchange**

A second national exchange should take place in the second year of activity implementation to again bring together youth in the program to conduct a participatory assessment of the activity, especially in terms of the youths' own socioeconomic development. This second exchange will serve as a group monitoring opportunity. Monitoring information should be incorporated into the activity's lessons learned, which will no doubt be very useful in the design of future interventions of this type by USAID and other donors and partners.

This second national exchange will also serve to review participants' progress in their training programs, their success in improving work opportunities and obtaining new leadership roles, and will encourage participants to focus on future prospects. Each participant will work to develop personal objectives and goals for the following 3-5 years to continue advances made to date. In some cases, the mentors will be invited to participate in this process thus ensuring sustainability and continued follow-up support for participants following the formal end of the program. The second national exchange should solidify a application for a common national agenda for youth with an intercultural focus.

The grantee might also consider the facilitation of exchanges of Guatemalan intercultural youth leaders with other nations.

## **Illustrative Activity Results**

- (1) Participants will complete training program successfully (retention is a result in itself).
- (2) Participants will be computer literate.
- (3) Participants will have improved critical learning skills
- (4) Participants will have improved wage-earning capacity.
- (5) Participants will have increased access to job opportunities and new skills to meet existing job demands
- (6) Participants will have developed demonstrable (some kind of composite indicator TBD by partner) leadership skills.
- (7) Participants will increase participation in local / regional / and national institutions and organizations.
- (8) Participants will become advocates for community development and take on additional responsibilities at the community level.
- (9) Participants will be better able to interact in a multi-cultural setting
- (10) Participants will have established networks of intercultural youth leaders.