



Date: **April 14, 2014**  
Subject: **Answers to Questions:**  
**APC RFA No. GH-014 – Wheelchair Secretariat**

1. **Question:** Would an application from a technical wheelchair implementation organization with subawards to organizations with substantial experience in global oversight and coordination be considered?

**Answer: No, it is not acceptable for a technical wheelchair implementation organization to be the lead.**

2. **Question:** If a responder is best suited to support other responders because it brings a special expertise unique to three out of the five objectives, should it still respond but only to those selected objectives? Or should it not respond at all?

**Answer: All five activity areas must be addressed by the applicant. The Applicant may utilize sub-awards to bring in organizations that contribute to addressing the different activity areas.**

3. **Question:** How has the training been delivered in the past? Who were the primary participants (instructors and learners)?

**Answer: USAID-supported training has been delivered by WHO in a regional setting, has been delivered by partner organizations in their specific country programs (eg. IOCC in Ethiopia, CBM in Zimbabwe, MRF in Romania), and has been supported by Management Sciences for Health for training in a number of countries. For details, please reach out to these organizations.**

4. **Question:** Does a strategy exist to migrate the training to a format that makes it more accessible to both instructors and learners? Or is the Secretariat expected to both develop and implement the strategy? Or is the assumption that the training will occur only in regional/local settings?

**Answer: The training materials mentioned in the RFA are developed by WHO and are available online for free. Training is an expected result under the RFA. Therefore the applicant should outline how this will be accomplished.**

5. **Question:** Will USAID continue to participate in the three working groups (evidence, coordination, and service)? Will the Secretariat or USAID lead these groups as in schedule, host, facilitate, set the agenda, and so forth?

**Answer: USAID has not led, and will not lead working groups. As per the RFA under objective 3, illustrative examples of Secretariat actions include “create and manage on-going forums for information sharing and planning.” These are illustrative only.**



JSI Research & Training Institute, Inc.



## Questions & Answers: APC RFA No. GH-014 – Wheelchair Secretariat

6. **Question:** Once the Secretariat is selected does a structured process exist to transition responsibilities, or is the Secretariat expected to design the transition in its response?

**Answer: The Secretariat is to deliver the minimum results expected as detailed in the RFA. The intent of this RFA is to establish a Secretariat. A plan on how the Secretariat will meet the results outlined in the RFA, as well as support and move the sector forward, should be discussed in the application.**

7. **Question:** Would the Secretariat have access to the videos and other training materials already produced related to basic and intermediate wheel chair provisioning either for a fee (royalty) or for free?

**Answer: The training materials mentioned in the RFA are developed by WHO and are available online for free.**

8. **Question:** The sum of desired results outlined in this RFA is broad – with a mix of activities that we see as key to setting up a relevant and functional Secretariat, as well as activities that should be the eventual outputs of the Secretariat (for example delivery of training courses, distribution of 5,000 wheelchairs). We would therefore value guidance from USAID on which are the key priorities within these desired results, and indeed if they are all priorities, in which order of priority would USAID place them?

**Answer: Applicants are expected to address all five of the key functions of the Secretariat as per the RFA.**

9. **Question:** Our experience tells us that research and development are vital for continuous improvement and for laying the foundations for the longer term development of wheelchair services in line with the WHO Guidelines. While we recognize that it will not be the role of the Secretariat to undertake research, we feel that the need for research and development is missing, and could play an important role within the Secretariat, to encourage and support continuous improvement to meet the needs of wheelchair users around the world. We would therefore like clarification on whether there is a reason why ‘research & development’ is not included in this RFA?

**Answer: The RFA provides information on minimum results expected and illustrative examples of additional activities. Research may inform any of the five functions of the Secretariat, but is not identified as a stand-alone action.**

10. **Question:** The RFA GH-014 refers to the establishment of a ‘Global’ Wheelchair Secretariat, yet also talks about provision in ‘less resourced settings’. Given our knowledge of USAID funding priorities we have interpreted this RFA GH-014 to mean a Secretariat established for the developing world, however we would appreciate confirmation that this is the case or whether the Secretariat can, and/or should, also incorporate emerging economies, BRIC countries, and the developed world?

**Answer: It is expected that the development of a Global Wheelchair Secretariat will have a worldwide benefit. Specific wheelchair service provision and training is expected to be implemented in less resourced settings.**