



USAID
FROM THE AMERICAN PEOPLE

AZERBAIJAN

Issuance Date: December 30, 2011
Deadline for Receipt of Questions: January 6, 2012
Closing Date for Submission of Concept Papers: January 23, 2012
Closing Time for Submission of Concept Papers: 1000 Hours Local Baku Time

**Subject: Request for Concept Paper (RFCP) Number: RFA-112-12-000001
Expanding Participation of People with Disabilities**

Dear Prospective Applicants:

The United States Government, represented by the United States Agency for International Development (USAID) is seeking Concept Papers 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 (PVOs), Public International Organizations (PIOs), universities, research organizations, professional associations, and relevant special interest associations for funding to support and increase participation of people with disabilities (PWDs) in USAID activities and strengthen the capacity of disabled people's organizations (DPOs).

Awards to U.S. organizations will be administered in accordance with (1) 22 C.F.R. 226, (2) relevant 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. Awards to PIOs will be administered in accordance with USAID Automated Directives System (ADS) 308.

Background

According to the World Health Organization (WHO), approximately 15% 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 1 billion people throughout the world have a disability, a majority living in less resourced nations.

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

Previously, emphasis has been put on developing separate programs for people with disabilities rather than trying to integrate them into existing development activities. Although it may be necessary at times to develop separate programs to target 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

AZERBAIJAN
96 Nizami Street
The Landmark Building
Baku 370010, Azerbaijan
Tel: (99412) 498 1835
Fax: (99412) 493 6839
www.usaid.gov

other donors to lead a collaborative effort to end discrimination against, and promote equal opportunity for, people with disabilities.

Place of Performance

The place of performance is Azerbaijan.

Level of Funding

Subject to the availability of funds, USAID/Azerbaijan intends to make one award up to \$600,000 over a two-year period.

Program Areas

Program areas include, but are not limited to: education, health, government, civil society building, and employment opportunities. Capacity building programs for Disabled People's Organizations (DPOs) may include organizational capacity, advocacy efforts, coordination, and leadership.

The two main objectives are to increase participation of people with disabilities in current USAID programs and strengthen the capacity of DPOs. Ideally, activities should complement USAID'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.

1. Foster inclusion of children with disabilities in education programs.
2. Increase employment and economic opportunities for people with disabilities.
3. Improve national laws and policies that better reflect the inclusion of people with disabilities within their home countries.

B. Strengthen the capacity of Disabled People's Organizations (DPOs).

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 governments and other donors.

Cost Share

At a minimum, the cost share requirement for this Award is ten (10) percent (including private sector investment). Valuation of the cost share must be realistic. Cost sharing enables USAID to mobilize additional resources for a program where USAID funding is limited. It also demonstrates an organization's commitment to the program.

Cost share is defined by USAID as "contributions, both cash and in-kind, which are necessary and reasonable to achieve project objectives and which are verifiable from the Recipient's records." Please take note of the provision on cost sharing in 22 CFR 226.23.

As part of the concept paper budget, applicants must identify the percentage and amount of cost sharing proposed. Cost sharing from other U.S. Federal sources cannot be counted as non-Federal Recipient contributions. Applicants must also identify the type (e.g., in-kind, cash etc.) of cost share contributions. Cost-

sharing is not limited to cash investment. In-kind contributions (contribution of services or property, donated equipment and supplies, etc.) incurred as part of the project may be considered as all or part of the cost share once it is confirmed that the cost share is in accordance with 22 CFR 226.23.

Applicants are encouraged to propose cost share that includes in-kind and/or cash contributions from their own resources or Non-Federal sources, which is reasonable for proper and efficient accomplishment of project objectives.

In order to enhance the success of this program, and to demonstrate commitment, Applicants are encouraged to propose ambitious but realistic levels of cost share.

Process

A two-tier process will be utilized. Tier one consists of evaluation of concept papers and Tier two consists of evaluation of full applications. The Concept Paper will form the basis for a Mission decision about which organization will be invited to prepare a full application, which is tier two at the invitation of USAID.

Tier One - Concept Paper

Eligible organizations interested in submitting a Concept Paper are encouraged to read the instructions thoroughly to understand the type of program sought and the Concept Paper submission and evaluation process.

Concept Paper Format

The Applicant must only submit a completed copy of the “Disability Concept Paper Application Form,” which is included as an Attachment to this Request for Concept Papers. No other documents or attachments will be considered. The Applicant may type or electronically complete this form (minimum 11 point font). Handwritten responses will not be accepted. All answers on the form must be written in English. The 8-page limit must be respected. However, the Cover Page is not subject to the page limit.

Applicants outside of Azerbaijan should propose partnering with local Non-Governmental Organizations (NGOs) in Azerbaijan. This partnering requirement is only applicable to those applicants applying from outside of Azerbaijan.

Evaluation Criteria

The Concept Papers will be reviewed according to the criteria below to make the first stage decision about which organization will be invited to prepare a full Application.

A. Information about the Applicant (20 Points)

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

- Extensive involvement in disability or be a Disabled People’s Organization.
- Previous experience in project management or managing activities related to those proposed in the Concept Paper.
- A clear mission, set of objectives, and orientation that is in line with proposed activities.

B. Project Description (60 Points)

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

- Show a clear link between the described need and the proposed activities.
- Describe the impact on existing USAID programs, activities or strategies. (Please refer to the USAID/Azerbaijan Website at <http://azerbaijan.usaid.gov>)
- Define who will benefit from the project (able-bodied people, people with disabilities; disaggregated by sex).
- Provide an activity schedule that is well-defined and realistic.
- Document what indicators (beyond the core indicators under IIP 3.3.2) will be used to show the project impact. The core IIP 3.3.2 indicators are numbers of people served, numbers of organizations strengthened, and numbers of people trained. Applicants should consider reporting against these indicators, but also aim to develop more results-based indicators as well.

C. Integration of People with Disabilities (20 Points)

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

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

Tier Two - Full Application

Selected first tier Applicants will be invited to submit full applications for the second stage of evaluations. Those applicants selected to submit full applications must do so within thirty days of issuance of the invitation to complete a full application. USAID expects to make initial awards in late July 2012.

Application Process

A Full Application should be a detailed description of the activities described in the Concept Paper. The Technical Application must be specific and complete, and it must be presented in a concise manner. The Technical Application should contain all of the elements specified below.

- Table of Contents listing all page numbers and attachments
- Executive Summary
- Program Description
- Goal and Objectives
- Target Audience and Geographic Focus
- Proposed Outcomes
- Technical Approach
- Expected Impact
- Management Plan (include partnership arrangements where applicable)
- Implementation Schedule
- Annexes
- Curriculum Vitae for Key Personnel
- Performance Monitoring and Evaluation Plan
- Letters of Concurrence from Proposed Partners, if any
- Budget

The program description must include a clear explanation of the conceptual approach and general strategy (i.e., methodology and techniques) being proposed and should outline specific, focused activities and explain how the proposed approach is anticipated to achieve the expected results.

The full application must provide a detailed Work Plan for achieving expected program outcomes and the proposed results. The Applicant is encouraged to propose innovative implementation mechanisms to reach the desired results and an aggressive but realistic schedule of performance milestones as steps toward reaching proposed results. The Work Plan should clearly outline links between the proposed results, conceptual approach, performance milestones, and should include a realistic timeline for achieving the proposed milestones.

The management plan must provide evidence of the organization's technical resources, expertise and capabilities for implementing this program. A brief summary of the organizations past work in the region with similar programs, if any, should be included. An explanation of the organization's comparative advantage in implementing the proposed program should be provided. The application must specify the composition and organizational structure of the program team (including Home Office support) and describe the role of each proposed staff member and the amount of time the staff member will be devoted to the program.

Evaluation Criteria

The Full Application will be reviewed according to the following criteria:

- The full application is consistent with the concepts/strategy presented in the original Concept Paper and proposes innovations, improvements in quality of performance.
- Based on evidence presented by the Applicant and from others familiar with projects previously implemented, the Applicant has the technical expertise to implement the project successfully and a proven successful past performance record.
- The expected results justify spending the level of the funds in the Applicant's budget and the budget is within the size proposed in the original Concept Paper.
- The expected results/objectives are clearly stated, and the Applicant has suggested a credible approach to determining whether those results are achievable.

Award

Award(s) will be made to the responsible organization(s) whose proposed activities, including cost sharing, offer the best value to USAID and best support the objectives of this program. USAID reserves the right to conduct further rounds of evaluations among the second stage applicants if needed. The selected organization(s) will be notified that their application is under consideration for funding and that negotiations are to be undertaken to finalize the agreement. Additional information and revisions may be required during the negotiations.

USAID reserves the right to fund only one, more than one, or none of the applications submitted in response to this Request for Concept Paper. Prior to award, USAID also reserves the right to change the funding period and terms of the agreement(s) as a result of availability of funding and U.S. Government legal requirements. Applicants will be notified of such changes, should they occur. USAID will not reimburse any costs associated with the preparation and submission of a Concept Paper/Application.

Timeline

USAID plans to determine which organization will be invited to submit a full application on or about April 2012. The selected organization will then be asked to provide a full Technical and Cost applications on or about

May 2012. Any technical negotiations concerning the application would be conducted during the following two weeks, aiming for cost negotiation to begin in early June, 2012.

Award Date

USAID intends to make the award on or about July 2012.

Issuance of this Request for Concept Paper does not constitute an Award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of a Concept Paper.

Applicants should submit any questions concerning this Request for Concept Paper in writing to my attention, electronically, via e-mail at: bwoody@usaid.gov and Ms. Riffat Sulaiman, Senior Acquisition and Assistance Specialist, electronically, via e-mail at: rsulaiman@usaid.gov. **All questions and/or request for clarifications/explanations must be received by the deadline stipulated on this Cover Letter.** Any communications pertaining to this Request for Concept Paper must be through the USAID Regional Contracting Office (RCO), Tbilisi, Georgia.

Thank you for your interest in USAID programs.

Sincerely,

/s/

Brian K. Woody
Regional Agreement Officer
Regional Contracting Office
USAID/Caucasus - Tbilisi, Georgia

Attachment: Disability Concept Paper Application Form