The Advancing Partners & Communities (APC) project invites qualified U.S.-based organizations or international organizations, private voluntary organizations, non-governmental organizations, or universities with experience in Ukraine, physical rehabilitation, and in managing sub-awards to submit Applications in support of Training, Economic Empowerment, Assistive Technology¹, and Medical/Physical (Re)habilitation services (TEAM) in Ukraine. The goal of this solicitation and the resulting award is to enable people with disabilities, especially individuals affected by conflict in Ukraine, to attain and maintain maximum independence to fully participate in all aspects of life.

The grant awarded under this solicitation will be a sub-grant from APC implemented by JSI Research & Training Institute, Inc. (JSI) and FHI 360. APC is a USAID Cooperative Agreement awarded to JSI for the purpose of providing grants solicitation, award, technical assistance and management services on behalf of the USAID Bureau of Global Health and USAID Missions.

It is anticipated that one grant for up to $2 million for a period of up to two years will be awarded. This RFA requires an in-country Technical Advisor to guide the program. It is also expected that the award will utilize sub-awards. The Application should encompass one or more activities that 1) provide training and develop standards 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 May 22, 2015. It is the responsibility of interested organizations to monitor this website for any amendments that may be posted later.

Applications must be submitted in English by June 22, 2015, at 1 PM EDT/5 PM GMT. Applications submitted after the closing date/time may not be considered. One (1) electronic copy of the application should be sent to grants-APC@jsi.com.

The Request for Application will consist of this announcement and the following:

¹ Assistive Technology has two major components: assistive devices (products) and service provision.
Section A – Project Description
Section B – Application Instructions
Section C – Eligibility and Selection Criteria
Attachment 1 – Past Performance Information Table
Attachment 2 – Summary Budget Template
Attachment 3 – Budget Notes

Any questions concerning this solicitation should be submitted by email to grants-APC@jsi.com by 1 PM EDT/5 PM GMT on June 1, 2015. A list of all questions and answers will be posted on the APC website by June 8, 2015. If you encounter problems accessing the solicitation, please email grants-APC@jsi.com.

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

Issuance of this solicitation, or the submission of an Application, does not constitute an award commitment on the part of the United States Government (USG), JSI, and/or FHI 360, nor does it commit the USG, JSI, and/or FHI 360 to pay for costs incurred in the preparation or submission of an Application. The USG reserves the right not to fund any of the Applications received. All recommendations for funding are contingent on the approval of the Agreement Officer’s Representative at USAID.

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

Sincerely,

Stephen Katz
Finance Director
Advancing Partners & Communities
JSI Research & Training Institute
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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 Project\(^2\) in Ukraine\(^3\). The solicitation is specifically intended for U.S.-based organizations or International Organizations (IO), Private Voluntary Organizations (PVO) or Non-Governmental Organizations (NGOs). Preference will be given to organizations with experience in Ukraine, physical rehabilitation and in managing sub-awards.

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

The grant to be awarded through this solicitation, and any sub-awards should support Training (physical rehabilitation providers), Economic empowerment, Assistive technology, and/or Medical/physical (re)habilitation services for civilian victims of war and other people with disabilities in Ukraine. Special consideration should be given to addressing the needs and empowerment of individuals affected by conflict and women and girls in all aspects of the TEAM approach.

Applications must include one Technical Advisor based in country and also utilize 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.

The Technical Advisor must be a subject matter expert (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 Advisor is considered key personnel and must 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.

This RFA is in response to the historic and growing need for rehabilitation assistance in Ukraine. The Empowerment and Inclusion Division in USAID/Washington’s Center of Excellence on Democracy, Human Rights and Governance intends that this RFA will supplement and contribute to the myriad of programs supported through the US Embassy and USAID/Ukraine.

\(^2\) TEAM: Training, Economic Self-sufficiency, Assistive Technologies, and Medical Care/Rehabilitation.

\(^3\) 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.
It is expected that the recipient organization will directly engage with other USAID and Embassy partners and programs through formal and informal processes such as information sharing, joint meetings to avoid duplication of human and financial resources as well as strengthen all respective programs.

A2. Background

Established in 1989, the Leahy War Victims Fund (LWVF), administered by USAID, provides assistance to war victims in developing countries. The LWVF 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 from interrupted immunization services. The overall goal of the LWVF is to provide quality rehabilitative services to civilian victims of war and conflict.

In the past twenty 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 RFA, 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 LWVF would have the greatest impact on the greatest number of people through the provision of "unassisted mobility". Under this facet, the LWVF also devotes substantial attention to ensure that service providers incorporate appropriate follow up and monitoring of beneficiaries of services.

A3. Project Management

The Recipient organization will manage a TEAM project in Ukraine. This project will promote and support the four objectives outlined in Section A4 directly and/or through sub-award mechanisms, the program 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 potential 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 analysis 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/W as well as the USAID Mission in country.

The Recipient will also be expected to demonstrate close collaboration, communication, and cross-referrals (as indicated) to other USAID and US Embassy-funded programs.

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.

Ukraine has 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 designing, implementing, and evaluating this project. In addition to engaging DPOs, the Recipient is also expected to demonstrate how women have been and will be involved in project design, as well as how they are expected to benefit from the project.

Throughout the proposal, 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 services economic, social, political, and cultural;
• 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.

A4. Program Goals and Objectives

The goal of the program is to enable people with disabilities, especially individuals affected by conflict in Ukraine, 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 and develop standards for rehabilitation service personnel.
Rehabilitation service personnel may include, but are not limited to prosthetists, orthotists, physical/occupational therapists, wheelchair technicians4, community based rehabilitation workers, and related clinicians. Training related to treatment/rehabilitation for people with spinal cord injury and other war related injuries; exiting pathologies; and neurodevelopmental treatment of children is of high priority.

Activities could include, but are not limited to:

- Upgraded training for prosthetics/orthotics personnel.
- Expanded wheelchair basic service training and introduction of intermediate wheelchair training.
- Scholarships to attend recognized training programs.
- Training in other internationally accepted procedures/techniques (such as Ponseti).
- Development and implementation of strategies to develop standards and promote official professional recognition of prosthetists, orthotists, and physical therapists.

4 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.
Illustrative results:
- At least 100 rehabilitation service personnel, including men and women, receive formal training\(^5\).
- All persons trained are employed in a work environment with appropriate mentors.
- Standards developed and presented to appropriate State entities.
- Measures for the official professional recognition of prosthetists, orthotists, and physical therapists developed and presented to appropriate State entities.

**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.

Illustrative results:
- At least 100 people, 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 assistive technology (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

\(^5\) Formal training is defined as one with clearly defined curriculum, time frame, and trainer.
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.

Illustrative results:
- At least 200 people, both men and women, have received assistive technology appropriate to their need.
- All persons who have received assistive devices demonstrate safe and effective use.
- With Government of Ukraine, mechanisms to increase availability of appropriate wheelchair and wheelchair products identified and promoted.

**Objective 4: Deliver medical/physical (re)habilitation services.**
Medical/physical denotes all the associate 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.**

Illustrative results:
- At least 500 people, 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 doing things. 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, stand-alone 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 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 **June 22, 2015 at 1 PM EDT/5 PM GMT**. Applications submitted after the closing date and time may not be considered. The Application must be accompanied by a cover letter typed on official organizational letterhead and signed by a person who has signatory authority for the Applicant. Submit a complete Application package (electronic format) on or before the due date and time to grants-APC@jsi.com.

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

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

**B2. Technical Application (Guideline: 13 pages)**

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

Applications may be no more than 13 pages in length. The following are NOT included in the 13-page proposal limit: table of contents, acronym list, or attachments (i.e., Past Performance Information Tables – limit 3, and Budget Documents). All Applications should be typed on standard letter-sized paper (8 ½ x 11”) with 1” margins, using a font size of 12 Times New Roman, except within tables and in the budget section where the font size may be smaller but must be easily readable (size 10 font minimum). At this initial stage, Applicants should NOT submit any additional documents with their Application. APC will confirm receipt via email of all Applications within ten (10) calendar days of the submission deadline.

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

Include only information necessary to provide a clear understanding of the organization’s technical and organizational capacity, and the proposed plan for project implementation. Greater detail than necessary, as well as insufficient detail may detract from a proposal’s clarity. Assume that the reader is not familiar with the particular context in which the project will be implemented. Minimize or avoid the use of jargon and acronyms as much as possible. If acronyms or abbreviations are used, include a separate page explaining the terms.

1. **Cover Page (1 page)**
   Include the name of the organization submitting the Application, project title, location, proposed project dates (e.g. August 1, 2015-July 31, 2017), requested amount (in USD) of USAID funding, and name, office address, phone, fax, email of the primary individual responsible for the Application and one alternate.

2. **Executive Summary (1 page)**
   The executive summary should provide an overview of critical features of the proposed project, including 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 Ukraine.

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 Stakeholders:** 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 how sub-awards will be used and managed during the project;
      v. Describe the training curricula that will be used 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 activity areas.
   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 casual framework. Describe any constraints that may affect operations or outcomes.

**III. Monitoring and Evaluation**
Effective internal monitoring and evaluation of activities, outputs, and outcomes are essential for transparency and lessons learned from this project. This section of the Application should contain a description of the monitoring systems and mechanisms to be used. 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 project 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 do that do not apply): Labor, Allowances/Staff Benefits, Consultants, Travel, Expendable Equipment, Other Direct Costs, Program Costs, and Sub-grants. 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

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6 Sub-grants must also have sufficient detail (following the same format as the budget submitted by the Applicant).
Applications will be evaluated. Applicants must organize the narrative sections of their Applications in the same order as the selection criteria. Applications found to be ineligible and applications that deviate significantly from this structure may not be reviewed. The Technical Application will be evaluated in accordance with the criteria set forth below. The Award shall be made to the Applicant whose submission, based on indicated evaluation criteria, represents the most solid technical approach, has much of the recommended organizational components, and addresses the identified results.

C2. Eligibility

USAID is seeking Applications from U.S.-based organizations or international organizations (IOs), non-governmental organizations (NGOs), universities, or private voluntary organizations (PVOs). All Applicants must be legally recognized entities. For their proposal to be considered under this solicitation, the organization must have adequate financial controls and can reasonably expect to be eligible to receive, USAID funds by satisfying 22.CFR.228 requirements.

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

C3. Selection Process

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

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

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

C4. Technical Evaluation Criteria

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

The Application will be evaluated against the following criteria:

I. **Situational Analysis [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 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?
      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 managed and why the locale within Ukraine 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. *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 information that helps
strengthen the functions or outcomes of the activity?
2. Are viable indicators specified for proposed outcomes?
3. Does the project structure/staffing include elements to undertake M&E actions?
4. Is data and information clearly disaggregated by sex?
5. Are outcomes related to gender been identified and is it clear how they will be measured?

IV. Management, Implementation and Staffing [15 points]
1. Is there a clear timeline for the major stages of the proposed project?
2. Does the organizational chart/proposed structure seem appropriate addressing the goals and objectives?
3. Does the staff proposed appear well-qualified for their proposed positions, are they gender-sensitive and are women included?
4. Is the role of partner organizations adequately and clearly described?
5. Is the oversight of the sub-grants adequate and clearly described?

V. Institutional Capabilities and Past Performance [15 points]
1. Does the organization have a strong track record for the type of work proposed?
2. Does it have necessary technical expertise?
3. Does past performance indicate the ability to manage a program of this scale?

C5. Weighing of Evaluation Criteria

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

I. Situational Analysis .......................... 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 .......................... 15 points

TOTAL ................................................ 100 Points
## Attachment 1: Past Performance Information Table

<table>
<thead>
<tr>
<th>Organization Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td></td>
</tr>
<tr>
<td>Project Objective</td>
<td></td>
</tr>
<tr>
<td>Activities undertaken</td>
<td></td>
</tr>
<tr>
<td>Geographic Location (district, sub-county, village, parish)</td>
<td></td>
</tr>
<tr>
<td>Donor Contact Information (name and address of donor and name and phone number/email address of project contact)</td>
<td></td>
</tr>
<tr>
<td>Period of Implementation</td>
<td></td>
</tr>
<tr>
<td>Total Project Budget</td>
<td></td>
</tr>
<tr>
<td>Results Statement</td>
<td>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.</td>
</tr>
</tbody>
</table>
# Summary Budget

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 STAFF/LABOR</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2 ALLOWANCES/STAFF BENEFITS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 CONSULTANT COSTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 TRAVEL COSTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5 EXPENDABLE EQUIPMENT</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 OTHER DIRECT COSTS</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7 PROGRAM COSTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8 SUBGRANTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9 INDIRECT COSTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL COSTS</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Attachment 3: Budget Notes

ORGANIZATION NAME

Budget Notes

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

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

   *Staff Benefits* - If accounted for as a separate item of cost, fringe benefits must be based on the Applicant's audited fringe benefit rate or historical cost data in accordance with local legislation.

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

4. **Travel and Transportation**
   The narrative must indicate number of expected trips for all personnel and the estimated unit cost for each, specifically the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem, if paid, should be in accordance with the organization’s established travel policies and USAID travel regulations.

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

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

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

7. **Program Costs**
   All costs in this category must be specifically described in detail.
8. **Sub-grants**
Any sub-grants anticipated as part of the project must be included here along with the name of recipient, the amount of the award, and a complete cost breakdown (following the same format as submitted by the Applicant).

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