



Afghanistan Workforce Development Program (AWDP) Frequently Asked Questions

No	Questions	Answers	Remarks
1	Is there any mechanism or guidance developed by AWDP to help Afghan organizations find international organizations for partnership?	AWDP can't have guidance for either national or international organizations due to the fact that all grants are competitive and AWDP needs to stay neutral and impartial. Additionally, it is the local or international partner to decide, based on the requirements outlined in the RFA and its corporate capabilities, whether or not a partnership is needed. Both national and international organizations are encouraged to seek partnership, but it is not a requirement.	
2	Should grant application be submitted in printed or electronic copies?	Both electronic and printed copies of grant applications are accepted by AWDP.	
3	Can training be only for graduates of universities?	The goal of each RFA is to increase job placements and the grant applicants strategy for recruitments of trainees need to address the requirement of the RFAs. In the RFAs, two categories of trainees are introduced: Mid-career/Semi-professional Employees and Job seekers. Both graduates and final year students of universities can utilize the C3 services.	
4	Should applicants apply separately for each RFA?	Yes.	
5	Is it compulsory to apply for all cities?	It is not compulsory to apply for all five locations of AWDP under any of the RFAs. Organizations may only apply for cities where they believe they have the expertise, experience and ability to operate.	
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7	Can trainings be conducted abroad?	No. AWDP RFAs require all grant applicants to adapt the curriculum for training to the needs of the labor market in Afghanistan. Trainings conducted abroad will take time to adapt and are usually expensive. An applicant/application that includes a suggestion for trainings outside Afghanistan will be carefully reviewed. Since the RFAs call for a modular and competency based approach, it will be difficult to get trainings customized to the specific context and demand of a private company in Afghanistan.	
8	What is the maximum ceiling of grant amount for this round of AWDP grants opportunities?	AWDP's ceiling for any individual grant for Afghan national organizations in this round of grants opportunities is US\$75,000.00 to US\$100,000.00. Applications will be reviewed based on their technical merit and costs will be negotiated based on the USAID ADS 303 cost principles.	

9	Should applicants obtain concurrence from the private/semi-public sector entities on training needs before submitting applications?	Yes. All grant applicants are required to contact private/semi-public sector entities and obtain their concurrence on proposed training needs and send a validated demand assessment report in the AWDP standard template which is attached as annex E in the RFA announcement and at least three completed MoUs with private sector entities/companies.	
10	What if the required certifications (attached as annex K to the RFAs) are either incomplete or not submitted with the application?	If the grant applicants application passes the first two steps of technical committee review which are a) Technical Approach and Implementation Plan and b) Budget, AWDP will revert back to the grant applicant and ask for a revised submission of Attachment K – Certifications.	
11	Any possibility for extension of grants duration exceeding 7 months?	All AWDP grants of this round must be completed within 7 months from the date of the signature of the grant agreement. In case grantees due to specific reasons cannot implement the grants in a given time, there is possibility of three months no-cost extension which will be given to those grantees. Please be reminded that all grant payments are milestone-based and there will be no advance payments under any circumstances.	
12	Is there any specific training methodology preferred by AWDP for trainings?	AWDP does not specify what training methodology is preferred. However, all trainings should be according to market and employers demand and the methodology used for trainings must be participatory and competency based to achieve the goal of improving the competency and skills of the trainees.	
13	What if an applicant do not develop a new database for employment related services, but instead they start partnering with existing databases developed by ACBAAR, Wazifa.com, and Jobs.af?	It is an AWDP RFA that the applicants develop a database for ERS as specified in the RFA. Applicants should explain their methods on how they will develop a database and how will it be used during the grant implementation. The full information given in the announced RFAs – Section F, Under technical application requirement) Job development and database – page 8.	
14	Can a company which is registered with Ministry of Education apply for a grant?	No. This round of grants is specified for Private Institutes of Higher Education, therefore only the PIHEs registered with Ministry of Higher Education can apply for these grants.	
16	How many applications can an organization submit?	One organization can submit one application	
17	What costs can we include in budget? For example can we put rent of house, daily expenses etc?	No, under this grants some specific costs are allowed Please refer to xxxx for detailed information.	
18	Is it okay If we are only licensed by the Ministry of Higher Education, or must we be licensed by AISA?	No, beside the license of MoHE you must be licensed by AISA if you are or would like to be a for-profit company or by the Ministry of Economy if you are or would like to be an NGO.	
19	If we cannot prepare our application according to your application format, is another format	No, your application must follow the requirements and format included in the RFA’s Technical Application Template –Attachment A.	

	acceptable?		
20	If we have a problem filing an application; will your organization help us to do this or not?	No	
21	How many trainees must be trained during 7 months?	Depending on the number of people you plan to train and place, the cities you cover, your technical implementation strategy should detail all this.	
22	You mentioned that English knowledge is not must for the trainees, in Afghanistan we have certified curriculum by English in private institution if the trainees do not know the English how can we handle the training?	The training design and materials can be in English if the trainees/private sector entities agree. Your training must in be in Pashto and/or Dari if the trainees/private sector company needs it. Still it depends on the trainees' English proficiency level, if they are able to communicate effectively then there is no preventive obstacle – you can go ahead with English language.	
23	Will you consider a newly established organization but with a professional staff members?	Yes – newly established entities are eligible to apply.	
24	At the end of 7 months must the participants be employed?	Yes, it's a must requirement and job placement/employment is part of milestones. Payments are based on milestones completion and validation and if you do not achieve your milestone, you won't be paid.	
25	Please confirm if we can develop application on the preparation of curriculum & carrying out training based on the developed curriculum only?	You can use your current curriculum if it is adapted based on the needs of the PSEs. If you think a new curriculum effectively responds to the PSEs needs please go ahead and develop but it must be approved by AWDP.	
26	How much the average budget per trainee (training + Tool kit + training materials)?	This depends on the type of industry and skill you propose to train and place people.	
27	Can we write our application in accordance with needs of the people such as vocational training or any other learning areas?	You need to follow all the instructions given in the RFA.	
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29	Do we need to implement all of the components of the RFA within a 7 month period of time?	Yes	
30	Are the NGOs allowed to include some % of admin cost into the budget? As they are nonprofit organization and need to cover their admin cost in project?	Please follow Attachment B1 – Guidelines on Preparing Budget for details of admin costs that are allowable to be included.	
31	The private educational institute can contribute in training of subject in Kabul to bring the trainee from province for training?	The training and other related activities must take place in the identified geographical areas. If the trainee wants to re-locate to one of the geographical areas for training and job placement, then that will be fine.	

32	If the trained person hired to job in different area, is it possible?	If the person find a job because of the training that s/he has received even though it is in a different occupation, that is still acceptable.	
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34	Are there any exact time for trainees during the day?	No, the grantees decide when the training will be provided – in coordination with the employers for their employees.	
35	If the trainee leave during the training what to do?	85% of attendance is must. Grantee must management anything happen during the implementation of the project.	
36	When can we expect agreement of the award?	Two to three weeks after the closing date, the applicant will be informed of the technical evaluation committee decision. All applications are subject to USAID approval.	
37	Is the validation of curricula content depended on privet sector acceptance?	Yes, the private sector must validate the curricula that have been adapted/developed.	
38	In regarding to training methodology, what is the emphasis on certification being from international organization standards?	Certification can be done with international, national, regional and/or private sector standards.	
39	Will the acceptability of training be determined by private sector acceptance and the job placement rate?	Yes, the training that is delivered must meet the needs of the private sector and must produce jobs for the trainees.	
40	Can we select the total number of trainees from one or more provinces?	Each grantee can select only one province for establishing C3	
41	Can we use the US\$100,000 amount of the grant for one or two provinces instead of all five provinces?	Yes.	
42	Can we develop an application for all six geographical areas?	Yes	
43	Is it required that all 25% of all trainees be female?	Yes it's a must.	
44	Is 25% the maximum number of female trainees?	25% is the minimum number of female trainees. More than 25% of your trainees can be females.	
45	What happens if the private employer is not willing to provide an increase in salary to a trainee after completing training, can we still count that person as some whose employment situation has been improved?	Ideally, after an employee has received training their employer will provide them with an increase in salary. However, if they do not receive an increase in salary you will still be able to count them as someone who has developed improved skills through training but he or she cannot be counted as placement.	

46	Can we provide training to just job seekers?	The RFA states that 40% of your targeted training and placement must be job seekers. As a result, you must work with both groups and not just with one of the groups.	
47	Should we include evidence of our communication with private sector companies in our application?	Yes, all the requirements, criteria and instructions are given in the RFA – Section I Schedule A. Please read carefully.	
48	Who can an applicant telephone if they have questions regarding their application submission?	It is not possible to telephone anyone at AWDP. Please submit your questions via email to AWDP: grants@crea-awdp.com and the team will respond to each question in-time.	
49	Is there a different application process between on-budget and off-budget applications?	Yes, off budget applicants attend the pre-application conference and then submit an application, if they wish. The term of the application is 9 months maximum. On-budget applicants first submit expression of interests (EOI) in response to a request for expression of interest (REOI), shortlisted consultants submit a proposal. After the shortlisting process, the on-budget organizes a pre-application conference similar to off-budget. The term of the proposal in the on-budget is 10 months maximum.	
50	What language can the curriculum delivery be in?	English, Dari and/or Pashto; based on the demand from the private sector and needs of training participants.	
51	What exactly are the "mid-career" criteria?	Education is most important along with experience. For further information and definition please read the RFA.	
52	Will an applicant be penalized if they do not address the five cities AWDP lists?	No. AWDP encourages applicants to consider geographic representation based on their capacity to deliver quality training and placement program.	
53	Will AWDP check the legitimacy of the organizational profile?	Yes, in all instances and without exception	
54	Does AWDP review all the curricula?	Yes, and it is important to remember that AWDP's definition of curriculum differs from the general curriculum definition. AWDP needs a list of specific skills that have been demanded by the private sector companies.	
55	Is the amount of experience an organization has a factor for who is awarded a grant?	Yes but we also encourage newer organizations to apply too.	
56	Why does AWDP focus on five cities (e.g. Kabul, Mazar, Jalalabad, Herat and Kandahar)?	According to the survey results conducted by USAID and AWDP these five cities are the key Afghan economic centers. Now Kunduz province is excluded from the list.	
57	Does AWDP check the donor references we provide?	Yes, in all instances and without exception.	

58	Are there any concessions for the fact that some applicants have more connections than others which impacts ease of placement?	No.	
59	How can grantees deliver the AWDP when it was initially designed in 2012 when Afghanistan's economic situation was much stronger?	AWDP recognizes that economic conditions have changed and still grantees are able to successfully achieve their placement targets. Demand for specifically skilled Afghans increases when competition is high.	
60	Is it possible to include internships in our application?	No, AWDP is a short term program which does not allow waiting for trainees to obtain internships and then find a job. Also, internships are for entry-level Afghans/workers while AWDP's focus is on mid-career/semi-professional Afghans.	
61	Can we sub-contract with another organization or implement it in partnership with another organization?	No sub-contracts, no sub-awards, and no sub-grants are allowed under FAAs.	
62	Who verifies the grants certification format?	The applicant is required to sign and stamp all the required certifications and submit them to AWDP. This will be part of the application package that is submitted to USAID for approval.	
63	Who processes the personal information form for USAID vetting?	Vetting initiates after an application is shortlisted for an award. Applicants provide the required information on the key individuals such as Tazkira numbers, job titles, phone numbers, email addresses and residential addresses. ADWP - Grants Team will complete the form and submit it to USAID for vetting. If the applicant receives notice of eligibility and a grant is awarded, these key individuals should not change during the course of grant implementation.	
64	Should we submit financial receipts with milestone documents?	No, financial receipts are not required in a FAA. However, all grantees are required to file all the finance documentation for USAID and SIGAR audits.	
65	Does AWDP count self-employment as a placement?	No, self-employment is like starting one's own business. The AWDP is not intended for business owners, the self-employed, interns, or entrepreneurs.	
66	Can grantee organization owners receive training and be counted as a placement if they receive a salary increase after training?	No. AWDP is for mid-career employees and job seekers not for business owners.	
67	How can we ensure that the training the participants receive matches private sector demand?	The applicants should write their strategy to ensure their training match the requirements of PSEs	

68	What strategy should we use to locate job seekers or eligible employees to train?	This mechanism should be described by applicant.	
69	Must the PSEs be women-owned companies?	The PSEs can be either male or female owned.	
70	What if the economic conditions deteriorate?	AWDP only requires that 50% of the trainees be placed.	
71	Can the trainers be part-time?	Yes. However, your technical application must detail this clearly and also your budget notes must describe this in details.	
72	Is it possible to deliver the program in less than seven months?	Yes, it is possible but generally shortening the time is not recommended as there are many tasks to be accomplished.	
73	Can we place people in provinces other than where they have been trained?	Yes.	
74	How can not-for-profit organizations implement AWDP without receiving financial resources up front?	Every organization must ensure they have adequate funds to cover their initial costs as they will receive no advances. Milestone completion requires approximately a month. A three month financial cushion is advisable.	
75	Are there transport allowances available?	No.	
76	Can a person participate in ICT training when they have already received AWDP training?	Yes, but the training topic must be different than the one s/he received before.	
77	Is the sector limited for training?	There is no limitation in Sector. Any sector can be targeted.	
78	What's the number of MOUs required before and after grants agreement?	At least three MOUS should be signed and submitted along with application package. Number of MoUs to be signed after the grant award depends on training and placement target of the applicants.	
79	Is there any difference between technical training and ERS training?	Technical trainings address the skills gap of the jobseekers. It provides training to jobseekers on skills that they are required to acquire in order to find a job. ERS training includes soft skills (CV writing, interview skills, office ethics, etc.) that the jobseekers need to acquire in order to sell their skills to the employers.	
80	What's the number of trainees should be trained during 7 months?	It depends to the capacity of PIHEs. There is no limitation in training and placement of job seekers during 7 months of project implementation.	
81	What if grants applicants don't submit new MOUs instead they present pervious signed MOUs?	If PIHEs has any valid and signed MoUs with PSEs (Private Sector entities) and it is fulfilling the current C3 requirements then PIHEs can submit MoUs along with the application.	

82	Does PIHE need to obtain MOU from the private sectors on training needs before submitting proposals?	Yes, at least three MoUs must be signed and submitted along with the application.	
83	How many proposals can a university submit?	Only one, if located in one geographical location. Example, if the university is only in Kabul then PIHEs can submit only one proposal.	
84	Can each branch of university apply separately for C3 RFA?	Yes, any branch of university can apply independently but it shouldn't be in the same geographical location. Example: If university has two branches in Kabul then only one branch can apply. However, if located in other province then university can apply independently. Such as branch in Mazar and Kabul.	
85	Is there any chance for newly established university to apply for this fund?	A set of requirements are highlighted in RFA. However, USAID provide an equal opportunity Only one, if located in one geographical location. Example, if the university is only in Kabul then PIHEs can submit only one proposal.	
86	Do we need to submit different proposal for each regions?	Yes. Each branch of universities that are located in different geographical location can apply independently. Please refer to geographical location section of RFA.	
87	Is there any specific number of people to be targeted by one organization?	There is no specific number of targeted by one organization.	
88	Is C3 only for last year students?	The career counseling center process starts right after students' enrollment. However, due to project timeline and its limitations, only last year students and 3 years alumni are encouraged to utilize these services.	
89	What is a milestone and how will it be specified in the context of C3?	A milestone is a specific point in time within a project lifecycle used to measure the progress of a project toward its ultimate goal.	
90	Is there any specific technical training we should provide?	Creative/AWDP's trainings are demand-driven. Applicants must get the demand from the market and plan for trainings accordingly.	
91	How many job fairs can one organization conduct during the tenure of the project?	Minimum one job fair during project life time.	
92	What does minimum 40 hours technical training and 10 hours ERS training mean?	Technical trainings address the skills gap of the jobseekers. It provides training to jobseekers on skills that they are required to acquire in order to find a job. Jobseekers are required to participate in technical trainings for at least 40 hours. ERS training includes soft skills (CV writing, interview skills, office ethics, etc.) that the jobseekers need to acquire in order to sell their skills to the employers. Jobseekers are required to participate in technical trainings for at least 10 hours.	

93	Is it necessary to conduct the pre-award demand assessment in one sector only?	Applicants are encouraged to meet with entities working in different sectors.	
94	Can a medical university apply for a C3 grants?	No	
95	Will you cancel the grants if key staffs weren't present during surprise visit?	AWDP reviews the documents and system of a concerning entity/organization during the pre-award assessment visit, however presence of key staff is a plus point but not a risk if they are busy with some other business.	
96	What's the difference between key individuals and key staffs?	A "Key Individual" means (i) any person who exercises effective control of the organization; (ii) a principal officer of the organization's governing body (e.g., chairman, vice chairman, treasurer or secretary of the board of directors or board of trustees); Key staff is the expertise of an entity or organization involved in the short term activities and implementations (project implementation).	
97	Due to consideration of Eid holidays can AWDP extend deadline for submission of proposal?	AWDP intends to receive USAID approval for extension the deadline of RFA submission. If AWDP succeeded to obtain the approval the deadline will be extended and announced to you via email and Jobs, ACBAR and AWDP portals.	
98	Can joint venture of two partnering company apply for this grants?	No	
99	What are H1 and H2 certificates and are they for?	As explained during the pre-applications conference, H1 (Certifications, Assurances, and Other Statements of the Recipient) and H2 (ANTI-TRAFFICKING CERTIFICATION) are certifications are required by USAID and applicants are supposed read the contents therein and provide the signed and stamped versions in applications package.	
100	What is DUNS number and how to obtain it?	Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis. Assigned and maintained solely by D&B, this unique nine-digit identification number has been assigned to over 100 million businesses worldwide. Before you can bid on government proposals, you need to obtain a Dun & Bradstreet, or D-U-N-S, Number, a unique nine-digit identification number for each physical location of your business. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants. Getting a D-U-N-S Number The U.S. Small Business Administration... https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number	

101	Is providing three references a must? What about those applicants who have not implemented any project before?	For the entities/organization who has implemented projects so far providing three references is obligatory, however very newly established entities should focus more on the other parts of the application in order to fill the gap caused due to absence of reference and past performance.	
102	What's the vetting procedure and eligibility for this grant?	Vetting is a requirement of USAID and they decide if an entity is eligible to receive USAID funds/grants. As far as the vetting procedure is concerned, applicants are supposed to provide AWDP with the required information and documents explained in the IF form. Eligibility information for Entities/Organizations to submit grant application is mentioned on page 14 of C3 RFA.	
103	What's cost sharing requirement?	For better programming and ownership of the project, we prefer to have the cost sharing from the grantees. Generally the salaries and infrastructure of the existing grantees can be treated as cost sharing	
104	Any possibility of awarding grants exceeding the USD 100,000 ceiling?	We prefer to limit the grants to \$100,000 as the period of performance is limited.	
105	Does the ceiling amount include the cost shared by the applicant organization too?	No – only the direct Fixed Amount Award considered for the ceiling	
106	Can we use the C3 budget for establishing computer lab for our university or to purchase other fixed assets?	Yes – if the program needs to establish the lab or any other infrastructure for running the centers. However, please note any assets purchased are the property of US government and the project may retrieve at the end of the program, if needed	