



Issuance Date: **May 5, 2014**

Deadline for Questions: **May 19, 2014 at 1 PM EDT/5pm GMT**

Closing Date: **June 9, 2014 at 1 PM EDT/5pm GMT**

Subject: **APC RFA No. GH-016 – Global Wheelchair Supply Venture**

The Advancing Partners & Communities (APC) project invites qualified U.S.-based organizations or international organizations, private voluntary organizations, non-governmental organizations, or universities with documented experience in managing sub-awards and substantial international procurement activities to submit Applications for the Global Wheelchair Supply Venture.

The grant awarded under this solicitation will be a sub-grant from APC implemented by JSI Research & Training Institute, Inc. (JSI) and FHI 360. APC 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 one grant for up to \$2.2 million for a period of up to two years will be awarded. Fundamental to the Application is a clear strategy for as well as a detailed plan for a Global Wheelchair Supply Venture. Key components of the Global Wheelchair Supply Venture include: *1) identification of service providers and locations, 2) furnishing a range of appropriate wheelchair products, and 3) effective utilization of a consortium of wheelchair suppliers.* Although sub-awards will be utilized, one organization will be responsible for the overall administration and management. Applications should clearly articulate how assistance to men and women will be addressed and how gender issues, especially women's empowerment, will be incorporated.

Please read the RFA in its entirety and ensure that the Application addresses all of the items listed in the Application Instructions (Section B) and in the Evaluation Criteria (Section C4).

Organizations interested in responding to this RFA may retrieve it at <http://www.advancingpartners.org/grants> effective May 5, 2014. It is the responsibility of interested organizations to monitor this website for any amendments that may be posted later.

Applications must be submitted in English by June 9, 2014, at 1 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 to grants-APC@jsi.com.

The Request for Application 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

Any questions concerning this solicitation should be submitted by email to grants-APC@jsi.com by 1 PM EDT/5 PM GMT on **May 19, 2014**. A list of all questions and answers will be posted on the APC website by **May 27, 2014**. If you encounter problems accessing the solicitation, please email grants-APC@jsi.com.

Applications will be reviewed by a technical committee that will evaluate the Applications according to criteria provided within. The committee will determine which organizations will be funded based on the submitted Applications. The APC Finance Director will use the conclusions and recommendations of the technical evaluation together with an evaluation of the costs to negotiate an award with the successful Applicant.

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), JSI, and/or FHI 360, nor does it commit the USG, JSI, and/or FHI 360 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. All recommendations for funding are contingent on the approval of the Agreement Officer's Representative at USAID.

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

Sincerely,

Stephen Katz
Finance Director
Advancing Partners & Communities
JSI Research & Training Institute

**Global Wheelchair Supply Venture
APC RFA No. – GH-016**

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SECTION A: PROJECT DESCRIPTION

A1. Introduction

This document describes the purpose, qualification criteria, application process, and selection criteria related to developing a Global Wheelchair Supply Venture. The solicitation is specifically intended for U.S.-based organizations or international organizations (IOs), private voluntary organizations (PVOs), universities, or non-governmental organizations (NGOs) with documented experience in managing sub-awards and substantial international procurement activities.

One grant is anticipated under this solicitation. The total award for this program, including sub-awards, will be up to \$2,200,000 over a period of two years.

The grant to be awarded through this solicitation, and identified sub-awards, should support key components of a Global Wheelchair Supply Venture. Key components of the Global Wheelchair Supply Venture include: 1) identification of service providers and locations, 2) furnishing a range of appropriate wheelchair products, and 3) effective utilization of a consortium of wheelchair suppliers. All of these are described in more detail in Section A4 of this document.

At the time of proposal submission the Applicant must identify at least *5 service providers in 5 countries*¹ and at least *3 wheelchair suppliers*². For providers and suppliers not yet identified within the proposal, the competitive process should be clearly outlined in the application. All sub-awards will be subject to approval by APC.

The Applicant must articulate how people with disabilities will be engaged in the various cycles of the project and how women will contribute to and benefit from the proposed activities.

A2. Background

Since 2002, the US Government has invested over \$60 million in wheelchair provision – 80% has been administered by USAID. The four key areas of investment and support have comprised:

- ❖ Service Delivery
- ❖ Resource Material Development
- ❖ Research
- ❖ Sector Strengthening

Service Delivery

In the past decade, over \$50 million has been utilized to provide over 70,000 wheelchairs in 42 countries. Provision of wheelchairs has been a key focus of activities, but USAID support has

¹ A total of at least ten countries and at least ten different providers are expected for this project.

² At least 5 different wheelchair suppliers are to be utilized for this project.

gone far beyond ensuring product is available to those in need. Project activities have included access to sports, recreation, and vocational training; creating accessible environments; promoting rights of people with disabilities; training wheelchair riders; and providing follow-up.

Resource Material Development

USAID supported the Wheelchair Consensus Conference in Bangalore in 2006. As a result of this conference there was a clear shift in programs from simply donating a wheelchair to developing an appropriate wheelchair service provision system. A key outcome of this conference was the document *Guidelines on the Provision of Manual Wheelchairs in Less-resourced Settings*.

Key resources materials developed through World Health Organization/USAID collaboration:

- [Wheelchair Guidelines \(2008\)](#)
- [Wheelchair Service Training Package Basic \(WSTP-B\) \(2012\)](#)
- [Wheelchair Service Training Package Intermediate \(WSTP-I\) \(2013\)](#)
- Management/Stakeholder Modules (anticipated mid-2014)

Research

In 2013, USAID partnered with a non-governmental organization, JHPIEGO, who works in close collaboration with Johns Hopkins University, to compare functional outcomes of wheelchair riders who receive wheelchairs with service against those who received wheelchairs without service. This research is on-going and is scheduled for completion by September 2014.

In addition to this research, there are a number of on-going wheelchair programs funded by USAID that also have research elements. Examples include a tricycle comparison study being conducted in Indonesia, and a wheelchair impact research study in Romania.

In 2012, USAID supported Management Sciences for Health (MSH) to conduct research and a review, "Potential avenues and mechanisms for coordination in the wheelchair service provision sector in low-resource settings". Learning from this research has contributed to the development of this RFA.

Sector Strengthening

There are a number of key activities that USAID supports that advance wheelchair sector strengthening. These include (but are not limited to):

- Supporting WHO to deliver WSTP-B training through four regional workshops and WSTP-I through one global coordination workshop.
- Delivering the WSTP-B training in seven less-resourced countries through MSH and local partners.
- Development of a measurement tool for basic wheelchair provision skills/knowledge that should be available online by mid-2014.

- Support to three working groups (evidence, coordination and service) that meet virtually to identify issues and opportunities within the sector.
- Support for the establishment of a Global Wheelchair Secretariat (RFA released on March 25, 2013 – applications due on May 6, 2014).

USAID is firmly committed to supporting continued developments within the wheelchair sector and expanding opportunities for individuals to have access to the wheelchairs they need.

A3. Estimated Wheelchair Needs

According to the WHO World Report on Disability (2011), there are over one billion people with disabilities in the world. This corresponds to about 15% of the world's population. The prevalence of disability is growing due to population ageing and the global increase in chronic health conditions. Patterns of disability in a particular country are influenced by trends in health conditions and trends in environmental and other factors –such as road traffic accidents, natural disasters, conflict, diet and substance abuse. WHO estimates 110-190 million people experience very significant difficulties.

Based on the Wheelchair Consensus Conference outcome and the WHO Guidelines on the provision of wheelchairs, it estimated that 70 million people need a wheelchair.

On average, if one wheelchair lasts for three years, then the world requires nearly 23 million wheelchairs annually.

At present, production levels are estimated at 3 million wheelchairs a year, which suggests that only 13% of people who are in need of a wheelchair have access to one. This mirrors the WHO estimate that only 5-15% of people can access assistive devices. Considering this, to ensure that everyone who needs a wheelchair has access to one, and to adhere to Article 20 of the UN Convention on the Rights of Persons with Disabilities (UNCRPD), a global response is required to **increase production and availability to at least 20 million wheelchairs a year by 2020.**

The necessity for increased number of wheelchairs made available worldwide is clear. Following the information provided above, there is a worldwide need of 20 million wheelchairs annually – USAID's investment of providing 70,000 wheelchairs in the last decade is a step in the right direction, but much more needs to be done.

A4. Global Wheelchair Supply Venture

The overall goal of the Global Wheelchair Supply Venture is to increase the availability of *appropriate wheelchair*³ products to *eligible organizations*⁴ in less resourced settings through a consortium of wheelchair suppliers.

³ A wheelchair that meets the user's needs and environmental conditions; provides proper fit and postural support; is safe and durable; is available in the country; and can be obtained and maintained and services sustained in the country at the most economical and affordable price (<http://www.who.int/disabilities/publications/technology/wheelchairguidelines/en/>).

⁴ Criteria to be determined as per Objective 1 of this RFA.

The key questions to be addressed in meeting this goal are:

1. Where will wheelchair products be delivered (country/service provider)? (Objective 1)
2. What products? (Objective 2)
3. Who will be supplying the products to the country? (Objective 3)

Objective 1: Identify service providers and locations.

The Applicant must identify at least 5 countries with at least one wheelchair service provider in each country at the time of application. The Applicant must provide clear justification on how and why each country and each service provider were selected. There may be a number of countries that meet the criteria provided below. The onus is on the Applicant to identify which elements are present.

Priority consideration should be given to providers with:

- Staff who have received Wheelchair Service Training.
- Experienced / proficient wheelchair service provider staff.
- Capacity to provide and follow up the required volume of wheelchairs.
- Previous investment for wheelchair provision.
- Monitoring and evaluation measures.

Other areas for consideration may include but are not limited to:

- Adherence of WHO 8-steps of wheelchair provision.
- Current product availability (and/or lack of specific product).
- Identified need for wheelchairs and source of information.
- Impact of wheelchair supply on other providers.
- Wheelchair service provider plan for some type of cost recovery.
- Government engagement; import restrictions.
- Translation of *Wheelchair Guidelines* and other resource materials.

In addition, within the first 6 months of the project the Applicant will be expected to propose the remainder of countries and service providers with justification for each.

Minimum Results expected:

- At least 10 wheelchair service providers in 10 countries have received appropriate wheelchair products.

Objective 2: Furnish a range of appropriate wheelchair products.

The information gathered from the identified wheelchair service provider (Objective 1) will enable the Applicant to determine the type and number of appropriate wheelchairs required. It is expected that the Applicant will have identified and provided justification for at least 7,500 wheelchair products at the time of proposal submission.

Elements of appropriate wheelchair definition include a wheelchair that meets the user's needs and environmental conditions, provides proper fit and postural support, is safe and durable,

and is at an economical and affordable price⁵.

The wheelchair service providers will be responsible for the wheelchair service once the wheelchairs have been delivered to them. Within the scope of this project, the Applicant will be expected to identify responsible wheelchair service providers, consolidate and cross check requests for types and numbers of wheelchair products needed, and ensure these products are delivered to the service providers in a timely manner.

The diversity of wheelchair products and ability to “mix and match” various components is vast. A wheelchair product table⁶ may help identify some of the products currently available. This resource document is not exhaustive, but again provides a starting point for consideration.

Range of wheelchair products may include but are not limited to:

- Tricycles
- Children’s wheelchairs
- Adult wheelchairs
- Active wheelchairs
- Standard wheelchairs
- Sports wheelchairs
- Electric wheelchairs
- Long wheelbase wheelchairs
- Folding wheelchairs
- Fixed frame wheelchairs
- Adjustable wheelchairs

The Applicant should also describe the need for and use of the following features:

- Pressure relief cushions
- Comfort cushions
- Intermediate Postural support products

Minimum Results expected:

- At least 15,000 wheelchairs will be supplied through this initiative.
- All wheelchairs will have cushions supplied (at least 5,000 will be pressure relief cushions and the remainder will be comfort cushions).

Objective 3: Utilize a consortium of wheelchair suppliers.

In the past decade, USAID has engaged a number of wheelchair suppliers who produce a variety of wheelchairs and wheelchair products in a wide variety of settings. There are also a number

⁵ WHO Wheelchair Guidelines (<http://www.who.int/disabilities/publications/technology/wheelchairguidelines/en/>).

⁶ <http://www.usaid.gov/what-we-do/democracy-human-rights-and-governance/protecting-human-rights/vulnerable-populations>

of wheelchair suppliers who have never received support from USAID.

Taking the information from Objective 1 and Objective 2, the Applicant is expected to identify at least 3 wheelchair suppliers to meet the identified needs at the time of proposal submission. A variety of manufacturers is found on the table located on the USAID Website⁷; this list is not exhaustive, but provides a solid base from which to identify potential wheelchair suppliers.

In situations where there is an in-country wheelchair manufacturer, the Applicant must describe how the project will incorporate this information – whether this group will be utilized (if not, explain why) and how wheelchair supply will impact this organization and how any negative side effects will be mitigated.

It is expected that, in the case where not all suppliers have been identified within the proposal, the process to select remaining wheelchair suppliers will be a competitive process that has clear criteria for selection.

Priority areas for selection include:

- Type of product available
- Quality control measures
- Location of current production
- Capacity of production
- Cost of products
- Collaboration with other suppliers

Additional areas for consideration that would weigh in favor of selection include, but are not limited to:

- All products have written use
- Flat packs, Assembly
- Experience in proposed country

Minimum Results expected:

- At least 5 different wheelchair suppliers will be utilized to deliver wheelchair products.

NOTE:

The Applicant will be expected to engage wheelchair riders not only as end users of wheelchair services, but also define their role in Global Wheelchair Supply Venture. In addition to engaging people with disabilities and Disabled Peoples Organizations (DPOs), the Applicant is also expected to demonstrate how gender will be addressed in project planning, activities, and measurement with the aim of addressing two overarching outcomes:

⁷ <http://www.usaid.gov/what-we-do/democracy-human-rights-and-governance/protecting-human-rights/vulnerable-populations>

- Reduce gender disparities in access to, control over, and benefit from resources, wealth, opportunities, and services economic, social, political, and cultural;
- Increase capability of women and girls to realize their rights, determine their life outcomes, and influence decision making in households, communities, and societies.

Guidance is provided in [USAID's Gender Equality and Female Empowerment Policy](#). In addition to addressing programming issues, Applicants should also describe how internal management structures, controls, and personnel selection will incorporate gender issues.

A5. Reporting

The Recipient will be required to work with APC to submit a workplan and a monitoring and evaluation plan that can measure progress toward results. The work plan must be submitted for approval within 30 days of signing a grant agreement with APC. The Recipient and any potential sub-grantees will be expected to meet all quarterly reporting requirements required by USAID for APC, including submitting data quarterly to meet USAID reporting requirements. Specific reporting templates and guidelines will be provided.

SECTION B: APPLICATION INSTRUCTIONS

B1. Application Guidelines

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. All Applications must be submitted by **June 9, 2014 at 1 PM EDT/5 PM GMT**. Applications submitted after the closing date and time may 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 grants-APC@jsi.com.

Receipt of an Application to this request does not constitute an award commitment on behalf of the USG, JSI, and/or FHI 360, nor does it commit the USG, JSI, and/or FHI 360 to reimburse any costs incurred in the preparation and submission of an Application. JSI, FHI 360, and the USG reserve the right not to fund any and/or all of the Applications received.

All Applications, except those determined to be non-responsive, submitted on or before the due date and time will be reviewed by a technical committee that will evaluate the Applications according to the criteria provided below. The committee will determine which organization will be funded based on the submitted responses to the evaluation criteria. All Applicants will be notified in writing whether their Application is recommended for funding. A recommendation for funding is contingent on the availability of funds and the approval of the Agreement Officer's Representative (AOR) of APC at USAID/Washington. The successful Applicant will be awarded a grant from JSI on behalf of USAID.

B2. Technical Application (Guideline: 13 pages)

The Technical Application describes the Applicant’s existing technical and organizational capacity to meet Program Objectives and Goals (see Section A). It should be concise, specific, complete, and demonstrate a clear understanding of the goals and objectives of the project. The Technical Application must be submitted in English.

Applications may be no more than 13 pages in length. The following are NOT included in the 13-page proposal limit: table of contents, acronym list, or attachments (i.e., Past Performance Information Tables – limit 3, and Budget Documents). All Applications should 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 (size 10 font minimum). At this initial stage, Applicants should NOT submit any additional documents with their Application. APC will confirm receipt via email of all Applications within ten (10) calendar days of the submission deadline.

Applicants should submit all documents as email attachments. It is not necessary to send a hard copy of the Application via mail or fax. The Technical Application and the corresponding Budget Documents should be submitted as separate attachments. Applicants should not include photographs as part of their applications.

Include only information necessary to provide a clear understanding of the organization’s technical and organizational capacity, and the proposed plan for project implementation. 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.

1. Cover Page (1 page)

Include the name of the organization submitting the Application, project title, location, proposed project dates (e.g. September 1, 2014-August 31, 2016), 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.

2. Executive Summary (1 page)

The executive summary should provide an overview of critical features of the proposed project, including the key elements of the Global Wheelchair Supply Venture. It should include proposed countries, wheelchair service organizations, and suppliers that have been identified.

3. Existing Capacity (1 page)

The Applicant will describe their organizational link to key elements of wheelchair service providers and suppliers, their current capacity for providing sub-awards, any experience in the proposed countries, any disability-related experience, and experience with wheelchair supply and/or other assistive device procurement and supply.

4. **Core Proposal (10 pages)**

I. Situation Analysis

The situation analysis should present a sound analytic basis for the proposed locations and wheelchair service partners. In addition, there should be a clear justification for the types and numbers of wheelchair products and wheelchair supplier proposed to meet these product demands.

II. Program Approach and Causal Framework

- a. **Intended Stakeholders:** Identify the stakeholders who will be engaged in the development, management, and monitoring of the Global Wheelchair Supply Venture.
- b. **Technical Interventions and Project Activities:** Explain what the proposed project will do, how, and by whom. Include a time frame for project activities.
 - i. Describe the technical approach and particular interventions that will be used to address the identified problems and the Applicant organization's relevant experience in these interventions;
 - ii. Describe the major activities necessary to achieve the anticipated project outcomes and impacts;
 - iii. Describe how sub-awards will be used and managed during the project;
 - iv. Describe any involvement on the part of national/local government(s) or other organizations; and
 - v. Describe ways in which gender and disability considerations will be incorporated into the activity areas.
- c. **Causal Framework:** For each of the three objectives outlined in the body of the RFA, indicate the proposed project activities. For each activity or set of interrelated activities, specify the anticipated project outputs, outcomes, and impacts. The outcomes to be achieved should be clearly described and quantified.
- d. **Assumptions and Constraints:** Describe the assumptions that underlie the proposed Global Wheelchair Supply Venture. Describe any constraints that may affect operations or outcomes.

III. Monitoring and Evaluation

Effective internal monitoring and evaluation of activities, outputs, and outcomes are essential for transparency and lessons learned from this project. This section of the Application should contain a description of the monitoring systems and mechanisms to be used. Identify any significant lessons that you anticipate can be learned from the proposed investments. Describe how gender-relevant data and information will be gathered and used.

IV. Management, Implementation and Staffing

Provide an overview of how the project will be structured and managed. Include a timeline for the major stages of activity implementation. Of key import in the

implementation is the expected delivery of the wheelchair products included in the proposal document. It is anticipated that the Applicant will have identified an individual with extensive wheelchair service experience in less resourced setting as a key staff.

V. Sustainability Plan

Describe the plan (revenue streams) that will contribute to the continued delivery of wheelchair products to service providers. The sustainability plan should be clear and articulated early on in the award cycle and not simply at the end of two years.

5. Summary Budget (4 pages -- see Attachment 2)

Include a general budget using the following categories of cost (exclude any do that do not apply): Labor, Allowances/Staff Benefits, Consultants, Travel, Expendable Equipment, Other Direct Costs, Program Costs, and Sub-grants⁸. The category Overhead or Indirect Costs may be used only if the organization has a Negotiated Indirect Cost Rate Agreement (NICRA) from a US federal agency or an Indirect Rate calculated and certified by an acceptably recognized public accounting firm. Otherwise please include all overhead costs (share of rent, utilities, management costs, etc.) within the other categories. No profit or fee may be charged. The budget notes need to be detailed and should indicate a reasonable amount of care and thought in terms of general budgetary assumptions.

SECTION C: ELIGIBILITY AND SELECTION CRITERIA

C1. Introduction

Selection criteria presented in Section C4 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 may not be reviewed. The Technical Application will be evaluated in accordance with the criteria set forth below. The Award shall be made to the Applicant whose submission, based on indicated evaluation criteria, represents the most solid technical approach, has much of the recommended organizational components, and addresses the identified results.

C2. Eligibility

USAID is seeking Applications from U.S.-based organizations or international organizations (IOs), non-governmental organizations (NGOs), universities, or private voluntary organizations (PVOs). All Applicants must be legally recognized entities. For their proposal to be considered under this solicitation, the organization must have adequate financial controls and can

⁸ Sub-grants must also have sufficient detail (following the same format as the budget submitted by the Applicant).

reasonably expect to be eligible to receive USAID funds by satisfying 22CFR228 requirements.

Organizations must clearly outline collaborative partnerships and sub-awards with other international or local entities to undertake activities that meet the objectives of this project. No funds shall be paid as profit to any recipient that is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs.

C3. Selection Process

Applications will undergo a preliminary review by APC staff for completeness and responsiveness. Incomplete Applications, applications judged to be unresponsive to the solicitation, and Applications submitted after the due date and time will be considered to be ineligible and may not be considered for an award. Applications deemed to be complete will then reviewed against the selection criteria outline in Section C4.

The Technical Application will be evaluated in accordance with the criteria in Section C4. Thereafter, the cost/business application of Applicants submitting a technically acceptable Application will be reviewed for general reasonableness, allowability, and allocability of costs. The award will be made to the Applicant whose Application offers the greatest value, and will be made based on the ranking of Applications according to the technical selection criteria.

The APC project reserves the right to request further information from all Applicants deemed to have met initial selection criteria as needed to make a final selection. The APC Finance Director will use the conclusions and recommendations of the technical evaluation from the technical committee together with an evaluation of costs to determine if negotiations with an Applicant will be required. A recommendation for funding is contingent on the availability of funds and the approval of the AOR of the APC project at USAID/Washington.

C4. Technical Evaluation Criteria

Applicants should note that these criteria serve: (1) identify the significant matters which Applicants should address in their Applications; and (2) as the standard against which all Applications will be evaluated.

The Application will be evaluated against the following criteria:

I. Situational Analysis [15 points]

1. Does the analysis of wheelchair sector in each country provide an accurate and convincing case for the proposed interventions?
2. Have relevant actors been identified?
3. Has a gender analysis been conducted and findings included in the proposal?
4. Has the Applicant adequately addressed how people with disabilities and women are involved in the development and functioning of the activities?

II. Programming Approach and Causal Framework [35 points]

- a. *Intended Stakeholders and Problems to Addressed [5 points]*

1. Are the intended stakeholders and problems to be addressed clearly described and appropriately quantified?
2. Have the needs of both men and women been carefully considered?

b. Technical Interventions and Project Activities and Causal Framework [30 points]

1. Is there a clear explanation of what the proposed project will do, how, and by whom?
2. Are the specific approaches and methods used to identify and award sub-grants clearly described?
3. Has research or evaluation of other wheelchair production and supply models informed the proposed structure?
4. Is it clear how the project will be managed and why the locale is appropriate?
5. Are the roles of any partner organizations or governmental bodies clear and appropriate?
6. Does the causal framework detail a clear, realistic process for achieving intended outcomes?
7. Are the outcomes to be achieved measurable and in line with expected results?
8. Have gender gaps been addressed and is women's empowerment clearly evident in the proposed plan?

III. Monitoring and Evaluation [15 points]

1. Is the M&E plan clear, realistic, and likely to generate information that helps strengthen the functions or outcomes of the activity?
2. Are viable indicators specified for proposed outcomes?
3. Does the project structure/staffing include elements to undertake M&E actions?
4. Where applicable (i.e. testing) is data and information clearly disaggregated by sex?
5. Are outcomes related to gender been identified and is it clear how they will be measured?

IV. Management, Implementation and Staffing [15 points]

1. Is there a clear timeline for the major stages of the proposed project?
2. Does the organizational chart/proposed structure seem appropriate addressing the goals and objectives?
3. Does the staff proposed appear well-qualified for their proposed positions, are they gender-sensitive, and are women included?
4. Is the role of partner organizations adequately and clearly described?
5. Is the oversight of the sub-grants adequate and clearly described?

V. Sustainability Plan (5 points)

1. Are the proposed measures to promote sustainability clearly described and realistic?
2. Is sustainability addressed in the early stages of the project?
3. Have underlying assumptions been made clear?
4. Are potential constraints identified and addressed?

VI. Institutional Capabilities and Past Performance [15 points]

1. Does the organization have a strong track record for the type of work proposed?
2. Does it have necessary technical expertise?
3. Does past performance indicate the ability to manage a program of this scale?

C5. Weighing of Evaluation Criteria

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

I. Situational Analysis	15 points
II. Programming Approach and Causal Framework	35 points
III. Monitoring and Evaluation	15 points
IV. Management, Implementation and Staffing	15 points
V. Sustainability plan	5 points
VI. Institutional Capabilities and Past Performance	15 points
TOTAL	100 Points

Attachment 1: Past Performance Information Table

Organization Name	
Project Name	
Project Objective	
Activities undertaken	
Geographic Location (district, sub-county, village, parish)	
Donor Contact Information (name and address of donor and name and phone number/email address of project contact)	
Period of Implementation	
Total Project Budget	
Results Statement A strong results statement includes the number of people who benefitted in a specific way from the project. It is a description of the changes or improvements that occurred due to the project.	

Attachment 2: Summary Budget Template

ORGANIZATION NAME

Summary Budget

	Line Item	Year 1	Year 2	Total
1	TOTAL STAFF/LABOR	0	0	0
2	TOTAL ALLOWANCES/STAFF BENEFITS	0	0	0
3	TOTAL CONSULTANT COSTS	0	0	0
4	TOTAL TRAVEL COSTS	0	0	0
5	TOTAL EXPENDABLE EQUIPMENT	0	0	0
6	TOTAL OTHER DIRECT COSTS	0	0	0
7	TOTAL PROGRAM COSTS	0	0	0
8	TOTAL SUBGRANTS	0	0	0
9	TOTAL INDIRECT COSTS	0	0	0
	TOTAL COSTS	0	0	0

Attachment 3: Budget Notes

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.

Staff 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 in accordance with 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, specifically the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem, if paid, should be in accordance with the organization's established travel policies and USAID travel regulations.

5. Expendable Equipment

Expendable equipment can be budgeted under this category but non-expendable equipment will not be funded under this grant. (NOTE: Non-expendable equipment is defined as tangible 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).

The standard provision USAID Eligibility Rules for Goods and Services will apply to any award. These rules can be found in Section M8 of [Standard Provisions for U.S. Organizations](#) and Section M6 of [Standard Provisions for Non-U.S. Organizations](#) and mainly pertain to the "source and origin" of the items to be purchased. The Geographic Code for this RFA is 937 – U.S., recipient country, and developing countries (but not advanced developing countries).

6. Other Direct Costs

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

7. Program Costs

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

8. Sub-grants

Any sub-grants anticipated as part of the project must be included here along with the name of recipient, the amount of the award, and a complete cost breakdown (following the same format as submitted by the Applicant).

9. Indirect Cost Rates

Funds should be budgeted here only if the Applicant has a currently approved Negotiated Indirect Cost Rate Agreement (NICRA). If there is no NICRA, Applicants may include an Indirect Cost Rate calculation that has been certified by an acceptably recognized public accounting firm. Describe the approved indirect rate(s) and the base to which it/they apply.