**Scope of Work (SOW)**

**(Draft until finalized - applicant proposal needs to be incorporated and negotiated.)**

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| **Applicant Name/Recipient Name** | Name of Applicant Organization/Name of Recipient Organization |
| **NOFO Title/Project Title** | Enhancing Comprehensive Governance Across The Gambia |
| **Federal Assistance Listing Number** | 19.225 |
| **Period of Performance** | 12 months |
| **U.S. Embassy Program Strategic Goals and Objectives** | The U.S. Embassy Banjul of the U.S. Department of State plans to fund a program that supports enhancing comprehensive governance across The Gambia.  A 12-month grant would support work that will increase the capacity of the legislature to participate more effectively in democratic governance and be responsive to the needs of the people as well as to increase the capacity of civil society to hold the country’s elected representatives accountable. |
| **U.S. Embassy Program Background and Description** | The Gambia’s National Assembly is an essential component of the country’s democratic reform, but years of neglect under the former authoritarian regime have left it unable to meaningfully participate in the country’s development. The project will provide technical assistance to members of the National Assembly to fulfill their fundamental roles and responsibilities, and support demand-side pressure from civil society to hold the National Assembly to account. These focus areas are considerable gaps in existing democracy assistance programming in The Gambia, all of which are essential to advancing The Gambia’s democratic progress after 22 years of authoritarian rule.  Previous ARDF grant programs have helped to construct foundational elements of the legislature, including formalizing the standing and select committee process while also supporting the records, budget, and legal affairs offices. This new program will focus on improving members’ ability to scrutinize bills (including the draft constitution), draft legislation, and engage subject-matter experts on areas for key reforms. The Gambia lacks legislation modernizing the criminal justice system, establishing basic economic regulations, and reforming the security sector.  The proposed project will support the National Assembly’s members and staff, which is expanding thanks to additional funding provided by the most recent annual budget. The project will provide in-depth, in-person training for both members and their staff.  The project will also increase the capacity of local civil society organizations to monitor government action and hold elected officials accountable. |
| **Project Location** | The Gambia |
| **Project Goals and Objectives** | This project aims to increase the capacity of the legislature (National Assembly) and civil society in The Gambia.  Projects should be designed to achieve the following objectives:   * Policy Objective 1: The National Assembly is better equipped to enact reforms necessary to advance The Gambia’s democratic progress and be more responsive to the needs of its people. * Policy Objective 2: Civil society has the knowledge and skills necessary to monitor and engage with citizens about the legislative affairs and work with the National Assembly to improve transparency. |
| **Objective 1** | **U.S. Embassy Policy Objective:** The National Assembly is better equipped to enact reforms necessary to advance The Gambia’s democratic progress and be more responsive to the needs of its people.  **Applicant Project Objective 1: XXX**  *Objectives of the project should be SMART:*   * ***S****pecific: Detailed and specifies what will be achieved* * ***M****easurable: have associated metrics or measurements of success* * ***A****ttainable: appropriately challenging, objectives can be reasonably attained give the available resources* * ***R****elevant: align with the policy/program goal and appropriate within the country or beneficiary audience* * ***T****ime-Bound: achievable within the timeframe of the program*   **Activities**  To achieve the goals and expected results, the program could include the following:   * Activity 1: Build the capacity of National Assembly members to advocate for issues important to the Gambian people. * Activity 2: Increase the capacity of National Assembly members to enact reforms through legislation and increase the knowledge and skills of staff. * Activity 3: Increase the capacity of the National Assembly to provide oversight of the administration by holding hearings and conducting oversight of agency enforcement operations, functions, and policies. * Activity 4: Build capacity of the National Assembly to ensure federal budget transparency and oversight of administration spending. * Activity 5: Support National Assembly members to interact with the media and the public to improve public awareness of its actions. * Applicant inserts additional activities here as a result of project objectives * Applicant inserts additional activities here as a result of project objectives * Applicant inserts additional activities here as a result of project objectives   **Expected Results**  Specific results could include the following**:**   * Increase capacity of National Assembly members to perform their legislative functions. * Increased knowledge and skills for National Assembly staff. * Increased level of engagement between National Assembly members and citizens. * Applicant inserts additional expected results here as a result of proposed activities * Applicant inserts additional expected results here as a result of proposed activities   **Performance Indicators**   * Number of USG-assisted civil society organizations (CSOs) that participate in legislative proceedings and/or engage in advocacy with national legislature and its committees * Applicant inserts optional/additional performance indicators here as a result of proposed activities, if applicable * Applicant inserts optional/additional performance indicators here as a result of proposed activities, if applicable   **Inputs** *(resource and time requirements)***:**   * XXX * XXX * XXX   **Outputs** *(actions completed and/or items produced)***:**   * XXX * XXX * XXX   **Targets** *(measurable; quarterly and/or other milestones)***:**   * Fifty National Assembly members increase knowledge and skills * Twenty National Assembly staff increase knowledge and skills * XXX * XXX   **Data should be disaggregated as follows**:   * Sector of the government * Location * Means of communication * XXX   **Outcomes** *(results or changes caused by these activities)***:**   * Ten National Assembly members apply knowledge gained from ARDF support to enact reforms through draft the legislation. * XXX * XXX |
| **Objective 2** | **U.S. Embassy Policy Objective:** Civil society has the knowledge and skills necessary to monitor and engage with citizens about the legislative affairs and work with the National Assembly to improve transparency.  **Applicant Project Objective 2: XXX**  *Objectives of the project should be SMART:*   * ***S****pecific: Detailed and specifies what will be achieved* * ***M****easurable: have associated metrics or measurements of success* * ***A****ttainable: appropriately challenging, objectives can be reasonably attained give the available resources* * ***R****elevant: align with the policy/program goal and appropriate within the country or beneficiary audience* * ***T****ime-Bound: achievable within the timeframe of the program*   **Activities**  To achieve the goals and expected results, the program could include the following   * Activity 6: CSOs to work with National Assembly members to promote legislative transparency and accountability. * Activity 7: CSOs to support National Assembly members to conduct outreach in local languages through in-person engagements, radio programs, village meetings, etc. to increase citizens awareness on National Assembly matters. * Applicant inserts additional activities here as a result of project objectives * Applicant inserts additional activities here as a result of project objectives * Applicant inserts additional activities here as a result of project objectives   **Expected Results**  Specific results could include the following**:**   * Civil society organizations work with National Assembly to enhance transparency. * Applicant inserts additional expected results here as a result of proposed activities * Applicant inserts additional expected results here as a result of proposed activities * Applicant inserts additional expected results here as a result of proposed activities   **Performance Indicators:**   * Number of USG-assisted civil society organizations (CSOs) that participate in legislative proceedings and/or engage in advocacy with national legislature and its committees * Applicant inserts optional/additional performance indicators here as a result of proposed activities, if applicable * Applicant inserts optional/additional performance indicators here as a result of proposed activities, if applicable   **Inputs** *(resource and time requirements)***:**   * XXX * XXX * XXX   **Outputs** *(actions completed and/or items produced)***:**   * XXX * XXX * XXX   **Data should be disaggregated as follows**:   * Sector of the government * Location * Means of communication * XXX   **Targets** *(measurable; quarterly and/or other milestones)***:**   * Fifteen National Assembly members report increased levels of engagement with citizens * At least one civil society organization systematically monitors the National Assembly * The number of National Assembly members that respond to citizen feedback. * The number of updates to the online platform for monitoring legislative affairs. * XXX * XXX   **Outcomes** *(results or changes caused by these activities)***:**   * Citizens express increased satisfaction about their interactions with National Assembly members * National Assembly members solicit and take direct action on specific feedback received from citizens * XXX |
| **Sustainability** | *Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable. Include ways program activities will ensure sustainability.* |