Request for Applications (RFA) to join the
GENERATION NEXT HUMANITARIAN FELLOWSHIP PROGRAM
as a Host Organization Partner

RFA No.: 001

Date of RFA Issuance: June 23, 2023
Deadline for Questions: June 30, 2023
Deadline for Priority Applications: July 14, 2023
Deadline for General Applications: July 28, 2023
Anticipated Dates for Sub-Grant Implementation:
08/01/2023 – 02/14/2026 (Priority Applicants)
09/01/2023 – 02/14/2026 (General Applicants)

Attachment:
A – Program Background and Program Description
B – Technical Proposal
C – Cost Proposal
D – Mandatory Certifications
E – Generalized Fellow Job Descriptions
F – Program Outreach Flyers | Fellows and Partners
G – Fellow Road Map

Dear Applicants:

The Public Health Institute (PHI) is the implementing partner for the US Agency for International Development (USAID), Bureau for Humanitarian Assistance (BHA), Generation Next Humanitarian Fellowship Program (GenNext Fellowship), in accordance with Cooperative Agreement No. 720BHA23CA00007.

PHI invites applications for competitively awarded sub-agreements from international non-governmental organization (INGO) in response to the Program Descriptions outlined in Attachment A. PHI is not obligated to fund any of the applications/business proposals submitted.

To be considered, the application must respond to the application submission requirements identified below and the goals and activities, as well as the specifications identified in Attachment A.

A. ELIGIBILITY
To be eligible applicants must:
• Be qualified U.S. and non-U.S. non-profit organizations. Non-U.S. non-profit organizations that apply must have a physical office in the U.S. with sufficient internal capacity and financial ability to host one (1) to two (2) humanitarian fellows.
• Currently have humanitarian programs operating in areas in low- and middle-income, resource constrained countries undergoing humanitarian crises or areas prone to recurrent humanitarian shocks and stresses. Qualified organizations must have a mandate that focuses at least in part on humanitarian assistance and must have a demonstrated history of providing humanitarian assistance in a range of contexts.
• Propose to contribute cost share (from their own, private or other non-US government sources) to cover the cost of or a portion of the cost of the second-year expenses for Fellows hosted at their organization. These include salary, benefits, travel, and other associated expenses.
• Agree to their hosted Fellows receiving a $50,000 annual salary in year one, and to cover the salary plus a 4% merit increase in the second year of the fellowship.
• Be willing to use the GenNext Fellowship job description and recruitment process to select and place Fellows.
Have a Unique Entity Identifier (UEI) number, be registered in the United States System for Award Management (SAM), and not have any active exclusions in the SAM (http://www.sam.gov).

Not appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control (OFAC).


B. APPLICATION FORMATS
PHI requires applicants to use the formats provided for the Application and Budget in **Attachments B and C**. Program narratives should not exceed 10 standard letter size pages in length and may be shorter. All text must be formatted to Calibri, 12-point font with 1” inch margins. Tables must also have 12-point font however, charts and graphs may use 10-point font, Calibri. Each proposal (Technical and Cost) should have its own cover page, table of contents, and footers (Organization name and page number x of x). Applications not adhering to format requirements may be disqualified and not considered for funding. Technical and Cost proposals must be submitted in PDF formats, except the budget which must be submitted in Microsoft Excel.

C. SUBMISSION OF APPLICATIONS & DEADLINE
Applications must be submitted in the formats specified in **Attachments B and C** to the following email address: info@generationnextfellowship.org to be considered for funding. Proposals must be received by 11:59 pm Eastern Standard Time for both priority applicants (July 14, 2023) and general applicants (July 28, 2023). Note that responses to RFA requirements must be specifically answered within the context of the submitted proposal. PHI’s evaluation team will not refer to a designated website, brochure or other location for the requested information. Responses that use references to external materials as an answer will be considered non-responsive.

D. SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>Request for Applications (RFA) Distribution</td>
<td>June 23, 2023</td>
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<tr>
<td>Application Deadlines</td>
<td>July 14, 2023</td>
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<td>(Priority Applicants)</td>
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<td>July 28, 2023</td>
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<td>(General Applicants)</td>
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<tr>
<td>Anticipated Sub-Grant Awards Signing</td>
<td>On or before the expected start dates</td>
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E. TYPE OF GRANTS
Award issuance will be subject to availability of funds. PHI intends to issue a cost reimbursable agreement to the successful applicant from this procurement process. The agreement will outline approved billing rates for each type of service provided and the terms and conditions applicable to the work performed. The resulting award will be administered in accordance with the CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as with Standard Provisions for U.S. Non-Governmental Organizations: https://www.usaid.gov/ads/policy/300/303maa.

F. EVALUATION CRITERIA
Applications will be evaluated against the following evaluation criteria:

- **Technical Capacities – 50%**
- **Cost Reasonableness – 30% (including cost share)**
- **Management Capacity – 20%**

G. OTHER SPECIFICATIONS

1. LANGUAGE
If awarded, sub-agreements will be in English, and the English version shall prevail for interpretive purposes. Sub-grant applications and narrative reports must be submitted in English.

2. COST SHARE
Cost share is required for this procurement. Cost share should be proposed to cover the salary, benefits, travel, and other associated costs of the second year of each fellowship, and clearly included in the proposed budget. Such cost
share may be in kind or in funds and may be mobilized from the applicant’s own sources, other multilateral, bilateral and foundation donors, host-country governments and any other non-US government sources. The cost share requirement derives from the Terms and Conditions of the prime award of USAID. Applicants will be evaluated on their ability to maximize their cost share (see section F. Evaluation Criteria). There is no maximum for the grantee-provided match/cost share. Match/cost share may be met by either cash or in-kind contributions, pursuant to 2 CFR 200 requirements.

3. TERMS OF PAYMENT
PHI intends to issue a cost reimbursable agreement to the successful applicant from this procurement process. The agreement will outline approved billing rates for each type of service provided and the terms and conditions applicable to the work performed. The resulting award will be administrated in accordance with the CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as with Standard Provisions for U.S. Non-Governmental Organizations: https://www.usaid.gov/ads/policy/300/303maa.

4. ESTIMATED PERIOD
If awarded, the sub-grant agreement will be for a maximum duration of 31 months for priority applicants and 30 months for general applicants. Applicant status (priority or general) will be determined based on the date the application is received.

5. CERTIFICATIONS
Applicants are required to complete and sign the mandatory certifications contained in Attachment D as a precondition to receiving a sub-award.

6. TEMPLATES
Applicants are required to use the Budget Template and Budget Narrative Template provided by PHI in their applications to this announcement.

H. EXECUTIVE ORDER ON TERRORIST FINANCING
U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the sub-recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts and sub-grants issued under any sub-agreement.

I. QUESTIONS?
Questions may be directed to info@generationnextfellowship.org and must be received by June 30, 2023. Responses will be posted publicly on/about July 7, 2023.

Sincerely,

DAVID HAUSNER, PHD, MPH, MIA
Program Director
A. PROGRAM BACKGROUND

In the United States (US), Minority Serving Institution (MSI) graduating seniors from diverse socioeconomic backgrounds are often excluded from existing international non-governmental organization (INGO) job recruitment pathways in the humanitarian sector. Organizations and institutions in the humanitarian sector tend to recruit graduates from a relatively small number of academic institutions, including those who may have formal or informal partnerships with humanitarian organizations, strong alumni networks represented in the sector, and geographic proximity to the cities in which humanitarian headquarters are based. New graduates are often recruited based on relevant (often unpaid) internship or study abroad experiences, and formal study of foreign languages. This is a missed opportunity to create a racially and ethnically diverse workforce with perspectives and experiences that are critical to interventions, innovations, and solutions in humanitarian work.

MSIs are defined as those academic institutions in the US that enroll populations with significant percentages of undergraduate minority students or serve certain populations of minority students under various programs created by Congress. MSIs include historically Black colleges and universities (HBCU), Hispanic serving institutions (HSI), Tribal colleges and universities (TCU), and Asian American and Pacific Islander serving institutions (AAPISI); see https://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html for more information. MSI student populations are racially and ethnically diverse as well as diverse in culture, socioeconomic status, gender, age, disability, and sexual orientation, making MSIs invaluable leaders, partners, and stakeholders in diversity, equity, inclusion, and accessibility (DEIA) initiatives.

Generation Next Humanitarian Fellowship Program (GenNext Fellowship) is a program of the Public Health Institute (PHI) supported by the US Agency for International Development (USAID), Bureau for Humanitarian Assistance (BHA), Cooperative Agreement 720BHA23CA00007. Its purpose is to promote and advance diversity, equity, inclusion, and accessibility (DEIA) within the US-based humanitarian workforce by: (1) increasing capacity and supporting inclusivity for humanitarian careers among diverse Fellows and (2) foster linkages between academic MSIs and US-based Humanitarian Organizations. To achieve these objectives, PHI is partnering with CARE, Global Communities, Project Hope, and Save the Children to develop a fellowship program that will build career pathways for graduating seniors and recent graduates of MSIs (for example, Historically Black Colleges and Universities, Hispanic-Serving Institutions, Asian American and Pacific Islander Institutions and Tribal Colleges and Universities) and by supporting strengthened relationships among humanitarian organizations and MSIs. By building on existing and creating new pathways into the sector and providing guided technical and professional development opportunities and mentorship, GenNext Fellowship will contribute to a humanitarian workforce that reflects the rich diversity of the U.S. population and is equipped to respond to humanitarian needs equitably and effectively around the world. It is anticipated that GenNext Fellowship will implement two cohorts of Fellows, each lasting two full years, over the three years of the program.

The benefits of being a part of this fellowship include:

→ Being a part of USAID/BHAs Flagship DEI talent recruitment and development initiative within the Humanitarian sector.
→ Fellowship costs for the first year are covered by the program since Fellows will be PHI employees during the first year.
→ PHI’s 2-year wrap-around professional development and learning support to bolster the effectiveness of the staff.
→Being a part of a consortium of leading Humanitarian organizations implementing Fellowship programs with a commitment to DEIA in the workforce
→ Learning what it takes to successfully implement a fellowship program for early-career professionals.

1 Institute of International Education & World Bank's Office of Diversity Programs, Increasing Diversity in International Careers (2011)
The purpose of this request for applications is to solicit interested humanitarian organizations\(^2\) to join our partnership as hosting organizations for Fellows as well as to participate in supporting outreach to MSIs, Fellow recruitment, learning, mentoring, and networking as outlined in section B. Program Description that follows.

**B. PROGRAM DESCRIPTION**

The successful applicants will work closely with the GenNext Fellowship consortium to contribute to the design of the fellowship program as well as to implement and ensure the following:

- Help to identify important and relevant technical and professional competencies that will be the focus of capacity building for Fellows. Learning and professional development opportunities will be implemented for fellowship cohorts via virtual and in-person events and will be focused on identified competencies that are deemed important to a successful career in the humanitarian sector.

- Engage in outreach activities with MSIs followed by recruitment activities to attract, interview, and select eligible candidates for the fellowships. GenNext Fellowship will strive to build relationships with MSIs to set up systems of information-sharing about humanitarian career opportunities, including the fellowships, with career and student services within the institutions, as well as to attend and participate in career related outreach events at MSIs. Hosting partners will be fully involved in candidate review and selection to arrive at the best Fellows to be placed in their organizations.

- Prepare fellowship host sites within the organization, including identifying possible rotation placements and short-term field opportunities for the Fellows in year one (approximately 3 to 8 weeks) and short- or long-term field opportunities in year two of the fellowships (up to full time field placement for the second year). It is preferable that first year Fellows have an opportunity to explore, participate in, and learn from various aspects of humanitarian work, which can include technical areas like food, water, shelter, emergency healthcare, sanitation and hygiene, or critical nutrition services, as well as organizational areas such as human resources, proposal development, budget management, communications, or training. Fellows should have some field exposure, which could be at implementation settings or at country or regional offices.

- Identify one or more points of contact and mentors, who will provide day-to-day and/or regular professional and technical support and feedback to the Fellows during the two years of their fellowships. Each Fellow should have a point of contact at the host organization, who will act as their daily manager, as well as a mentor, who they can go to for professional and technical guidance. Fellows can have more than one mentor and a mentor could have more than one mentee. Points of contact can also be mentors, but these two functions are distinct.

- Host one or more Fellows during one or more fellowship cohorts. Fellows will be PHI employees during their first year of the fellowship and then transition to be host organization employees the second year. Host organizations should plan to cover the costs of the second year of the fellowship, including salaries, benefits, travel, and other related costs. It is preferable for host organizations to host more than one Fellow in each of the two fellowship cohorts, however, host organizations must be able to host at least one Fellow and cover the second-year costs of that Fellow with funds from non-US government sources.

- Participate as resources in learning opportunities developed by the program for Fellows. Many humanitarian organizations have learning programs for their employees or for partners in the field. Some organizations have existing internship or fellowship programs that this fellowship program can interrelate with. All hosting organizations will have the opportunity to participate in the learning program for the Fellow cohorts, from hosting and implementing a training event from start to finish, to participating as panelists in planned training events, to supporting the planning efforts of the team to develop learning workshops and events.

- Provide continuous on-the-job training and mentoring throughout the fellowships. Some of the most important learning and professional growth for Fellows will happen every day while they work with teams within the host organization. Points of contact and mentors for the Fellows will play a big role in helping to shape and grow the Fellows into professionals with the necessary skills to thrive in the humanitarian sector and in their future careers.

\(^2\) US based organizations that provide life-saving humanitarian assistance—including food, water, shelter, emergency healthcare, sanitation and hygiene, and critical nutrition services—to the world’s most vulnerable and hardest-to-reach people. This includes organizations providing assistance before, during and after a crisis—from readiness and response to relief and recovery. This includes non-emergency programming that is foundational to linking humanitarian assistance to long-term development and the journey to self-reliance.
• Manage operational aspects of fellowships, such as providing Fellows with an organizational email, computer IT support, access to shared drives, travel support, and other support as needed. Since the Fellows will be working, virtually, in-person, or both at the host organization and integrated on teams with the other staff, Fellows will need host organization email addresses, IT support to ensure all cyber security protocols are followed, access to shared drives to enhance work efficiency, travel support, and other operational support that will enable Fellows to be as productive as possible.

• Transition Fellows into employment by the organization for the second year of the fellowship. Since Fellows will be PHI employees during their first year and host organization employees their second year, the transition from PHI to the host organization will need to be managed to make it as smooth as possible.

• Support Fellows through a final project presentation by the end of their fellowships. Each Fellow will work on and produce a final project that will be used to demonstrate their professional growth. Host organizations have resources, including the points of contact and the mentors, that will support and facilitate the Fellows’ culminating deliverable.

• Participate in networking events and opportunities to build linkages with MSIs toward building career pathways between MSIs and humanitarian organizations. Networking events during outreach and learning activities will enable Fellows to grow their networks of professionals for mutually beneficial support throughout their careers. Participation at these events will also help hosting organizations grow their relationships with MSIs to facilitate bridges and pathways to humanitarian careers for students of these institutions. Host organizations will agree to report on other ways they link with MSIs.

• Submit progress reports on a semi-annual basis to illustrate the progression of the Fellows towards their career goals as well as any activities the host organization is involved with or implementing internally toward greater diversity, equity, inclusion, and accessibility, which is known to help provide a safe and brave space for Fellows to work and thrive professionally. Semi-annual progress reports will also include information related to activities promoting linkages and relationship building between them and MSIs.
ATTACHMENT B – TECHNICAL PROPOSAL

A. COVER PAGE (2 PAGES MAXIMUM)
The cover page should include your organization’s: legal name, UEI, address, contact information, signature and details of an authorized official (name, title, email, and phone number), alternate authorized official (name, title, email, and phone number), programmatic point(s) of contact (name, title, email, and phone number), Fellow commitments (specify the number of Fellows per cohort), and the total cost (clearly indicate the amount requested in federal funds and the amount proposed in cost share).

B. TABLE OF CONTENTS (NO PAGE LIMIT)
Applicants should include a table of contents to support their technical proposal.

C. PROGRAM NARRATIVE (10 PAGES MAXIMUM)
The narrative should be specific, complete, and concise. The application should demonstrate the applicant’s capabilities and expertise with respect to achieving the goals of this activity. The application should consider the requirements of the activity and merit criteria found in this RFA. It should include the proposed team composition and technical capacity to meet the requirements of the RFA. Specifically address the following areas:

FELLOW COMMITMENTS AND MANAGEMENT APPROACH: How many Fellows is your organization committing to hosting in total? Please specify the number of Fellows per cohort as well.
- How does your organization plan to host one or more two-year Fellows during one or more cohorts?
- How do you plan to contribute to the program towards the established objectives?

MOTIVATION: Why does your organization want to join the Generation Next Humanitarian Fellowship Program?
- What actions has your organization taken, or is your organization taking, in the areas of diversity, equity, inclusion, and accessibility?
- How do the goals of this fellowship align with your larger organizational goals?

RELATED EXPERIENCE: What other internship or fellowship programs do you have within your organization, if any?
- If your organization does not have experience, describe your capacity to participate in the program and share related competencies.
- How do internship or fellowship programs get implemented at your organization?
- What characteristics, qualifications, and eligibility criteria do you look for when recruiting for Interns and/or Fellows?

FELLOW JOB DESCRIPTIONS: Attachment E includes the generalized draft job description (JD) for the Fellows. Once the Fellows are posted to host organizations, the organizations will have the opportunity to build out more specific work plans for the Fellows. What suggestions do you have for the generalized JD?
- What specific activities or responsibilities do you envision the Fellows will have at your organization?

COMPETENCIES, LEARNING, AND MENTORSHIP: What are the most important technical and professional competency areas that you think should be the focus of the learning program for Fellows?
- What training courses do you already have developed within your organization that you could potentially offer to GenNext Fellowship Fellows?
- What new training courses would you be interested in seeing developed?
- Describe how your organization would approach mentoring the Fellows that you are hosting.

FIELD ASSIGNMENTS: What field-based or other travel opportunities do you envision for the Fellows that you are hosting?

REPORTING PLAN: GenNext Fellowship will submit two progress reports to USAID each year of the program, due in April and October of each year. All host organization partners will be expected to contribute to those reports, including progress towards program objectives, progress of the Fellow towards agreed upon work objectives, participation in learning and networking activities and mentoring, challenges that have been faced, and expected activities for the coming reporting period. Describe your organization’s approach to supporting reporting efforts.

IMPLEMENTATION TIMELINE: Which measures will you put in place to avoid both response and administrative delays?
ATTACHMENT C – COST PROPOSAL

A. COVER PAGE (2 PAGES MAXIMUM)
The cover page should include your organization’s: legal name, UEI, address, contact information, signature and details of an authorized official (name, title, email, and phone number), alternate authorized official (name, title, email, and phone number), programmatic point(s) of contact (name, title, email, and phone number), Fellow commitments (specify the number of Fellows per cohort), and the total cost (clearly indicate the amount requested in federal funds and the amount proposed in cost share).

B. TABLE OF CONTENTS (NO PAGE LIMIT)
Applicants should include a table of contents to support their cost proposal.

C. HISTORY OF PERFORMANCE
The applicant must provide information regarding its recent history of performance for all its cost-reimbursement contracts, grants, or cooperative agreements involving similar or related programs, not to exceed ten years or three relevant awards, as follows: name of the awarding organization; award number; activity title; a brief description of the activity; period of performance; award amount; reports and findings from any audits performed in the last three years; and name of at least two (2) updated professional contacts who most directly observed the work at the organization for which the service was performed with complete current contact information including telephone number, and e-mail address for each proposed individual. If the applicant encountered problems on any of the referenced Awards, it may provide a short explanation and the corrective action taken. The applicant should not provide general information on its performance.

D. BUDGET
PHI requests the provided Budget Template be used. Budgets should be submitted in an Excel format and should not have any hidden cells. Applications submitted with budgets that have hidden cells will be disqualified from consideration of funding. Budget Periods for this RFA are as follows:

- Budget Period 1 (Priority Applicants): 08/01/2023 – 09/30/2023 (2 months)
- Budget Period 1 (General Applicants): 09/01/2023 – 09/30/2023 (1 month)
- Budget Period 2: 10/01/2023 – 09/30/2024 (12 months)
- Budget Period 3: 10/01/2024 – 09/30/2025 (12 months)
- Budget Period 4: 10/01/2025 – 02/14/2026 (4.5 months)

Cohort one is estimated to start in October 2023 and cohort two is estimated to start in February 2024. Each cohort will have a two-year fellowship; for this reason, there will be overlap.

FELLOW SALARY AND FRINGE BENEFITS: Estimates should take into account the start dates of each cohort and be correctly allocated to the correct budget period. Applicants do not need to include year 1 salaries ($50,000) because these costs are accounted for in the prime budget. Estimates for Fellows should ONLY capture the second year of their fellowship using an annual salary of $52,000 ($4,333 per month); fringe benefits should be aligned to your organizational norms.

FELLOW NETWORKING CONFERENCE: Tentatively, two conferences will be held for Fellows. Partners are asked to budget travel costs for the second conference in budget period 3 for their committed Fellows to attend for 3 days. Proposed travel per diem rates should be aligned with General Services Administration (GSA) rates and in alignment with your organizational norms.

TRAINING, LEARNING, AND MENTORSHIP: The prime budget accounts for these costs and partners are not required or expected to budget for this. However, if there is mandatory training required by your organization or something you would like your Fellows to have, include costs in your budget.

SUPPLIES: Budget for supplies that will be needed for the Fellows during their two-year fellowships.

ALLOCATING COSTSHARE USING THE BUDGET TEMPLATE: Insert desired cost share percentages in columns H, Q, Z and AI per line item. The template will calculate and isolate the cost share amounts which will appear in I, R, AA and AJ. Based on
the total cost of the line item (populated by your inputs in the light purple shaded cells), the remaining amount to be
allocated to federal funds will appear in columns J, S, AB, and AK. If no cost share is being proposed for a line item, simply
input 0%.

**INDIRECT COSTS:** Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In
order to better understand indirect costs, please see Subpart E of 2 CFR 200. The application must identify which approach
they are requesting and provide the applicable supporting information.

**E. BUDGET NARRATIVE (NO PAGE LIMIT)**
A [Budget Narrative Template](#) is provided to be used by applicants. Please adhere to all guidelines provided in the template.
The sequence of information in the budget narrative should follow that of the budget. The narrative must provide a
justification for each proposed cost and how it was calculated; if a budget line item is a lump sum, the budget narrative
must break down the built-in costs. Estimates can be based on a number of sources, including, but not limited to, the local
market, quotations received from vendors, historical records, ongoing activities, nongovernmental organizations (NGOs),
or sub-grantee policies and procedures. The basis of estimates must be explicitly stated in the narratives. Any budget
assumptions, such as salary inflation or other expected cost increases should be mentioned. Finally, all numbers should be
rounded and not display any decimal points.

**F. SUPPORTING DOCUMENTS (NO PAGE LIMIT)**
All applicants must provide proof of their non-profit status as certified by a credible certifying entity. Organizations
without previous experience managing federal funding must provide a narrative statement and related policies that
demonstrate their ability to manage federal funding in accordance with uniform guidance. Especially as it relates to ability
to track award related expenses, cost share, and provide required financial reports to PHI.
### A. SUB-RECIPIENT COMMITMENT WORKSHEET

#### Section 1: Entity Information

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<td>Outside Party’s UEI #</td>
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#### Section 2: Compliance Certifications

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<tr>
<td>☐ Certifies that any employee or intern participating in this project is NOT debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.</td>
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<td>☐ Certifies that the Entity is NOT presently debarred, suspended, proposed for debarment, or declared ineligible for award of federal contracts.</td>
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<td>☐ Certifies that the Entity is NOT presently indicted for, or otherwise criminally or civilly charged by a government entity.</td>
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<td>☐ Certifies that the Entity has NOT, within 3 years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.</td>
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<td>☐ Certifies that the Entity has NOT, within 3 years preceding this offer, had one or more contracts terminated for default by any federal agency.</td>
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<tr>
<td>☐ N/A: This project is not funded by any sponsor that has adopted the federal conflict of interest procedures or federal financial disclosure requirements.</td>
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<td>☐ Certifies that it has an active and enforced conflict of interest policy that is consistent with the federal conflict of interest procedures or federal financial disclosure requirements required by the federal awarding agency, such as 42 CFR Part 50, Subpart F &quot;Responsibility of Applicants for Promoting Objectivity in Research.&quot;</td>
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<td>☐ Certifies that, to the best of Entity’s knowledge, (1) all financial disclosures have been made related to the activities that may be funded by or through a resulting agreement and required by its conflict of interest policy; and (2) all identified conflicts of interest have or will have been satisfactorily managed, reduced, or eliminated in accordance with Entity’s conflict of interest policy prior to the expenditures of any funds under any resultant agreement.</td>
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<tr>
<td>☐ Entity does NOT have an active and/or enforced conflict of interest policy and agrees to abide by PHI’s policy located online at: <a href="#">PHI Conflict of Interest Policy</a>.</td>
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<tr>
<td>☐ Human Subjects Research activities are NOT involved in the Entity’s portion of this project.</td>
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<td>☐ Human Subjects Research activities ARE involved in the Entity’s portion of this project under the Entity’s OHRP Approved FWA No.: _________________________________.</td>
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<tr>
<td>☐ Human Subjects Research activities ARE involved in the Entity’s portion of this project and the Entity does not have an FWA Number and will comply with US Federal Regulations on the Protection of Human Subjects (see attached).</td>
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<th>Affirmative Action (Select One)</th>
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<tr>
<td>☐ Entity has 1) $50,000 or more in US Federal Contracts/Subcontracts, 2) more than 50 employees, and accordingly 3) has a written Affirmative Action Program.</td>
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<tr>
<td>☐ Entity has 1) $50,000 or more of US Federal Contracts/Subcontracts, 2) more than 50 employees, and 3) does NOT have a written Affirmative Action Program.</td>
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<tr>
<td>☐ Entity has less than $50,000 in US Federal Contracts/Subcontracts or less than 50 employees.</td>
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<td><strong>Funder Salary Limitations</strong></td>
<td>□ Certifies that the Entity will comply with any funding agency guidelines or requirements on salary limitations.</td>
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### Section 3: Financial, Audit, and Accounting Information

#### Area

| **Indirect Costs (IDC) (Select One)** | □ Indirect costs are NOT included in the Entity’s budget.  
|                                      | □ Indirect costs are included in the Entity’s budget. The IDC rate and base of calculation proposed are in accordance with the Entity’s approved (attached) IDC rate agreement.  
|                                      | □ Indirect costs are included in the Entity’s budget, in accordance with sponsored guidelines. Please attach document with IDC rate and base of calculation.  
|                                      | □ Indirect costs are included in the Entity’s budget at the rate of 10% of modified total direct costs (MTDC), also known as the “de minimis rate”, and that rate is consistently applied to each type of cost. No additional documentation is required. |
| **Fringe Benefits (Select One)**      | □ Fringe benefit costs are NOT included in the Entity’s budget.  
|                                      | □ Fringe benefit costs are included in the Entity’s budget. The fringe benefit rate(s), components of the fringe benefit rate(s), and the base of calculation proposed are in accordance with the Entity’s approved (attached) indirect cost rate agreement.  
|                                      | □ Fringe benefit costs are included in the Entity’s budget. The fringe benefit rate(s), components of the fringe benefit rate(s), and the base of calculation proposed are described in the attached document.  
|                                      | □ Fringe benefit costs are included in the Entity’s budget and are based on actual expenses incurred. The fringe benefit rate(s), components of the fringe benefits rate(s), and the base of calculation proposed are described in the attached document. |
| **Annual Audited Financials (Select One)** | □ Entity does NOT have an annual audited financial statement for the most recent fiscal year and has NOT been audited within the previous two years by a government agency or independent public accounting firm.  
|                                      | □ Entity does NOT have an annual audited financial statement for the most recent fiscal year, but has been audited within the previous two years by a government agency or independent public accounting firm. Please attach Audit Report.  
|                                      | • Purpose:  
|                                      | • Date:  
|                                      | • Auditor:  
|                                      | • Audit findings? Yes or No:  
|                                      | □ Entity has annual audited financial statements for the most recent fiscal year. Please attach Audited Financial Statements.  
|                                      | • Date:  
|                                      | • Reviewed by an independent public accounting firm? Yes or No:  
|                                      | • Audit findings in its annual audit statement? Yes or No: |
| **Federal Audit Requirement (Select One)** | □ Entity is a **US non-profit entity or not-for-profit entity** that expended **less than $750,000** of federal awards (direct or pass-through funding) during the most recent fiscal year and therefore is **NOT required** to conduct a Single Audit. |
Entity is a **US non-profit entity or not-for-profit entity** that expended $750,000 or more of federal awards (direct or pass-through funding) during the most recent fiscal year and therefore **IS required** to conduct a Single Audit.

Entity is a **US for-profit entity**.

Entity is a **non-US entity** and may be required to undergo an annual audit as determined by the prime award requirements.

**Accounting System (Select One)**

☐ Entity does NOT have an automated accounting system. Entity uses cash books, Word or Excel files, or other system for accounting. Specify system: ____________________________________

☐ Entity has an automated accounting system to account for its financial transactions, but it does not have the ability to account separately for time and labor/effort expenses. Specify system: ____________________________________

☐ Entity has an automated accounting system to account for its financial transactions, including the ability to account separately for time and labor/effort expenses. Specify system: ____________________________________

**Section 4: Fiscal Controls**

<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
<th>Response</th>
<th>Comment, If Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Does your entity reconcile its financial accounts on an annual basis? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is your entity’s accounting system able to track and allocate time and labor/effort expenses by different projects/activities? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Are your entity’s bank accounts reconciled on a monthly basis? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Does your entity have written procedures in place to ensure separation of financial duties? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Does your entity have written procedures or controls in place to prevent spending in excess of an approved project/activity budget? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Does your entity have written procedures in place to ensure that all disbursements are properly documented prior to payment? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Does your entity have written purchasing or procurement procedures in place that promote fair and open competition? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Does your entity have written procedures for ensuring that costs are treated and allocated consistently? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Does your entity have procedures in place to ensure that cost transfers between projects/activities are legitimate and appropriate? If no, please explain.</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

**Section 5: Certification and Authorization**

**Certification**: The information, certifications, and representations above have been read, signed, and made by an authorized official of the Subrecipient named herein. The appropriate programmatic and administrative personnel involved in this application comply with agency policy in regard to subawards. The Subrecipient is prepared to establish the necessary inter-institutional agreement consistent with those policies. Any work begun and/or expenses incurred prior to execution of an agreement are at the Subrecipient’s own risk. No work involving human subjects may begin until the Subrecipient has obtained registered Institutional Review Board review and approval.
Acknowledgement: Subrecipient will comply with the annual audit requirements, including providing a copy of its audit documents to PHI.

REQUIRED ATTACHMENTS:
1. **Single Audit Report (previously known as the OMB Circular A-133 Audit) or provide the URL link to the online copy.**
   The Audit Report must have been issued within the past two years. If your entity does not have an Audit Report, please attach your most recent audited financial report. If neither document is available, please submit documents that will substantiate your financial status; i.e., IRS 1099, Profit and Loss Statement, Balance Sheet, etc.

2. **NICRA (Negotiated Indirect Cost Rate Agreement)**

3. **ANNUAL CERTIFICATION OF SAM (SYSTEM FOR AWARD MANAGEMENT) ENTITY REGISTRATION**

<table>
<thead>
<tr>
<th>Required Approval</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authorized Representative:</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Acceptable signature format includes digital, electronic, inked, or attached email approval.
HOST ORGANIZATION: [Name of Host organization]
LOCATION: [host organization offices or remote]
DURATION: Two-year fellowship program
PLACEMENT: Host Organization for 2 years
EMPLOYMENT: Year 1- PHI employee placed at host organization; Year 2-employment by host organization
TRAVEL: May vary between 3-8 weeks in year one with PHI and possibly longer in year two with host organization.

FELLOWSHIP OPPORTUNITY DESCRIPTION

Introduction: Generation Next Humanitarian fellowship is seeking Minority Serving Institution (MSI) graduates to become the next generation of humanitarian professions. This two-year fellowship aims to create a unique avenue for graduates of Minority Serving Institutions to enter the humanitarian field and develop the skills and the networks necessary to establish a long-lasting career. The Fellow will be placed at the host organization, a major international humanitarian organization based in the U.S. They will participate in a rotational structure that supports their foundational understanding of the humanitarian sector by being exposed to both the operational/support functions and the technical sub-fields that comprise the profession. Within these rotations, the Fellow will develop a core set of technical and professional skills needed to pursue a career in humanitarian assistance.

The Fellow will have an opportunity to develop, learn and explore the humanitarian sector while working with the sector’s leading organizations. Fellows will learn firsthand, while exploring the full gamut of departmental functions and considerations as it relates to humanitarian assistance programs (donor strategy, policy, fund administration, international humanitarian protocols, humanitarian finance, program design, and proposal development) and have the opportunity to learn and develop in one of the humanitarian sectors of intervention (e.g., Food Security, Water, Sanitation and Hygiene (WASH), Shelter and Settlements, Emergency Response, and Nutrition). Fellows will also participate in research, analysis, report writing, and other duties related to Humanitarian Assistance programming while developing their understanding of the humanitarian sector and related competencies.

Reporting structure: The Humanitarian Assistance Fellow will receive technical and professional direction from a host organization representative, who will serve as their Onsite Representative. In addition, the Fellow will be coached, trained and supported by industry experts providing career and technical guidance.

Essential Duties and Outcomes: The Fellow supports the successful completion of humanitarian related program activities for the team under guidance from a senior level staff within a variety of technical and support functions. Other activities may be identified based on the strengths and interests of the Fellow.

This is a general job description with duties representing example activities that the Fellow would participate in. A more detailed version will be shared upon selection.

Outcome 1: Develop foundational skills in humanitarian assistance support departments:
- Support teams in the design and development of donor proposals.
- Support country teams and the organization in identifying and analyzing new funding opportunities.
- Support may be with humanitarian finance, emergency preparedness, monitoring and evaluation, procurement, and operations departments in the development of standard operating procedures, training, information gathering, research and analysis.

Outcome 2: Develop technical humanitarian assistance programming skills through rotations within humanitarian sectors of intervention:
- Support program start up, implementation, and close out, while learning key donor requirements.
- Assist with coordination and submission of program deliverables.
- Write/update content for background briefs, talking points, fact sheets, and communications materials.
- Support country and technical teams in research, reporting and coordination.
• Contribute to information gathering, research, and analysis.
• Represent host organization in Humanitarian working groups discussions and share findings.
• Participate in donor and international community fora, learning events, and content specific meetings.

Outcome 3: Develop humanitarian assistance field experience:
• Develop skills in backstopping program teams and providing implementation support to in-country teams.
• Collaborate with field teams to create data dashboards or other communication briefers that showcase program achievements and results.
• Travel and support in-country teams as needed.

LEARNING OUTCOME: At the end of the fellowship, the Fellow will develop a presentation that reflects their new skills and knowledge that contributes to the organization’s humanitarian efforts, showing their ability to be reflective, coordinate with colleagues and analyze complex situations to be presented at the annual symposium.

In addition, because of the program, they will:
• Develop an understanding of the range of career paths and technical areas (sectors of intervention) within humanitarian assistance.
• Develop an understanding of the humanitarian architecture, systems and processes.
• Identify and leverage a broad network of peers and mentors within the humanitarian assistance field to enhance peer support learning and professional development.
• Develop or strengthen leadership, communication, collaboration, and interpersonal skills.
• Develop or strengthen technical knowledge of specific humanitarian assistance sectors based on organizational core competencies, project management, knowledge management, business development and monitoring and evaluation.

FELLOWSHIP REQUIREMENTS:
• Minimum of a Bachelor’s degree from a minority serving institution with no more than 2 years post-graduation.
• At least one year of combined experience to include volunteering at civic, social or non-profit organizations, internships, research projects, and school projects among others.
• Demonstrate collaborative interpersonal skills to work across a variety of cultures and also with remote team members.
• Strong oral communications and written skills.
• Ability and willingness to travel internationally.
• US citizenship or US permanent residency required.

Additional skills (preferred)
• Proficiency in another language is strongly preferred.

Additional information: While the Fellow will work with the host organization for the 2 years, the first year will be a secondment to the host organization while the Fellow maintains employment with the Public Health Institute, however the second year the Fellow will be an employee of the host organization. You can find information and benefits about the host organization by following this link:[Host organization Link].
For a list of minority serving institutions, follow this link: https://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-tab.html.

Application Instructions:
1. Select the organization you would like to be placed in and apply. Applications to multiple organizations are welcome.
2. An updated resume demonstrating work history including school projects, volunteer, internship work etc.
3. 500-word essay on ‘Your most meaningful achievements and how they relate to your field of study and future goals.’ This essay should be included as an additional page on your resume.
So...What's Next

Generation Next
Humanitarian Fellowship Program
Building tomorrow’s humanitarian professional

WHO ARE WE?
The Generation Next Humanitarian Fellowship Program aims to increase the diversity of professionals in the humanitarian sector by building a pathway for students at HBCUs, Hispanic-Serving Institutions, Tribal Colleges and Universities and Asian American and Pacific Islander Institutions.

What’s in it for you?!
- A two-year PAID Fellowship opportunity
- Numerous overseas travel opportunities (options)
- Mentorship by humanitarian assistance leaders
- Competitive salary and benefits
- World class technical and professional skills training

WHERE WILL YOU WORK?
Fellows will be placed at world-renowned humanitarian organizations that will provide technical guidance and a first-class immersive experience. Fellows can participate in the humanitarian field in a number of different careers such as social work, civil engineering, data analysis, psychology, accounting, and many more!

WHO CAN APPLY?
This fellowship program is unique as it is open to recent grads and graduating students, regardless of areas of study or undergraduate degree.

Paid Fellowship Opportunity!

dhausner@ghstar.org
jdogbey@ghstar.org
WHO ARE WE?
The Generation Next Humanitarian Fellowship Program (GenNext) aims to increase the diversity of professionals in the humanitarian sector by building a pathway for students from under-represented institutions such as HBCUs, Hispanic-Serving Institutions, Tribal Colleges and Universities and Asian American and Pacific Islander Institutions.

WHAT IS OUR GOAL?
GenNext Fellowship's goal is to develop a pipeline of diverse young professionals from institutions serving under-represented populations into the humanitarian assistance field. The fellowship program aims to immerse the Fellows into humanitarian work through firsthand placements at host organizations where a foundation is built through rotations and invaluable field experience. The Fellows participate in learning activities to enhance knowledge and skills growth, expand professional networks and obtain career development through a robust mentorship program.

FACTS ABOUT THE PROGRAM
• Fellows are recent or graduating seniors from any degree program and no more than 2 years after graduation
• Fellows go through a 2-year program with year one as a Public Health Institute (PHI) employee and year two as a host organization employee
• Fellows receive up to 60 days travel to the field during the second half of year one and up to a full year field placement for year two
• Fellows participate in a rotational experience during the first year to build on a humanitarian foundation in areas that support those in the field as well as an introduction into the field work
• Fellows receive specialized training on both technical and professional skills by the host organization, Bureau for Humanitarian Assistance (USAID) and PHI
• Fellows get matched with mentors throughout the program
• Fellows participate as a cohort with similar start dates and training schedule
• Fellows showcase their work at the end of their fellowship program during an annual symposium
• Fellows are provided with comprehensive support to ensure their success such as monthly and ad hoc check-ins, POC and fellow check-ins

BENEFITS TO THE HOST ORGANIZATION
• Participate in developing a foundation and launching a future for the next generation of humanitarian professionals
• Participate in building a pool of diverse humanitarian assistance professionals
• Provide organizational leaders with mentor opportunities as a way to give back
• Two years with diverse Fellows bringing new perspectives and ideas to the organization, with one year of costs covered by the program

HOST ELIGIBILITY
• Must have humanitarian assistance programs
• Must be willing to fully fund the Fellow for year two of the program with non-federal funds, which will serve as cost-share
• Agree to host at least one or more Fellows
ATTACHMENT G – ILLUSTRATIVE FELLOWSHIP ROAD MAP

**YEAR 1: FOUNDATION SETTING**
Fellows are employed by PHI and placed at a Humanitarian Assistance (HA) organization and immersed in a work-based learning experience with a focus on the core competencies within HA. Fellows will be paired with a day-to-day mentor and a global mentor who will support their progress throughout the fellowship.

**YEAR 2: APPLIED LEARNING**
Fellows are employed directly by Humanitarian Assistance (HA) host organizations where they apply their learning within a sub-specialty of HA and further develop their HA core competencies.

**JOURNEY BEGINS!**
Fellows attend Orientation and

**START**
Humanitarian Foundations

01
Comms/Advocacy

02
Grant/Program Management

03
Finance/Operations

04
Travel & Safety

05
Adaptation & Resilience

06
Cross-Cult Practice/ Humanitarian Landscape

07
Leadership & Personal Effectiveness

08
Annual Meeting

**Exit**
SUCCESSFUL HUMANITARIAN CAREER

**Annual Meeting**
Annual Meeting at End of Year 1

**Short-term field placement**

**Longer term field placement**

Throughout the fellowship, PHI GenNext Team will conduct complementary Cohort-Based Professional Development:
- Orientation (YR1)
- Monthly/Quarterly cohort connections (YR1 and YR2)
- Quarterly/Technical Talks (YR1 and YR2)
- Relevant Training and Networking (YR1 and YR2)
- Annual Meeting (YR1 and YR2)
- Individual Learning Funds (YR1 and YR2)
- Mentor-for-a-Day in HA (YR2)