



# USAID | MACEDONIA

FROM THE AMERICAN PEOPLE

Issuance Date: October 22, 2012  
Deadline for Receipt of Questions: November 5, 2012  
Closing Date & Time: November 30, 2012 5:00 PM Skopje Time

## **Subject: Request for Applications for Expanding Participation of People with Disabilities in USAID Programming**

Dear Development Partners:

I would like to bring to your attention an exciting funding opportunity by the United States Government, through the U.S. Agency for International Development (USAID), to increase the participation of people with disabilities (PWDs) and strengthen the capacities of local disabled people's organizations (DPOs).

In compliance with its Disability Policy, USAID continues to work toward fuller inclusion of people with disabilities in its foreign policy and development efforts. USAID's Disability Policy can be found at [http://pdf.usaid.gov/pdf\\_docs/PDABQ631.pdf](http://pdf.usaid.gov/pdf_docs/PDABQ631.pdf)

Subject to the availability of funds, USAID/Macedonia anticipates to fund individual programs in the category of **small fund programs ranging from \$20,000 to \$300,000** (per individual grant/cooperative agreement/contract). Proposed activities and budgets should enhance your current USAID-funded activity. The scope of your proposed activities and budget should be scaled appropriately to your current USAID funding level so as to enhance your project rather than detract from the original scope of your contract or agreement. The anticipated start date of the proposed activities is in the first quarter of 2013 and their duration must not exceed the end date of your current agreement or contract with USAID.

The USAID mission in Macedonia seeks applications from existing USAID grantees and contractors. The mission will prioritize applications that propose significant partnerships with DPOs. DPOs must be included meaningfully into the activity design, implementation and evaluation. Applicants may want to consider awarding sub-grants to partner DPOs.

The interested USAID grantees and contractors can find more detailed information and a more detailed Description of this Request in Attachment 1, Mission Specific Information.

In order to promote consistency and for ease of review, all applicants must use the standard application form which is included as Attachment 2. Submissions made using other formats may not be considered. Applications should be no longer than eight pages (plus cover letter and attachments.) In addition, we have included a standardized reporting format in Attachment 4 that will be required for any funded activities.

The applications and any questions must be submitted by the above deadlines electronically to Mr. Risto Riclev at [rriclev@usaid.gov](mailto:rriclev@usaid.gov)

The selection process will be conducted in two phases. USAID/Macedonia will conduct an initial screening of all applications received by the deadline based on the criteria outlined in Attachment 1. Selected applications will be forwarded to USAID/Washington for a final review.

Please note that the issuance of this Request for Applications does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. The applications are submitted at the risk of the submitter. All preparation and submission costs are at the submitter's expense. In addition, final modification of a current USAID-funded activity 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.

I hope you will take advantage of the opportunities this request provides to strengthen the capacities of disabled people's organizations and extend the work that USAID/Macedonia is doing to reduce barriers and provide full participation of PWDs in Macedonia.

I strongly encourage you to invest time and energy in developing your project idea and submitting your application.

Sincerely,

 10/22/12  
Robert Wuertz  
Mission Director

Attachments:

- Attachment 1: Mission Specific Information
- Attachment 2: Disability Application Form
- Attachment 3: Indicators
- Attachment 4: Mission Disability Reporting Form

## ATTACHMENT 01

### MISSION SPECIFIC INFORMATION

#### **Request for Applications from USAID/Macedonia**

#### **Expanding Participation of People with Disabilities in USAID Programming**

##### **I. Purpose Statement**

The USAID mission in Macedonia is seeking applications from current USAID program(s) to **increase participation of people with disabilities** (PWDs) in their on-going activities and/or to strengthen the capacities of disabled people's organizations (DPOs), organizations run by and for PWDs. Funds should be used to support on-going projects and programs that will increase the participation of people with disabilities within the programs of USAID Macedonia.

Program areas could include, but are not limited to, increasing the participation of PWDs in already existing USAID projects, and capacity building programs for DPOs in the areas of organizational capacity, advocacy efforts, coordination, and leadership.

Subject to the availability of funds, we expect to fund individual programs in the category of **small fund programs ranging from \$20,000 to \$300,000** (per individual grant/cooperative agreement/contract). Proposed activities and budgets should enhance your current USAID-funded activity. The scope of your proposed activities and budget should be scaled appropriately to your current USAID funding level so as to enhance your project rather than detract from the original scope of your contract or agreement. The proposed activities must not exceed the end date of your current agreement or contract with USAID.

The USAID mission in Macedonia seeks applications from existing USAID grantees and contractors. The mission will prioritize applications that propose significant partnerships with DPOs. DPOs must be included meaningfully into the activity design, implementation and evaluation. Applicants may want to consider awarding sub-grants to partner DPOs.

This Request for Applications accompanied by the relevant attachments and all pertinent information can be found at the USAID Macedonia website <http://macedonia.usaid.gov> (under Job and grant opportunities)

##### **II. 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. USAID's Disability Policy can be found at [http://www.usaid.gov/about\\_usaid/disability](http://www.usaid.gov/about_usaid/disability).

### **III. Areas of Interest**

The two main objectives are to increase participation of PWDs in existing USAID programming and strengthen the capacity of DPOs.

Following is a list of illustrative activities - other innovative ideas are welcome.

#### **A. Increase participation of people with disabilities in current USAID programming.**

Examples:

- 1) Promote participation of people with disabilities in democratic processes and elections.
- 2) Foster inclusion of children and youth with disabilities in mainstream education and employment programs, through teacher training programs, adaptive technology, community outreach, etc.
- 3) Increase employment and economic opportunities for people with disabilities, particularly women with disabilities.
- 4) Improve national laws and policies that better reflect the inclusion of people with disabilities within Macedonia.

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

Examples:

- 1) Improve the organizational capacity, financial management, human/material resources, strategic planning, fundraising, leadership and coordination of DPOs.
- 2) Support the development and/or strengthening of national and regional cross-disability networks and coalitions.
- 3) Build advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host governments and other donors.
- 4) Provide training on the UN Convention on the Rights of PWDs.

#### IV. Available Funds

Applications of the following amounts will be considered:

- Small fund programs ranging from \$20,000 - \$300,000
- Proposed activities and budgets should enhance your current USAID-funded activity, but not overshadow it and detract from the original scope of your contract or agreement. Thus, USAID recommends that proposed budgets for disability funding is scaled appropriately to your current USAID funding level.

Applications will be considered for "one time grants" with no expectations for follow-on funding. The proposed activities must not exceed the end date of your current agreement or contract with USAID.

#### V. Application Process

In order to promote consistency and for ease of review, all applicants must use the standard application form which is included as Attachment 2. Submissions made using other formats may not be considered. Applications should be no longer than eight pages (plus cover letter and attachments.)

The deadline for submission of applications is 17:00 Skopje Time on November 30, 2012. The applications should be submitted electronically to Mr. Risto Ricliev at [rricliev@usaid.gov](mailto:rricliev@usaid.gov)

Any questions concerning the Request for Applications should be submitted in writing to Mr. Risto Ricliev at [rricliev@usaid.gov](mailto:rricliev@usaid.gov). The deadline for submission of questions is November 5, 2012.

The selection process will be conducted in two phases.

1. USAID/Macedonia **solicits and reviews applications based on the evaluation criteria outlined below.**

USAID/Macedonia **sends the application(s)** they are interested in supporting to USAID/Washington. A review panel in USAID/Washington **will select** applications submitted by USAID Missions worldwide.

2. Final negotiations, awards and management will be completed by USAID/Macedonia. USAID Macedonia is responsible for meeting USAID requirements for competition.

#### IMPORTANT:

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

**Reporting on the funded program is required.** Even if the funds are added to an existing program there will be a one-page quarterly reporting requirement with an indicator table that is mandatory (*form for each are attached*).

**IMPORTANT: Direct submissions of concept papers or applications from applicants to USAID/Washington will not be considered.**

Please note that the issuance of this Request for Applications does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. The applications are submitted at the risk of the submitter. All preparation and submission costs are at the submitter's expense. In addition, final award of any resultant grant or cooperative agreement 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.

**EVALUATION CRITERIA**

USAID/Macedonia will use the following criteria in reviewing applications:

**I. INFORMATION ABOUT THE APPLICANT (20 points)**

To receive a full score of 20 points the organization and/or proposed partners will have:

1. Extensive involvement in disability or be a Disabled People's Organization.
2. Successful experience in managing current USAID activities and demonstrated ability to manage additional funds and activities without negatively impacting current USAID activities.
3. A clear understanding of the disability landscape and situation of people with disabilities in the country/region of programming.
4. 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 or activities.
3. 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).
4. Provide an activity schedule that is well-defined and realistic.
5. Document what indicators (beyond the core indicators under Program Area Investing in People; Program Element 3.3.2 Social Services included in Annex 3) will be used to show the project impact.
6. Propose a budget that is realistic to achieve proposed activities.

**III. INTEGRATION OF PEOPLE WITH DISABILITIES (20 points)**

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

1. Show evidence of linkages and/or partnerships 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 2  
REQUEST FOR APPLICATIONS  
EXPANDING PARTICIPATION OF PEOPLE WITH DISABILITES IN USAID  
PROGRAMMING**

*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: \_\_\_\_\_

Type of Organization:      Local       or      International

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 and services 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 1/2 page.)**

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**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 2 pages)**

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**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 1 page)**

**4. Please explain how the proposed project will further the goals and objectives of the USAID mission/WOU and the provisions set forth in the UN Convention on the Rights of Persons with Disabilities.** *(Please limit your response to 1/2 page)*

**5. Please list main activities with target dates for completion for the duration of the proposed project. 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 1 1/2 pages)*

**Year 1**

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

Details:

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

**Year 2**

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

Details:

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

**6. 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 1/2 page)*

7. 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 1/4 page)*

8. 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 2 pages)*

<i>Description</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)	
-	
Total	

Notes to the budget:

9. Please describe the monitoring and evaluation plan for the project (including program indicators, frequency, and method. The M&E plan should include measurement of the qualitative and quantitative impacts of the project as well as a final report/ analysis of lessons learned. *(Please limit your response to 1 page)*

**Request for Applications for Expanding Participation of People  
with Disabilities in USAID Programming**

**Attachment 3: Indicators**

**3.3.2 – Social Services**

Indicator	<b>3.3.2-8 Number of vulnerable people benefitting from USG-supported social services</b>
Definition	Number of vulnerable people receiving services from programs funded in whole or in part by the USG. (Higher = Better)  Simple output measure to enable the roll up of vulnerable people assisted through USG resources.
Linkage to Long-Term Outcome or Impact	Provides an essential link to higher order outcome measure
Indicator Type	Output
Unit of Measure	Number of people
Use of Indicator	Monitor progress
Data Source and Reporting Frequency	Review of Project reports/Program review results Documents/Reviews of service records  Annual reporting
Known Data Limitations	Program self reporting is always subject to variability of inter rater reliability
Baseline Timeframe	Baseline timeframe needs to be established by the Operating Unit
Disaggregate(s)	<ul style="list-style-type: none"> <li>• Sex</li> <li>• Other targeted vulnerable people</li> <li>• Victims of torture</li> <li>• Vulnerable children</li> <li>• War victims</li> <li>• Persons with disabilities</li> <li>• Males with disabilities</li> <li>• Females with disabilities</li> </ul>

Indicator	<b>3.3.2-13 Number of service providers trained who serve vulnerable persons</b>
Definition	Number of service providers trained who serve vulnerable persons. (Higher = Better)  Tracks improvement in the capacity to provide social assistance and social service programs. Also serves as an indicator of a government's commitment and capacity to protect its vulnerable populations.
Linkage to Long-Term Outcome or Impact	This measure provides an initial basis for getting to higher order outcomes.
Indicator Type	Output
Unit of Measure	Number of service providers
Use of Indicator	Tracks capacity improvement
Data Source and Reporting Frequency	Review of Project reports/Program review results Documents/Unit count from training records Annual reporting
Known Data Limitations	Program self reporting is subject to error
Baseline Timeframe	Baseline timeframe needs to be established by the Operating Unit
Disaggregate(s)	Sex

Indicator	<b>3.3.2-15 Number of USG-assisted organizations and/or service delivery systems strengthened who serve vulnerable populations</b>
Definition	Number of organizations or service delivery systems strengthened (providing better or more efficient services) with USG resources. (Higher = Better)  Tracks improvement in the capacity to provide social assistance and social service programs. Also serves as an indicator of a government's commitment and capacity to protect its vulnerable populations.
Linkage to Long-Term Outcome or Impact	Improvement in systems delivery is essential to long term outcome achievement
Indicator Type	Output
Unit of Measure	Number of organizations and/or delivery systems
Use of Indicator	Tracks progress towards outcomes
Data Source and Reporting Frequency	Review of Project reports/Program review results Documents/Unit count from project records  Annual reporting
Known Data Limitations	Program self reporting is subject to error
Baseline Timeframe	Baseline timeframe needs to be established by the Operating Unit
Disaggregate(s)	Local NGO (non-DPO); DPO

**ATTACHMENT 4  
REQUEST FOR APPLICATIONS  
EXPANDING PARTICIPATION OF PEOPLE WITH DISABILITIES IN USAID  
PROGRAMMING**

TITLE OF PROJECT \_\_\_\_\_

LOCATION OF PROJECT \_\_\_\_\_

PROJECT IMPLEMENTATION PERIOD \_\_\_\_\_

IMPLEMENTING ORGANIZATION \_\_\_\_\_

REPORTING PERIOD \_\_\_\_\_

TYPE OF REPORT (select one): Ongoing  Final

Category	Male	Female	Total	# of Total who are persons with disabilities/DPOs
Number of people served				
Number of people trained				
Number of organizations strengthened				

Specific Planned Activities	Progress/Achievements

Difficulties/Challenges/Comments:

Plans for next reporting period: (If this is a final report, please provide overall summary of the project including a final analysis and lessons learned):

**Budget Summary:**

Line Item	Total Grant Amount	Total Spent this Q	Total Remaining	% Remaining
#1				

#2				
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Name and Title of person writing this report \_\_\_\_\_  
Signature and date: \_\_\_\_\_