



Issuance Date: **February 28nd, 2013**

Deadline for Questions: **March 6st, 2013 at 12 PM EST/5pm GMT**

Closing Date: **March 28nd, 2013at 12 PM EDT/5pm GMT**

Subject: **Request for Application (RFA) for the Child Blindness & Eye Health Program**

The purpose of this announcement is to invite qualified organizations to submit proposals to JSI Research & Training Institute (JSI) under the Advancing Partners and Community-based Family Planning Project (APC) in support of Child Blindness & Eye Health Program. This announcement is being provided for projects which support capacity development of organizations in difficult circumstances that address child low vision, refractive error and/or blindness.

JSI is acting at the request of the United States Agency for International Development (USAID). All grants awarded under this solicitation will be sub-grants from the Advancing Partners and Community-based Family Planning Project. The Advancing Partners and Community-based Family Planning Project is a USAID Cooperative Agreement awarded to JSI for the purpose of providing grants solicitation, award, technical assistance and management services on behalf of the USAID Bureau of Global Health and USAID Missions.

It is anticipated that approximately 6 APC grants will be awarded under this RFA; each grant will be for up to \$150,000 for a 12 month project implementation period. This focus of this cycle will be on Organizational Development (OD) grants to provide critical contributions to support training and capacity-building activities, as well as, procurement of essential medical and non-medical equipment to support the development of organizations delivering eye care services to children and other underserved or at-risk populations. These OD grants will be awarded to private voluntary organizations, not-for-profit organizations and other legal entities with the capacity and experience to deliver quality eye care services, especially for children in underserved communities. Applicants must be registered in the country/countries where the proposed project will be implemented.

Applications must be submitted in English by March 28, 2013 at 12 PM EDT/5 PM GMT. Applications submitted after the closing date/time may not be considered. One (1) electronic copy of the application should be sent and addressed to Margaret Anne Baker at: grants-APC@jsi.com.

The solicitation will consist of this announcement and the following:

Section A – Project Description

Section B – Application Instructions

Section C – Eligibility and Selection Criteria

Attachment 1 – Past Performance Information Table

Attachment 2 – Summary Budget Template

Attachment 3 – Budget Notes

Proposals will be reviewed by a technical committee that will evaluate the proposals according to criteria provided within. The committee will determine which organization(s) will be funded based on the submitted proposals. The Advancing Partners and Community-based Family Planning Project Agreement Officer will use the conclusions and recommendations of the technical evaluation together with an evaluation of the costs to negotiate with the applicant an Award.

Any questions concerning this solicitation should be submitted by email to Margaret Anne Baker to grants-APC@jsi.com by 12 PM EST/5 PM GMT on March 6st, 2013. A list of all questions and answers will be circulated by March 12, 2013. If you encounter problems accessing the solicitation, please email Margaret Anne Baker at grants-APC@jsi.com.

Issuance of this solicitation, or the submission of an Application, does not constitute an award commitment on the part of the United States Government (USG) and/or JSI, nor does it commit the USG and/or JSI to pay for costs incurred in the preparation or submission of an Application. The USG reserves the right not to fund any of the Applications received.

Thank you for your consideration of this initiative. We look forward to your organization's participation.

Sincerely,



Margaret Anne Baker
Grants Manager
JSI Research & Training Institute

Child Blindness & Eye Health Program

RFA GH-004

Table of Contents

Section A: Project Description

Section B: Application Instructions

Section C: Eligibility and Selection Criteria

Attachment 1 – Past Performance Information Table

Attachment 2 – Summary Budget Template

Attachment 3 – Budget Notes

Section A: Program Description

A1. Introduction

This document describes the latest grant cycle of the USAID Child Blindness and Eye Health Grant Fund, implemented by the Advancing Partners and Community-based Family Planning (APC) program managed by John Snow International, (JSI). It is anticipated that approximately 6 APC grants will be awarded under this RFA; each grant will be for up to \$150,000 for a 12 month project implementation period. This focus of this cycle will be on Organizational Development (OD) grants to provide critical contributions to support training and capacity-building activities, as well as, procurement of essential medical and non-medical equipment to support the development of organizations delivering eye care services to children and other underserved or at-risk populations. These OD grants will be awarded to private voluntary organizations, not-for-profit organizations and other legal entities with the capacity and experience to deliver quality eye care services, especially for children in underserved communities. Applicants must be registered in the country/countries where the proposed project will be implemented.

A2. Background

Approximately 1.4 million children in the world are blind, and 75 percent of them live in developing countries. For every blind child, three children have serious vision impairment and 13 need eyeglasses. Through innovative programs, USAID is preventing blindness and restoring vision to thousands of people, especially vulnerable children in the poorest communities of the world. The Child Blindness and Eye Health Grant Fund features prominently in USAID's approach to the eradication of preventable blindness. The program originated through a Congressional directive in 1991 to prevent and treat child blindness. Since then, more than 25 eye care and health NGOs have received grants totaling approximately \$29 million to implement eye care interventions in 58 countries. The primary interventions include eye health education, vision screening, provision of eyeglasses and other visual aids, cataract and other sight-restoring surgery, education and rehabilitation services, provision of antibiotics and other essential medicines, and training of medical staff and community-based individuals. The sustainability of these interventions depends on high quality care, sufficient human resources, state-of-the-art training, increased demand for services, affordable costs, adequate and functional equipment, and, efficient clinic and organizational management and systems.

USAID Philosophy

USAID believes that a number of fundamental principles should be incorporated into the implementation of all programs for persons with disabilities. These principles are:

1. Measurable Impact

Process and outcomes are key elements in monitoring project activities, but without identifying the impact of the intervention the focus becomes the number and not the person. This information should be used as a decision making tool and should be part of a larger, more comprehensive performance management plan.

2. Meaningful Participation

All too often programs and activities are developed without the input, feedback or involvement of those they are designed to serve. USAID views grassroots-level participation critical to the success and long-term integrity of its programs. This RFA strongly encourages partners to consistently include local stakeholders, (i.e. Ministry staff, community leaders, and, families of visually impaired children), in the design, monitoring, and evaluation of programs.

3. Capacity Building

The human factor is the key to sustainable, quality care and services. Appropriately trained, supervised and supported service providers are essential to a successful and sustainable program. Equally important is the management capacity of organizations – to include leadership, accountability, transparency and effectiveness in the work of all workers supporting these essential services.

4. Host Country Priorities

In designing interventions for visually impaired children, there must be consideration of the host country government and the development plans that may already exist. In order to help promote country ownership and buy-in, activities should align within existing plans and be informed by local priorities and systems.

5. Sustainability

Follow-up is vital to the success of any program. This is especially true for pediatric eye care services and for the provision of complex medical equipment. Part of a project plan should address how the project will continue once the capacity development activities have concluded. How will new people be trained? Equipment maintained? New commodities purchased?

Public-Private Partnerships

Applicants are encouraged to collaborate with private enterprises and businesses. This type of cooperation opens up possibilities for leveraging resources, stimulating new types of business activities through the cooperation with the state and social enterprise.

Innovative Ideas

Applicants are encouraged to demonstrate new ways of doing things that improve upon past procedures or processes. Applicants are encouraged to explore and test incremental or revolutionary changes in thinking, program approaches, products, or processes of implementing organizations.

A.3 Project Goal

OD Grants serve to make critical contributions to an existing organization, which ultimately lead to improvements in the quality and/or quantity of services delivered. Project activities may last up to 12 months. Successful Applicants will apply the grant funds to support appropriate and sustainable capacity development of organizations working in underserved areas and

addressing pediatric eye health and visual impairment issues. Each Applicant should outline a project to develop the capacity of an existing organization, private or public, that provides essential eye health and/or education services for children, through key intervention area #1 and may also include intervention areas #2 and/or #3:

#1. Training and capacity building of human resources (medical and non-medical personnel).

A team of motivated and well-trained individuals are critical to effectively identify and meet the eye care needs of children. Medical professionals are necessary for accurate diagnosis and treatment of vision problems, but a vast cadre of community-based individuals (health volunteers, parents, teachers, traditional leaders, etc.) is also essential for identification, referrals, and appropriate follow-up. Coupled with quality facility-based services, community outreach contributes to developing a comprehensive system of care to address the on-going needs of visually impaired children.

#2. Provision of critical clinical equipment for diagnosis and treatment.

Medical and surgical equipment for diagnosis and treatment are cost prohibitive in many countries. Devices to correct or mitigate visual impairment (eye glasses, low vision devices, learning aids, etc.) needed for children are frequently cost prohibitive for families. Provision of both of these can address the needs of beneficiaries and the long-term needs of service providers.

#3. Provision of non-clinical equipment for program management and efficiency.

In addition to medical devices, organizations need an array of other items to enable and equip their staff and volunteers to effectively serve young beneficiaries. These may directly support improved efficiency and project management, including follow-up and tracking of patients, equipment maintenance, improved monitoring and evaluation of activities.

A.4 Project Objectives

The purpose of this RFA is to build the capacity of organizations to expand the availability of quality eye care services for children with visual impairment. For this grant cycle, funding will support essential training and equipment to increase the availability and quality of comprehensive eye care services, especially for children, in underserved communities. In the case of this RFA, there are primary and secondary beneficiaries. The primary beneficiaries are service providers, facility and community-based, who will immediately benefit from the trainings and organizational development activities supported by the grant funds. The secondary beneficiaries include those who will ultimately benefit from the improved services provided by targeted organization(s), e.g. children and their families. **All grant applications must address Key Intervention #1, with the option of also addressing Key Interventions #2 and/or #3.**

Key Intervention #1: Support and strengthen the local eye care system through training of medical and non-medical staff, as well as community-based individuals to directly improve and support quality and coverage of pediatric eye care services. While many capacity building efforts have focused on training pediatric ophthalmologists, improving the sustainability of comprehensive eye care services depends on ensuring a broader eye care team is in place and well-trained. This team may include an ophthalmic nurse/technician/assistant, refractionist/optometrist, eye care manager, patient counselor, low vision specialist, community outreach coordinator, as well as equipment and instrument maintenance (linked to activities under Key Intervention #2). Training and effectively managing these professionals ensures comprehensive support for a child's visual needs from identification, referral, treatment, follow-up, and, education.

At the community level, community health workers/volunteers, teachers, parents, and even other children, can be critical to finding and providing care to meet the on-going needs of visually impaired youth. Furthermore, sensitizing and counseling families of blind and visually impaired children are fundamental for the child to reach his or her full potential. Parents need to understand the importance of follow-up and appropriate use of any corrective and low vision devices provided. Applicants are encouraged to explore and expand new and/or established training and counseling approaches targeting various cadres of workers within eye care facilities or clinics, and, capacity-building efforts at the community level.

Key Intervention #2: Provision of necessary devices and equipment to diagnose, correct, and treat visual impairment, including eye glasses, low vision devices, microscopes, other surgical equipment, consumables, and/or, learning aids. This component focuses on increasing the availability of essential equipment and supplies that contribute to increased clinical productivity of an eye care team, and which translates to more children diagnosed, treated, and receiving adequate follow-up care.

The focus within this intervention is not just on procuring high-priced medical and surgical equipment needed for diagnosis and treatment of visual impairment, but also supporting systems and management approaches to ensure proper maintenance of equipment and reliability of supplies. Activities should focus on making sustainable investments in eye care equipment and supplies. For example, this may include ensuring proper inventory systems are in place or that staff receives adequate training in use and maintenance of equipment.

Key Intervention #3: Non-clinical equipment (e.g. computers, AV equipment for education, management and financial software systems, etc.) to strengthen the organizational capacity to manage eye care programs. To maximize efficiency and quality of services, there are items needed for administrative, support, and/or clinical staff. These items may enhance the quality of services, strengthen human resource management and communication, improve customer satisfaction, increase the number of patients served, and, develop monitoring and evaluation systems.

A5. Reporting

The grantee will be required to work with JSI to submit a workplan and a monitoring and evaluation plan that can measure progress toward results. The workplan must be submitted for approval within 45 days of signing a grant agreement with JSI. Grantee(s) will be expected to meet all reporting requirements required by USAID for the Advancing Partners and Community-based Family Planning Project and to generate data and report on relevant indicators, contributing data at a minimum twice yearly to meet USAID reporting requirements.

B1. Application Guidelines

No more than 1 (one) proposal may be submitted by each organization. Applicants are encouraged to read the solicitation in its entirety, and ensure that the Application addresses all of the items cited in the Application instructions and meets the eligibility criteria. An applicant must meet the requirements of a local or indigenous organization. All Applications must be submitted by March 28, 2013. Applications submitted after the closing date and time will not be considered.

The Application must be accompanied by a cover letter typed on official organizational letterhead and signed by a person who has signatory authority for the applicant. Submit a complete Application package (electronic format) on or before the due date and time to Margaret Anne Baker at grants-APC@jsi.com.

Receipt of a proposal to this request does not constitute an award commitment on behalf of the United States Government and/or JSI, nor does it commit the US Government and/or JSI to reimburse any costs incurred in the preparation and submission of a proposal. JSI and the US Government reserve the right not to fund any and/or all of the Applications received.

All proposals received on or before the due date and time will be reviewed by a technical committee that will evaluate the proposals according to the criteria provided below. The committee will determine which organization will be funded based on the submitted proposals response to the evaluation criteria. All applicants will be notified in writing whether or not their Application is recommended for funding. A recommendation for funding is contingent on the availability of funds and the approval of the Agreement Officer Representative (AOR) of the Advancing Partners Community-based Family Planning Project (AdComm/APC) at USAID/Washington. The successful Applicant will be awarded a grant from JSI on behalf of USAID.

The organizations that submit an Application in response to this Request for Application and are not chosen by the technical committee to receive funding from USAID may request the committee's feedback based on the review of the Application. Applicants may submit an email request to JSI for feedback within ten (10) calendar days of receiving notice of the committee's final decision. JSI shall provide the Applicant with the technical committee's feedback via email or over the phone within thirty (30) days or inform the Applicant that more time is necessary.

B2. Technical Application

The Technical Application describes how the Applicant intends to carry out the Program Description (Section A). It should be concise, specific, complete, and demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. It must demonstrate the Applicant's eligibility, as well as, their capabilities and expertise. The Technical Application must be submitted in English.

The complete Application shall be no more than **16 pages**. This page limit does NOT include the following items: cover page, table of contents, and acronym list. All Applications must be typed on standard letter-sized paper (8 ½ x 11") with 1" margins, using a font size of 12 Times New Roman, except within tables and in the budget section where the font size may be smaller but must be easily readable.

Include only information necessary to provide a clear understanding of the proposed action and the justification for it. Greater detail than necessary, as well as insufficient detail may detract from a proposal's clarity. Assume that the reader is not familiar with the particular context in which the project will be implemented. Minimize or avoid the use of jargon and acronyms as much as possible. If acronyms or abbreviations are used, include a separate page explaining the terms. As appropriate, in each section below, explain how gender issues have been taken into account and how they will be addressed.

Applicants must use the following format and outline for their Technical Application. Applicants may elect to further divide these sections into subcategories of their choosing. This outline corresponds to the evaluation criteria (Section C).

Cover Page

The cover page should clearly include the name of the organization submitting the Application, the project title, key areas of intervention, country/ies where the proposed project will be implemented, proposed project dates (e.g. November 1, 2011-June, 30, 2012), total requested amount (in USD) of USAID funding, and name, office address, phone, fax, email of the primary individual responsible for the Application and one alternate.

Executive Summary (Guideline: 1 page)

The executive summary should be a one page overview of critical features of the proposed project. The summary should include a brief description of the overall project, project objectives, geographic location, characteristics of the intended beneficiaries, major activities and intended results, and level of funding requested.

Technical Proposal (Guideline: 10 pages)

1. Situation Analysis

The situation analysis should present a sound analytic basis for the proposed approaches, strategies and interventions, including an understanding of the cultural, demographic, and socio-economic factors related to the development, delivery, and sustainability of pediatric eye care services in underserved communities. It should give attention to existing as well as absent eye health resources and capabilities of the target and partner organization(s). This section should clearly demonstrate that the Applicant(s) have sufficient understanding of the local context, as well as, the current strengths and weaknesses of the organizations to benefit from this organizational development effort supported by the grant funds.

2. Technical Approach & Understanding

The Technical Understanding and Approach shall demonstrate the Applicant's understanding and expertise with respect to achieving the purpose and selected key intervention areas described in Section A.3 of this RFA. The overall technical approach should clearly explain what the Applicant's proposed project will do, how, and by whom. The following core components should be addressed within this section.

A. Technical Interventions and Project Activities

- Describe the technical approach and particular activities that will be used to address the identified constraints and the Applicant organization's relevant experience in carrying out these activities;
- Describe how the proposed project aligns with the purpose and key elements/intervention areas of this RFA;
- Describe the major activities necessary to achieve the anticipated project outcomes and impacts;
- Briefly describe the conceptual/theoretical/technical rationale for selecting these activities;
- Explain how the evaluations or lessons learned from previous projects and/or research findings were used in the design of the proposed project;
- If applicable, please describe how locales were selected for inclusion in the project. If this decision has not yet been made, please explain how it will be made;
- Describe any foreseen involvement on the part of national/local government(s) or other organizations;
- Describe ways in which gender and disability considerations will be incorporated into the program.

B. Intended Beneficiaries

Identify the intended beneficiaries (primary) of the project and how their situation will be changed as a result of the proposed project. Estimate the number of secondary beneficiaries (children and families) that will be served with the new coverage and improved services.

C. Problems to be Addressed

Describe and, as feasible, quantify the current situation of the organization and current constraints they face that the project will address (this may be partially covered in the situational analysis).

D. Post-project Plan

The proposal should clearly indicate what is foreseen beyond the period for which funding is requested (e.g. how will new hires/volunteers be trained; how will equipment be maintained; how will stocks of eyeglasses, low vision devices, and/or consumables be procured and managed; anticipated ongoing activities and sources of support for them, etc.).

3. Monitoring and Evaluation Plan

This section of the Application should contain a description of the organization's M&E plan for the proposed project. Describe your organization's current capacity to collect and analyze data, monitor, and, evaluate project performance. Each activity or set of interrelated activities should specify the anticipated project outputs, outcomes, and impacts. The outcomes to be achieved should be clearly described and quantified. It is critical that the Applicant's proposal includes outcomes which can be directly or indirectly measured. Priority will be generally given to projects that produce significant ongoing benefits for the beneficiaries (primary and secondary) concerned. Identify any significant lessons that you anticipate can be learned from the project. Applicants must include a results/outcome tracking M&E plan, and indicators that are realistic, appropriate, feasible, and contribute the overall objectives outlined in this RFA. The proposed project indicators should be gender-sensitive and sex-disaggregated where appropriate. In addition to the Applicants' project indicators, all successful Applicants must report: 1) the number of people who receive training (disaggregated by gender); 2) the number of commodities procured and/or distributed (e.g. ophthalmoscope, eye glasses, low vision devices), 3) the number of communities served (if applicable).

4. Management, Implementation and Staffing

Provide an overview of how the proposed project will be managed, including a concise overview of the timeline for the major stages of the proposed project's initiation and implementation. Identify the key personnel positions for this project and briefly describe each of their areas of expertise and responsibility. Include a description of relationships between headquarters and the specific country office, within the country office, and how the country office will provide appropriate field supervision.

If sub-agreements are proposed, Applicants should identify those organizations to which they will make significant sub-awards or the process through which the sub-grantees will be selected. The relationship between all formal partners involved in implementing this project should be clearly described. The budget should reflect the portion of the project that will be implemented through sub-agreements.

5. Institutional Capabilities and Past Performance

Include information on the demonstrated capacity of the Applicant organization and any implementing partner organizations. Summarize the relevant experience and comparative advantage the Applicant has in relation to the proposed project including work in the host country or other countries as well as demonstrated results under similar programs. Reference information including addresses, current phone numbers, current points of contact, award numbers if applicable, and a brief description of the work performed should be included as an attachment.

If you are not or have not in the past been a grantee of the USAID Child Blindness and Eye Health Grants program, please provide specific information regarding the past history that your organization has with managing funds of similar levels to those being requested.

Budget Section (Guideline: 5 pages)

Applicants should present a budget summary, detailed budget, and budget notes using the instructions/guidelines presented below. All budget estimates must be in U.S. Dollars.

Budget Summary Format in U.S. Dollars (\$)

| LINE ITEM | USAID |
|-------------------------------|--------------|
| I. Personnel | \$ |
| II. Fringe Benefits | \$ |
| III. Consultants/Contractual | \$ |
| IV. Travel and Transportation | \$ |
| V. Equipment | \$ |
| VI. Other Direct Costs | \$ |
| VII. Program Activities | \$ |
| VIII. Sub-grants | \$ |
| IX. Indirect Costs | \$ |
| TOTAL PROJECT COST | \$ |

This budget summary format should be the top page of your detailed budget. Use only the “major” budget category headings presented above. If you do not need funds for any particular category, for example “consultants”, you may leave this budget category line out of the summary. No profit or fees may be included. Each major budget category should include detailed line “sub-categories” in the detailed budget presentation, as necessary, and described below. Please use the attached budget summary template.

Notes on Budget Preparation Instruction to Applicants

A detailed budget narrative in English that justifies the costs as appropriate and necessary for the successful completion of proposed activities should be attached to the budget. The budget narrative should clearly describe the project and cost assumptions for the USAID funded costs. All proposed costs and estimates must be reasonable and allowable in accordance with the US government’s OMB A-122, Cost Principles for Non-Governmental Organizations. All proposed costs must be directly applicable to performing the work under the award; and budgeted amounts should not exceed the market cost/value of an item or service.

Although the budget is an estimate or prediction and the assumptions contained in the budget may change; in order to award the grant, the budget must contain fairly detailed assumptions regarding rates and expected quantities/levels of effort. Reasonable and minor changes in rates or quantities due to circumstances beyond the control of the organization will be considered and generally will be allowable.

The budget narrative should be of sufficient detail so that someone unfamiliar with your organization or the activity could review and adequately understand/grasp the assumptions/reasonableness and calculation method used.

It is recommended that the budget narrative be prepared using Microsoft Word software and it should be separate from the budget. It is recommended that the budget be prepared using Microsoft Excel spreadsheet software so that rates, quantities, row totals, and column totals can be reviewed and updated with ease.

Specific Guidance by Budget Line Item:

- I. Personnel – This category should include salaries for full or part-time employees. The proposed compensation rates should approximate the current salary for the same or similar positions. For increases above 5%, the budget notes/narrative should include the reasoning. The individual’s name for each position, if already identified, should be mentioned, as well as the salary rate and level of effort (generally either number of days or months). The budget presentation format and associated detail should match normal practices in the applicant’s country.
- II. Fringe Benefits – Fringe Benefits or other compensation are calculated separately from the base salary and the budget details should present the amounts in a similar manner. If fringe benefits are paid, the types of fringe benefits and their individual costs should be disclosed.
- III. Consultants/Contractual – A consultant is an individual with a particular profession or that possesses a special skill that is hired by the organization for a specific task; however, this individual is not an employee or officer of the organization and in general no fringe benefits are to be included in the consultant’s rate. The consultant’s “title” (i.e. what service) should be included in the sub-line items in your budget table. The proposed consultant rates (either hourly or daily) and LOE (level of effort) should be mentioned, justified, and addressed in the budget narrative and should form the basis of the calculation in your budget. The budget note should describe the specific services the consultants will perform. All contractual agreements for services should be in this section.
- IV. Travel and Transportation – The Application should indicate the number of trips, domestic and international, and the estimated costs. Specify the origin (city, country) and destination (city, country) for each proposed trip, duration of travel, and number of individuals traveling. Per Diem, if paid, should be based on the Applicant’s normal travel policies and/or on the USAID travel regulations. The following cost categories should be covered and budgeted for under this line item: airfare, other travel fares (specify), lodging, per diem, vehicle fuel, vehicle

repairs, taxi/other ground transport, etc. If “standard” rates are used, the source of the standard should be mentioned.

- V. Equipment – Include equipment with per unit value of \$5,000 or more. Also include items with a unit value under \$5,000 but where the combined cost of several will be over \$5,000. List the item, quantity, estimated unit cost, projected source, and origin. The “USAID Eligibility Rules for Goods and Services” will apply to any award. These rules can be found in the following website: <http://www.usaid.gov/policy/ads/300/303maa.pdf>, and mainly pertain to the “source and origin” of the items to be purchased.

Source and Origin as defined in 22 CFR 228 mean the following: (a) Origin means the country where a commodity is produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results that is significantly different in basic characteristics or in purpose of utility from its components; (b) Source means the country from which a commodity is shipped to the grantee’s country, or the grantee’s country if the commodity is located therein at the time of the purchase; Nationality means the country where the vendor is located.

The Geographic Procurement Code for this RFA is “000”-U.S. Exceptions require waivers prior to the purchase being authorized. If an Applicant anticipates the need for a waiver, they should strongly consider cost-sharing the items because waivers are not guaranteed, take prolonged periods to obtain, and cause significant implementation delays.

- VI. Other Direct Costs –This line item includes costs such as communications, supplies, postage, printing, equipment under \$5,000 (unless the combined costs of several units is over \$5,000), office rent, etc. Also, costs of any non-programmatic professional services, if any, being procured through a contract mechanism should be included here (such as audit costs). The narrative should provide a breakdown and support for all other direct costs.
- VII. Program Activities (if any) – Generally, this category should only be used if the activity includes significant program related procurement of services or goods (20% or more of the total budget). For example, significant costs related to training, goods to be purchased and distributed, etc. Relatively small program related services may be included in either the Consultant’s section mentioned above or Other Direct Costs.
- VIII. Sub-grants (if any) – Applicants must include a complete cost breakdown (i.e. a budget prepared in detail), as well as all the information required herein for the

Applicant, for each contract or sub-award, following the same format as submitted by the Applicant. The Applicant must pre-screen sub-award budgets for reasonableness and allowability of costs prior to including the budget in this Application.

- IX. Indirect Cost –Funds should be budgeted here if your organization has a currently approved Negotiated Indirect Cost Rate Agreement (NICRA). In the absence of a NICRA, we will accept a rate calculation that has been certified by a public accountant or public accounting firm.

Short Listed Applicant(s)

Short listed Applicant(s) will have ten (10) calendar days from the date JSI requests the Applicant(s) to submit the documents listed below, any other additional documentation requested, and a response to the TEC’s questions, should there be need for clarification.

- Document A: Curriculum Vitae of up to 3 proposed key/senior staff (2 pages per CV);
- Document B: Managerial/Organizational chart which includes major project partners;
- Document C: Letters of commitment from key governmental and/or non-governmental organizations with which the Applicant will be working to implement the project;
- Document D: Letter of Support and/or Acknowledgement for the project from the local USAID Mission.

Applicants should NOT submit Documents A through D at this time.

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| <p>NOTE: TOTAL PAGES FOR THE APPLICATION, TECHNICAL AND BUDGET, MUST NOT EXCEED 16 PAGES. APPLICATIONS THAT EXCEED THE PAGE TOTAL WILL NOT BE REVIEWED.</p> |
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SECTION C: ELIGIBILITY AND SELECTION CRITERIA

C1. Introduction

Applicants should note that the selection criteria presented in Section C3 serves: (1) to identify the significant matters which Applicants should address in their Applications; and (2) as the standard against which all Applications will be evaluated. Applicants must organize the narrative sections of their Applications in the same order as the selection criteria.

APPLICATIONS FOUND TO BE INELIGIBLE AND APPLICATIONS THAT DEVIATE SIGNIFICANTLY

FROM THIS STRUCTURE WILL NOT BE REVIEWED. The Technical Application will be evaluated in accordance with the criteria set forth below. Awards shall be made to the Applicants whose submissions, based on indicated evaluation criteria, represent the most solid technical approach and address the identified priorities.

Each applicant may submit one Application only. The Application must address the first key intervention below. In addition, it may address the second and/or third key interventions.

- #1. Training and capacity building of human resources (medical and non-medical personnel).**
- #2. Provision of critical clinical equipment for diagnosis and treatment.**
- #3. Provision of non-clinical equipment for program management and efficiency.**

Applications will undergo a preliminary review by JSI staff for completeness and responsiveness. Incomplete Applications, Applications judged to be unresponsive to the RFA, and Applications submitted after the due date and time will be considered to be ineligible and will NOT be considered for an award.

C2. Eligibility

U.S. Private Voluntary Organizations (PVOs) or Non-Governmental Organizations (NGOs); international PVOs or NGOs; and national NGOs (individually or in consortia) are eligible to submit Applications. All Applicants must be legally recognized entities.

USAID prefers to fund Applicants or Applicants with partner organizations that have a record of successful programming in the country/ies where a project is being proposed. Applicants should demonstrate that they have significant and relevant experience concerning the issues, populations and/or interventions that they are proposing to address in their project. Applicants should have implemented a program of the same or larger size (value in U.S. Dollars) than the project they are currently proposing. Familiarity with USAID policies and procedures is valued.

Organizations are encouraged to explore collaborative opportunities with other international or local organizations. U.S. or international organizations should present clear plans for working with local partners. Applicants must provide letters of commitment from such partners upon request.

C3. Selection Process

Review of the Applications will be made against the following broad criteria: completeness of the Application and responsiveness of the Application to the RFA. All Applications deemed complete by JSI staff will then be reviewed and evaluated by the TEC against the selection criteria described below.

The JSI APC Agreement Officer will use the conclusions and recommendations of the technical evaluation together with an evaluation of costs to determine if negotiations with an Applicant will be required. As noted in the cover letter to this RFA, the costs involved in preparing the Application shall not be directly reimbursed by APC regardless of the outcome of the negotiations.

C4. Technical Evaluation Criteria

Applicants should note that these criteria serve to: 1) identify the significant matters which Applicants should address in their Applications; and 2) set the standard against which Applications will be evaluated. To facilitate the review, Applicants must organize the narrative sections of their Applications in the same order as the selection criteria (i.e. Situation Analysis; Technical Approach and Understanding, M&E plan, etc.).

The Technical Proposal will be evaluated in accordance with the criteria set forth below. Thereafter, the proposed Budget of an acceptable Technical Proposal will be reviewed for general reasonableness, allowability, and allocability of costs. Awards will be made to applicants whose applications offer the greatest value, and will be made based on the ranking of proposals according to the technical selection criteria identified below. The sub-criteria are presented in descending order of importance:

I. Situation Analysis [10 points]

- The extent to which the overall situation analysis demonstrates a strong understanding of the overall cultural, demographic, and socio-economic factors affecting development, delivery, and sustainability of pediatric eye care services in the proposed project site.
- The degree to which available eye care services and capacity in the project area are identified and well-described.
- The extent to which the Application clearly presents current strengths and weaknesses of the organization(s) to benefit from grant-funded activities.

II. Technical Approach and Understanding [45 points]

A. Technical Interventions and Project Activities [30 points]

- The extent to which the overall technical approach presents a clear explanation of what the proposed project will do, how, and by whom. This section reflects a clear set of activities that align with the purpose and key elements/interventions of the RFA and includes a well-defined approach to address identified organizational development constraints.
- The degree to which the proposal demonstrates that project activities have been informed by clear conceptual or technical approaches and how past program experiences and analyses were applied in the project design.
- The extent to which the Applicant makes a convincing case that the proposed approach and activities are appropriate for organization to address its capacity

needs and will contribute to improved quality and coverage of pediatric eye care services in the project area.

- The extent to which the application describes the role and participation of national/local government and other stakeholders in the design, implementation, and evaluation of the proposed activities.
- The degree to which gender and/or disability considerations are addressed throughout the proposed project approach and activities.

B. Intended Beneficiaries and Problems to Addressed [5 points]

- The degree to which the Applicant clearly identifies both primary and secondary beneficiaries to be addressed by the presented project approach.

C. Problems to be Addressed [5 points]

- The degree to which the technical approach describes and quantifies the current service and capacity constraints faced by the organization to benefit from the capacity and development activities proposed.

D. Post-project Plan [5 points]

- The degree to which the Applicant proposes a feasible post-project plan that addresses how on-going organizational development needs will be met, including training and re-fresher training of new and current staff, as well as management of commodities and equipment.
- The degree to which the Applicant addresses sustainability issues associated with the proposed project activities.

III. Monitoring and Evaluation [10 points]

- The extent to which the presented M&E plan is clear, realistic, and likely to generate adequate project management information.
- The degree to which the plan includes specific and measurable project outputs, outcomes and impacts, along with appropriate indicators to consistently measure project progress.

IV. Management, Implementation and Staffing [20 points]

- The degree to which the application clearly describes how the proposed project will be managed, including a reasonable timeline that demonstrates the ability to efficiently implement the proposed project activities.
- The extent to which the proposed key personnel reflect the technical breadth and skills to successfully management the grant funding and achieve the proposed project objectives.

- The degree to which roles and responsibilities of proposed staff, as well as, partner organizations are well-defined and presented in the application.

V. Institutional Capabilities and Past Performance [15 points]

- The extent to which the Applicant demonstrates the institutional capability to manage the level of funding requested and implement the proposed project activities.
- The degree to which the Applicant has or has access to necessary technical expertise to achieve the project purpose.
- The degree to which the past performance information obtained demonstrates capability to implement work similar in scope.

C5. Weighing of Evaluation Criteria

Applicants will be evaluated by the TEC and scored based on the following weighted criteria:

| | |
|--|-------------------|
| I. Situation Analysis | 10 points |
| II. Technical Approach and Understanding | 45 points |
| III. Monitoring and Evaluation Plan | 10 points |
| IV. Management, Implementation and Staffing | 20 points |
| V. Institutional Capabilities and Past Performance | 15 points |
| <hr/> | |
| TOTAL | 100 Points |

Attachment 1

Past Performance Information Table

| | |
|--|--|
| <p>Organisation receiving technical assistance (include name & location of organization)</p> | |
| <p>Technical assistance goals & objectives</p> | |
| <p>Key activities undertaken</p> | |
| <p>Your staff and/or consultants that helped develop & deliver the technical assistance</p> | |
| <p>Period of Implementation</p> | |
| <p>Total technical assistance budget</p> | |
| <p>Results Statement A strong results statement includes the number who received technical assistance and specific ways that they/their projects benefited. It is a description of the changes or improvements that occurred due to the technical assistance.</p> | |

Attachment 2
Summary Budget Template for One Gender and Health Technical Assistance Assignment

| | Total Cost |
|-----------------------------------|-------------------|
| 1 TOTAL STAFF/LABOUR | 0 |
| 2 TOTAL ALLOWANCES/STAFF BENEFITS | 0 |
| 3 TOTAL CONSULTANT COSTS | 0 |
| 4 TOTAL TRAVEL COSTS | 0 |
| 5 TOTAL EQUIPMENT & SUPPLIES | 0 |
| 6 TOTAL OTHER DIRECT COSTS | 0 |
| 7 TOTAL PROGRAM COSTS | 0 |
| 8 TOTAL SUBGRANTS | 0 |
| 9 TOTAL INDIRECT COSTS | 0 |
| TOTAL COSTS | 0 |

Attachment 3

ORGANIZATION NAME Budget Notes

1. Staff/Labor Costs

Direct salaries and wages must be in accordance with the organization's established personnel policies and according to any local labor legislation. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, is subject to review and approval at a high enough organizational level to assure their uniform enforcement and result in costs which are reasonable and allowable in accordance with applicable cost principles.

2. Allowances/Staff Benefits

All allowances and benefits provided as part of staff compensation that is above the salary base must be listed and described in this section.

Fringe Benefits - If accounted for as a separate item of cost, fringe benefits must be based on the applicant's audited fringe benefit rate or historical cost data and for personnel according to local legislation

3. Consultant Costs

Direct consultants hired as part of this project must be listed. Daily rates and planned number of days must be included along with a brief description of the type of work the consultant will undertake to support the aims of the project.

4. Travel and Transportation

The narrative must indicate number of expected trips for all personnel and the estimated unit cost for each.

5. Equipment & Supplies

Expendable supplies can be budgeted but non-expendable equipment will not be funded under these grants. (NOTE: Equipment is defined as tangible non-expendable personal property which has a useful life of more than one year and an acquisition cost of US\$ 5,000 or more for each equipment).

6. Other Direct Costs

All costs in this category must be specifically described in detail. Examples of other direct costs are communication, printing, postage, etc.

7. Program Costs

All costs in this category must be specifically described in detail.

8. Subgrants

Any subgrants anticipated as part of the project must be included here along with the name of recipient and the amount of the award.

9. Indirect Cost Rates

Description of approved indirect rates and the base to which they are applied.