



USAID | CENTRAL ASIAN REPUBLICS

Issuance Date: January 28, 2012
Deadline for Questions: February 10, 2012
Submission for the Concept Papers: February 24, 2012, 10 AM – Almaty Time

Subject: RFA No.: RFA-176-12-000003 Expanding Participation of People with Disabilities

Dear Prospective Applicants:

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 (WOUs)-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 WOUs 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.

Concept papers of \$600,000 for each country for a total of \$1,200,000 over an 18-24 month period will be considered. All awards are subject to the availability of funding.

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

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.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. All reasonable, allocable, and allowable direct expenses, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the awards. Copies of these documents can be accessed via the USAID website: <http://www.usaid.gov> .

Applicants are invited to submit a concept paper and corresponding budget information. After USAID reviews and evaluates these submissions, the best applicants may be invited to submit full technical applications. Applications received after the deadline will not be considered unless the reason for delayed submission is deemed justified or it is in the best interests of the Agency to waive this requirement. The deadline for submission of Concept Papers is scheduled for February 24, 2012, 10 AM Almaty Time.


Section IV and V of the RFA explains the intended process. Applicants are requested to submit both technical and cost portions of their applications in separate volumes in electronic format (email). Applications and modifications thereof shall be submitted electronically with the name and address of the applicant and RFA Number RFA-176-12-000003 inscribed thereon, to: AlmatyAASolicitations@usaid.gov.

Award(s) will be made to the responsible applicant(s) whose application(s) best meet the objectives set forth in this RFA.

Any questions concerning this RFA must be submitted in writing to AlmatyAASolicitations@usaid.gov no later than February 10, 2012, 10AM, Almaty Time. Questions and Answer document, and/or if needed, an amendment to the RFA, will be issued. Issuance of this RFA does not constitute an award commitment on the part of the USG, nor does it commit the USG to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant grant cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

This RFA is being posted through grants.gov and <http://centralasia.usaid.gov/>. This RFA and any future amendments can be downloaded from grants.gov and (<http://centralasia.usaid.gov/>).

Sincerely,


Ragheda Rabie
Agreement Officer

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

Expanding Participation of People with Disabilities

1. 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.

2. Scope and Objectives

Kazakhstan:

The USAID/CAR/Astana Liaison Office proposes soliciting applications from organizations that support women and children with disabilities in order to advance the protection of the rights of disabled women and children.

Women with disabilities in Kazakhstan are described as facing “double discrimination” both resulting from their disability and from their status as a woman. This discrimination is common in the community and in the home. Because of traditional gender roles existing in families and society women with disabilities frequently become “invisible.” Society is unaware of the issues facing women with disabilities, such as forced sterilization, domestic violence and sexual assault. Women and girls with disabilities are often hidden in their homes, denied the right to be married, to attend school or get a job. They receive inadequate reproductive and sexual health care, and often lack access to information on birth control or HIV/AIDS. This stigma impacts the ability of women and girls with disabilities to realize their human rights, integrate into the community, and to become self-sufficient, economically productive members of society. Disabled women are further ostracized by stigma, prejudice, and ignorance.

Uzbekistan:

The Uzbekistan Country Office proposes soliciting applications from organizations to support a range of activities to strengthen the capacity of disabled person's organizations in Uzbekistan. Renewed support for disabled person's organizations (DPOs) would allow USAID to capitalize on investments made by previous programs implemented by Counterpart International that worked closely with the disabled as one of its three main target groups. As a result of Counterpart's earlier programming, while DPOs have continued to operate and function professionally after prior USAID support, they have received insufficient levels of support to fully realize their potential.

3. Specific Areas of Interest under the RFA

Specific areas of interest under this RFA are listed below. While possible activities are included, they are only illustrative and are not meant to be limiting. Other innovative ideas are welcome and strongly encouraged.

The main objectives for activities in Kazakhstan will:

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

- Improve social and economic conditions of people with disabilities with emphasis on youth and women with disabilities
- Increase the awareness of and protection of rights of persons with disabilities in society to reduce stigma and discrimination

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

- Strengthen the capacity of disabled persons' organizations (DPOs) to advocate for human rights and gender equality
- Build constructive dialogue between civil society and government institutions
- Increase public awareness of CSOs as a key stakeholder with government agencies in addressing the needs of persons with disabilities

Expected results include, but not limited to:

- Cooperate with other DPOs to assist the Ministry of Labor and Social Protection ensure greater integration of disabled into the workforce, in particular, disabled women;
- Identify opportunities of productive and sustainable self-employment;
- Provide support to existing USAID projects to combat TB and HIV/AIDS in order to reach disabled women and children;
- Cooperate with other DPOs to assist the Commissioner for Human Rights (Ombudsman) to review cases of discrimination against the disabled and recommend remedies;
- An oblast-wide or nationwide information campaign to combat stigma against disabled;

- Convene roundtables and discussions to discuss barriers to the integration of disabled people, and make recommendations to the public and private sectors to address inequalities.

The main objectives for activities in Uzbekistan will:

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

- Build constructive dialogue between civil society and government institutions
- Increase public awareness of CSOs as a key stakeholder with government agencies in addressing the needs of persons with disabilities
- Improve social and economic conditions of people with disabilities with emphasis on youth and women with disabilities
- Increase the awareness of and protection of rights of persons with disabilities

B. Strengthen the capacity of disabled person’s organizations (DPOs).

- Strengthen the institutional capacity of disabled persons’ organizations (DPOs)
- Build advocacy skills of DPOs to conduct public outreach campaigns and lobby for the interests of their constituents
- Establish private-public partnerships to ensure long-term sustainability of DPOs

Expected results include, but not limited to:

- Improve laws and policies within country that provide incentives to private organizations to support DPOs, i.e. tax benefits, etc.
- Increase number of private organizations supporting DPOs
- Establish database of DPOs in the country
- Increase public awareness of disability issues and DPOs
- Increase capacity of DPOs to advocate on behalf of their constituents
- Identify opportunities of productive and sustainable self-employment
- Conduct an oblast-wide or nationwide information campaign to combat stigma against disabled

4. Key Programmatic Considerations

The following considerations should be taken into account when submitting concepts/applications under this RFA:

A. Gender Issues

Gender is a social construct that refers to relations between and among the sexes, based on their relative roles. USAID’s Automated Directive System (ADS) states: “Gender issues are central to the achievement of strategic plans and Assistance Objectives (AO), and USAID strives to promote gender equality, in which both men and women have equal opportunity to benefit from

and contribute to economic, social, cultural and political development; enjoy socially valued resources and rewards; and realize their human rights.” (ADS 201.3.9.3)

The USAID/CAR Gender Assessment Report (March 2010) recommended several activities to strengthen health programs in Central Asia. Recommendations included developing indicators for health projects to measure relative changes between men and women; gender-sensitive behavior change programs to address men’s health; and address maternal and infant mortality rates and provide options for maternal and infant care. As described in the illustrative activities and results in Section 3, implementers should propose activities that will promote gender sensitive best practices and approaches within the context of program. Implementers should also track progress against activities using sex-disaggregated data and measure any changes in attitudes and behaviors related to gender.

While USAID programming cannot be expected to transform long-standing social inequalities through a small set of funded activities, it is required to identify disparities existing in society to ensure it does not replicate them in its own programs and work to change them. The purpose of gender-equitable programming is to ensure that investments achieve both economic and gender equity goals by addressing the gender constraints that limit the achievement of stated goals in a specific activity.

For more guidance on gender analysis and integration, please see the following references: ADS 201.3.9.3 “Gender Considerations” <http://www.usaid.gov/policy/ads/200/201.pdf>
ADS 201.3.11.6 “Project/Activity Planning Step 2: Conduct Project-level Analysis as needed” (<http://www.usaid.gov/policy/ads/200/201.pdf>)

B. Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID’s activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID’s Automated Directives System (ADS) Parts 201.5.10 g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. In addition, the implementing partner must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern. Applicant’s environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this RFA.

No activity funded under this award will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO).

A Supplemental IEE (S-IEE) for DCHA Programmatic IEE was signed by the DCHA BEO on 11/05/09 (ATTACHMENT 3). The Amendment covers activities to be implemented under this award.

USAID has determined that a **Categorical Exclusion** applies to the majority of activities implemented under this award. Specifically, project activities and grants for education, technical assistance, training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.); analyses, studies, academic or research workshops and meetings; and document and information transfers, qualify for a Categorical Exclusion under 22 CFR Part 216.2(c)(2) (no effect on the natural or physical environment) and, therefore, these activities are excluded from an environmental review. This includes but not limited to: building constructive dialogue between civil society and government institutions; increasing public awareness of CSOs as a key stakeholder with government agencies in addressing the needs of persons with disabilities; Improving social and economic conditions of people with disabilities with emphasis on youth and women with disabilities; Increase the awareness of and protection of rights of persons with disabilities; and strengthening the capacity of disabled persons' organizations (DPOs) to ensure long-term sustainability.

USAID has also determined that if the project works on provision of wheelchairs, prosthetic, orthotic, and orthopedic interventions; provision of electric and electronic equipment; small scale reconstruction activities; involvement of disabled people in business development services, then a **Negative Determination with conditions** applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The proposed action is that the applicant should report to USAID in accordance with terms outlined in the S-IEE. If the applicant envisions sub-grants or fund transfers from the implementing partners to other organizations, a special environmental compliance provision should be included in sub-grant solicitations and awards. The applicant should also use impact assessment tools to screen grant applications to ensure that funded applications will result in no adverse environmental impact, to develop mitigation measures, as necessary, and to specify monitoring and reporting. Grantee is responsible for ensuring that mitigation measures specified by sub-grantee are implemented.

As part of its initial Work Plan, and all Annual Work Plans thereafter, the applicant, in collaboration with the USAID Cognizant Technical Officer and Mission Environmental Officer shall review all ongoing and planned activities under this award to determine if they are within the scope of the S-IEE. If the implementer plans any new activities outside the scope of the S-IEE, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of an IEE amendment. Any ongoing activities found to be outside the scope of the approved S-IEE shall be halted until the amendment is submitted and written approval is received from USAID.

USAID anticipates that environmental compliance and achieving optimal development outcomes for the proposed activities may require environmental management expertise. Respondents to the RFA should therefore include as part of their application their approach to achieving environmental compliance and providing necessary environmental management expertise, including examples of past experience of environmental management of similar activities.

C. Marking and Branding

All USAID-funded foreign assistance (including programs, projects, activities, public communications, or commodities) must be communicated, promoted, and marked as coming from the American people through USAID. Specific communications and promotion measures shall be described in the “Branding Strategy” and “Branding Implementation Plan,” and specific marking will be described in the “Marking Plan” for the award. Branding and marking under this award shall comply with the USAID Automated Directive System Chapter 320 Branding and Marking (ADS320).

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, and Marking Plan that will address the details of the project’s public communications, program materials that will visibly bear the USAID Identity.

USAID will not competitively evaluate the proposed Branding Strategy and Marking Plan. The Branding Strategy and Marking Plan will be included in and made a part of the resulting grant or cooperative agreement. ADS 320 may be found at the following website:

<http://iapp1.usaid.gov/notices/LoadAttachmentFileName.cfm?Attachment=3626>

In preparation of the branding implementation plan and the marking plan, the Applicant will use templates for these documents available at <http://centralasia.usaid.gov/page.php?page=article-20>. Additional guidance is available at <http://www.usaid.gov/branding>. The cost application must incorporate the estimated cost of all costs (such as plaques, labels, banners, press events, promotional materials, and so forth) associated with branding and marking USAID programs.

SECTION II – AWARD INFORMATION

A. Estimate of Funds Available

Concept papers of \$600,000 for each country for a total of \$1,200,000 over an 18-24 month period will be considered. All awards are subject to the availability of funding.

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

To be considered for funding under this RFA, proposed programs must meet all of the following eligibility requirements:

- Applications must have clearly-defined objectives that lead to empirically verifiable results through an effective methodology;
- Applications must address one or more of the objectives listed in this RFA;

- Applications must complement and not duplicate ongoing work related to the program or being undertaken by the Government of Kazakhstan and Uzbekistan, USAID, other donors and local organizations; and
- Applications must be feasible from a technical, economic, financial, and social perspective.

B. Number of Awards Contemplated

If selected by DCHA/DG, USAID/CAR Uzbekistan and Kazakhstan's Country Offices intend to make one award each up to the amount of \$600,000 over an 18-24 month period.

C. Type of Award

USAID anticipates that a grant(s), or cooperative agreement(s), will be awarded as a result of this RFA. Depending on the application(s) that is/are received and selected, USAID may decide to award a Cooperative Agreement(s) instead of a Grant(s), wherein an Assistance Officer Representative (AOR) will substantially be involved in the administration of the agreement to help the receipt to achieve the agreement objectives. Below is the list of areas which will require the AOR's involvement:

Substantial Involvement

1. Approval of the Recipient's Work Plans: Within thirty days (30) of the award of the Cooperative Agreement, the Recipient shall develop and submit the first annual work plan to the AOR. Work plans may be submitted electronically. Upon acceptance of the work plan by the AOR, any substantial revisions to the plan shall require the written approval of the AOR. Annual work plans for subsequent years are due to the AOR thirty (30) days prior to the end of the USG's fiscal year or approximately August 30th. The work plan should include a description of the activities to be completed during the year, the expected results, provide quantitative targets for all indicators outlined in the performance monitoring and evaluation plan (PMEP) and key benchmarks to be met throughout the fiscal year and provide a timeline for the implementation of activities.
2. Approval of Specified Key Personnel: For this program the Applicant should propose Key Personnel positions for USAID approval. Key Personnel positions are limited to 2 individuals or 5% of the recipient employees working under the award, whichever is greater. Key personnel will have prior experience directly related to the proposed work, including technical qualifications, supervisory skills, relevant academic background, and demonstrated experience in Central Asian countries or similar operating environment.
3. Approval of Performance Monitoring and Evaluation Plan: Within 30 days of award, the recipient shall finalize the PMEP in conjunction with the AOR. The Work Plan must set forth a comprehensive PMEP that measures impact and progress toward achieving results over the life of the award. The PMEP must include indicators, targets, data sources and collection methods, baseline information, benchmarks and periodic evaluations, and data quality assessment reports. Data collected under the PMEP shall be submitted with the final report. Regardless of the start

date of this award, the PMEP will be adjusted to the fiscal calendar of October 1-September 30. As necessary, the PMEP may be updated each year of this award as part of the work plan approval process.

USAID/CAR is committed to ensuring that programs are properly monitored. The Recipient is expected to adhere to the relevant ADS provisions with respect to monitoring and evaluation activities for the design and final program. The designed activity is expected to include indicators against which results will be measured. These indicators are expected to include USG standard indicators and additional indicators as identified by the recipient in their application.

D. Funding Restrictions

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable direct expenses, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organization, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the grant.

E. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this grant is 000 and 110. Use of Geographic Code 110 for agricultural commodities and related products, motor vehicles and pharmaceuticals is subject to the limitations in 22CFR228.13 and will require a waiver. USAID Administrator approved a blanket waiver authorizing local procurement from the cooperating country in an amount of up to \$5 million of commodities and services, for details see ATTACHMENT 2.

F. Cost-Share

Cost-sharing is strongly encouraged under this RFA, but it is not required. Cost-sharing will be subject to 22 CFR 226.23 and the standard provision entitled “Cost-Sharing (Matching)” for non-U.S. NGOs. It is also understood that local organizations may not have necessary resources for cost sharing. Therefore, USAID will not consider the level of cost sharing into its evaluation and scoring of applications.

SECTION III – ELIGIBILITY INFORMATION

Applicants

All qualified applicants are eligible to apply. USAID encourages applicants 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.

USAID will not accept applications from individuals. All applicants must be legally recognized organizational entities under applicable law.

“Responsibility” of Applicant

In order for an award to be made, the Agreement Officer must make an affirmative determination that the applicant is “responsible,” as discussed in ADS 303.3.9. This means that the applicant must possess, or have the ability to obtain, the necessary management and technical competence to conduct the proposed program, and must agree to practice mutually agreed-upon methods of accountability for funds and other assets provided or funded by USAID. In the absence of an affirmative “responsibility” determination, an award can ordinarily not be made. However, in rare cases, an award can be made with “special award conditions” (i.e., additional non-standard award requirements designed to minimize the risk presented to USAID of making an award to an NGO for which an affirmative determination of “responsibility” cannot be made), but only where it appears likely that the applicant can correct the deficiencies in a reasonable period.

SECTION IV – CONCEPT PAPER INSTRUCTIONS (STEP 1)

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

Step One (1): Submission of a concept paper (instructions below);

Step Two (2): Submission of a full application, if requested (instructions in Section V).

Do not submit a full application unless requested to do so by a USAID Mission. Missions will notify Applicants whether or not to submit a full application in accordance with below Schedule. Applicants that are requested by a USAID Mission to submit a full application should follow the instructions included in Section V of this RFA.

Before submitting a concept paper under this RFA, it is recommended that Applicants review the full application requirements in Section V to ensure the Applicant can meet all of the requirements listed therein. Reviewing these requirements will help the Applicant prepare for what must be done to increase the likelihood that their concept paper is successful.

Application Schedule

February 10, 2012, 10AM – Almaty Time	Deadline for submission of Questions
February 24, 2012, 10AM – Almaty Time	Deadline for submission of Concept Papers

A. Concept Paper Submission Information (Step 1)

Submission Instructions for Concept Paper

1. Electronic. Send one electronic copy by email to AlmatyAASolicitations@usaid.gov. Email submissions must include the following description in the subject line: “Concept paper for RFA-176-12-000003, submitted by: [name of Applicant organization].”

Applications must be submitted in English and use the application form in ATTACHMENT 1.

Fax: Faxed concept papers will not be accepted.

All concept papers must be received by the deadline or risk not being considered.

Deadline for Submission of Concept Papers

The deadline for the Concept Paper submissions is February 24, 2012, 10:00AM (Almaty time).

Questions

Any questions about this RFA should be submitted in writing no later than on February 10, 2012 **10AM to the following email address: AlmatyAASolicitation@usaid.gov**. USAID/CAR will collect, organize and respond to these questions by posting a Question and Answer document and/or, if needed, an amendment to this RFA on grants.gov and <http://centralasia.usaid.gov/>.

B. Concept Paper Format and Instructions

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

C. Concept Paper Review 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.

1. 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.

2. 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/CAR website and Grants.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.

3. 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.

Those concept papers deemed to be sufficiently competitive and responsive to this RFA will be invited to submit a full application in the format described in the section below.

SECTION V: FULL APPLICATION INSTRUCTIONS (STEP 2)

Do not submit a full application unless requested to do so by a USAID Mission. USAID will only request full applications from Applicants who have submitted successful concept papers. Missions will notify Applicants whether to submit a full application or not. If the Applicant has been requested by a USAID Mission to submit a full application, please follow the instructions below.

A. Submission Instructions for Full Application

Submit full applications to the USAID/CAR Mission according to the instructions below.

1. Electronic. Applications and Modifications thereof shall be submitted electronically to: AlmatyAASolicitations@usaid.gov.

Email submissions must include in the subject line: “Full application for RFA-176-12-000003, submitted by: [name of Applicant organization].”

2. Fax: Faxed full applications will not be accepted.

B. Full Application Format and Instructions

Following a favorable review of the concept paper, an applicant may be invited to submit a full technical application. The application will include more detail on how the applicant intends to

carry out the program and clearly describe the work to be undertaken and the responsibilities of all parties. The full application should provide a complete overview of the program, and be a stand-alone representation of the proposed program. The application should also provide a detailed description of how the progress and achievements of the program will be monitored, measured and assessed. The application should address all comments, queries, and suggestions communicated by the technical review panel in response to the original concept paper. The technical approach should also include gender considerations with a focus on the participation and benefits to each gender group.

Technical applications shall not exceed 15 pages, excluding attachments, such as curriculum vitae for proposed staff, and documentation on previous contracts or assistance awards. Technical applications that exceed this limit will not be reviewed.

Applications shall be written in English, single spaced, and minimum 11 point font with each page numbered consecutively. Draft annual work plan, performance measurement plan, resumes (including references and letters of commitment) are excluded from any page limitation and may be included as annexes to the technical application.

C. Technical Application Instructions

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 then 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.

All applicants will be subject to a past performance review. Applicants must submit a list of all contracts, grants, or cooperative agreements involving similar or related programs over the past three years. Reference information shall include the location, current telephone numbers, points of contact, and award numbers if available. A brief description of work performed is also required. USAID reserves the right to solicit relevant information concerning an applicant's past performance and may consider such information in the review process.

The application shall include a draft Annual Work Plan for the first year, including a detailed Implementation Schedule for achieving expected program results. The applicant is encouraged to propose innovative implementation mechanisms to reach the desired results and should include a realistic timeline for achieving semiannual, annual, and end-of-program results.

As part of the Technical Approach applicants should submit a draft Performance Monitoring and Evaluation Plan (PMEP) that must include semi-annual, annual, and end-of-program indicators and targets to measure the progress of the proposed activities and the achievement of results. The plan must also describe the monitoring system that will enable it to track these indicators regularly.

Applicants are to include in this Annex the resumes and letters of commitment for each key personnel who will work on the program. The resumes must be no more than two pages each, references not to exceed one page each, and the letters of commitment must not exceed a single page each.

D. Cost Application Instructions

The Cost Application is to be submitted under separate cover and e-mail from the technical application. Certain documents are required to be submitted by an applicant in order for a Grant Officer to make a determination of responsibility.

The following sections describe the documentation that applicants for award must submit to USAID prior to award. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, but still provide the necessary details.

1. The cost application must detail all direct costs associated with the implementation and completion of activities. The proposed budget should provide cost estimates for the management of the program (including program monitoring). These amounts are subject to revision depending on availability of funds. Successful applicants may be asked to scale back portions of their programs to accommodate funding constraints. Applicants should minimize their administrative and support costs for managing the project to maximize the funds available for project activities. Accordingly, those applications with minimal administrative costs may be deemed to offer a "greater value" than those with higher costs for program administration.
2. Cost Application required forms are as follows:
Application for Federal Assistance (SF-424), and (SF-424A). Please see ATTACHMENT 4.
3. Budget should be presented in Microsoft (MS) Excel.
4. To support the costs proposed, please provide budget notes/narrative for all costs that explain how the costs were derived. The following section provides guidance on line items.

Salary and Wages - Direct salaries and wages should be proposed in accordance with the applicant's personnel policies.

Travel and Transportation - The application should indicate the number of trips, domestic and regional, and the estimated costs. Specify the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem should be based on the applicant's normal travel policies (applicants may choose to refer to the Federal Standardized Travel Regulations for cost estimates).

Other Direct Costs - This includes communications, report preparation costs, essential office equipment and supplies, etc. The narrative should provide a breakdown and support for all and each other direct costs.

Indirect Costs -Local Institutions usually do not have a Negotiated Indirect Cost Rate Agreement (NICRA) letter with the US Government. Therefore no indirect costs should be included in the cost/business application submitted by local NGOs. Local institutions submitting applications should treat all indirect costs as direct costs.

Seminars and Workshops - The applicant should indicate the subject, venue and duration of proposed workshops and seminars, and their relationship to the objectives of the program, along with estimates of costs.

Branding Strategy and Marking Plan - The applicant must include an estimate of all costs associated with branding and marking USAID programs, such as plaques, labels, banners, press events, promotional materials, and so forth in the budget portion of its application. These costs

are subject to revision and negotiation with the Agreement Officer upon submission of the Branding Strategy and Marking Plan and will be incorporated into the Total Estimated Amount of the grant or cooperative agreement.

Source and Origin Requirements - Goods and services provided by the Recipients under this USAID-financed award shall have their source and origin in the United States (000) and New Independent States (110).

5. Certifications, assurances and other statements. Copies of these Certifications, Assurances, and Other Statements may be found at <http://www.usaid.gov/policy/ads/300/303.pdf>.

A signed copy of the certification and disclosure forms for “Restrictions on Lobbying”;
A signed copy of the “Prohibition on Assistance to Drug Traffickers” for covered assistance in covered countries;
A signed copy of the “Certification Regarding Terrorist Funding”;
A signed copy of “Key Individual Certification Narcotics Offenses and Drug Trafficking”
A signed copy of Participant Certification Narcotics Offenses and Drug Trafficking, when applicable;
Survey on Ensuring Equal Opportunity for Applicants.

6. Other Statements of Recipient:

- All applicants must provide a Data Universal Numbering System (DUNS) Number.
- All applicants must register at www.ccr.gov.

Documents – the applicant must include information on the organization's financial status and management, including:

- (a) Audited financial statements for the past three years,
- (b) A copy of its personnel (especially regarding salary and wage scales, merit increases, promotions, leave, differentials, etc.), travel and procurement policies, organization’s accounting policies and procedures.
- (c) A copy of Articles of Incorporation or other documentation which substantiates the legal character/registration of the entity in country of operation;
- (d) Identify principals/key personnel/organization structure;

The application should include information that substantiates that the applicant:

- (a) Have adequate financial resources or the ability to obtain such resources as required during the performance of the grant/cooperative agreement.
- (b) Has the ability to comply with the grant/cooperative agreement conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental.
- (c) Has a satisfactory record of performance. In the absence of evidence to the contrary or circumstances properly beyond the control of the applicant, applicants who are or have been deficient in current or recent performance (when the number of grants, contracts, and Cooperative agreements, and the extent of any deficiency of each, are considered) shall be

presumed to be unable to meet this requirement. Past unsatisfactory performance will ordinarily be sufficient to justify a determination of non-responsibility, unless there is clear evidence of subsequent satisfactory performance.

(d) Has a satisfactory record of integrity and business ethics.

(e) Is otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations (e.g., EEO).

Applicants may submit any additional evidence of responsibility considered necessary in order for the Agreement Officer to make a determination of responsibility. Please note that a positive responsibility determination is a requirement for award.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

A Notice of Award signed by the Agreement Officer is the authorizing document, which shall be transmitted electronically for countersignature to the authorized agent of the successful organization, to be followed by original copies for execution.

The Agreement Officer is the only individual who may legally commit the USG to the expenditure of public funds. Applicants are advised that costs incurred prior to receipt of either a fully executed Agreement (in electronic or print form) or a specific, written authorization from the Agreement Officer are not allowable and therefore are ineligible for reimbursement under the Agreement. USAID may choose to change the Applicant's proposed award type, Grant or Cooperative Agreement, prior to award.

For organizations that are new to USAID or for organizations with outstanding audit findings, USAID may perform a pre-award survey to assess the applicant's management and financial capabilities. If notified by USAID that a pre award survey is necessary, applicants must prepare, in advance, the required information and documents. Please note that a pre-award survey does not commit USAID to make any award. Issuance of this RFA does not constitute an award or commitment on the part of the USG to make any awards, nor does it commit the USG to pay for costs incurred in the preparation and submission of an application. Please be advised that only limited funding is currently available.

A. Reporting Requirements

The Recipient shall provide the following reports to the Agreement Officer's Representative (AOR) and the Agreement Officer, as specified below, in accordance with 22 CFR 226.51 and 226.52 and the Substantial Involvement provisions-in case of a cooperative agreement. The Recipient shall also comply with USAID/CAR's Mission Order on Marking and Branding.

1. Bi-Annual/Annual Performance Reports

Pursuant to 22 CFR 226.51 the Recipient shall submit bi-annual performance reports within thirty (30) calendar days after the end of six months period based on each standard USG fiscal quarter (i.e. October 30, January 30, April 30, July 30) to the AOR and Agreement Officer. The second report (October 30) shall serve as an annual report summarizing the fiscal year achievements including participant training and indicator data for the fiscal year. Reports may

be submitted electronically. Regardless of the start date of the grant/cooperative agreement all reporting will be adjusted to the USG fiscal year calendar.

Performance reports should include:

- Summary of activities conducted. This section should highlight conducted activities, a comparison of accomplishments to the goals and objectives established for the period, and include a description of progress towards results relevant trends and clippings of press articles that mention the project;
- Data on all indicators established in the monitoring and evaluation plan for this grant/cooperative agreement. Data should be disaggregated by gender and other historically disenfranchised populations, where relevant;
- Problems encountered, reasons why established goals were not met, if appropriate, and how challenges or problems will be overcome during the next reporting period;
- Priorities for programming during the next reporting period including a quarterly list of public events to be organized by the project during the coming three months, including approximate date, location, and audience.
- The second annual report shall also include a CD with a collection of minimum 20 photographs a year for each country where the project is implemented that are illustrative of project's achievements in jpeg format. The photographs will comply with a guidance provided in the USAID Graphic Standards Manual, and be at least 500kb in size each. Each photograph will have a brief explanation about its subject, and identify: the author and his/her organization, person(s) featured in the photograph, and the location where the photograph was taken;
- Reports shall also contain, as an attachment, an indicator data table outlining bi-annual indicator achievements.

Note: The project will coordinate with USAID about all planned events with press participation, press activities, press releases, as well as inclusion of USAID promotional materials for the participants, participation of USAID/USG representatives.

2. Financial Reports

Pursuant to 22 CFR 226.52, the Recipient shall submit Financial Status Reports within 30 calendar days after the end of each USG fiscal quarter (i.e. October 30, January 30, April 30, July 30) to the Assistance Officer's Representative (AOR), Agreement Officer and to USAID/Kazakhstan Financial Management Office. Financial reports shall include expenditures of USAID project funds (including budgeted amounts) provided during the reporting period, cost-share contributions by the recipient. The Recipient will also be requested to estimate expenses incurred but not reimbursed on a quarterly basis. The final financial report shall be due no later than 90 days following the end of the grant/agreement period.

3. Final Report

The Recipient shall submit the original copy to the AOR, one copy to the Agreement Officer, and one copy to USAID Development Experience Clearinghouse. The final report shall be submitted no later than 90 calendar days after the expiration of the award. Reference 22 CFR 226.51. The final report shall also consolidate activities and analyses of all partners into one document and their activities and progress towards results.

4. *Success Stories.* The recipient shall submit one success story with an accompanying photograph per fiscal year. Success stories shall be in word format and follow USAID “Telling Our Story” guidelines and formatting (e.g. success story, case study, first person, before & after, photo & caption, best practice and video & story). These guidelines may be found at <http://www.usaid.gov/stories/guidelines.html>. If no success story is available, the Recipient should provide a brief justification for this in the quarterly report.

SECTION VII – AGENCY CONTACTS

Any questions concerning this RFA should be submitted in writing via email to the Acquisition and Assistance Office, USAID/CAR Regional Mission, AlmatyAASolicitations@usaid.gov no later than February 10, 2012, 10 AM (Almaty Time). Applicants should retain for their records one copy of all enclosures which accompany their application.

LIST OF ATTACHMENTS

ATTACHMENT 1 – Concept Paper Application Form

ATTACHMENT 2 – Note on Local Procurement Blanket Waiver

ATTACHMENT 3 – The BEO-approved Supplemental Initial Environmental Examination (S-IEE)

ATTACHMENT 4 – SF424 and SF424A Forms

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(attached as a separate file)

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