

APS Number : 486-10-007
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Deadline for Questions: January 29, 2010
APS Closing Date: February 11, 2010

ANNUAL PROGRAM STATEMENT

Program to **increase participation of people with disabilities** (PWDs) in USAID activities and strengthen the capacities of disabled people's organizations (DPOs).

This program is authorized in accordance with Part I of the Foreign Assistance Act of 1961 as amended.

I. PURPOSE OF THE ANNUAL PROGRAM STATEMENT

The purpose of this Annual Program Statement (APS) is to solicit concept papers from qualified non-governmental organizations capable of designing and implementing innovative, model projects that will increase the socio-economic participation of people with disabilities (PWDs) in Vietnam and strengthen the capacities of disabled people's organizations (DPOs). Approved projects will be funded under USAID's Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)/Office of Democracy and Governance (DG) Activities.

Funds should be used to support projects and programs that will increase the participation of people with disabilities in USAID's activities, enhance their participation in the decision making process that affects their lives and strengthen the capacities of disabled people organizations (DPOs). All awards (grants or cooperative agreements) under this request for concept papers will be administered through USAID/Vietnam..

Program areas could include, but are not limited to, education, health, governance (policy and/or administration), civil society strengthening, rule of law, HIV/AIDS, and employment generation. Capacity building programs for DPOs may include organizational capacity, advocacy efforts, coordination of efforts that address the needs of people with disability, and leadership.

Partnerships or consortiums are encouraged, where feasible, but one organization must be designated to lead the proposed effort. Project concept papers should cover an implementation period of no more than 24 months with budget ranging from \$20,000-\$300,000 per grant/award for the entire life of the project. Any request over \$300,000 for the total project period will not be reviewed. Awards will be considered as "one time grants", with no expectations for follow-on funding

USAID/Vietnam expects to award one or more Cooperative Agreements/Grants under this APS and reserves the right to make no awards, at its discretion. Applications must include a budget for the entire proposed program period (not to exceed two years). Subject to the availability of funds, the total **amount available for all awards worldwide under this program** is approximately \$2,000,000.

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, the emphasis was on developing separate programs for persons with disabilities rather than making simple modifications to make development programs more inclusive. Although it may be necessary, at times, to develop separate programs designed to address some specific need(s) of people with disabilities, it is extremely important to seek innovative ways to explicitly include people with disabilities, to the extent practicable, in all USAID-funded activities 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

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

III. AREAS OF INTEREST

The two main objectives are to expand participation of people with disabilities in areas currently being addressed by USAID programs and strengthen the capacity of disabled people's organizations (DPOs). Therefore, proposed activities should compliment USAID/Vietnam strategic objectives. The following examples provided under each heading are only illustrative - other innovative ideas are welcome.

A. Increase participation of people with disabilities in current USAID programs and/or efforts that compliment current USAID/Vietnam programs.

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.
3. Foster inclusion of children with disabilities in education programs.
4. Increase economic and employment 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 in Vietnam that promote the inclusion of people with disabilities.

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

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

IV. ELIGIBILITY

Applicants must be qualified U.S. or non-U.S. non-governmental organizations, 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.

This APS is issued as a public notice to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. Eligible organizations could include, for example, foundations, non-governmental organizations, faith-based organizations (FBOs), community-based organizations (CBOs), host country organizations, private organizations affiliated with public academic institutions and international non-governmental organizations, private companies, professional associations and consortiums of the above. FBOs and CBOs, in particular, are strongly encouraged to submit applications. USAID has published in the Federal Register (Vol. 69, No. 202/Wednesday, October 20, 2004/Rules and Regulations) new regulations on participation by FBOs in agency programs. This guidance may be found at: http://www.usaid.gov/our_work/global_partnerships/fbci/fbocomments_101304.doc.

Applicants are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a cooperative agreement from the U.S. Federal government. The DUNS number is a nine-digit identification number, which uniquely identifies business entities. If a non- U.S. organization does not hold a DUNS registration number at the time of application, a partner with a DUNS number can be the primary recipient. A non-U.S. organization that does not have a DUNS number can request for DUNS number at <http://fedgov.dnb.com/webform>. Then, please register it in the Central Contractor Registration (CCR) at <https://www.bpn.gov/ccr/default.aspx>. IMPORTANT: Please limit 'VENDOR NAME' AND 'VENDOR DOING BUSINESS AS' FIELDS TO ONLY 60 CHARACTERS (including space). If a consortium is proposed, at least one partner must meet the above eligibility requirements.

V. APS PROCESS AND APPLICATION SUBMISSION

Applications will be reviewed by USAID/Vietnam and by a USAID/Washington Selection Panel. Applicants must first submit a concept paper, not exceeding eight (8) pages, using the attached standard application form

APS Number: 486-10-007 Program to increase participation of people with disabilities (PWDs) in USAID activities and strengthen the capacities of disabled people's organizations (DPOs).

and send directly to the Regional Office of Procurement at USAID/RDMA. Concept papers must meet the identified needs of this solicitation.

Submissions must clearly state the objectives and the expected results of the program within the first year and subsequent years if additional years are proposed; identify local counterparts/implementation partners; and provide an implementation plan with a proposed time frame and budget. The applicant proposing the activity will be responsible for monitoring and reporting on the funded activities, and must submit a workplan and monitoring and evaluation plans for each year of the project. Applicants are encouraged to include projected outputs and outcomes and, be responsive to the Foreign Assistance Framework Investing in People Objective, including standard (impact) indicators and pertinent targets to measure the success of the project.

A Technical Evaluation Committee consisting of USAID personnel will evaluate the concept papers according to the evaluation criteria noted in Section VII below. All awards (Cooperative Agreements/Grants) under this request for concept papers will be made through the Regional Office of Procurement at USAID/RDMA in Bangkok, Thailand and administered through USAID/Vietnam.

To establish eligibility the Recipient(s) may be required to undergo a pre-award audit conducted by USAID to establish whether the Recipient(s) meets the United States Government (USG) financial, management and programmatic requirements (see <http://www.usaid.gov/ADS> or ADS 303.5.9 www.usaid.gov/ADS or ADS 303.5.9 and ADS 303.5.15).

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USAID awards to U.S. organizations will be administered in accordance with 22CFR226, OMB Circulars A-21 (for universities) or A-122 (for non-profit organizations), ADS 303 and USAID Standard Provisions for U.S. nongovernmental organizations. For non-U.S. organizations, USAID Standard Provisions for non-U.S. non-governmental organizations would apply.

Questions related to this APS should be submitted in writing to Karittha Jenchiewchan at kjenchiewchan@usaid.gov with a copy to pwilson@usaid.gov no later than January 30, 2010. Responses to general questions will be posted on <http://www.grants.gov>. All correspondence must include the relevant APS number and title.

All materials must be in English and may be electronically submitted to the e-mail addresses above. In addition, all materials must be submitted in Arial script, 10 point font, and must include page numbers. Each page must be marked with the APS title and number.

Applicants should retain for their records one copy of all enclosures which accompany their application.

Concept Paper Instructions: The concept paper will be prepared in the application format as provided with this APS not to exceed eight pages. The application format is enclosed to this APS.

Branding: Effective January 2, 2006, all USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, "From the American people" on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, the USAID Agreement Officer will request the Apparently Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. USAID will not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website: <http://iapp1.usaid.gov/notices/LoadAttachmentFileName.cfm?Attachment=3626>

Environmental Procedures: All USAID financed programs and activities must comply with USAID's environmental procedures set forth in 22 CFR 216.

VI. EVALUATION CRITERIA

The concept papers received in response to this APS will be evaluated in accordance with the technical evaluation criteria set forth below. The criteria presented below have been tailored to the requirements of this

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APS. Concept papers will be reviewed in terms of responsiveness to the APS, appropriateness of subject matter, and creativeness based on a total possible score of 100 points

The relative importance of each criterion is indicated by an approximate weight as indicated by points. Applicants are advised that the bulleted sub-criteria are intended to broadly inform the scoring process and will not be individually scored or equally weighted, and are further not in any particular order.

In evaluating the different components of the technical application, USAID/RDMA will examine the overall merit and feasibility of the applications, as well as specific criteria relevant to each component as elaborated below.

An award will be made to the responsible Applicant whose application offers the best value to the U.S. Government, considering both technical and cost factors. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters that Recipients should address in their applications.

A. INFORMATION ABOUT THE APPLICANT (20 points)

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

1. Extensive involvement in disability programs/activities 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.

B. 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 the proposed activities might have on existing USAID/Vietnam programs, activities or strategies.
3. Define who will benefit from the project (able-bodied, persons with disability, gender).
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. (USAID's Social Services core indicators: 1) Number of people benefiting from USG-supported social services (people with disabilities and family members); 2) Number of service providers trained who serve vulnerable persons (people with disabilities and family members); 3) Number of USG assisted organizations an/or service delivery strengthened who serve vulnerable people (people with disabilities and family members)

C. INTEGRATION OF PERSONS WITH DISABILITY (20 points)

To receive a full score of 20 points the Applicant 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 disabilities will participate in and benefit from activities.

VII. POINT OF CONTACT

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Regional Office of Procurement
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