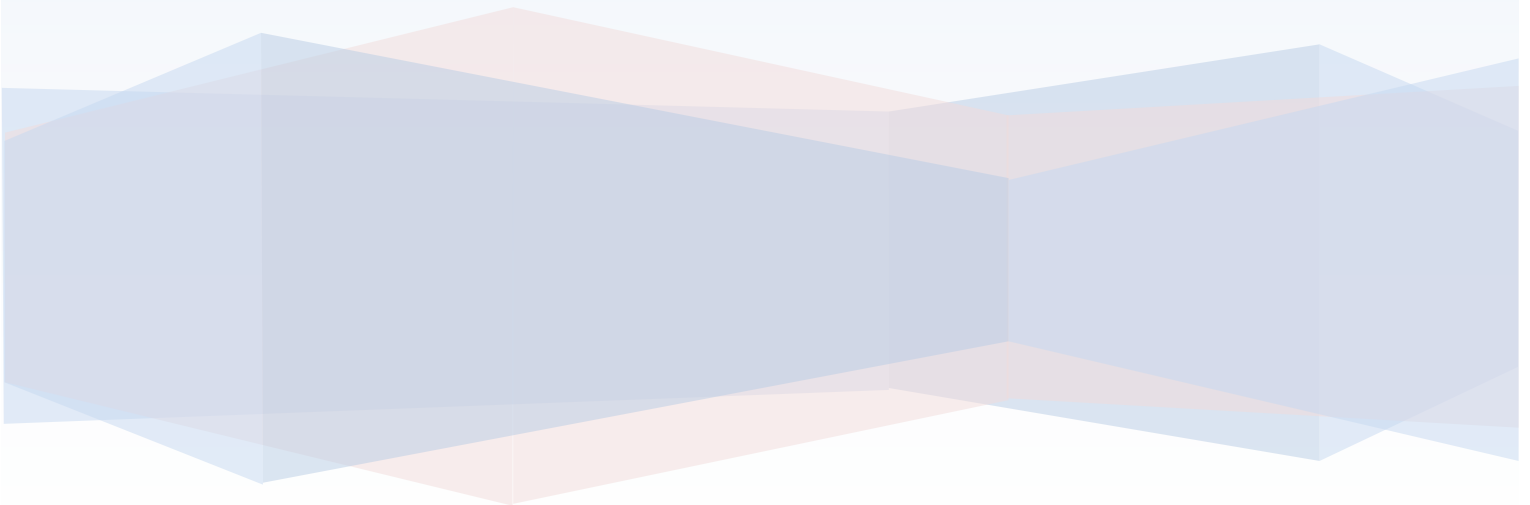


# Generic Statement of Institutional Capacity, Certs, & Reps

(for USAID bids)

Kampuchean Action for Primary Education (updated 2016)



## REQUIRED CERTIFICATIONS

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The Federal Acquisition Regulation mandates certain certifications that offerors are required to sign as part of a solicitation or request for proposal (RFP) funded with federal funds. A list of required certifications should be included in the solicitation document for subcontracts that have not been priced as part of the prime contract and Offerors must submit all the certifications to be responsive to the RFP.

*List of required certifications:*

- **Certification of Independent Price Determination – (FAR 52.203-2)**. Certifies that prices in this offer have been arrived at independently, without, for the purposes of restricting competition, any consultation, communication, or agreement with other offeror or competitor relating to – prices, intention to submit an offer, or factors used to calculate prices offered. This is applicable to any solicitation for fixed price subcontracts over \$150,000 only.
- **Subcontractor Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – (FAR 52.203-11)**. Certifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, grant, loan, cooperative agreement, etc. This completed certification from FAR 52.203-11 must be included in the subcontract file for any subcontract expected to exceed \$150,000; in addition, note that Chemonics' subcontracting templates include additional language to document compliance at the "time of award" for all subcontracts (regardless of value). In addition, a disclosure may be required in accordance with FAR 52.203-11(d), which notes: "*If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the Offeror with respect to this contract, the Offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants...*;" when applicable, this disclosure must be saved in the subcontract/procurement file with the certification. This certification/disclosure requirement of FAR 52.203-11 is applicable to any solicitations expected to exceed \$150,000.
- **Subcontractor Certification Regarding Responsibility Matters – (FAR 52.209-5)**. Certifies that offeror/or any of its Principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency. This completed certification from FAR 52.209-5 must be included in the subcontract file for any subcontract expected to exceed \$150,000; in addition, note that Chemonics' subcontracting templates include additional language to document compliance at the "time of award" per FAR 52.209-6 for all subcontracts (regardless of value). This "Subcontractor Certification Regarding Responsibility Matters" certification from FAR 52.209-5 is applicable to any solicitations expected to exceed \$150,000.
- **Subcontractor Size Self-Certification** – Certification based on the SBA (Small Business Administration) form, completed by the subcontractor to self-certify any small business designations.
- **Subcontractor Certification Regarding Trafficking in Persons Compliance Plan (March 2, 2015)** – This certification is required for all subcontracts including purchase orders that: 1. are for supplies, other than commercially available off-the-shelf items (COTS), to be acquired outside the United States, or services to be performed outside the United States, and 2. have an estimated value that exceeds \$500,000. The certification requires subcontractors to certify that they are in

compliance with the terms and conditions under FAR 52.222-50, and have an anti-trafficking compliance plan in place as required by the FAR clause.

## 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

As prescribed in 3.103-1, insert the following provision. If the solicitation is a Request for Quotations, the terms "Quotation" and "Quoter" may be substituted for "Offer" and "Offeror."

### CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

#### **Kamucuean Action for Primary Education** (hereinafter called the "offeror")

(Name of Offeror)

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to— (i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision

Mr. Sao Vanna, Executive Director

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

Kamucuean Action for Primary Education

(Applicant)

BY (Signature) 

TITLE Executive Director

TYPED NAME Sao Vanna

DATE 9 August 2016

## 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

### CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEPT 2007)

Kampuchean Action for Primary Education (hereinafter called the "offeror")  
(Name of Offeror)

(a) *Definitions.* As used in this provision—"Lobbying contact" has the meaning provided at 2 U.S.C. 1602(8). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12).

(b) *Prohibition.* The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.

(c) *Certification.* The Offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.

(d) *Disclosure.* If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the Offeror with respect to this contract, the Offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The Offeror need not report regularly employed officers or employees of the Offeror to whom payments of reasonable compensation were made.

(e) *Penalty.* Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(f) Should the Offeror's circumstances change during the life of any resulting subcontract with respect to the above, the Offeror will notify Buyer immediately. \_\_\_\_\_

BY (Signature)  TITLE Executive Director

TYPED NAME Sao Vanna

DATE 9 August 2016

## 52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS

### Certification Regarding Responsibility Matters (Apr 2010)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) Are ☐ are not ☒X presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☒X, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) 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, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(C) Are ☐ are not ☒X presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have ☐, have not ☒X, within a three-year period preceding this offer, been notified of any delinquent U.S. Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) U.S. Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of U.S. Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has ( ) has not ( x ), within a three-year period preceding this offer, had one or more contracts terminated for default by any U.S. Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

PLEASE SIGN AND RETURN

Company Name: Kampuchean Action for Primary Education

Signature

Title

  
Executive Director

Printed Name Sao Vanna

Date 9 August 2016

Subcontractor Size Self-Certification Form

**Reference Number:** SOL-442-16-000010

**Project Name:** Cambodia Early Grade Reading Project

**Primary NAICS Code:** 541990 (TECHNICAL ASSISTANCE)

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**Company Name:** Kampuchean Action for Primary Education

**Address:** #56 National Highway 7

**City, State, Zip:** Kampong Cham Town, Kampong Cham Province, CAMBODIA

**DUNS Number:** 659655489

**Contact Person:** SAO VANNA

**Contact Phone Number:** +855 12 342 322

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**Type of Entity**

If you have difficulty ascertaining the business size status, please refer to SBA's website ([www.sba.gov/size](http://www.sba.gov/size)) or contact your local SBA office.

☐ Small Business ☐ Large Business ☐ Nonprofit/Educational ☐ Government ☒ Non-US

If "Small Business" is checked above, and if applicable, please identify any additional small business designations under which the company qualifies. You may wish to review the definitions for the below categories in the Federal Acquisition Regulation 19.7 or 52.219-8 ([www.acquisition.gov/far/](http://www.acquisition.gov/far/)) to determine applicability.

☐ Small Disadvantaged Business  
☐ HUBZone  
☐ Veteran Owned  
☐ Alaskan Native Corporation

☐ 8(a)  
☐ Woman Owned Small Business  
☐ Service Disabled Veteran Owned  
☐ Indian Tribe

By signature below, I hereby certify that the business type and designation indicated above is true and accurate as of the date of execution of this document, and I further understand that under 15 U.S.C. 645(d), any person who misrepresents a business' size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

  
Signature and Title (required)

EXECUTIVE DIRECTOR

9 AUGUST 2016

Date



**52.222-50 SUBCONTRACTOR CERTIFICATION REGARDING TRAFFICKING IN  
PERSONS COMPLIANCE PLAN (March 2, 2015)**

The Offeror/Subcontractor Certifies that:

- (1) It has implemented a compliance plan to prevent any prohibited activities identified in paragraph (b) of the clause at 52.222–50, Combating Trafficking in Persons, and to monitor, detect, and terminate the contract with a subcontractor engaging in prohibited activities identified at paragraph (b) of the clause at 52.222–50, Combating Trafficking in Persons;
- (2) The compliance plan applicable to the qualifying subcontract meets the minimum requirements set forth in subsection (h)(3) of clause 52.222-50, including the following:
  - a. An awareness program to inform subcontractor employees about the Government’s policy prohibiting trafficking-related activities, the activities prohibited, and the actions that will be taken against the employee for violations.
  - b. A process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking in persons, including a means to make available to all employees the hotline phone number of the Global Human Trafficking Hotline at 1-844-888-FREE and its email address at [help@befree.org](mailto:help@befree.org).
  - c. A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.
  - d. A housing plan, if the subcontractor intends to provide or arrange housing that ensures that the housing meets host-country housing and safety standards.
  - e. Procedures to prevent agents and subcontractors at any tier and at any dollar value from engaging in trafficking in persons (including activities in paragraph (b) of this clause) and to monitor, detect, and terminate any agents, subcontracts, or subcontractor employees that have engaged in such activities.
- (3) The Offeror/Subcontractor will post the relevant contents of the compliance plan, no later than the initiation of contract performance, at the workplace (unless the work is to be performed in the field or not in a fixed location) and on the Offeror’s/Subcontractor's Web site (if one is maintained). If posting at the workplace or on the Web site is impracticable, the Offeror/Subcontractor shall provide the relevant contents of the compliance plan to each worker in writing. The Offeror/Subcontractor agrees to inform Chemonics immediately of any credible information it receives from any source (including host country law enforcement) that alleges a contractor employee, subcontractor, subcontractor employee, or their agent has engaged in conduct that violates the policy.

(4) After having conducted due diligence, either—

- (i) To the best of the Offeror's/Subcontractor's knowledge and belief, neither it nor any of its proposed agents, subcontractors, or their agents is engaged in any such activities; or,
- (ii) If abuses relating to any of the prohibited activities identified in 52.222– 50(b) have been found, the Offeror or proposed Subcontractor has taken the appropriate remedial and referral actions.

Company Name KAMPUCHEAN ACTION FOR PRIMARY EDUCATION

Company Address #56 NATIONAL HIGHWAY 7, KAMPONG CHAM TOWN, KAMPONG CHAM PROVINCE, CAMBODIA

Signature  Printed Name SAO VANNA

Title EXECUTIVE DIRECTOR

Date 9 AUGUST 2016

**NOTE: The Subcontractor is required to recertify annually by signing this document one year from the date signed above and resending it to the Contractor.**

## EVIDENCE OF RESPONSIBILITY

### 1. Offeror Business Information

**Company Name:** Kampuchean Action for Primary Education

**Address:** #56 National Highway 7, Kampong Cham Town, Kampong Cham Province  
CAMBODIA

PO Box 1621, Phnom Penh CAMBODIA (Mailing Address)

**DUNS Number:** 659655489

### 2. Authorized Negotiators

Kampuchean Action for Primary Education's proposal for any Early Grade Reading Support Project may be discussed with any of the following individuals. These individuals are authorized to represent Kampuchean Action for Primary Education in negotiation of this offer in response to \_\_\_\_\_.

Mr. Sao Vanna, Executive Director

These individuals can be reached at office:

#56 National Highway 7

Kampong Cham Town, Kampong Cham Province, Cambodia

PO Box 1621, Phnom Penh Cambodia (Mailing Address)

Telephone/Fax: +855 042-941-918

Email Address: vanna@kapekh.org

### 3. Adequate Financial Resources

Kampuchean Action for Primary Education has adequate financial resources to manage this contract, as established by the financial statements as submitted as part of our response to this proposal.

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2 CFR Part 170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this proposal, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, Kampuchean Action for Primary Education certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

☒ Yes ☐ No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

☐ Yes ☒ No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

☐ Yes ☒ No

- d) Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

☒ Yes ☐ No

#### **4. Ability to Comply**

Kampuchean Action for Primary Education is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

#### **5. Record of Performance, Integrity, and Business Ethics**

Kampuchean Action for Primary Education is a well-regarded NGO that is registered both with the Ministry of Interior and has received its 3-year accreditation with the Governance and Professional Practice Office (GPP) of the Committee for Cooperation in Cambodia (CCC). The agency's Certificate of Compliance certifies the agency's compliance with all standards in the Code of Ethical Principles and Minimum Standards for NGOs in Cambodia. KAPE has never had any incidence of malpractice in any RCA audit that was done for the ESCUP, SfL, or IBEC Projects that were all funded by USAID. All USAID-funded projects administered received very high marks for achievement of agreed indicators and performance standards.

#### **6. Organization, Experience, Accounting and Operational Controls, and Technical Skills**

KAPE has a well-resourced Administrative and Financial Management System in place to administer any USAID award. The agency has a Senior Management Team led by the Executive Director, Finance Director, HR Director, and Senior Technical Advisers. The management of all projects is governed by documented guidelines in three manuals including the agency's Financial

Policies Manual, its Administrative Policies Manual, and Human Resources Manual. The agency provides one bank account for each of its projects and is familiar with USG policies and regulations for administering received funds. The agency has done numerous RCA audits without incident. In addition, the agency is the largest local NGO in the formal education sector and has over 100 technical and administrative individuals on staff to administer projects as they come on line.

## **7. Equipment and Facilities**

KAPE has an advanced administrative infrastructure in place at its headquarters (Kampong Cham Province) including a fully equipped central office for over 50 people, desktops, laptops, photocopy machines, internet access, a fleet of 7 vehicles and 50 motorcycles. The agency also has branch offices in four provinces including Svay Rieng, Kampong Chhnang, Phnom Penh, and Kratie.

## **8. Eligibility to Receive Award**

KAPE is fully qualified to receive an award from USAID and has never been debarred, suspended, or excluded from US Government Awards. The agency has received over \$10 million in awards from the US Government since 2003.

## **9. Commodity Procurement**

KAPE has attended numerous trainings and workshops organized by USAID to undertake procurements in accordance with commodity procurement guidelines of the US Government. The agency has undergone several RCA audits and has never been found to be in serious violation of procurement regulations.

## **10. Cognizant Auditor**

KAPE has conducted many RCA audits using one of the three auditing firms authorized by USAID including:  
PriceWaterhouseCooper  
KPMG

## **11. Acceptability of Contract Terms**

KAPE affirms its acceptance of the proposed contract terms.

## **12. Recovery of Vacation, Holiday and Sick Pay**

KAPE bills annual leave, sick days, and holidays directly to projects. This involves 18 annual leave days per year (1.5 days earned per month), up to 24 days of sick leave (2 days per month), and 20 national holidays per year.

## **13. Organization of Firm**

KAPE has been organized as a national organization with its headquarters in Kampong Cham Province and four branch offices each led by a Provincial Coordinator. The agency has a Board

of Directors who monitor audit reports, approve changes in financial and administrative policies, and provide input on strategic technical planning. The agency is led by an Executive Director who provides legal representation for the agency and receives consulting support from a Senior Management Team.

Signature: 

Name: Mr. Sao Vanna

Title: Executive Director

Date: 7 August 2016

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

Approved by OMB

0348-0046

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee Tier _____, if known: Kampuchean Action for Primary Ed. #56 Nat'l Highway 7 Kampong Cham Town, Kg Cham Province Congressional District, if known: N/A CAMBODIA			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>		
<b>6. Federal Department/Agency:</b> USAID			<b>7. Federal Program Name/Description:</b> CFDA Number, if applicable: Early Grade Reading		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$ TBD		
<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI): Kampuchean Action for Primary Ed. #56 Nat'l Highway 7 Kampong Cham Town, Kg Cham Province CAMBODIA			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): N/A		
(attach Continuation Sheet(s) SF-LLA, if necessary)					
<b>11. Amount of Payment</b> (check all that apply): \$ TBD <input type="checkbox"/> actual <input checked="" type="checkbox"/> planned			<b>13. Type of Payment</b> (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input checked="" type="checkbox"/> f. other; specify: Annual Funding		
<b>12. Form of Payment</b> (check all that apply): <input checked="" type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____					
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b> Technical Support for implementation early grade reading activities in Cambodia.					
(attach Continuation Sheet(s) SF-LLA, if necessary)					
<b>15. Continuation Sheet(s) SF-LLA attached:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		
<b>Federal Use Only:</b>			Signature: _____ Print Name: _____ Title: Executive Director Telephone No.: 012-342322 Date: 10.08.16		
Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)					



## **KAPE Institutional Capacity Statement**

KAPE is a well-established local NGO that works primarily in the formal education sector of Cambodia's education system. The agency started in 1999 and has grown into the largest local NGO in the education sector with 14 education projects currently operating, a major achievement given that the formal sector is very much dominated by international organizations. The agency has been able to achieve this standing due to the large number of initiatives with highly innovative ideas that it has developed over the years including the first Child Friendly School pilot (2001-07) and the first Girls' Scholarship Initiative (2001- Present) both of which led eventually to national programming. These initiatives were carried out in close cooperation with the Ministry of Education, with whom the agency has a very close relationship. This relationship positions KAPE to be very effective in achieving systemic change. KAPE has had significant experience in managing USAID-funded projects and was the key local partner under the Educational Support to Children in Underserved Populations Project (ESCUP – 2005-07), the Schools for Life Project (2008-09); the Improved Basic Education in Cambodia Project (IBEC, 2009-14); and the School Dropout Prevention Pilot (SDPP – 2011-15). These projects comprised a funding portfolio of over \$10 million and dealt with a wide range of development objectives including inclusive education, teacher education, life skills education, community outreach, instructional leadership, and enhanced learning environments,

More recently, KAPE has moved to other new initiatives including dynamic new programming in *Early Grade Reading* and a shift in our development strategy to focus heavily on the use of technology to increase efficiencies in school development. The agency was a key player in the development of *Aan Khmer*, an early grade literacy software in Khmer language for Grade 1 under the ACR-funded Total Reading Approach for Children Project (TRAC, 2012-14) and more recently in the development of a new software called *Smart Books*, which involves the conversion of Ministry reading textbooks into digital, leveled, and interactive form. This has been achieved under a new ACR grant for an on-going project known as E-books for Khmer (E4K, 2015-17). This was only one of 14 awards selected from among several hundred applications in a global competition. KAPE also designed the first electronic EGRA in Khmer language using the Tangerine software, an enterprise that was done in close collaboration with MoEYS. This EGRA is now accepted by the three key Ministry departments that participated in the process. Software development has now become a major feature of KAPE programming with new programs to both develop software and streamline it through multiple channels including our other donor-funded projects and market channels. In this respect, KAPE is well positioned to disseminate innovative EGR programming through several primary school projects funded by such donors as Child Fund, WeWorld, Classroom of Hope, World Vision, and Save the Children as well as through its private sector partner Thunthean Seksa (TTS).