

Request for Concept Papers from Missions and Washington Operating Units
Expanding Participation of People with Disabilities

I. Purpose Statement

DCHA/DG is seeking applications to **increase participation of people with disabilities** (PWDs) in USAID activities and strengthen the capacities of disabled people's organizations (DPOs).

Funds should be used to support projects and programs that will increase the participation of people with disabilities within the programs and strategies of USAID's Missions or Washington Operating Units (WOU)-i.e. Washington Technical or Regional offices/bureaus.

Program areas could include, but are not limited to, education, health, government, civil society building, rule of law, HIV/AIDS, and employment opportunities. Capacity building programs for DPOs may include organizational capacity, advocacy efforts, coordination, and leadership.

USAID missions and WOU are requested to solicit applications for assistance as defined herein. All awards (grants or cooperative agreements) under this request for concept papers will be administered through USAID Missions or WOUs.

Subject to the availability of funds, the total estimated level of funding available for awards under this request is approximately \$2,000,000 over an 18-24 month period.

\$2 Million USD is the total amount available for all awards.

We expect to fund individual programs in an amount **ranging from \$20,000 to \$300,000**. Applications should be from qualified U.S. or non-U.S. entities, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, and relevant special interest associations. Awards to U.S. organizations will be administered in accordance with (1) 22 C.F.R. 226, (2) OMB Circulars and (3) the USAID Standard Provisions for U.S. Nongovernmental Recipients. Awards to non-U.S. organizations will be administered in accordance with USAID Standard Provisions for Non-U.S. Non-governmental Recipients.

We strongly encourage Missions or WOUs to disseminate information on the available funds through your website or other mechanisms to ensure a broad distribution and more robust programming ideas.

Additional information on funding and the concept paper process can be found at the end of this solicitation.

II. Background

According to the World Health Organization (WHO), approximately 10% of any population has some form of disability with a higher incidence of disability in countries that are post conflict. Therefore, it is estimated that 600 million people throughout the world have a disability and 400 million of those are living within developing nations.

People with disabilities have been marginalized from traditional development activities due to discrimination or inadvertent barriers, which have limited their access to health care services, education, employment, and civil society integration.

Previously, emphasis was put on developing separate programs for persons with disability rather than trying to integrate them into existing development activities. Although it may be necessary at times to develop separate programs designed to address some specific needs of people with disabilities, it is also extremely important to find innovative ways to include people with disabilities in general development cooperation in order to ensure access to and benefit from a wider variety of services.

In September 1997, USAID adopted a policy that advanced a clear vision and framework for the Agency's efforts in the area of disability. The policy states that USAID will not discriminate against people with disabilities and will work to ensure the inclusion of people with disabilities in USAID-funded programs and activities. The policy also calls on USAID missions to reach out to partners, host country counterparts, and other donors to lead a collaborative effort to end discrimination against, and promote equal opportunity for, persons with disabilities.

In early 2008, DCHA/DG circulated a similar request for concept papers which resulted in over 100 concepts and roughly 30 programs funded. Though many programs are still underway, the mechanism of engaging Missions has been positive. **PLEASE NOTE: In order to streamline flow of information, there are new application and reporting formats.**

III. Areas of Interest

The two main objectives are to increase participation of people with disabilities in current USAID programs and strengthen the capacity of disabled people's organizations (DPOs). Ideally, activities should compliment Mission/Washington Operating Unit's strategic objectives. The lists provided under each heading are only illustrative - other innovative ideas are welcome.

A. Increase participation of people with disabilities in current USAID programs.

Examples:

- 1) Promote participation of people with disabilities in the democratic process and elections.
- 2) Promote inclusion of participation of people with disabilities in HIV/AIDS awareness raising and education programs.
- 3) Foster inclusion of children with disabilities in education programs.
- 4) Increase employment and economic opportunities for people with disabilities.
- 5) Build capacity of humanitarian relief workers and first responders to better incorporate the needs of people with disabilities in all disaster relief planning.
- 6) Improve laws and policies within country that better reflect the inclusion of people with disabilities.

B. Strengthen the capacity of disabled persons organizations (DPOs).

Examples:

- 1) Improving the organizational capacity, financial management, human/material resources, strategic planning, fundraising, leadership and coordination of DPOs.
- 2) Building advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host government and other donors.

IV. Available Funds

Approximately \$2,000,000 in FY09 ESF has been set aside for projects that address the program objectives as noted above.

If the proposed value of quality concept papers exceeds the amount currently available within DCHA/DG/SPANS, additional funds may be made available in subsequent fiscal years. However, additional funds are subject to funding provided through a continued Congressional directive. Proposed programs are encouraged to be integrated into existing Mission or WOU programs and strategies.

Concept papers of \$20,000 to \$300,000 will be considered. Any requests over \$300,000 for the total project period will not be reviewed.

Funds would be allocated to Missions or WOU as a result of successful concept paper review and approval, and would be additive to Mission OYBs. Concept papers will be considered for "one time grants", with no expectations for follow-on funding.

V. Concept Paper Process

1. Individual Missions, Regional or Technical Offices/Bureaus **solicit and review concept papers**. Missions/WOUs may structure the solicitation and review as they see fit, however, we encourage you to use the evaluation criteria that DCHA/DG will use for concept papers forwarded to Washington.

2. Missions/WOUs **send the concept paper(s)** they are interested in supporting to Sue Eitel (seitel@usaid.gov) with copies to Lloyd Feinberg, DCHA/DG (lfeinberg@usaid.gov) and Rob Horvath (rhovath@usaid.gov). Applications must be submitted in English and use the *attached application form*.

3. A review panel in **DC will select** concept papers submitted by USAID Missions/WOU, and will recommend allocation of funds to Missions/WOU according to the results of that process. DCHA/DG will notify the funds and monies will be sent to the missions under an Advice of Budget Allowance (ABA). **Funds are notified under DCHA/DG, IIP, 3.3.2-Social Services.**

4. **Final negotiations, awards and management** will be Mission/WOU responsibilities. As this announcement does not constitute a formal RFA or APS, the Mission/WOU is responsible for meeting USAID requirements for competition. Note that DCHA/DG has an approved IEE, but that an S-IEE might be required at the mission level.

As DCHA/DG will be providing the congressional notification on the funds (note that the language on the CN does not list individual countries nor does it cover special notification situations) as well as will be including the results within FACTS, we ask that you provide us with a copy of the award document and any modifications related to the project.

IMPORTANT:

There is no deadline for submission of concept papers. They will be reviewed on a first-come first serve basis and funds allocated according to merit of the program. Once the available funds are exhausted, Missions will be notified and no further awards will be made.

There is no proposal limit – Missions may submit more than one concept paper. However, as we would like to obtain both geographic and programmatic diversification, selection of more than one concept paper from any one mission will be limited.

Non-conforming concept papers will not be reviewed. Due to the volume of anticipated concept papers, the standard application form must be used, respect the 8-page limit, and only send in those concept papers that are pre-approved/recommended by Missions/WOU.

Reporting on the funded program is required. Even if the funds are added to an existing program there is a one-page quarterly reporting requirement with an indicator table that is mandatory (*form for each are attached*). Please be sure that these reports are received by the DCHA/DG office in a timely manner so that impact and results can be communicated to congress as well as included in FACTS.

At least one person from the USAID Mission should have taken the e-learning course entitled "Inclusive Development". – A condition of funding is that at one person at the Mission/WOU should have completed the USAID E-learning course on inclusive development. Please include the name of this person and date they have completed the course with the filled application. The course can be found at: <https://university.usaid.gov/>

Direct submissions from applicants to DCHA/DG will not be considered.

EVALUATION CRITERIA

DCHA/DG will use the following criteria in reviewing concept papers from Missions/WOUs. We encourage you to also use these criteria.

I. INFORMATION ABOUT THE APPLICANT (20 points)

To receive a full score of 20 points the organization will have:

1. Extensive involvement in disability or be a Disabled People's Organization.
2. Previous experience in project management or managing activities related to those proposed in the concept paper.
3. A mission, objectives and orientation that is in line with proposed activities.

II. PROJECT DESCRIPTION [60 points]

To receive a full score of 60 points the project must:

1. Show a clear link between the described need and the proposed activities.
2. Describe the impact on existing USAID programs, activities or strategies.
3. Define who will benefit from the project (able-bodied, persons with disability, sex).
4. Provide an activity schedule that is well-defined and realistic.
5. Indicate what indicators (beyond the core indicators under IIP 3.3.2) will be used to show the project was a success.

III. INTEGRATION OF PERSONS WITH DISABILITY (20 points)

To receive a full score of 20 points the organization will:

1. Show evidence of linkages with existing disability programs or organizations.
2. Illustrate how people with disabilities have been/will be involved in the design, implementation and evaluation of the program.
3. Ensure that women with disability will participate in and benefit from activities.