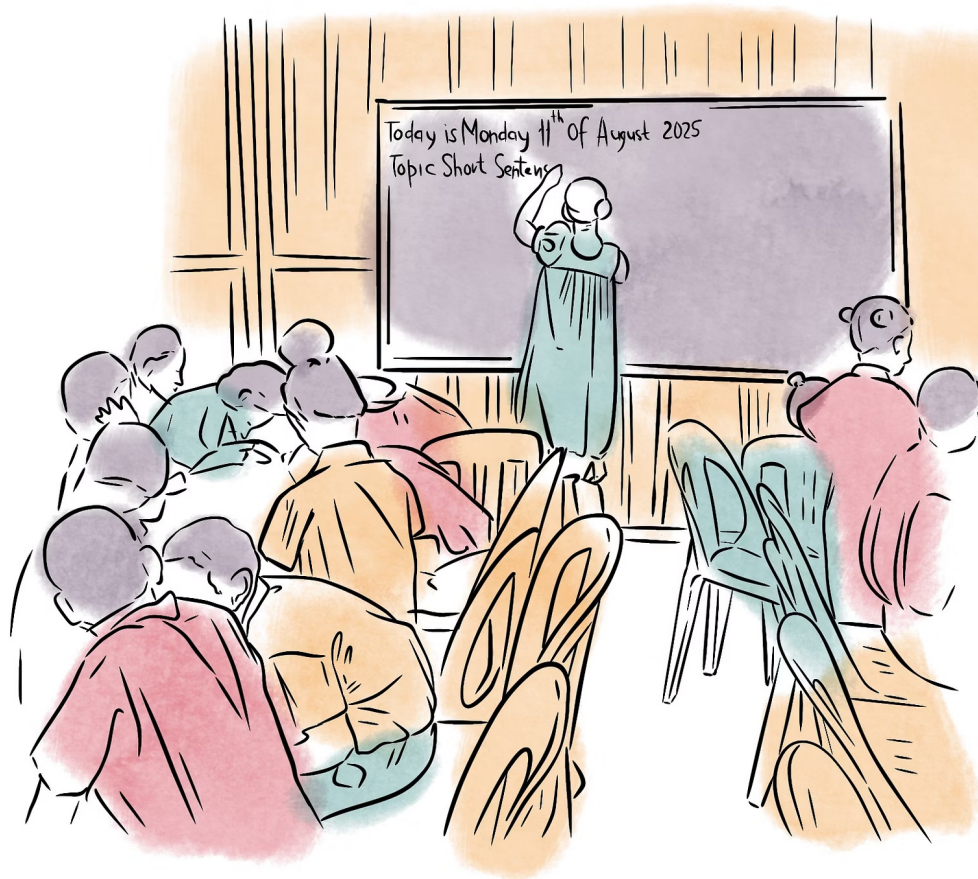


WORKPLACE DISABILITY INCLUSION GRANT SCHEME (WDIGS) GRANT APPLICATION PACKAGE | **DOCUMENT 6: SELECTION CRITERIA GUIDE**

This guide helps you understand what the Selection Committee will be looking for when assessing your application against each criterion.



**Australia-Papua New Guinea Economic
Partnership (APEP) EmployAbility Project**

30 October 2025



CRITERION 1: NEED AND RELEVANCE (25% - Maximum 25 points)

What We're Assessing

The Selection Committee wants to understand:

- Whether there are genuine barriers preventing persons with disabilities from working in your business
- Why this project is needed and why now
- How your proposed activities will address the specific barriers you've identified

Scoring Guide

Excellent (20-25 points):

- Clear evidence of specific employment barriers faced by persons with disabilities in your business
- Urgent need is well demonstrated
- Proposed activities directly and comprehensively address the identified barriers
- You've done your homework and understand the issues

Good (15-19 points):

- Good evidence of barriers and needs
- Activities are generally appropriate to address the challenges
- Solid understanding of disability inclusion

Satisfactory (10-14 points):

- Basic evidence of need
- Limited alignment with disability inclusion priorities
- Activities only partially address the challenges
- Some gaps in understanding

Poor (0-9 points):

- Little evidence of genuine need
- Poor alignment with disability inclusion objectives
- Activities don't clearly address barriers

Criterion 1: Tips for a Strong Response

1. **Be specific about barriers:** Don't just say "accessibility is a problem" - explain exactly what accessibility barriers exist (e.g., "Our office is on the second floor with no lift, preventing wheelchair users from accessing employment")
2. **Provide evidence:** Include data where possible (e.g., "We receive applications from persons with disabilities but have never successfully recruited one" or "Our staff survey showed 80% are unsure how to support colleagues with disabilities")
3. **Make the business case:** Explain why disability inclusion is good for business (e.g., access to wider talent pool, improved company reputation, better reflect our customer base)
4. **Link activities to barriers:** Clearly show how each proposed activity addresses a specific barrier

CRITERION 2: INCLUSIVE IMPACT POTENTIAL (25% - Maximum 25 points)

What We're Assessing

The Selection Committee wants to understand:

- How many persons with disabilities will gain meaningful employment
- What kind of organisational transformation will occur
- Whether your project will influence other businesses
- If you have plans to sustain disability inclusion beyond the grant period
- How the project advances employment rights for persons with disabilities

Scoring Guide

Excellent (20-25 points):

- Significant potential for meaningful employment creation (specific numbers and types of positions)
- Strong organisational transformation expected (policy changes, cultural shift, systems improvements)
- High likelihood of influencing other businesses in your sector
- Clear, realistic sustainability plan
- Directly advances employment rights and dignity for persons with disabilities

Good (15-19 points):

- Good potential for employment outcomes
- Reasonable organisational change expected
- Some sector influence potential
- Basic sustainability planning

Satisfactory (10-14 points):

- Limited but positive impact on employment
- Minimal organisational transformation
- Little replication potential

Poor (0-9 points):

- Unclear or minimal employment impact
- No evidence of rights advancement or sustainability

Criterion 2: Tips for a Strong Response

1. **Be specific about employment:** State exactly how many people with disabilities you plan to employ and in what roles (e.g., "We will recruit 3 persons with disabilities: 1 administration officer, 1 receptionist, 1 warehouse assistant")
2. **Show organisational change:** Describe how your organisation will change (e.g., "We will develop our first disability inclusion policy, train all 25 staff in disability awareness, and establish a disability advisory committee")
3. **Demonstrate sector leadership:** Explain how you'll share learnings (e.g., "We will present our approach at the Business Council PNG quarterly meeting and offer site visits to interested businesses")
4. **Present a sustainability plan:** Describe specific actions to continue after the grant (e.g., "We will allocate PGK 10,000 annually in our business budget for accessibility improvements" or "Our new recruitment policy will ensure all positions are accessible to persons with disabilities")
5. **Link to rights:** Explain how your project advances the fundamental right to employment for persons with disabilities

CRITERION 3: TECHNICAL QUALITY

(20% - Maximum 20 points)

What We're Assessing

The Selection Committee wants to understand:

- Whether your approach is evidence-based and well-designed
- If your methodology is clear and logical
- Whether your activity sequencing makes sense
- If you've included innovative elements
- Whether your timeline is realistic

Scoring Guide

Excellent (16-20 points):

- Evidence-based approach grounded in disability inclusion best practice
- Clear, logical methodology
- Activities are sequenced in the right order
- Innovative elements that are appropriate to your context
- Realistic timeline with clear milestones

Good (12-15 points):

- Sound technical approach
- Good activity planning
- Some innovative elements
- Reasonable timeline

Satisfactory (8-11 points):

- Basic technical approach meeting minimum standards
- Adequate planning
- Limited innovation

Poor (0-7 points):

- Poor technical design
- Unclear methodology
- Unrealistic timeline

Criterion 3: Tips for a Strong Response

1. **Show your approach:** Explain the methodology you'll use (e.g., "We will conduct an accessibility audit using the PNG Accessibility Standards Checklist before making modifications" or "We will use the EmployAbility Toolkit to guide our policy development")
2. **Sequence logically:** Put activities in a sensible order to realise the hoped for outcomes
3. **Reference best practice:** Mention any guidelines, standards, or successful examples you're following
4. **Include milestones:** Break your project into clear stages with specific outputs
5. **Be realistic:** Ensure your timeline accounts for procurement delays, training schedules, and other practical considerations

CRITERION 4: VALUE FOR MONEY

(15% - Maximum 15 points)

What We're Assessing

The Selection Committee wants to understand:

- Whether your budget provides good value
- If your co-contribution demonstrates genuine commitment
- Whether resources are allocated efficiently

Excellent (12-15 points):

- Highly cost-effective approach
- Significant co-contribution demonstrating strong commitment
- Efficient resource allocation
- Well-justified costs

Good (9-11 points):

- Good cost-effectiveness
- Adequate co-contribution
- Generally efficient resources

Satisfactory (6-8 points):

- Acceptable cost-effectiveness
- Minimal co-contribution but meeting requirements

Poor (0-5 points):

- Poor cost-effectiveness
- Inadequate co-contribution
- Significant resource waste

Tips for a Strong Response

1. **Explain your co-contribution:** Show that your co-contribution is meaningful and demonstrates commitment (e.g., "Our PGK 12,000 co-contribution represents 10% of our annual capital budget")
2. **Justify significant costs:** For expensive items, explain why they're necessary and represent value (e.g., "The PGK 8,000 assistive technology package will enable 4 staff with visual impairments to work efficiently for many years")
3. **Show efficiency:** Demonstrate you've sought competitive quotes and chosen cost-effective options
4. **Highlight leverage:** Show how the grant will unlock additional benefits (e.g., "The training will benefit not only persons with disabilities but improve our entire workforce culture")

CRITERION 5: ORGANISATIONAL CAPACITY (15% - Maximum 15 points)

What We're Assessing

The Selection Committee wants to understand:

- Whether your organisation can successfully manage this project
- If you have relevant experience
- Whether you have committed leadership support
- If your financial systems are adequate
- Who will lead the project and what their capabilities are

Scoring Guide

Excellent (12-15 points):

- Strong project management experience
- Committed leadership with board/management approval
- Appropriate personnel with relevant skills
- Sound financial management systems
- Track record in inclusion or community programmes

Good (9-11 points):

- Adequate project management capabilities
- Management support demonstrated
- Basic systems in place

Satisfactory (6-8 points):

- Basic capabilities
- Some management support
- Limited relevant experience

Poor (0-5 points):

- Insufficient capabilities
- Poor management systems
- No relevant experience

Criterion 5: Tips for a Strong Response

1. **Describe project management experience:** Give examples of similar-sized projects you've successfully completed (even if not disability-related)
2. **Identify the project manager:** Name the person who will lead this project and describe their experience and qualifications
3. **Show leadership support:** Reference the management approval letter or board resolution you're submitting
4. **Describe financial systems:** Explain how you track expenses, manage budgets, and maintain financial records
5. **Highlight relevant experience:** Mention any community engagement, training programmes, or workplace improvement projects you've implemented
6. **Address gaps honestly:** If you lack certain experience, explain how you'll access support (e.g., "While we haven't implemented a disability inclusion project before, we will partner with PNG Assembly of Disabled Persons for technical guidance")