



USAID | CAMBODIA

FROM THE AMERICAN PEOPLE

Issuance Date:

December 13, 2013

Closing Date for Submission of Concept Papers:

January 10, 2014

Closing Time for Submission of Concept Papers:

1000 Hours Local Phnom Penh Time

**Subject: Request for Concept Paper (RFCP) Number: RFA-442-14-000002
Increasing Participation of People with Disabilities in USAID Activities and Strengthen
the Capacities of Disabled People's Organizations (DPOs).**

Dear Prospective Applicants:

The United States Government, represented by the United States Agency for International Development (USAID) is seeking Concept Papers from qualified U.S. or non-U.S. entities, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, and relevant special interest associations for funding to:

- 1) Increase the participation of people with disabilities in USAID programs/activities; and
- 2) Strengthen the capacity and services of civil society organizations run by and for people with disabilities; herein referred to as Disabled People's Organizations (DPOs).

Local DPOs are strongly encouraged to apply. Preference will be given to qualified local DPOs and/or any of the above organization types that directly collaborate with and/or award sub-grants to DPOs while meeting the requirements for funding.

PIOs are not eligible to apply for funding under this program.

Any awards (grants or cooperative agreements) under this request for concept papers will be administered through and managed by USAID/Cambodia. Funding will be provided from Democracy, Conflict and Humanitarian Assistance/Democracy, Human Rights and Governance (DCHA/DRG).

Awards to non-U.S. organizations will be administered in accordance with USAID Standard Provisions for Non-U.S. Non-governmental Recipients.

I. Background

According to the World Health Organization (2011), approximately 15% of any population has some form of disability, with a higher incidence of disability in countries that are post conflict or affected by natural disasters. The prevalence of disability is expected to rise in coming years due to an ageing global population and an increase in chronic health conditions. Of the estimated 1 billion people throughout the world with a disability, 80% live in less resourced nations.

People with disabilities are more likely to experience poverty. Women and girls with disabilities often experience double-discrimination on account of gender and disability. Due to stigma, discrimination and inaccessibility, people with disabilities are less likely to access basic services such as education,

employment and healthcare. The lack of access to vital services and programs contributes to their marginalization and exclusion, with little or no option to escape from poverty.

Societies that are inclusive of their diverse populations are more likely to be democratic, participatory and equitable. They are more likely to meet their development goals. In spite of this, and although disability is a crosscutting development issue, people with disabilities often remain invisible in the global development agenda.

USAID is committed to disability inclusive development. Its [Disability Policy](#) advances a clear vision and framework for the Agency's efforts towards disability inclusion. The policy states that USAID will not discriminate against people with disabilities and will work to ensure the inclusion and active participation of people with disabilities in USAID-funded programs and activities. To this end, USAID has mainstreamed disability in several of its key policies and sector strategies, such as the Education Strategy (2011), Gender Equality and Female Empowerment Policy (2012) and Strategy on Democracy, Human Rights and Governance (2013).

The USAID Disability Policy also calls on 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. In response, several USAID missions have addressed disability in their five-year Country Development Cooperation Strategies.

Disability rights are human rights. As noted in USAID's new Strategy on Democracy, Human Rights and Governance: "... a deliberate human rights lens should be applied across USAID's portfolio to ensure that the Agency's programs are not inadvertently contributing to marginalization or inequality. By using a human rights lens, potential beneficiaries who are most at risk of having their rights neglected or abused – such as LGBT persons, people with disabilities, indigenous peoples – will be better recognized and included in USAID programming."

In July 2009, the U.S. signed the UN Convention on the Rights of Persons with Disabilities affirming its commitment to the human rights of people with disabilities around the world. To date, several of the countries in which USAID operates have also signed and ratified the Convention signaling a global movement towards the full realization of the rights of people with disabilities and their role in the international development community.

II. Areas of Interest

USAID/Cambodia seeks applications for projects that integrate people with disabilities in USAID programs/activities and strengthen the capacity and services of DPOs.

Project areas could include, but are not limited to: agriculture and food security; democracy, human rights & governance; economic growth and trade; education; environment and global climate change; sports; gender equality and women's empowerment; and science, technology and innovation. Capacity building programs for DPOs may include organizational capacity, advocacy efforts, cross-disability coalition building, coordination, and leadership and training.

Proposed projects should complement the strategic and development objectives of USAID/Cambodia and be guided by the values and provisions set forth by the UN Convention on the Rights of Persons with Disabilities. Organizations may access copies of Mission Country Development Cooperation Strategies, which outline strategic development objectives, via the www.usaid.gov and mission websites.

Projects that address targeted needs of people with disabilities may be considered. Projects that highlight the needs of marginalized groups, such as women and girls, individuals who are deaf, deaf-blind and those with developmental or psychosocial disabilities are encouraged. All programs, regardless of implementing partner, must verify significant involvement of people with disabilities, especially women with disabilities in the design, implementation, monitoring and evaluation of the project.

The lists provided below under each heading are only illustrative - other innovative ideas are welcome.

1. Increase participation of people with disabilities in new or existing USAID programs

Examples:

- Promote the participation of people with disabilities in democratic processes and elections through national awareness campaigns, use of accessible polling stations, provision of accessible voter materials and open exchange between disability communities and politicians.
- Foster the inclusion of children and youth with disabilities in inclusive education programs through teacher-training, adaptive technology and community outreach. Promote literacy of deaf and blind learners through the use of native sign languages and teaching of Braille.
- Integrate youth and adults with disabilities in the competitive workforce by facilitating job training, internship opportunities and educating employers on best practices for hiring people with disabilities.
- Support the economic independence of women with disabilities through microcredit programs that provide seed grants to women to invest in their families and start new businesses.
- Improve national laws and policies to better reflect the protection and inclusion of people with disabilities within countries. Support human rights institutions, such as human rights commissions and national ombudsmen, to be responsive to disability rights and monitor implementation of legal frameworks.
- Develop, support and strengthen sports programs for people with disabilities

2. Strengthen the capacity and services of DPOs

Examples:

- Improve the organizational capacity, financial management, human/material resources, strategic planning, fundraising, leadership and coordination of DPOs.
- Support the development and strengthening of national and regional cross-disability networks and coalitions.

- Support the establishment and strengthening of consumer-controlled disability resource centers (often referred to as “Independent Living Centers” in the U.S.) that promote the full independence and participation of people with disabilities in society.
- Build advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host governments and other donors.
- Provide training on the UN Convention on the Rights of Persons with Disabilities.

III. Activities and Programs Excluded

The following activities and programs will **not** be considered for funding:

- Programs with a significant budget for infrastructure or construction activities
- Programs focused on the provision of assistive devices or physical rehabilitation
- Programs supporting institutionalization of or institutions for children or adults with disabilities
- Employment programs promoting sheltered workshops or income generating activities that perpetuate negative stereotypes of people with disabilities and that do not provide for meaningful employment
- Programs with a primary focus on awareness raising

In addition, the disability funding may not be used to support HIV/AIDS-related activities.

IV. Level of Funding

Subject to the availability of funds, USAID/Cambodia may fund individual programs over a 12-36 month period in two categories:

- (1) A small fund programs ranging from \$20,000 to \$300,000 (total not to exceed \$3.8 million); and
- (2) Larger fund program ranging from \$300,000 - \$600,000 (total not to exceed \$1.2 million).

Note: At least \$1,000,000 of the available funding will be used to support programs that develop, support, and strengthen sports programs for people with disabilities.

V. Application Limit

USAID/Cambodia is limited to the submission of up to two (2) small fund applications and one (1) large fund application or no more than three applications.

VI. Applicant Eligibility

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. **Local DPOs are strongly encouraged to apply.**

Partners new to USAID may submit applications. However, resultant award to these organizations may be significantly delayed if USAID must undertake necessary pre-award reviews of these organizations. Organizations should take this into account and plan their implementation dates and activities accordingly.

USAID/Cambodia will not accept concept papers from individuals. All applicants must be legally recognized organizational entities under applicable law. PIOs are not eligible to apply for funding under this program.

VII. The Process

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

Tier One - Concept Paper

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

Concept Paper Format

The Applicant must only submit a completed copy of the “Disability Concept Paper Application Form,” which is included as an Attachment to this Request for Concept Papers. No other documents or attachments will be considered. The Applicant may type or electronically complete this form (minimum 12 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, as well as annexes and budget are not subject to the page limit.

The concept paper will be evaluated in accordance with the criteria below:

A. Information about the Applicant (20 Points) (All sub-factors are of equal importance)

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

- Extensive involvement in disability inclusion or be a DPO
- Previous experience in project management or managing activities related to those proposed in the concept paper.

- A clear understanding of the disability landscape and situation of people with disabilities in the country/region of programming.
- A clear mission, set of objectives and orientation that is in line with proposed activities.

B. Project Description (60 Points) (All sub-factors are of equal importance)

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

- Show a clear link between the described need and the proposed activities.
- Describe a beneficial impact of the proposed project on existing USAID programs, activities or strategies.
- Define who will benefit from the project (children, youth, adults; people with disabilities or not; government institutions, families, local community, schools, etc.; disaggregated by sex and type of disability, if possible).
- Provide an activity schedule that is well-defined and realistic.
- Describe measurable indicators (beyond the three required indicators) that will be used to show the project impact and success.

C. Integration of People with Disabilities (20 Points) (All sub-factors are of equal importance)

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

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

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

Tier Two - Full Application

Selected first tier Applicants will be invited to submit full applications for the second stage of evaluations. Those applicants selected to submit full applications must do so within thirty days of issuance of the invitation to complete a full application. USAID expects to make awards in June/July 2014.

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

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

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

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

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

Office support) and describe the role of each proposed staff member and the amount of time the staff member will be devoted to the program.

Full Application Evaluation Criteria

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

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

Overall Award

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

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

Timeline

USAID/Cambodia plans to determine which organization will be invited to submit a full application on or about February 2014. The selected organization will then be asked to provide a full Technical and Cost applications on or about March 2014. Any technical negotiations concerning the application would be conducted during the following two weeks, aiming for cost negotiation to begin in early April, 2014.

Award Date

USAID intends to make the award on or about June/July 2014.

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

Any questions concerning this Request for Concept Paper should be submitted in writing to Mr. Brian K. Woody, Contracting/Agreement Officer, electronically, via e-mail at: bwoody@usaid.gov. Any communications pertaining to this Request for Concept Paper must be through the USAID/Cambodia Office of Procurement, Phnom Penh, Cambodia.

Thank you for your interest in USAID/Cambodia programs.

Sincerely,



Brian K. Woody
Agreement Officer

Attachment A: Concept Paper Application Form
Attachment B: Reporting Format and Indicators