

U.S. Agency for International Development (USAID)
Albania Mission in Tirana
Annual Program Statement (APS) No. 001
Expanding Participation of People with Disabilities (PWD)

Date Issued: April 28, 2010
Questions Due: May 12, 2010
Closing Date: May 15, 2010
Closing Time: 5:00 pm, Albania

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| I. Purpose Statement |
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The United States Government, represented by the U.S. Agency for International Development (USAID), Albania Mission in Tirana, is seeking concept papers from qualified organizations for projects and/or activities to **increase participation of people with disabilities (PWDs)** in USAID/Albania projects and activities and strengthen the capacities of disabled people's organizations (DPOs).

Funds should be used to support projects and/or activities that will contribute to current USAID/Albania's strategic objectives.

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.

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

USAID reserves the right to make multiple grants, or no awards at all through this request. *Applicants should first submit a concept paper directly to USAID/Albania Mission for feedback and guidance on whether to submit a full application.*

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

Any amendments to this APS will be issued and posted on the USAID/Albania website along with this request. Applicants are encouraged to check USAID/Albania website periodically.

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

People with disabilities have been marginalized from traditional development activities due to

discrimination or inadvertent barriers, which have limited their access to health care services, education, employment, and civil society integration.

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

In September 1997, USAID adopted a policy that advanced a clear vision and framework for the Agency's efforts in the area of disability. The policy states that USAID will not discriminate against people with disabilities and will work to ensure the inclusion of people with disabilities in USAID-funded programs and activities.

III. Areas of Interest

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

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

Examples:

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

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

Examples:

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

IV. Available Funds

Proposed programs are encouraged to be integrated into existing USAID/Albania strategy projects, and activities.

Applications of \$20,000 to \$300,000 will be considered. Any applications over \$300,000 and less than 20,000 for the total project period will not be reviewed.

Applications will be considered for "one time grants", with no expectations for follow-on funding.

V. Application instructions, Application review process and Evaluation Criteria

A. Overview of the application process

1. USAID/Albania will **solicit and review applications**. This document is considered to be the request for applications.
2. USAID/Albania will be responsible for the preliminary review and internal evaluation of all applications received in response to this request and the management of the award process.
3. USAID/Albania will award applications that are considered and finally approved by USAID/Washington.
4. A review panel in USAID/Washington **will select** applications submitted by USAID/Albania, and will recommend allocation of funds to USAID/Albania according to the results of that process.
5. Issuance of this announcement does not constitute an award commitment on the part of the US Government, nor does it commit the US Government to pay for costs incurred in the preparation and submission of an application. In addition, final award of any resultant grant(s) cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures and successful evaluation of applications are fully completed. While it is anticipated that these procedures will be successfully completed, potential applicant is hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant; should circumstances prevent award of a grant all preparation and submission costs are at the applicant's expense.

B. Application Instructions

All applications must contain the items below, and should not exceed 15 pages in total. This page limitation excludes attachments and budget charts. The applications shall include:

Cover Page/Introduction:

1. Name and address of organization;
2. Type of organization (e.g., for-profit, non-profit, university, etc.);
3. Contact point (lead contact name; relevant telephone, and e-mail information).
4. Signature of authorized representative of the applicant.

Technical Information:

1. Concise title and objective of proposed activity;
2. Discussion of the objectives, the method of approach, the amount of effort to be employed, the anticipated results, and how the work will help accomplish USAID/Albania's specific strategic results; and
3. Type of support the applicant requests from USAID (e.g., funds, facilities, equipment, materials, personnel resources, etc.).

Supporting Information:

1. Proposed estimated cost;
2. Brief cost breakdown (e.g., salaries, travel, etc.);
3. Proposed amount of the applicant's financial as well as in-kind participation (clearly identify which resources are cash and which are in-kind and provide information on the nature of the in-kind contributions);
4. Proposed duration of the activity; and
5. Brief description of applicant's and if any prospective or existing partner's (or partners'), previous work and experience.

All applications must be in English and submitted electronically via email, using the attached form (Annex A).

IMPORTANT: Concept papers should be submitted to USAID/Albania before May 15, 2010, 5:00 pm Albania time. They will be reviewed on a first-come first serve basis and funds allocated according to merit of the program.

Non-conforming concept papers will not be reviewed. Due the volume of anticipated applications, **respect the 15-page limit** of the standard application form that must be used. It is available on USAID web page or upon e-mail request.

Applications should be received by the closing date and time and submitted to USAID/Albania Project and Program Office (PPO) at Email address shuff@usaid.gov and copied to scullufi@usaid.gov USAID/Albania.

Any questions concerning this document must be submitted in writing to the above mentioned email addresses by May 12, 2010.

C. EVALUATION CRITERIA

Applications will be evaluated using the criteria shown below. 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 which applicants should address in their proposals if the application is selected for further consideration.

The evaluation criteria shown below reflect the requirements of this particular request and are presented by major category with descending order of importance, so that applicants will know which areas require emphasis in the preparation of applications. The specific evaluation criteria are as follows:

| Technical Evaluation Criteria | Weight |
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| Project Description | 60 points |
| Personnel Qualifications and Experience | 20 points |
| Management Approach | 20 points |
| Total Possible Technical Evaluation Points | 100 |

The following criteria will be used in reviewing applications.

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/Albania strategy, projects, and activities.
3. Define who will benefit from the project (able-bodied, persons with disability, sex).
4. Provide and activity schedule that is well-defined and realistic.
5. Indicate what indicators will be used to show the project was a success.

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 application.
3. A mission, objectives and orientation that is in line with proposed activities.

III. INTEGRATION OF PERSONS WITH DISABILITY (20 points)

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

1. Show evidence of linkages with existing disability programs or organizations.
2. Illustrate how people with disabilities have been/will be involved in the design, implementation

3. Ensure that there will be no discrimination based on race, sex, color etc and there will be equal opportunity to participate in and benefit from activities.

The United States Agency for International Development (USAID) in Albania is interested in the applications from organizations to implement a program for Inclusion of People with Disabilities as more fully explained above, subject to the availability of funds. This solicitation and any resulting award are authorized in accordance with the Foreign Assistance Act of 1961, as amended.

The Recipient will be responsible for ensuring achievement of the program objectives.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, 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 organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under the agreement when awarded.