REQUEST FOR PROPOSALS (RFP) No. 3
Develop Community-level Case Management Guidance to Support Family Care for Children with Disabilities

SPECIAL PROGRAMS TO ADDRESS THE NEEDS OF SURVIVORS (SPANS) GRANT SOLICITATION AND MANAGEMENT (GSM)

Issuance Date: July 28, 2017
Deadline for Questions: August 4, 2017 at 13:00 (Washington, DC time)
Answers Posted: On or about August 11, 2017
Closing Date: August 28, 2017 at 13:00 (Washington, DC time)

Dear Prospective Offerors:

The purpose of this announcement is to invite individuals and organizations to submit proposals to World Learning in response to a Request for Proposals (RFP) No 3, for a Contractor to Develop Community-level Case Management Guidance to Support Family Care for Children with Disabilities, for use by those working in child care reform such as front-line social workers, para-social workers, project planners/designers, managers, practitioners, etc. World Learning is acting on behalf of the United States Agency for International Development (USAID) and its Displaced Children and Orphans Fund (DCOF). The contract awarded under this RF will be a contract from the Special Programs to Address the Need of Survivors (SPANS) Grant Solicitation and Management (GSM) Program and will be managed by World Learning. The purpose of the contract is to develop a set of guidance and resource materials for use by social work case management personnel in low-income countries to increase the effectiveness of their work in facilitating family and community-based care for children with disabilities. The guidance will also provide relevant information for project planners/designers and managers to effectively design and manage programs that support the reintegration and prevention of family separation of children with disabilities.

On behalf of USAID, World Learning is seeking to contract a qualified contractor to develop the guidance and resource materials. The contract is expected to be for a period of approximately 100 consultancy days, starting on or about October 1, 2017. We expect to receive competitive proposals for a cost-reimbursement Contract not to exceed $77,000 inclusive of travel and related expenses. If, in your expert opinion, the requested proposal description cannot be accomplished for a price of $77,000 or less, please include a brief explanation regarding why the bid you submit exceeds $77,000.
Proposals must be received by August 28, 2017 at 13:00 (Washington, DC time). Proposals received after the closing date/time will not be considered for review or funding. A complete response must consist of the following documents in electronic format:

1. **Technical Proposal** that includes the following:
   a. Cover page that includes the name of the Offeror, proposed contract cost amount (in USD), office address, phone, fax, and email of at least two (2) individuals for contact purposes;
   b. Table of Contents
   c. List of Acronyms
   d. Executive Summary
   e. Technical Narrative
      - Section A: Proposal Description
      - Section B: Institutional Capabilities and Past Performance
      - Section C: Management, Implementation and Staffing

2. **Cost Proposal** that includes the following:
   a. Budget Summary (see Annex III)
   b. Detailed Budget (see Annex III)
   c. Budget Notes

3. **Attachments:**
   a. One writing sample in English, preferably of published work in the areas of child protection and/or persons with disabilities (e.g. guidance manual, toolkit, or training material for personnel in developing countries).
   b. Completed Past Performance Reference Table(s) (see Annex I)
   c. Proposed Work Plan (see Annex II)
   d. Biographical Data Form 1420 for key project personnel (see Annex IV)

In total, the proposal shall not be more than 20 pages. This page limit excludes the following items: cover page, table of contents, list of acronyms, executive summary, cost proposal, and attachments.

All Proposal documents must be transmitted via e-mail and addressed to gsm@worldlearning.org.

The RFP consists of this communication and the following:

- Section A – Proposal Description
- Section B – Proposal Instructions
- Section C – Eligibility and Selection Criteria

Annexes I through IV:
- Annex I: Past Performance Reference Table(s)
- Annex II: Proposed Work Plan
- Annex III: Budget Template
- Annex IV: Biographical Data Form 1420

Questions concerning this RFP should be submitted by email to gsm@worldlearning.org by August 4, 2017 at 13:00 (Washington, DC time). A list of questions and answers will be posted.
on World Learning’s website on or about August 11, 2017. If you encounter problems downloading the RFP off the internet, please send an email to gsm@worldlearning.org.

The SPANS/GSM Project is funded through a USAID Cooperative Agreement No. DFD-A-00-08-00260-00 awarded to World Learning for the purpose of providing solicitation, award, and management services to USAID’s Bureau of Democracy, Conflict and Humanitarian Assistance. Issuance of this RFP, or the submission of a proposal, does not constitute an award commitment on the part of the U.S. Government and/or World Learning, nor does it commit the U.S. Government and/or World Learning to pay for costs incurred in the preparation and submission of an application. The U.S. Government reserves the right not to fund any and/or all of the Offers received.

Thank you for your consideration of this initiative. We look forward to your participation.

Sincerely,

Luisa F. Anglesmith
SPANS/GSM Associate Director
World Learning
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SECTION A: PROPOSAL DESCRIPTION

Developing Community-level Case Management Guidance to Support Family Care for Children with Disabilities

A.1 PURPOSE

World Learning, on behalf of USAID, is soliciting proposals to identify a Contractor to prepare a set of guidance and resource materials for use by case management personnel, such as social workers and para-professional social workers working at the community level, in low-income countries to increase the effectiveness of their work in facilitating family and community-based care for children with disabilities. The Contractor will also develop guidance with relevant information for project planners/designers and managers to effectively design and manage programs that support the reintegration and prevention of family separation of children with disabilities. Broader guidance for activities that will complement and help facilitate the case management personnel’s role should be included. This will include other facilitating factors for the case management personnel such as necessary policies, and complementary services, such as health, education and social services that support family care for children with disabilities.

A.2 BACKGROUND

In keeping with the US Government’s Action Plan on Children in Adversity, in six countries1 USAID/DCOF is supporting national child care reform efforts with a focus on enabling children to live in nurturing family care. A significant challenge emerging across these countries is that while children with disabilities are disproportionately represented among children in residential care, and social work case management personnel working to support children’s reintegration into families and communities lack guidance on how to help children and families effectively address needs related to disabilities. In the first instance, children with disabilities are at risk of family separation and being placed in residential institutions because families and childcare workers do not know how their needs can be met effectively at home. Many families of children with disabilities do not want to put their children in residential care, but do not have the knowledge, resources, and sometimes confidence to care for their children at home. Front-line professional and para-professional social work personnel who are working with children with disabilities and their families often do not know how to help prevent unnecessary separation of these children from their families or how to support children’s reintegration from institutions into family care in a sustained manner. Concerns include how to support day-to-day living in a family and community, facilitating equal access to, and meaningful participation in, school, and combating stigma and discrimination within the community in relation to disability. In most low-income countries, governments lack capacities to respond with appropriate services.

1 Armenia, Cambodia, Colombia, Moldova, Rwanda and Uganda
Within the Empowerment and Inclusion (EI) Division of USAID’s Center of Excellence on Democracy, Human Rights and Governance (DRG), USAID’s Displaced Children and Orphans Fund (DCOF) and USAID’s Disability Funding Program are collaborating to develop guidance on good practices for enabling children with disabilities to live in protective and enabling family and community environments. The aims include both helping children who are living with their families to continue doing so more easily, as well as to enable children who are in institutional care to effectively transition to long-term family care in a community. The policy imperatives that support this work include the UN Convention on the Rights of Persons with Disabilities (CRPD); the UN Convention on the Rights of the Child; the U.S. Government’s Action Plan on Children in Adversity; and the USAID Disability Policy.

Some resource material has been identified. Recently, the International Social Service General Secretariat released a highly relevant guidance document, A Better Future is Possible: Promoting family life for children with disabilities in residential care. It is based on four years of programing by the International Social Service (ISS) in multiple regions; however, it does not deal with the prevention of the initial separation of children with disabilities from their families, any specific disabling conditions, or inclusive education. EI personnel have identified other resource material, including The World Health Organization’s Training in the Community for People with Disabilities2, the Hesperian Foundation’s publications, Disabled Village Children, Helping Children Who Are Deaf, and Helping Children Who Are Blind, and the UN’s Moving Forward: Implementing the ‘Guidelines for the Alternative Care of Children’3. Also, at the request of the EI team, the DRG’s Learning Division has carried out a search of peer-reviewed literature that identified over 70 documents.

In October 2016, representatives of agencies concerned with family care for children with disabilities met in Geneva, agreed on the need for someone with specialized expertise and experience to review existing resource and guidance material, and identified relevant resource documents.3 In addition to participants in the Geneva meeting, relevant experts have also been identified with whom consultations for further information may be useful.

**A.3 SCOPE OF WORK**

This RFP seeks to source a Contractor with broad experience in disability inclusive development as well as child care and protection to conduct the work outlined below:

**Component A: Review existing guidance material** for enabling children with disabilities to live in families and communities

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2 While in principle directly relevant for guiding families and communities in how to support the rehabilitation and daily functioning of children with disabilities, these modules were issued in 1989, and it needs to be determined which modules are currently considered to be technically sound.

3 This was a side-meeting October 4, 2016, organized during the International Conference on Alternative Care.
This work is to be done with the aim of identifying information that can inform and guide USAID-funded projects addressing the prevention of family separation and family and community reintegration of children with disabilities. It is also anticipated that this work will be informed by relevant personnel of organizations engaged with such work and that the results of this work will be of direct use by other organizations.

To assist in assessing relevant documents and resource material, identifying additional resource material the Contractor will interview key informants from both the child care reform and the disability sectors. Some international travel may be necessary to conduct these interviews. It is expected that the consultant will have knowledge of potentially relevant gray literature, as well as be able to identify relevant material from other experts. USAID will provide the Contractor with an initial list of key informants to contact and interview.

It is anticipated that key guidance material identified will be made available to practitioners in the field and/or inform the development of new guidance material. The Contractor will extract practical, evidence-based guidance from existing material, such as journal articles, and incorporate that into guidance material to be prepared for practitioners. It is proposed that the Contractor will review and analyze published and gray literature of guidance documents, program descriptions, and evaluation results that address, at minimum, the following issues:

- Prevention of family separation\(^4\) of children with disabilities,
- Deinstitutionalization, family reunification, and family-based alternative care for children with disabilities,
- Family and community reintegration of children with disabilities,
- Services that support families to care for their children with disabilities at home and in their community,
- Community-based rehabilitation to enable children to live in families and communities,
- Inclusive education for children with disabilities to be supported in mainstream schools,
- The potential relevance of respite care as a support to maintaining long-term family care,
- Advocacy for family-based care for children with disabilities, and
- Examples of governmental policies and strategies in lower income countries supporting reintegration and family-based care of children with disabilities.

Component B: Assess the utility of that material by non-disability-specialist social work practitioners in the field and project planners and managers

Having identified, extracted from, and organized relevant resource material, the Contractor will then draft, in English, a concise guidance document up to 40 pages to assist field personnel working with families and their children to determine how to go about assessing their needs and capacities and to provide relevant, practical guidance, including, as appropriate, links to an accompanying set of guidance documents (to be identified, reviewed, and selected by the specialist). Practice

\(^4\) Such as placement in a residential facility.
issues that the guidance document could address, for example, might include, but are not limited to:

- Data collection,
- Identification of accessible resources,
- Steps in assessing child and family capacities and needs,
- Prevention of family separation,
- Support for family and reintegration community,
- Addressing social barriers,
- Inclusive education,
- Advocacy and policy development, and
- Do no harm/ethical considerations.

The draft guidance document should specify approaches, methods, challenges, and ways to address them that are relevant to work related to children with varying types of disabilities, e.g. developmental, mental, sensory, and mobility. It must be in line with the UN CRPD and the Rights of the Child.

**Component C: Draft guidance for case managers to enable them to access and use effectively and appropriately available resource material**

The draft guidance document and relevant resource documents should be distributed for review by a group of disability and child care reform experts to be selected by USAD in consultation with the Contractor. Each of these experts will be requested to provide comments for the Contractor to review, and incorporate into the guidance document, as USAID considers appropriate. A conference call will be arranged to discuss the revised version together with the Contractor and selected experts. Taking this input into account, the Contractor will prepare a revised draft guidance document and relevant resource documents. In addition, the Contractor will provide USAID with a roster of potential resource people, including their profiles and contact information, who could provide technical support or further guidance in the area of child care reform relevant to children with disabilities.

**A.4 CONTRACTOR QUALIFICATIONS**

Offerors are expected to propose experienced and suitably qualified personnel and/or consultants. At a minimum, USAID and World Learning expect that Offerors’ key personnel or principal investigator will have the following qualifications:

- Graduate degree in a relevant social science, health or related field
- Professional experience in the child protection sector in low and middle-income country contexts.
- Professional experience in the disability sector related to children and families, including experience with support for in-home care
• Extensive understanding issues related to alternative care desirable
• Experience developing guidance for practitioners who have limited academic or technical background
• Previous desk review experience
• Excellent expressive and technical writing skills in English

A.5 EXPECTED PROCESS

1. Oversight and Substantial Involvement
USAID/World Learning will oversee contract implementation. Specifically, USAID/World Learning will be involved in the following:
• Provide technical input and guidance;
• Review and approval of all deliverables;
• Oversight of the contract;
• Periodic review of performance.

The Contractor will be expected to be responsive to guidance from USAID’s EI Division throughout the consultancy. At least four meetings or conference calls with USAID are expected. The timing anticipated for these meetings/calls is:

• At the beginning of the consultancy to review the SOW and to provide guidance on the literature review and interviews with key informants,
• After the Contractor has shared the results of an initial literature search and schedule for key informant interviews to discuss progress and next steps,
• After the Contractor has shared an outline of the guidance document and
• When the Contractor completes the initial draft of the guidance document.

Additional calls or meetings will be organized as/if needed.

A.6 TIMELINE

The expected period of this Contract is approximately 100 days starting on or about October 1, 2017. All activities listed below with associated deliverables must be completed on or before February 28, 2018.

Illustrative Timeline

<table>
<thead>
<tr>
<th>Activities</th>
<th>Est. No. of Consultancy Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview key informants</td>
<td>8</td>
</tr>
<tr>
<td>Assess relevant resource documents</td>
<td>18</td>
</tr>
</tbody>
</table>
### A.7 EXPECTED DELIVERABLES

USAID and World Learning expect the Contractor to deliver the following:

1. Report assessing the resource material identified
2. Initial draft guidance document (USAID and a selected group of external experts will have the opportunity to review two successive drafts of the guidance document and provide comments for the Contractor to address)
3. Revised draft guidance document
4. Final guidance document
5. PowerPoint presentation based on the guidance document and the resource materials to which it refers
6. Roster of resource people including their profiles and contact information

**Note:** Upon execution of the Contract, World Learning will provide the Contractor the following resources:

1. A Better Future is Possible: Promoting family life for children with disabilities in residential care, ISS;
2. Disabled Village Children, The Hesperian Foundation;
3. Helping Children Who Are Blind, The Hesperian Foundation;
4. Helping Children Who Are Deaf, The Hesperian Foundation;
5. Moving Forward: Implementing the ‘Guidelines for the Alternative Care of Children, approved by the UN General Assembly;
6. Results of the literature review carried out by USAID; and

END OF SECTION A
SECTION B: PROPOSAL INSTRUCTIONS

B.1 PROPOSAL GUIDELINES

Offerors are encouraged to read the RFP in its entirety, ensure that the proposal addresses all the requirements in the instructions and that the offeror meets the eligibility criteria. All proposals must be submitted by **August 28, 2017 at 13:00 (Washington, DC time)** to gsm@worldlearning.org.

The request for, or the receipt of, a proposal in response to this RFP does not constitute a contract commitment on behalf of the U.S. Government and/or World Learning, nor does it commit the U.S. Government and/or World Learning to reimburse any costs incurred in the preparation and submission of a proposal. USAID/World Learning reserves the right to issue no contract, multiple contracts or a single contract. Offerors must submit all documents as email attachments. It is not necessary to send a hard copy of the proposal via mail or fax. Proposal documents must be formatted on letter-size paper (8 ½ x 11 or A4) using Times New Roman font size 12.

B.2 PROPOSAL SUBMISSION

Proposals to develop community-level case management guidance to support family care for children with disabilities should be submitted via e-mail to gsm@worldlearning.org no later than **August 28, 2017 at 13:00 (Washington, DC time)**. It is the Offeror’s responsibility to ensure that all necessary documentation is complete and received on time. Offerors are encouraged to submit all proposal documents in one email, if possible. World Learning will confirm receipt via email of all proposals within ten (10) calendar days of the submission deadline.

B.3 PROPOSAL PACKAGE

A complete proposal package will include the following documents:

1. Technical Proposal
   a. Cover page that includes the name of the Offeror submitting the response, proposed amount (in USD), office address, phone, fax, and email of at least two (2) individuals, if possible, for contact purposes;
   b. Table of Contents
   c. List of Acronyms
   d. Executive Summary (1-page maximum)
   e. Technical Narrative (20 pages)
      ▪ **Section A: Description of Proposed Approach**
        - Offerors should show an understanding of the issue that the guidance material to be developed is to address;
        - Description of the proposed approach to preparing each of the deliverables described in Section A7, above;
• A sample of a page (one page) of the kind of guidance that the Offeror considers appropriate to develop for social work practitioners;
• Any additional comments that the Offeror wishes to make about the task to be addressed
  ▪ Section B: Management, Implementation and Staffing
    • Include information on the demonstrated capacity of the Offeror.
    • Names of the individuals proposed to fulfil the scope of work (noting, their proposed respective roles, and an overview of key qualifications and experience of each).
  ▪ Section C: Institutional Capabilities and Past Performance
    • Include information on the demonstrated capacity of the Offeror organization or individuals.
    • Summarize the relevant experience and comparative advantage the Offeror has in relation to the proposed scope of work including work on or understanding of case management, child protection, work with families of children with disabilities, disability inclusion issues;
    • Offerors should demonstrate a strong track record of published technical writing in the areas of child protection and/or persons with disabilities

2. Cost Proposal
   a. Budget summary
   b. Detailed budget
   c. Budget notes

3. Attachments:
   a. One writing sample, preferably of published work in the areas of child protection and/or persons with disabilities (e.g. article in peer review journal, guidance manual).
   b. Proposed work plan;
   c. Past Performance: List and brief description of relevant work conducted within the last five year(s) including:
      ▪ Name of Contracting Organization
      ▪ Period of Implementation
      ▪ Description of Activities and Approach
      ▪ Geographic Location (City, Country)
      ▪ Contacts
      ▪ Total Budget
   d. Biographical Data Form 1420 for key project personnel

In total, the proposal shall not be more than twenty (20) pages. This page limit excludes the following items: cover page, table of contents, list of acronyms, executive summary, cost proposal, and attachments.
B.4 BUDGET FORMAT

Budget Summary Format in U.S. Dollars ($)

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$</td>
</tr>
<tr>
<td>Consultants</td>
<td>$</td>
</tr>
<tr>
<td>Travel and Transportation</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
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<tr>
<td>Other Direct Costs</td>
<td>$</td>
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<tr>
<td>Indirect Costs (A)</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td>$</td>
</tr>
</tbody>
</table>

The expected amount to be awarded will be $77,000 though consideration will be given to quality submissions with the most cost-efficient budget. If in your expert opinion, the requested proposal description cannot be accomplished for a price of $77,00 or less, please include a brief explanation regarding why the bid you submit exceeds $77,000. Proposals should present a budget summary, detailed budget and brief budget notes. All budget estimates must be in U.S. Dollars.

Rates for personnel and/or consultants should be based on salary history. Offerors should include the costs of two (2) international trips (e.g. Kigali, Rwanda and Sarajevo, Bosnia-Herzegovina) and one (1) trip to Washington, D.C. The travel costs should assume the following: two (2) international trips for one-person (10 days per trip including travel days to/from the destination\(^5\)) and one (1) trip to Washington, D.C. (4 days including travel days to/from the destination\(^6\)). The city and country for the origin and destination for each trip must be specified. Per Diem, if paid, should be based on the Offeror’s travel policies and/or on the Department of State and the General Services Administration (GSA) travel regulations. The following cost categories should be covered and budgeted for under this line item: airfare, other travel fares (specify), lodging, M&IE (meals, incidentals, and expenses), vehicle fuel, taxi/other ground transport, etc. If “standard” rates are used, the source of the standard should be mentioned.

If you include indirect costs in your proposed budget, please attach a copy of your organization’s Negotiated Indirect Cost Rate Agreement (NICRA) or a rate calculation that has been certified by

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\(^5\) Eight days in the field and two travel days to/from destination

\(^6\) Two days in Washington, DC and two travel days to/from destination
a public accounting firm. If you have neither of these documents, indirect costs will not be considered and applicable costs should be budgeted directly.

This budget summary format should be the top page of your detailed budget. Use only the “major” budget category headings presented above. If you do not need funds for any particular Line Item, for example “Equipment”, you may leave this budget Line Item out of the summary. Each major budget Line Item should include detailed “sub-line items” in the detailed budget presentation. A budget template (Annex III) is provided for use by prospective Offerors.

END OF SECTION B
SECTION C: ELIGIBILITY AND SELECTION CRITERIA

C.1 INTRODUCTION

Offerors should note that the selection criteria presented in Section C.4 serves: (1) to identify the matters which Offerors should address in their Proposals; and (2) as the standard against which all Proposals will be evaluated. Offerors must organize the narrative sections of their Proposals in the same order as the selection criteria. **PROPOSALS THAT DO NOT FOLLOW THIS STRUCTURE WILL NOT BE REVIEWED.** The technical proposal will be evaluated in accordance with the criteria set forth below. A contract shall be made to the Offeror whose submission, based on indicated selection criteria, represents the most solid technical approach and addresses the identified priorities.

Proposals will undergo a preliminary review by World Learning staff for completeness and responsiveness. Incomplete Proposals, Proposals judged to be unresponsive to the RFP, and Proposals submitted after the due date and time will be ineligible and will NOT be considered.

C.2 ELIGIBILITY

U.S. Private Voluntary Organizations (PVOs) or Non-Governmental Organizations (NGOs); International Organizations, Societies, or Confederations; Private companies (for-profits); and Individuals and/or Group(s) of Individuals are eligible to submit Proposals under this RFP. USAID’s principal geographic code defining eligible sources and nationalities for this procurement is 937.

USAID policy requires that the Contractor not discriminate against any end-user of the contract supplies or services (i.e., the beneficiaries of the supplies or services) in implementation of this award, such as, but not limited to, by withholding, adversely impacting, or denying equitable access to the supplies or services (benefits) provided through this contract on the basis of any factor not expressly stated in the award. This includes, for example, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, age, genetic information, marital status, parental status, political affiliation, or veteran's status.

By submitting a proposal, the Offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. World Learning will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

Offerors must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: [http://www.treasury.gov/resourcecenter/sanctions/SDN-List/Pages/default.aspx](http://www.treasury.gov/resourcecenter/sanctions/SDN-List/Pages/default.aspx)) or the UN
Offerors must have implemented a program of the same or larger size (value in U.S. Dollars) than the activity they are currently proposing. Familiarity with USAID policies and procedures, USAID’s project cycle, and disability inclusion is highly valued.

C.3 REVIEW OF PROPOSALS

World Learning will confirm receipt via email of all proposals within ten (10) calendar days of the submission deadline. All proposals received by the deadline will be reviewed by World Learning staff for responsiveness to the specifications of the RFP. The proposals determined not to be responsive will not be eligible for further review. Proposals determined to be responsive will then be evaluated by an Evaluation Committee (EC) according to the pre-determined selection criteria (Section C.4). All offerors will be notified whether their proposal has been recommended for funding. Recommendations for funding are contingent on the availability of funds and the approval of the Agreement Officer’s Representative (AOR) of the SPANS/GSM project at USAID/Washington. The successful offeror will be awarded a contract from World Learning on behalf of USAID.

Any organization that submitted a proposal in response to this RFP which was not chosen by the Evaluation Committee to receive funding from USAID may request the Evaluation Committee’s feedback based on the review of the proposal. Offerors may submit a request to World Learning for feedback via email within ten (10) calendar days of receiving notice of the Evaluation Committee’s final decision. World Learning shall provide the offeror with the Evaluation Committee’s feedback via email within thirty (30) days or inform the offeror that more time is necessary.

C.4 SELECTION CRITERIA

The proposal will be evaluated against the following criteria:

A. Technical Approach [40 points]

- Does the Offeror illustrate a strong understanding of the practice issues that the guidance material to be developed is to address?
- Are the specific approaches and methods for drafting the guidance to be used clearly described, technically sound, appropriate, and relevant to work related to children with varying types of disabilities?
- Is the guidance proposed by the Offeror technically sound and relevant social services practitioners in developing countries?
- Is the proposed approach to preparing each of the deliverables clearly described, technically appropriate, and within the set timeline?
B. Management, Implementation, and Staffing [25 points]

- Do proposed personnel or principal investigator appear to be well-qualified and have relevant experience in relation to their proposed positions?
- Is there a clear and achievable timeline to develop quality deliverables?

C. Institutional Capabilities and Past Performance [25 points]

- Does the Offeror have experience researching and producing technical writings in the areas of child protection and/or persons with disabilities?
- Does the Offeror have the necessary technical expertise in the areas of case management, child protection, work with families of children with disabilities, disability inclusion issues?
- In the experience of the reviewers, has the Offeror demonstrated success with research and developing guidance manuals for field practitioners in the past?

D. Budget and Cost Effectiveness [10 points]

- Is the proposed budget realistic and meet the needs of the scope of work?
- Are budget costs explained and justified?

Weighing of Evaluation Criteria

Offerors will be evaluated by the EC and scored based on the following weighted criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scoring Points</th>
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</thead>
<tbody>
<tr>
<td>Technical Approach:</td>
<td>40</td>
</tr>
<tr>
<td>Institutional Capabilities &amp; Past Performance</td>
<td>25</td>
</tr>
<tr>
<td>Management, Implementation, and Staffing</td>
<td>25</td>
</tr>
<tr>
<td>Budget and Cost Effectiveness</td>
<td>10</td>
</tr>
</tbody>
</table>

END OF SECTION C