



Issuance Date: January 18, 2012
RFA Clarification/Questions Due: January 30, 2012
Closing Date and Time for Concept Papers Submission: February 17, 2012
12:00 pm

**Subject: Request for Concept Papers - (RFA) Number: 685-12-000002
Expanding Participation of People with Disabilities**

Dear Applicants:

The United States Government, as represented by the United States Agency for International Development (USAID) Mission in Senegal is seeking applications from Senegalese Non-Governmental Organizations to increase participation of people with disabilities (PWDs) in USAID activities and strengthen the capacities of disabled people's organizations (DPOs). The authority for the RFA is found in the Foreign Assistance Act of 1961, as amended.

The Expanding Participation of People with Disabilities (PWDs) main objectives are to increase the participation of people with disabilities in current USAID programs and to strengthen the capacity of disabled people's organizations. Please refer to the Funding Opportunity for a complete statement of goals, expected results, and criteria for selection of successful concept papers.

Subject to the availability of funds, USAID/Senegal intends to provide up to a maximum of **\$600,000 for activities lasting between 18 and 24 months**, via grants and cooperative agreements. USAID/Senegal reserves the right to fund any or none of the concept papers submitted. Concept Papers received after the deadline will not be considered unless the reason for delayed submission is deemed justified or it is in the interest of the Agency to waive this requirement.

Any questions concerning this RFA should be submitted in writing no later than the date listed above to Bernadette Daluz at bdaluz@usaid.gov and Beatrice Condé at bconde@usaid.gov. Responses to these questions will be issued as an amendment to the RFA within one week of the question submission deadline.

This RFA and any future amendments will be posted on USAID/Senegal's web site at: <http://senegal.usaid.gov/>.

Applicants should retain for their records, one copy of all enclosure which accompany their submission.

Sincerely,

Beatrice M. Condé
Regional Agreement Officer

SECTION 1 – FUNDING OPPORTUNITY DESCRIPTION

This section includes a general description of the proposed program, a statement identifying the authorizing legislation, and information on potential awards.

USAID/Senegal may decide to provide awards through either: 1) a Cooperative Agreement (CA) designated to enable USAID to partner with organizations having limited or no experience working directly with USAID or 2) a Fixed Obligation Grant (FOG) which quantifies project milestones and ties disbursements of funds to achievement of those milestones. A Cooperative Agreement provides for substantial USAID involvement during the award to assist the grantee in achieving the supported objectives of the agreement. An explanation of this “substantial involvement” can be found in subsection C below. A Fixed Obligation Grant does not include substantial involvement.

Funding

Awards funded under this RFA will support projects and programs that will increase the participation of people with disabilities within the programs and strategies of USAID/Senegal.

Program areas could include, but are not limited to: education, health, democracy and governance, peace building, and economic growth. Capacity building programs for Disabled People’s Organizations (DPOs) may include organizational capacity, advocacy efforts, coordination and leadership.

Subject to the availability of funds, USAID/Senegal anticipates awarding activities lasting **between 18 and 24 months** and costing between **\$20,000 and \$600,000**.

Issuance of this RFA does not constitute an award commitment on the part of the Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a concept paper. In addition, final awards cannot be made until funds have been appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified that all potential awards are subject to the availability of funds. Concept papers are submitted at the risk of the Applicant. All preparation and submission costs incurred are at the Applicant’s expense. This RFA may be amended by USAID/Senegal as necessary, e.g. to revise deadline, or update information. The authority for the issuance of this RFA is found in the Foreign Assistance Act of 1961, as amended.

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

B. OBJECTIVES AND 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). Proposed activities should complement USAID/Senegal's development objectives, which are: 1) Increased, Inclusive Economic Growth; 2) Improved Health Status of the Senegalese Population; and 3) More Effective Citizen Participation.

USAID/Senegal currently supports activities in the economic growth, health, education, and democracy/governance and peace sectors. Within these sectors, USAID/Senegal focuses particular attention on the following sub-sectors: agriculture, trade and investment, environment, water supply and sanitation, HIV/AIDS, malaria, family planning and reproductive health, maternal and child health, nutrition, basic education, good governance, political competition, and conflict mitigation and reconciliation. Concept papers related to one or more of these ongoing USAID/Senegal areas of intervention will be favorably received.

Below are illustrative examples of activities that would be considered under this RFA. Other innovative ideas are also welcome.

1. Increase the participation of people with disabilities in current USAID/Senegal programs.

- a) Promote participation of people with disabilities in democratic processes and elections
- b) Promote inclusion and participation of people with disabilities in HIV/AIDS awareness raising and education programs
- c) Foster inclusion of children with disabilities in education programs
- d) Increase employment and economic opportunities for people with disabilities
- e) Build capacity of humanitarian relief workers and first responders to better incorporate the needs of people with disabilities in all disaster relief planning
- f) Improve national laws and policies that better reflect the inclusion of people with disabilities within their home countries

2. Strengthen the capacity of disabled person's organizations (DPOs).

- a) Improve the organizational capacity, financial management, human/material resource management, strategic planning, fundraising, leadership skills of DPOs
- b) Build advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host governments and other donors.

C. SUBSTANTIAL INVOLVEMENT

Should USAID/Senegal's choose to award a Cooperative Agreement (CA) and not a grant, USAID/Senegal will maintain a greater degree of involvement in award implementation in order to assist the Recipient in achieving the supported objectives of the CA. USAID/Senegal expects to be substantially involved during the period of performance of a CA. Specifically, the Agreement Officer's Technical Representative (AOTR) may be involved in the following ways:

1. Approval of the Recipient's annual workplans, monitoring and evaluation plans, branding and marking plan, and all modifications that substantially change the specific activities to be carried out
2. Approval of and any changes to specified key personnel; and
3. Agency and recipient collaboration or joint participation (collaborative involvement in selection of advisory committee members, concurrence on selection of sub-award recipients, and/or the substantive provisions of the sub-awards).

D. KEY PERSONNEL

The AOTR will verify that personnel designated as key to the successful completion of the award objectives possess the requisite experience, qualifications and skills.

E. REPORTING

The recipients will be required to submit an annual work plan, quarterly financial and narrative reports, annual reports and a final end of project report according to standard USAID requirements. The list of reporting requirements and formats will be finalized at the time of award by the AO or if delegated, by the AOTR. The annual work plan will include a monitoring and evaluation plan, as USAID will be managing for measurable results. The AOTR may require quarterly progress reports for that purpose. The work plan will be aligned with the goals of the recipient's program description and contribute to the expected results. Financial reporting will be in accordance with the requirements of the final award document.

The Recipient will submit the above reports to the AOTR. The timing, format and other instructions will be agreed by the AOTR and the recipient's key personnel at the time of award.

On receipt of an award, the recipient will be responsible for submission the following reports to the AOTR:

Report	Due
Annual Work Plan	As requested by AOTR for first year and subsequent year
Monitoring and Evaluation Plan	45 days after signature of the award
Branding and Marking Plan	45 days after signature of the award
Financial Reports	On a quarterly or monthly basis as stated in the award
Accrual Reports	No later than two weeks before the end of each quarter
Quarterly Performance Report	Not later than 30 days after the end of the quarter
Annual Performance Report	Not later than October 15.
Final Report	No later than 90 days after the completion date of activities under the Award

F. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of services and commodities for this action will be 935, including motor vehicles. Purchases of motor vehicles from non-U.S. source or origin will be held to a minimum and carried out only when necessitated by required specifications, spare parts, and maintenance capabilities. For more detailed information regarding the authorized geographic code please reference the Agency's Automated Directive System, Chapter 312: <http://www.usaid.gov/policy/ads/300/310.pdf>.

SECTION 2 – AWARD INFORMATION

A. RANGE OF EXPECTED FUNDING LEVELS AND PERIOD OF PERFORMANCE OF INDIVIDUAL AWARDS

USAID/Senegal may award multiple individual cooperative agreements or grants to local Senegalese Non-Governmental Organizations to implement project activities from \$20,000 to \$600,000 lasting between 18 and 24 months.

B. PROGRAM MANAGEMENT AND ADMINISTRATION OF AWARDS

Applicants must have established financial management, internal control systems, and policies and procedures that comply with established U.S. Government standards, laws, and regulations governing the specific award mechanism. All potential awardees will be subject to a financial responsibility determination issued by a warranted Agreements Officer.

SECTION 3 – CONCEPT PAPER INSTRUCTIONS (STEP 1)

There are two (2) Steps to the application under this RFA:

- Step One (1): Submission of a concept paper (instruction below)
- Step Two (2): Submission of a full application, if requested (instructions to be given at the time of request)

Do not submit a full application unless requested to do so.

USAID/Senegal will notify Applicants on or April 06, 2012 whether or not to submit a full application. Applicants that are requested by USAID/Senegal to submit a full application should follow the instructions provided by USAID/Senegal at that time.

A. CONCEPT PAPER SUBMISSION INFORMATION (STEP 1)

1. Electronic. Send one electronic copy by email to Bernadette Daluz at bdaluz@usaid.gov, with a copy (cc) to Beatrice Condé at bconde@usaid.gov. Email submissions must include in the subject line the following: “Concept paper for Expanding the Participation of People with Disabilities, submitted by: “name of Applicant organization.”

2. Hard copies. One original and one copy in a sealed envelope with the name of the program: Concept Paper for Expanding the Participation of People with Disabilities, the name, address and telephone number of the organization and contact person. Hard copies should be delivered to the following address:

Bernadette Daluz
Sr. Acquisition & Assistance Specialist
USAID/Senegal/RAAO
Derriere Hotel Ngor Diarama
Petit Ngor, Ngor – Senegal

Fax: Faxed concept papers will not be accepted.

All concept papers (paper and electronic) must be received by the deadline specified on the cover page or risk not being considered.

B. CONCEPT PAPER FORMAT AND INSTRUCTION

Please use the attached form, (Attachment 1) to submit concept papers. Please provide information in the space indicated. You may type or electronically complete the attached application form (minimum 11 point font). Handwritten applications will **not** be accepted. Concept Papers written in French will be accepted. Any requests over \$600,000 for the total project period will not be reviewed.

Non-conforming concept papers will not be reviewed. Due to the volume of anticipated concept papers, the standard application form must be used **and the 8-page limit respected.**

C. CONCEPT PAPER REVIEW CRITERIA

The purpose of the evaluation criteria is to identify the significant issues which applicants should address in their papers and set standards against which all concept papers shall be evaluated.

The submitted concept papers will be scored by a technical evaluation committee using the criteria shown below. When evaluating the various concept papers, the Government will consider the written qualifications and capability information provided by the applicants and any other information obtained by the Government through its own research.

Concept papers will be scored as follows:

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 clear mission, set of 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 people, people with disabilities; disaggregated by sex).
4. Provide an activity schedule that is well-defined and realistic.
5. Document what indicators will be used to show the project impact.

III. INTEGRATION OF PEOPLE WITH DISABILITIES (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 disabilities will participate in and benefit from activities.

ATTACHMENT 1 – DISABILITY CONCEPT PAPER APPLICATION FORM

EXPANDING PARTICIPATION OF PERSONS WITH DISABILITY

Please provide information in the space given. You may type or electronically complete this form (minimum 11 point font). Handwritten applications will not be accepted. All answers must be written in English.

Name of Organization: _____

Project Title: _____

PO Box: _____ **City/District:** _____ **Country:** _____

Contact Person: _____ **Position/Title:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Please describe your organization (tick all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Disabled People's Organization | <input type="checkbox"/> No experience with disability |
| <input type="checkbox"/> Community Based Organization | <input type="checkbox"/> Limited experience with disability |
| <input type="checkbox"/> Non-governmental Organization | <input type="checkbox"/> Extensive experience with disability |
| <input type="checkbox"/> Faith Based Initiative | <input type="checkbox"/> Other _____ |

Amount of funding requested (in USD): _____

Project duration (total months): _____ **Proposed start date:** _____ **End date:** _____

Funding is requested for (tick all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Equipment/tools | <input type="checkbox"/> Building modifications |
| <input type="checkbox"/> Consumable materials | <input type="checkbox"/> Meetings |
| <input type="checkbox"/> Training | <input type="checkbox"/> Media costs |
| <input type="checkbox"/> Transportation/Travel | <input type="checkbox"/> Printing/publications |
| <input type="checkbox"/> Salaries and fees | <input type="checkbox"/> Other (list) _____ |

The proposed project activities address which of the following areas? (Tick all that apply):

- Increase participation of people with disabilities in USAID activities
- Strengthen the capacity of disabled people's organizations

1. Please provide a brief description of your organization, including background and experience in the disability sector. (Please limit your response to not more than one page.)

2. Please provide a brief summary of the proposed project. This must include what this project seeks to achieve, specific objectives, DELIVERABLES, location and expected number of beneficiaries. ***(Please limit your response to not more than one page)***

3. Please justify the NEED for this project. Justification should address overall need for this project and need for each of the main activities/deliverables. ***(Please limit your response to not more than one page)***

4. Please list main activities with target dates for completion. Please provide summary information using the sample table below. Beneath the table please provide details of the implementation of EACH activity. *(Please limit your response to not more than one page)*

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.												
2.												
3.												
4.												

Details:

- 1.
- 2.
- 3.
- 4.

5. How many staff will be directly involved in and/or funded by this project? Please list their role, qualifications and experience. *(Please limit your response to not more than half a page)*

6. Does your organization plan to collaborate with other organizations in achieving this project's objectives? If so, please explain HOW. *(Please limit your response to not more than quarter of a page)*

7. Please provide your detailed budget summarized under the following budget line items. Below this budget, and as notes to the budget, provide a detailed breakdown of this summary per line item. Please indicate exchange rate used.

(Please limit your response to not more than two pages)

<i>Description</i>	<i>Budget (local currency)</i>	<i>Budget (US \$)</i>
Direct labor (e.g. salaries, wages etc)		
-		
Travel and Per diem		
-		
Equipment and supplies		
-		
Program Activities		
-		
Other Direct Costs (e.g. rent, utilities, communication etc)		
-		

Notes to the budget:

 8. Please describe the type of monitoring and evaluation that is planned for the project (to include program indicators, frequency, method, who will do it). *(Please limit your response to not more than one page)*