



Issuance Date: **January 2, 2014**

Deadline for Questions: **January 17, 2014 at 12 PM EST/5 PM GMT**

Closing Date: **February 14, 2014 at 12 PM EST/5 PM GMT**

Subject: **APC RFA No. GH-013 – Leahy War Victims Fund TEAM Project**

The Advancing Partners & Communities (APC) project invites qualified U.S.-based organizations or international organizations, private voluntary organizations or non-governmental organizations with extensive experience in managing sub-awards to submit Applications in support of *Training, Economic Empowerment, Assistive Technology¹, and Medical/Physical (Re)habilitation services (TEAM)* in conflict-affected countries. The goal of the solicitation and resulting awards is to increase availability of and access to a wide variety of programs benefitting people with disabilities in conflict-affected countries².

Grants awarded under this solicitation will be sub-grants 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, awards, technical assistance and management services on behalf of the USAID Bureau of Global Health and USAID Missions.

It is anticipated that three grants of \$5 million USD each for projects of up to three years will be awarded (\$15 million USD total). It is expected that each award will be implemented in one country and utilize at least ten sub-awards in that country. Organizations are limited to applying for only one of the three awards. This RFA requires an in-country technical advisor to guide the program. The Application should encompass activities that 1) *further training opportunities for rehabilitation personnel*; 2) *foster economic empowerment*; 3) *provide assistive technology*; and 4) *expand the provision of medical/physical (re)habilitation services*. *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 January 2, 2014. It is the responsibility of interested organizations to monitor this website for any amendments that may be posted later.

¹ Assistive Technology has two major components: assistive devices (products) and service provision.

² Please note the source of funds for this RFA is the Patrick Leahy War Victims Fund (LWVF). As such the applicant must keep in mind that **physical rehabilitation for individuals severely disabled as a result of armed conflict** is of key interest at all levels of funding.

Applications must be submitted in English by February 14, 2014, at 12 PM EST/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 12 PM EST/5 PM GMT on **January 17, 2014**. A list of all questions and answers will be posted on the APC website by **January 24, 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 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 and 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, Inc.

**TEAM Project
APC RFA No. GH-013**

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SECTION A: PROJECT DESCRIPTION

A1. Introduction

This document describes the purpose, qualification criteria, application process and selection criteria used to select proposals to be funded for the TEAM Project³ in conflict-affected countries⁴. The solicitation is specifically intended for U.S.-based organizations or international organizations (IOs), private voluntary organizations (PVOs) or non-governmental organizations (NGOs) with extensive experience in managing sub-awards.

Three grants are anticipated under this solicitation. The total funding for this program, including sub-awards, will be up to \$15,000,000 (fifteen million USD) over a period of three years. It is anticipated that each of the grants will focus on one country.

Each grant to be awarded through this solicitation, and the required 10+ sub-awards, should support **T**rainning (physical rehabilitation providers), **E**conomic empowerment, **A**ssistive technology, and **M**edical/physical (re)habilitation services for civilian victims of war and other people with disabilities in the selected conflict-affected country. The technical committee intends to select one each in Latin/South America, Africa, and Southeast Asia. The onus is on the Applicant to provide clear justification on how and why the proposed country is most appropriate for support through the Leahy War Victims Fund (LWVF). Special consideration should be given to addressing the needs and empowerment of women and girls in all aspects of the TEAM approach.

Applications must include one technical advisor based in country and at least ten sub-awards. Sub-awards may range from \$5,000 - \$500,000 per organization. Sub-award recipients may be identified and included in the proposal submission and/or may be identified through a competitive process during the project period. If the latter, the competitive process should be clearly outlined in the Application.

The technical advisors must be subject matter experts (physical rehabilitation) with at least five years of experience in physical rehabilitation in conflict affected countries. Specific in-country experience as well as proposal review/project management is a plus. The technical advisors are considered key personnel and should be identified within the proposal.

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

³ TEAM: **T**rainning, **E**conomic Self-sufficiency, **A**ssistive Technologies, and **M**edical Care/Rehabilitation.

⁴ Although “conflict-affected country” is the standard terminology used throughout this RFA, applicants are reminded that the core intent of the Leahy War Victims Fund is to assist persons who are severely disabled as a result of armed conflict.

A2. Background

Established in 1989, the Leahy War Victims Fund (LWVF), administered by USAID, provides assistance to war victims in developing countries. The Fund provides a dedicated source of financial and technical assistance for civilian victims of war who suffer from mobility-related injuries, including people who suffer from polio as a result of interrupted immunization services. **The overall goal of the Leahy War Victims Fund is to provide quality rehabilitative services to civilian victims of war.**

In the past 20 years, there have been many developments that have influenced the environment within which programs will be implemented. One example is the 2007 United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). The UNCRPD has multiple Articles related to this call, but four are relevant to the aims of this project:

- Article 20: Personal Mobility
- Article 25: Health
- Article 26: Habilitation and rehabilitation
- Article 27: Work and employment

Within each of these Articles there are a variety of measures that resonate with this project; these have been taken directly from the UNCRPD:

- ❖ Take all appropriate measures to ensure the full development, advancement and empowerment of women. (Article 6)
- ❖ Provide training in mobility skills to persons with disabilities and to specialist staff working with persons with disabilities. (Article 20)
- ❖ Facilitate access to quality mobility aids, devices, assistive technologies and forms of live assistance and intermediaries, including making them at affordable cost. (Article 20)
- ❖ Provide those health services needed by persons with disabilities specifically because of their disabilities, including early identification and intervention as appropriate, and services designed to minimize and prevent further disabilities. (Article 25)
- ❖ Provide services as close as possible to people's own communities, including in rural areas. (Article 25)
- ❖ Promote the availability, knowledge and use of assistive devices and technologies, designed for persons with disabilities, as they relate to habilitation and rehabilitation. (Article 26)
- ❖ Promote the development of initial and continuing training for professionals and staff working in habilitation and rehabilitation services. (Article 26)
- ❖ Promote employment opportunities for persons with disabilities in the labor market, as well as assistance in finding, obtaining, maintaining and returning to employment. (Article 27)
- ❖ Promote opportunities for self-employment, entrepreneurship and starting one's own business. (Article 27)

In the past twenty years, the LWVF has devoted extensive resources to the establishment and improvement of accessible and appropriate prosthetic/orthotic services. This decision was

based upon the realization that with its modest resources, the Fund would have the greatest impact on the greatest number of people through the provision of "unassisted mobility". Under this facet the Fund also devotes substantial attention to ensure that service providers incorporate appropriate follow up and monitoring of beneficiaries of services.

From 2001-2009, the LWVF supported a program in Sub-Saharan Africa that provided grants and technical oversight to over 60 organizations in eight countries. This RFA is built from this experience – selecting the positive aspects and incorporating these into the current design. For more information about this initiative, please see the following *Omega Initiative* link:

<https://dec.usaid.gov/dec/content/Detail.aspx?ctID=ODVhZjk4NWQtM2YyMi00YjRmLTkxNjktZTcxMjM2NDBmY2Uy&rID=MzQwMTky>.

A3. Project Management

The Recipient organizations will manage TEAM programs in one conflict-affected country. This program will promote and support the four objectives outlined in Section A4 through sub-grant mechanisms and will allow for flexible use and expedient allocation of resources while promoting partnerships with indigenous organizations.

The Recipient will provide ongoing oversight and management of all sub-awards issued by the project. Specifically, the Recipient will determine eligibility for receiving USAID funds, provide financial oversight, maintain records of disbursement, conduct pipeline analyses through the life of the sub-award and monitor compliance with USAID rules and regulations. All sub-awards are subject to review and approval by USAID/Washington as well as the USAID Mission in the country where work is proposed.

In addition to grants management, the Recipient will also engage a full-time technical expert who will provide input on proposal reviews and technical oversight for on-going projects.

Each country selected will undoubtedly have a number of Disabled People's Organizations (DPOs). The Recipient will be expected to engage these groups not only as potential sub-grantees, but also as partners in implementing this project. In addition to engaging DPOs, the Recipient is also expected to demonstrate how women will be involved in project design as well as how they are expected to benefit from the project.

Throughout an Application, an Applicant must describe how gender will be addressed in project planning, activities and measurement with the aim of addressing three overarching outcomes:

- Reduce gender disparities in access to, control over and benefit from resources, wealth, opportunities and economic, social, political and cultural services;
- Reduce gender based violence and mitigate its harmful effects on individuals and communities; and
- 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.

Management results expected:

- Sub-awards successfully solicited and awarded in a timely manner (minimum of three sub-grants awarded by end of year one and the remaining sub-grants awarded by the end of year two).
- Sub-awards managed and monitored successfully to include technical competence, funding and expense status, progress and results easily and reliably made available upon request.
- Disabled Persons Organizations and women will be involved in project implementation.

A4. Program Goals and Objectives

The goal of the program is to enable people with disabilities, especially women and girls, in three conflict-affected countries to attain and maintain maximum independence to fully participate in all aspects of life.

In order to help reach this goal, this RFA focuses on the introduction and/or strengthening of the following intervention areas:

- Training
- Economic Empowerment
- Assistive Technology
- Medical/Physical (Re)Habilitation services

All four topics are to be included in the proposal and are represented by the four objectives below.

Objective 1: Provide training for rehabilitation service personnel.

Rehabilitation service personnel may include, but are not limited to, prosthetists, orthotists, physical/occupational therapists, wheelchair technicians⁵, community based rehabilitation workers and related clinicians.

Activities could include, but are not limited to:

- Upgraded training for prosthetics/orthotics personnel.
- Scholarships to attend recognized training programs.
- Training in other internationally accepted procedures/techniques (such as Ponseti).

Results expected:

- At least 100 rehabilitation service personnel, including men and women, in each country receive formal training⁶.

⁵ Please note that there are other sources of funding for wheelchair training and provision and this should not represent an extensive percentage of sub-awards.

⁶ Formal training is defined as one with clearly defined curriculum, time frame, and trainer.

- All persons trained are employed in a work environment with appropriate mentors.

Objective 2: Increase access to economic opportunities.

Economic empowerment refers to the state of not requiring any outside aid or support for survival.

Some illustrative examples of activities to help promote economic self-sufficiency:

- Income Generation: Activities resulting in financial gain as a result of undertaking the activity; small business.
- Loans: Money or goods provided to an individual or group with an expectation of repayment (with or without interest).
- Job Creation: Program or project that results in employment.
- Job Placement: An activity that matches workers to jobs – there may or may not be incentives attached.
- Subsistence: Activities intended to produce no more output per period than they can consume in that period in order to survive – no attempt to accumulate wealth.

Results expected:

- At least 400 people per country, including men and women, with disability have increased household incomes and better quality of life.
- All people engaging in economic opportunities through this project will have documented follow-up to assess levels of continued engagement and life changes.

Objective 3: Expand the provision of assistive technology.

Assistive Technology (AT) is an umbrella term which covers both assistive devices (products) and services, including its scientific application. An assistive device is a tool, product or equipment that improves an individual's functioning, facilitates participation and increases overall well-being. The availability of AT for people with disabilities is a precondition for their inclusion and participation in society and better standard of living, for example, for children with disabilities to access education and adults to gain employment or overcome poverty.

Common categories of assistive devices (products) include:

1. Orthotics and prosthetics
2. Personal mobility
3. Activities of daily living
4. Communication and information
5. Education and skills training
6. Housing, work and environmental improvement
7. Sports and recreation

Categories listed above are not presented in order of priority. Organizations applying for sub-awards to provide assistive devices may address one specific category only or may address more than one category. The ability to manage more than one category must be demonstrated

and the impact of the program at the individual, family, and/or community level will be assessed. A vital component of this activity area is the training of the practitioners as well as the consumers in each of the above-mentioned areas.

Results expected:

- At least 800 people per country, both men and women, have received assistive technology appropriate to their need.
- All persons who have received assistive devices demonstrate safe and effective use.

Objective 4: Deliver medical/physical (re)habilitation services.

Medical/physical denotes all the associated medical services which have direct influence on better rehabilitation outcomes, such as reconstructive or corrective surgery, early medical/surgical intervention for correcting or preventing secondary deformities, and physical agents used to restore or maximize function. Rehabilitation and habilitation are processes intended to enable people to reach and maintain optimal physical, sensory, intellectual, psychological and/or social function.

Illustrative examples of services in this area include:

- Amputations and corrective surgery
- Orthopedic interventions (such as Ponseti method, spinal injury care)
- Physical, occupational and speech therapy
- Psychosocial support and peer group interventions

These interventions can take place in a variety of settings including hospital, home, technical institutes and rehabilitative centers. Note that capacity building in these service delivery areas is key to quality care and sustainability.

Results expected:

- At least 1,200 people per country, including men and women, have received medical/physical (re)habilitation services appropriate to their need.
- All people who have received medical/physical (re)habilitation have outcomes that are clearly documented.

Program Activities Not Encouraged by this RFA

Applicants are encouraged to demonstrate innovative ways of accomplishing objectives. As the LWVF has been operational for two decades, there have been repetitive programs with varying levels of success. Examples of programs that would **not** be considered innovative are: establishment of large standalone prosthetic/orthotic workshops; vocational training programs that do not incorporate job market analysis or provide for meaningful employment and wage earning; and meetings or conferences for advocacy. Applicants are encouraged to consider incremental, radical and revolutionary changes in thinking, products, processes or implementing organizations.

A5. USAID Philosophy

USAID believes that a number of fundamental principles should be incorporated into the

implementation of all programs for persons with disability. 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. Program planning should take full advantage of and contribute to global initiatives in research and evidence based practice.

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 the grassroots-level participation of people with disabilities critical to the success and long-term integrity of its programs. **This RFA strongly encourages partners to include people with disabilities, especially women and girls, and promote their participation in developing and implementing 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 program. Equally important is the management capacity of organizations – to include leadership, accountability, transparency and effectiveness in work. Capacity building is essential in development work.

4. Host Country Priorities

In considering programs for persons with disability, there must be consideration of the host country government and the development plan that exists. In order to help promote ownership and buy-in, activities should fit within existing plans.

5. Sustainability

Follow-up is vital to the success of any program. This is applicable during the implementation of the project as well as continued monitoring of the activities even after the project cycle has ended. Monitoring mechanisms comprising project staff, local government or a peer committee (individuals of integrity with experience in disability) can all be effective in furthering ownership, transparency and accountability of the implementing organization.

A6. Reporting

The grantees will be required to work with APC to submit a work plan and a monitoring and evaluation plan that can measure progress towards results. The work plan must be submitted for approval within 45 days of signing a grant agreement with APC. The Grantees and 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 **February 14, 2014 at 12 PM EST/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 RFA 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 received on or before the due date and time, excluding any that are deemed nonresponsive, will be reviewed by a technical committee that will evaluate the Applications according to the criteria provided below. The committee will determine which organizations will be funded based on the submitted responses 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 APC project at USAID/Washington. The successful Applicant will be awarded a grant from APC on behalf of USAID.

The organizations that submit an Application in response to this solicitation and are not chosen by the technical committee to receive an award may request feedback based on the review of the Application. To receive feedback, Applicants must submit an email request to grants-APC@jsi.com for feedback within ten (10) calendar days of receiving notice of the committee's final decision. APC 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 (Guideline: 13 pages)

The Technical Application describes the Applicant's existing technical and organizational capacity for providing rehabilitation services and training in order 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, 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 existing technical and organizational capacity and the proposed plan for project implementation. Greater detail than necessary, as well as insufficient detail, may detract from an Application’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, country where the proposed project will be implemented, proposed project dates (e.g. May 1, 2014-April 30, 2017), requested amount (in USD) of USAID funding, and name, office address, phone, fax and 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 organization’s approach to rehabilitation services and delivery, and should provide specific partners (as possible) and targets for training and rehabilitation provision.

3. **Existing Capacity (1 page)**

The Applicant will describe their organizational philosophy, their current capacity for providing sub-awards, any disability-related experience and experience in the proposed country.

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

I. 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 participation in

rehabilitation services. It should give attention to existing, as well as absent, resources and capabilities. This section should establish that the applicant has sufficient understanding of the current and evolving situation of the proposed project.

II. Program Approach and Causal Framework

- a. **Intended Beneficiaries:** Identify the intended beneficiaries of the project and how their situation will be changed as a result of the proposed project. Estimate the number of beneficiaries disaggregated by sex. Discuss the differences in approaches, if any, to be used with male and female beneficiaries and how gender disparities will be addressed.
- b. **Problems to be Addressed:** Describe and, as far as possible, quantify the conditions that the project will address and how these issues differ for men and women.
- c. **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 locales were selected for inclusion in the project;
 - iv. Describe the training curricula that will be used during the project;
 - v. Describe how sub-awards will be used and managed during the project;
 - vi. Describe any involvement on the part of national/local government(s) or other organizations; and
 - vii. Describe ways in which gender and disability considerations will be incorporated into the program.
- d. **Causal Framework:** For each problem or issue to be addressed, 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.
- e. **Post-Project Plan:** The proposal should clearly indicate what is foreseen beyond the period for which funding is requested (e.g. phase down, phase out and exit strategy; anticipated ongoing activities and sources of support for them, etc.).
- f. **Assumptions and Constraints:** Describe the assumptions that underlie the project design and causal framework. Describe any constraints that may affect project operations or outcomes.

III. Monitoring and Evaluation

Effective internal monitoring and evaluation of activities, outputs and outcomes are essential aspects of project management. This section of the Application should contain a description of the monitoring systems and mechanisms to be used. For each project outcome included in the casual framework, identify an objectively verifiable prospective

indicator for measuring it and the means of verification. Use sex-disaggregated data where appropriate. Describe your organization's current capacity to monitor and evaluate project performance. Describe how the proposed project will gather relevant baseline data, monitor implementation and outputs and measure project outcomes. Identify any significant lessons that you anticipate can be learned from the project. Describe how gender-relevant data and information will be gathered and used.

IV. Management, Implementation and Staffing

Provide an overview of how the proposed program will be managed. Include 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 their areas of responsibility. Describe how gender will be addressed within both project and organization personnel. The budget should reflect the portion of the project that will be implemented through sub-agreements.

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

Include a general budget using the following categories of cost (exclude any that do not apply): Labor, Allowances/Staff Benefits, Consultants, Travel, Equipment & Supplies, Other Direct Costs and Sub-grants⁷. The category Overhead or Indirect Costs may be used only if the organization has normally included this cost in previous activities funded by international donors. 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. To the extent that they have been identified, budgets for sub-grantee organizations are not included in the 4-page limit.

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 or nonresponsive 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. Awards shall be made to the Applicants 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.

⁷ Sub-grants must also have sufficient detail (following the same format as the budget submitted by the Applicant).

C2. Eligibility

U.S.-based organizations or international organizations (IOs), non-governmental organizations (NGOs) or private voluntary organizations (PVOs) are eligible to submit applications. All Applicants must be legally recognized entities. For their Application to be considered under this solicitation, the organization must be already registered in the country proposed for work and be eligible to receive, or have adequate financial controls and can reasonably expect to be eligible to receive, USAID funds by satisfying 22CFR228 requirements.

Organizations must clearly outline collaborative partnerships and or 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 may not be considered for an award. Applications deemed to be complete will then be reviewed by and evaluated against the selection criteria outlined 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. Awards will be made to Applicants whose Applications offer 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 and Agreement Officer of the APC project at USAID/Washington.

C4. Technical Evaluation Criteria

Applicants should note that these criteria serve to: (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.

The Application will be evaluated against the following criteria:

I. Situational Analysis [20 points]

1. Does the analysis of the country context provide an accurate and convincing case for the proposed locations and interventions?

2. Are the causes of the problems adequately identified to inform the causal framework?
3. Have relevant actors been identified?
4. Has a gender analysis been conducted and findings included in the proposal?
5. Has the applicant adequately addressed how people with disability and women are involved in the development, implementation and monitoring of the project?

II. Programming Approach and Causal Framework [35 points]

a. Intended Beneficiaries and Problems to be Addressed [5 points]

1. Are the intended beneficiaries 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 [25 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 previous projects informed proposed programming?
4. Is it clear how the project will be implemented and why the locale within the country is appropriate?
5. Are the roles of any partner organizations or governmental bodies clear and appropriate?
6. Does the causal framework lay out a clear, credible process for achieving intended outcomes?
7. Are the outcomes to be achieved both significant and measurable?
8. Have gender gaps been addressed and is women's empowerment clearly evident in the proposed plan?

c. Post-project Plan and Assumptions and Constraints [5 points]

1. What is the post-project plan and is it clear and achievable?
2. Have underlying assumptions been made clear?
3. Are potential constraints identified and addressed?

III. Monitoring and Evaluation [15 points]

1. Is the M&E plan clear, realistic, and likely to generate adequate project management information?
2. Is the geographic focus in the country realistic for adequate project monitoring?
3. Are viable indicators specified for proposed outcomes?
4. Does it appear that the organization has or can secure the expertise needed for effective M&E?
5. Is data and information clearly disaggregated by sex?
6. Are outcomes related to gender identified and is it clear how they will be measured?

IV. Management, Implementation and Staffing [15 points]

1. Is there a clear overview of the timeline for the major stages of the proposed project?
2. Does the organizational chart seem appropriate to good project management?
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. Institutional Capabilities and Past Performance [15 points]

1. Does the organization have a strong track record for implementing sub-awards to local organizations?
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	20 points
II. Programming Approach and Causal Framework	35 points
III. Monitoring and Evaluation	15 points
IV. Management, Implementation and Staffing	15 points
V. Institutional Capabilities and Past Performance	<u>15 points</u>
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 of project contact and phone number)	
Period of Implementation	
Total Project Budget	
<p>Results Statement</p> <p>A strong results statement includes the number of people who benefited in a specific way from the project. It is a description of the changes or improvements that occurred due to the project.</p>	

Attachment 2: Summary Budget Template
ORGANIZATION NAME
Summary Budget

	Year 1	Year 2	Year 3	Total Cost
1 TOTAL STAFF/LABOR	0	0	0	0
2 TOTAL ALLOWANCES/STAFF BENEFITS	0	0	0	0
3 TOTAL CONSULTANT COSTS	0	0	0	0
4 TOTAL TRAVEL COSTS	0	0	0	0
5 TOTAL EQUIPMENT & SUPPLIES	0	0	0	0
6 TOTAL OTHER DIRECT COSTS	0	0	0	0
7 TOTAL PROGRAM COSTS	0	0	0	0
8 TOTAL SUBGRANTS	0	0	0	0
9 TOTAL INDIRECT COSTS	0	0	0	0
TOTAL COSTS	0	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, 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 are 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. Equipment & Supplies

Expendable supplies can be budgeted but non-expendable equipment will not be funded under these grants. (NOTE: Non-expendable equipment is defined as tangible personal property which has 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, 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 (if already identified), 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 currently approved Negotiated Indirect Cost Rate Agreement (NICRA). If there is no NICRA, Applicants may include a rate calculation that has been certified by a public accountant firm. Describe approved indirect rates and the base to which they are applied.