



Issuance Date: **March 25, 2014**

Deadline for Questions: **April 8, 2014 at 1 PM EDT/5pm GMT**

Closing Date: **May 6, 2014 at 1 PM EDT/5pm GMT**

Subject: **APC RFA No. GH-014 – Wheelchair Secretariat**

The Advancing Partners & Communities (APC) project invites qualified U.S.-based organizations or international organizations, private voluntary organizations, universities, or non-governmental organizations with experience in global oversight and coordination to submit Applications in support of establishing a Global Wheelchair Secretariat.

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 of up to \$2.3 million for a period of up to two years will be awarded. Fundamental to the Application is a clear strategy, as well as a detailed plan, for sustainability of the Wheelchair Secretariat. Key functions of the Wheelchair Secretariat include: *1) professionalization of the wheelchair sector, 2) data management, 3) coordination within the sector and among related fields, 4) wheelchair supply, and 5) advocacy.* The Application may utilize sub-awards, but 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 March 25, 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 May 6, 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](mailto: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](mailto:grants-APC@jsi.com) by 1 PM EDT/5 PM GMT on **April 8, 2014**. A list of all questions and answers will be posted on the APC website by **April 14, 2014**. If you encounter problems accessing the solicitation, please email [grants-APC@jsi.com](mailto: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'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

**Wheelchair Secretariat  
APC RFA No. – GH-014**

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## **SECTION A: PROJECT DESCRIPTION**

### **A1. Introduction**

This document describes the purpose, qualification criteria, application process, and selection criteria related to the establishment of a global Wheelchair Secretariat. 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 experience in global oversight and coordination.

One grant is anticipated under this solicitation. The total award for this program, including sub-awards, will be up to \$2,300,000 over a period of two years.

The grant to be awarded through this solicitation, and potential sub-awards, should support the establishment, functionality, and sustainability of a global Wheelchair Secretariat. Key activities to be undertaken by the Wheelchair Secretariat include: 1) professionalization of the wheelchair sector, 2) data management, 3) coordination within the sector and among related fields, 4) wheelchair supply, and 5) advocacy. All of these are described in more detail in Section A4 of this document. Although the activity areas of the Wheelchair Secretariat are vital, the processes by which this body will be established and how it will be sustained have equal merit and will be evaluated accordingly.

If the Application includes sub-awards, 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. 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:

1. Service Delivery
2. Resource Material Development
3. Research
4. 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 gone far beyond ensuring the 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.

USAID also supported Management Sciences for Health (MSH) in 2012 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.

USAID is firmly committed to supporting continued developments within the wheelchair sector. However, the time has come to invest in a structure (Wheelchair Secretariat) that will assume responsibility for driving and administering wheelchair-related actions.

### **A3. Wheelchair Secretariat Structure**

The Wheelchair Secretariat structure will be determined by the activities it will undertake while also streamlining processes and personnel so that this body is sustainable

The Applicant must provide a clear organizational chart as well as justification for the proposed positions and structures (such as short term or long term committees) and the overall location of the Wheelchair Secretariat. The Applicant is strongly encouraged to ensure its proposed structure reflects the needs and desires of the sector.

The Wheelchair Secretariat that will be created as a result of this award may be subsumed under an existing organization, may be a newly formed body, or may be a combination of both. Regardless of the proposed structure, the Applicant must be eligible to receive and demonstrate capacity to manage US government funds.

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

1. Reduce gender disparities in access to, control over, and benefit from resources, wealth, opportunities, and services economic, social, political, and cultural;
2. 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.

### **A4. Wheelchair Secretariat Functions, Goals, and Objectives**

The goal of the program is to advance and solidify the multifaceted elements of wheelchair provision in a manner that encourages buy-in from a broad cross-section of the wheelchair community and stakeholders.

The method to help achieve this goal is to establish a global body (Wheelchair Secretariat) that will assume responsibility for key actions related to the wheelchair sector. The Wheelchair Secretariat must be transparent in its processes and represent key stakeholders.

At least initially, the Wheelchair Secretariat should focus on the introduction and/or consolidation of:

1. **Professionalization actions (sector strengthening)**
2. **Data management (collect/impart data)**
3. **Coordination (communication and planning)**
4. **Wheelchair procurement and supply**
5. **Advocacy (recognition and resources)**

All five activity areas should be included in the proposal along with how these elements will be addressed within the Wheelchair Secretariat.

***Objective 1: Further expand professionalization efforts related to the wheelchair sector.***

USAID has invested in material resource development, training, and test development to strengthen the skills and knowledge of individuals working in the wheelchair sector. This investment provides a solid base from which additional actions may be launched. Professionalization efforts should focus on training, skills/knowledge measurement, mentoring actions, and means to label or differentiate different qualification levels within the field.

Minimum Results expected:

- I. 5 WSTP-Basic sessions have been facilitated.
- II. Test engine for basic wheelchair provision is operational.
- III. 10 WSTP-Intermediate sessions have been facilitated.
- IV. Measurement tool for intermediate wheelchair skills and knowledge has been developed.
- V. At least 100 individuals have been tested for intermediate wheelchair skills and knowledge.

Related actions may include:

- VI. Mainstream delivery of WSTP-B and WSTP-I in regular Physical Therapy/Occupational Therapy (PT/OT) and Prosthetics & Orthotics programs.
- VII. Development of a mentoring and/or mechanism for follow-up.

***Objective 2: Collect and share data related to wheelchair provision.***

Information sharing is fundamental to understanding limitations and opportunities for wheelchair provision in less resourced settings. The Wheelchair Secretariat is expected to compile and share data related wheelchair provision and services. This might include: locations of individuals and organizations engaged in basic or intermediate WC provision, numbers and types of chairs that are produced, specific needs that have been identified, etc. The Wheelchair Secretariat should serve as a repository for a wide variety of resource materials related to wheelchair provision, including product information, research studies, human and material resources, etc.

Minimum Results expected:

- VIII. Data collected, compiled, and shared in a method open and transparent to all.
- IX. Data remains relevant and updated.

While data identification and collection will depend on the needs of those served, some illustrative examples of data to be collected and made available to others might include:

- Individuals who have passed basic and intermediate wheelchair skills/knowledge tests.
- Names and location of service providers with qualified<sup>1</sup> staff.
- Wheelchair Product (performance and durability)
- Wheelchair trainers, mentors, and resource people.

***Objective 3: Promote coordination within the wheelchair sector and among related professional associations and bodies.***

The wheelchair sector has a wide variety of stakeholders that have diverse interests and needs with regard to wheelchair provision. These include wheelchair users, producers, providers, trainers, donors/funders, and policy makers to name a few. The wheelchair sector also crosses over the broader Assistive Technology threshold and penetrates a number of professional fields (occupational and physical therapy for example).

In addition, USAID witnessed the creation of three wheelchair working groups (evidence, service, and advocacy) that each had specific interests and priorities. The Wheelchair Secretariat should develop a communications strategy and play a role in highlighting important meeting opportunities as well as providing summaries of who is doing what, where.

Minimum Results expected:

- X. Develop and implement a communications strategy that addresses information sharing needs of the sector.

Illustrative examples of actions in this area include:

- Web-based updates of who, what, and where with regard to wheelchair provision.
- Create and manage on-going forums for information sharing and planning
- Updates of meetings planned that are related to wheelchair provision.

***Objective 4: Improve and facilitate the supply of wheelchairs for qualified service providers.***

While the skills and overall numbers of wheelchair practitioners has increased, a significant supply of appropriate wheelchairs remains hampered by funding and accessibility. Although the Wheelchair Secretariat is not expected to be the key source of funds to support product delivery in a country, under this RFA, USAID would like to support the Wheelchair Secretariat to help qualified service providers<sup>2</sup> access wheelchair product through a collaborative process.

Minimum Results expected:

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<sup>1</sup>Qualified staff refers to those individuals who have passing scores for basic and/or intermediate skill/knowledge tests.

<sup>2</sup>This term is to be defined but should reference staff composition that has passed skill/knowledge assessment regarding basic or intermediate wheelchair provision and has demonstrated commitment to following the WHO eight steps to wheelchair provision.

- XI. Criteria and process for supplying wheelchairs are well defined and publicly available.
- XII. Over 5,000 wheelchairs are provided through the established process.

Supplementary actions may include:

- Develop Preferred Product Profiles of four to five common types of wheelchairs
- Develop a list of potential providers and suppliers
- Ensure diversity of product to meet user needs.

***Objective 5: Advocate for recognition of and resource allocation for appropriate wheelchair service.***

The terms “appropriate wheelchairs” and “wheelchair provision” have yet to be well understood and accepted, especially in less resourced settings. Additionally, the necessity to train practitioners in basic and intermediate wheelchair provision are both notions that have been developed in the past five years (2008 Wheelchair Guidelines), and corresponding Wheelchair Training Packages introduced only in the last two years. The need for consistent messaging relating to all aspects of wheelchair provision is vital. This applies to training, service, follow-up, product, resources, and wheelchair need.

The Wheelchair Secretariat is in a unique position to bring together key stakeholders and policy makers to develop messages that address recognition of processes, people and products as well as championing the efforts to raise funds to meet the needs of wheelchair provision worldwide.

Minimum Results expected:

- XIII. At least two to three global advocacy strategies developed/implemented that address priority advocacy needs identified by the wheelchair community and stakeholders.
- XIV. 15 WSTP Manager/Stakeholder sessions are facilitated.

Illustrative examples of advocacy efforts include:

- Campaign for the need for and benefit of establishing appropriate wheelchair service provision.
- Campaign to include the cost of service when noting the cost of a donated wheelchair.
- Promote the benefits of testing skills/knowledge of wheelchair practitioners.
- Sensitize donors on the eight steps of wheelchair provision and why they are key.
- Promote the idea for certification of wheelchair professionals.
- Promote the idea of determining criteria for “qualified service providers”.

**A5. Sustainability Plan**

Establishing a Wheelchair Secretariat answers questions on who/how a number of key activity areas (professionalization; data management; coordination; wheelchair supply; and advocacy) will be designed and implemented. The funding for the launch of the Wheelchair Secretariat is supported through a grant from USAID. As with many coordinating bodies, the challenge is to identify a clear plan on how the long-term actions of the Wheelchair Secretariat will be maintained and /or expanded if this is the case.

The Applicant is expected to describe the plan (revenue streams) which will contribute to the sustainability of long term functions (activity areas plus individuals needed to staff the Wheelchair Secretariat) following the completion of the initial award cycle. The sustainability plan should be clear and articulated early on in the award cycle and not simply at the end of two years.

#### **A6. 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 workplan 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 **May 6, 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](mailto: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 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 existing 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.

**I. Cover Page (1 page)**

Include the name of the organization submitting the Application, project title, country where the secretariat will be located, proposed project dates (e.g. October 1, 2014-September 30, 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.

**II. Executive Summary (1 page)**

The executive summary should provide an overview of critical features of the proposed project, including the key elements of the structure of the Wheelchair Secretariat (location, specific partners, and activity targets) and plan to promote sustainability.

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

The Applicant will describe their organizational link to key elements of secretariat work, their current capacity for providing sub-awards, any disability-related experience, and experience in global oversight and coordination of similar types of bodies.

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

*a. Situation Analysis*

The situation analysis should present a sound analytic basis for the proposed structure, functions, and sustainability of the Wheelchair Secretariat. It should highlight advances made in the wheelchair sector, gaps, and challenges and the necessary resources and capabilities needed to address these. This section should establish that the applicant has sufficient understanding of the current and evolving situation of the proposed structure.

*b. Program Approach and Causal Framework*

- I. **Intended Stakeholders:** Identify the stakeholders who will be engaged in the development, management, monitoring and sustainability of the Wheelchair Secretariat.
- II. **Technical Interventions and Project Activities:** Explain what the proposed project will do, how, and by whom. Include a time frame for project activities.
  1. 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;
  2. Describe the major activities necessary to achieve the anticipated project outcomes and impacts;
  3. If applicable, describe how sub-awards will be used and managed during the project;
  4. Describe any involvement on the part of national/local government(s) or other organizations; and
  5. Describe ways in which gender and disability considerations will be incorporated into the Wheelchair Secretariat's structure or activity areas.
- III. **Causal Framework:** For each of the five 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.
- IV. **Assumptions and Constraints:** Describe the assumptions that underlie the Wheelchair Secretariat structure. Describe any constraints that may affect Secretariat operations or outcomes.

*c. Monitoring and Evaluation*

Effective internal monitoring and evaluation of activities, outputs, and outcomes are essential for the sound functioning of the Wheelchair Secretariat. 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 creation of the Wheelchair Secretariat. Describe how gender-relevant data and information will be gathered and used.

*d. Management, Implementation and Staffing*

Provide an overview of how the Wheelchair Secretariat will be structured and managed. Include a timeline for the major stages of the Secretariat's development and activity implementation. Identify any key personnel positions required by the Secretariat and briefly describe their areas of responsibility.

*e. Sustainability Plan*

Describe the plan (revenue streams) that will contribute to the sustainability of long term functions (activity areas plus individuals needed to staff the Wheelchair Secretariat) following the completion of the initial award cycle. The sustainability plan should be clear and articulated early on in the award cycle and not simply at the end of two years.

**V. 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-grants<sup>3</sup>. 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 international organizations (IOs), non-governmental organizations (NGOs), universities, or private voluntary organizations (PVOs). All Applicants

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<sup>3</sup>Sub-grants must also have sufficient detail (following the same format as the budget submitted by the Applicant).

must be legally recognized entities. For their proposal to be considered under this solicitation, the organization must be already registered in all of the countries 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 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) 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:

#### **A. Situational Analysis [10 points]**

1. Does the analysis of wheelchair sector provide an accurate and convincing case for the proposed location and interventions for a Wheelchair Secretariat?
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 Secretariat?

**B. Programming Approach and Causal Framework [25 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 [20 points]*

1. Is there a clear explanation of what the proposed Secretariat will do, how, and by whom?
2. If applicable, are the specific approaches and methods used to identify and award sub-grants clearly described?
3. Has research or evaluation of other Secretariat-like models informed the proposed structure?
4. Is it clear how the Wheelchair Secretariat 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?

**C. Monitoring and Evaluation [10 points]**

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

**D. 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 Secretariat goals and objectives?
3. Does the staff proposed appear well-qualified for their proposed positions, are they gender-sensitive, and are women included?
4. As applicable, is the role of partner organizations adequately and clearly described?
5. As applicable, is the oversight of the sub-grants adequate and clearly described?

**E. Sustainability Plan (25 points)**

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

**F. Institutional Capabilities and Past Performance [15 points]**

1. Does the organization have a strong track record for the type of work proposed under the Secretariat?
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:

<b>I. Situational Analysis</b>	<b>10 points</b>
<b>II. Programming Approach and Causal Framework</b>	<b>25 points</b>
<b>III. Monitoring and Evaluation</b>	<b>10 points</b>
<b>IV. Management, Implementation and Staffing</b>	<b>15 points</b>
<b>V. Sustainability plan</b>	<b>25 points</b>
<b>VI. Institutional Capabilities and Past Performance</b>	<b>15 points</b>
<b>TOTAL</b>	<b>100 Points</b>

**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**

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

### **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 piece of 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.