

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			1. REQUISITION NUMBER REQ-AFR-11-000044	PAGE 1 OF 30
2. CONTRACT NO. GS-10F-0105J	3. AWARD/EFFECTIVE DATE 09/22/2011	4. ORDER NUMBER AID-OAA-M-11-00021	5. SOLICITATION NUMBER EGAS-11-AFR-0002	6. SOLICITATION ISSUE DATE 06/08/2011
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME 07/15/2011 3:00 pm (EST)

9. ISSUED BY U.S. Agency for International Development Office of Acquisition and Assistance 1300 Pennsylvania Avenue - SA44, Room 506 Washington, DC 20523	CODE	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR NAICS: SIZE STANDARD:	<input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A)
--	------	--	--

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS N/A	<input type="checkbox"/> 13e. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING N/A	14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFP <input type="checkbox"/> IFB <input type="checkbox"/> RFP
--	---------------------------	--	--------------------	---

15. DELIVER TO SEE ATTACHED	CODE	16. ADMINISTERED BY See Block 9	CODE
--------------------------------	------	------------------------------------	------

17a. CONTRACTOR/OFFEROR The Cadmus Group 57 Water Street, Watertown, MA USA TELEPHONE NO. (617) 673-7138	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY U.S. Agency for International Development M/CFO/CMP/DC 1300 Pennsylvania Ave, NW, RRB 7.09 Washington, DC 20523 ei@usaid.gov	CODE
--	------	---------------	--	------

<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
--	--

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE ATTACHED					
<i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>					

25. ACCOUNTING AND APPROPRIATION DATA SEE SECTION A.17	26. TOTAL AWARD AMOUNT (For Govt. Use Only) 15,753,958
---	---

<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4 FAR 52 212-9 AND 52 212-6 ARE ATTACHED ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4 FAR 52 212-9 IS ATTACHED ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED
---	--

<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 6), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:
---	---

	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		
	31b. NAME OF CONTRACTING OFFICER (Type or print) Patrick Mudd	31c. DATE SIGNED 9/26/2011	
	30c. DATE SIGNED 9/26/11		

TABLE OF CONTENTS

A.1 TITLE....	2
A.2 TASK ORDER TYPE	2
A.3 AWARDED PRICES	2
A.4 CEILING PRICE	5
A.5 TRAVEL	5
A.6 STATEMENT OF WORK	5
A.7 REPORTS & DELIVERABLES	20
A.8 PAYMENT MILESTONES	22
A.9 INVOICES	23
A.10 CONTRACTING OFFICER'S AUTHORITY	23
A.11 TECHNICAL DIRECTION	23
A.12 PERIOD OF PERFORMANCE	24
A.13 KEY PERSONNEL	24
A.14 PLACE OF PERFORMANCE	24
A.15 TECHNICAL DIRECTIONS	24
A.16 AUTHORIZED GEOGRAPHIC CODE	24
A.17 ACCOUNTING AND APPROPRIATION DATA	24
A.18 SECURITY CLEARANCES	25
A.19 PRIVACY ACT	25
A.20 LANGUAGE REQUIREMENTS	25
A.21 BRANDING	25
A.22 GOVERNMENT FURNISHED FACILITIES OR PROPERTY	25
A.23 CONFIDENTIALITY AND OWNERSHIP OF INTELLECTUAL PROPERTY	26
A.24 CONTRACTOR'S STAFF SUPPORT, AND ADMINISTRATIVE AND LOGISTICS ARRANGEMENTS	26
A.25 PERIODIC PROGRESS REPORTS (July 1998)	26
A.26 AIDAR 752.7005 SUBMISSION REQUIREMENTS FOR DEVELOPMENT EXPERIENCE DOCUMENTS (JAN 2004) (AAPD 04-06)	26
A.27 GSA CONTRACT CLAUSES	28
A.28 ADDITIONAL FAR & AIDAR CLAUSES	28
A.29 REPORTING ON TAXATION OF U.S. FOREIGN ASSISTANCE	29
A.30 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)	29

A.1 TITLE

“Global Environmental Management Support (GEMS)”

A.2 TASK ORDER TYPE

The Government anticipates awarding a Hybrid Type Task Order with Fixed-Price CLINS and Time & Material CLINS.

This task order is issued under Cadmus’ GSA Multiple Award Schedule Contract Number GS-10F-0105J.

A.3 AWARDED PRICES

The following Contract Line Items (CLINs) are awarded:

CLIN GROUP 01 - CONTRACT MANAGEMENT, DATABASE AND REPORTING				
FIXED PRICE CLINS				
CLIN NUMBER	DESCRIPTION	QUANTITY (not to exceed per year)	FIXED-PRICE BASE YEAR	FIXED-PRICE OPTION YEAR
01A	Contract Management, Database and Reporting (See section A.6.5 item 1)	1		
TIME & MATERIAL CLINS				
Annual User Subscriptions to be Billed on a Time and Materials Basis				
CLIN NUMBER	DESCRIPTION	Not to Exceed Quantity	FIXED-PRICE BASE YEAR	FIXED-PRICE OPTION YEAR
01B	Annual user subscription for cloud-based database	10		

CLIN GROUP 02 - TRAINING SERVICES				
FIXED PRICE CLINS				
CLIN NUMBER	DESCRIPTION	QUANTITY (not to exceed per year)	FIXED-PRICE BASE YEAR	FIXED-PRICE OPTION YEAR
02A	Training in environmental compliance and environmentally sound design and management (ESDM), for USAID staff and partners: 1 day	15		
02B	Training in environmental compliance and ESDM, for USAID staff and partners: 2-day	15		
02C	Training in environmental compliance and ESDM, for USAID staff and partners: 3-day	12		

02D	Training in environmental compliance and ESDM, for USAID staff and partners: 4 to 5-day	18		
02E	Pre-planning of training event that includes field work, for 1- to 2-day training.	8		
02F	Pre-planning of training event that includes field work, for 3- to 5-day training.	30		
TIME & MATERIAL CLINS				
Additional Training Implementation and Design Services to be Billed on a Time and Materials Basis				
CLIN NUMBER	DESCRIPTION	Not to Exceed Level of Effort (days)	FIXED DAILY RATE BASE YEAR	FIXED DAILY RATE OPTION YEAR
02G	Junior Training Analyst or Facilitator	400		
02H	Mid-Level Training Analyst or Facilitator	400		
02I	Senior Training Analyst or Facilitator	100		

CLIN GROUP 03 - TECHNICAL AND ANALYTICAL SUPPORT				
FIXED PRICE CLINS				
CLIN NUMBER	DESCRIPTION	QUANTITY (not to exceed per year)	FIXED-PRICE BASE YEAR	FIXED-PRICE OPTION YEAR
03A	Level 1 Environmental Review	40		
03B	Level 2 Environmental Review	40		
03C	Level 3 Environmental Review	40		
03D	Scoping statement for Environmental Assessment, with minimal public consultation.	20		
03E	Scoping statement for Environmental Assessment, with significant public consultation.	20		
03F	Tropical forestry and biodiversity (FAA 118 and 119) analysis	12		
TIME & MATERIAL CLINS				
Additional Technical and Analytical Support to Billed on a Time and Materials Basis				
CLIN NUMBER	DESCRIPTION	Not to Exceed Level of Effort	FIXED DAILY RATE BASE YEAR	FIXED DAILY RATE OPTION YEAR
03G	Junior Analyst	500		
03H	Mid-Level Analyst	410		
03I	Senior Analyst	240		

CLIN GROUP 04 - KNOWLEDGE MANAGEMENT, LEARNING & COMMUNICATIONS				
FIXED PRICE CLINS				
CLIN NUMBER	DESCRIPTION	QUANTITY (not to exceed per year)	FIXED-PRICE BASE YEAR	FIXED-PRICE OPTION YEAR
04A	Document translation (by page, from English; into Spanish, French, or Portuguese)	301 pages		
04B	Oral interpretation, consecutive (by the day, from Spanish, French, or Portuguese; into English)	40 days		
04C	Environmental Procedures "Best Practice Review" of USAID operating unit environmental compliance status, policies, procedures, and capacities.	12		
TIME & MATERIAL CLINS				
Additional Technical and Analytical Support to be Billed on a Time and Materials Basis				
CLIN NUMBER	DESCRIPTION	Not to Exceed Level of Effort	FIXED DAILY RATE BASE YEAR	FIXED DAILY RATE OPTION YEAR
04G	Junior Knowledge Management & Comm. Analyst	200		
04H	Mid-Level Knowledge Management & Comm Analyst	200		
04I	Senior Knowledge Management & Comm Analyst	100		
TRAVEL & TRANSPORTATION COSTS				
Travel and Transportation Costs - To be reimbursed at cost				
CLIN NUMBER	DESCRIPTION	UNIT	NOT TO EXCEED CEILING BASE YEAR	NOT TO EXCEED CEILING OPTION YEAR
00T	Travel, Transportation & Per Diem Costs	contract yr.		

1. The above CLINS will be funded and ordered on a demand driven basis. There is no guarantee the Government will reach the ceiling established for each CLIN per contract year.
2. Travel CLINs are estimated not to exceed costs and all travel costs will be reimbursed at cost to the contractor.
3. Administrative, logistical and local travel support for training events will be reimbursed at cost to the contractor through CLIN 00T.
4. The contractor shall be responsible for tracking and reporting the number of CLINs funded and ensuring stated levels are not exceeded.

A.4 CEILING PRICE**Base Year (Year 1)****Option Year (Year 2)***Total Fixed-Price**Maximum Time and Materials**Total Travel, Transportation and Per diem***CEILING PRICE**The contractor will not be paid any sum in excess of the ceiling price.**A.5 TRAVEL**

Travel shall be reimbursed at cost and shall be conducted in accordance with Federal Travel Regulations and Cost Principles outlined in FAR Part 31.205-46. All travel must be approved by the designated Contracting Officers Technical Representative (COTR).

A.6 STATEMENT OF WORK**ACRONYMS**

ACTs	Artemisinin Combined Therapies
BEO	Bureau Environmental Officer
CLIN	Contract Line Item Number
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
CTA	Contractor Teaming Arrangement
DLI	Development Leadership Initiative
ESDM	Environmentally Sound Design and Management
EXO	Executive Officer
FAA	Foreign Assistance Act
FAR	Foreign Assistance Regulations
GEMS	Global Environmental Management Support
GSA	General Services Administration
IPM	Integrated Pest Management
IRS	Indoor Residual Spraying
LLIINs	Long Lasting Insecticide Treated Bednets
LOE	Level of Effort
M&E	Monitoring and Evaluation
ODCs	Other Direct Costs
PERSUAP	Pesticide Evaluation Report and Safer Use Action Plan
REA	Rapid Environmental Assessment
RDT	Rapid Diagnostic Tests,
RFQ	Request for Quote
TOT	Training of Trainers
USAID	United States Agency for International Development

A.6.1 PURPOSE

The purpose of this Task Order is to enhance USAID's capacity to provide environmental management support to its multi-sectoral development assistance programs. The ultimate goal of such support is to assure that USAID and its partners design and implement environmentally sound development programs, in accordance with the mandates of Foreign Assistance Act (FAA) Parts 117, 118, 119, and particularly with Title 22, Code of Federal Regulations, Part 216, USAID's Environmental Compliance Procedures.

A.6.2 PROCUREMENT BACKGROUND

USAID's Environmental Compliance Procedures apply to all USAID programs, projects, and activities. As required by these Procedures, the potential for environmental, human health and social impacts must be carefully evaluated during project planning, and practical environmental protection and mitigation strategies must be identified. Successful inclusion of Environmentally Sound Design and Management (ESDM) criteria in detailed program implementation plans and budgets benefits communities by avoiding environmental failures that would otherwise be damaging to community lives and livelihoods. Impact assessment best practices also recognize that monitoring and evaluation of mitigation measures permits adaptive management to correct for initial flaws in design and to increase effectiveness.

The work under this contract will provide training, technical assistance, and other support necessary to help USAID and its partners to design and implement environmentally sound development programs. This contract's activities will build upon technical assistance and capacity building efforts that have been conducted throughout USAID by multiple bureaus. The most recent efforts and the body of guidance and training materials developed are largely found described and available for download from the USAID website here: http://www.usaid.gov/our_work/environment/compliance/index.html. Specific programs of importance as starting points for work under this solicitation are the following (also available via the above link):

[Africa's Environmental Assessment Capacity Building Program \(ENCAP\)](#)

[Asia and the Near East Bureau: Environment](#)

[Europe & Eurasia Environmental Compliance Information](#)

[Environmentally Sound Management for Food Security Practitioners](#)

[Latin America and the Caribbean: Environmental Compliance](#)

This contract is intended to be capable of providing support services to all USAID bureaus and operating units, and in any country in which USAID has operations. It is expected that the bulk of funding for this contract's operations will come from Washington-based operating units, particularly those providing environmental technical support and compliance assurance support to USAID activities. However, some amount of funding is expected to be obligated from field-based operating units. While the Contracting Officer's Technical Representative (COTR) will be an employee of the Bureau for Africa, it is anticipated that the representative of each bureau contributing funding to this effort will serve as an Activity Manager for that bureau's funding, including for missions supported by that bureau.

A.6.3 GUIDING PRINCIPLES

The following principles will guide the implementation of this contract:

- *Local Expertise.* A focus on the use and development of local environmental consulting capacity in USAID host countries;
- *Partnerships.* An emphasis on promoting partnerships, including but not limited to with implementing partners, with other donors, with host country governments, and between different USAID bureaus;
- *Learning.* The need to strengthen the monitoring and evaluation capacity of USAID and its partners with respect to environmentally sound design and management and compliance with USAID's environmental procedures;
- *Innovation.* Valuing innovation as a means to more effective and efficient delivery of the products and services to be provided under this contract;
- *Development, Relief and Transition Contexts.* An emphasis on flexibly supporting environmental compliance under a range of contexts and conditions including steady-state development, humanitarian relief or assistance and transition from conflict or natural disaster towards reconstruction and stabilization.
- *Social Impacts.* USAID interprets EIA to include a broad interpretation including advances in social impact assessment methodologies such as conflict over resources, access by disadvantaged groups (ethnic minorities, disabled, LGBT, women/children).
 - Integrating gender into the implementation of activities under this contract, taking into account both the differences and the inequalities between men and women in program planning, implementation, and assessment.

A.6.4 OBJECTIVES

This contract will promote improved environmental management and compliance across USAID activities in Washington and abroad. The contract will also result in greater knowledge and application of environmental management best practices among USAID staff, implementing partners, and local governments and beneficiaries. The contract will provide support for the development of local capacity in the fields of environmental impact assessment and environmentally sustainable design and management.

As stated above, the ultimate goal of this program is to help assure that USAID and its partners design and implement environmentally sound development programs, in accordance with the mandates of Foreign Assistance Act (FAA) Parts 117, 118, 119, and particularly with Title 22, Code of Federal Regulations, Part 216, USAID's Environmental Compliance Procedures.

The overarching goal of this Contract is to help USAID staff and implementing partners—through technical, educational, and administrative assistance—achieve 22 CFR 216 compliance FAA 117, 118, and policy objectives, as follows:

- (1) Ensure that the environmental consequences of USAID-financed activities are identified and considered by USAID and the host country prior to a final decision to proceed and that appropriate environmental safeguards are adopted and implemented of the life of the activity;
- (2) Assist developing countries to strengthen their capabilities to effectively evaluate the potential environmental, human health and socioeconomic effects of proposed development strategies and projects, and to select, implement, and manage effective environmental programs;
- (3) Identifying impacts upon the environment resulting from USAID's programs including but not limited to food security, infrastructure, health, in coordination with other environmental analyses associated with climate change water, and biodiversity
- (4) Define environmental limiting factors that constrain development such as climate change and biodiversity threats, and identify and carry out activities that assist in restoring the renewable and non-renewable resources.
- (5) Assist in ensuring environmental considerations as part of USAID humanitarian assistance after critical stages of disaster response such as through rapid environmental assessments.

A.6.5 PROGRAM OF WORK

With this contract, USAID will utilize the services of a Contractor to support USAID Missions and partner organizations in the incorporation of the principles of environmentally sound design and management into the planning and implementation of development and relief interventions. In particular, the Contractor will support USAID in the following major four (4) task areas and illustrative activities.

The following is a list of illustrative tasks and activities to be completed under this contract. For all deliverables, the COTR and the Activity Manager and Contractor shall agree (with a short memorandum) on the scope of work objectives, deliverables, methodology, approved consultants, level of effort (LOE) allocation (for Time and Material labor categories only), timelines for all draft and final materials, and the internal review process to be undertaken by the Contractor before each activity is initiated through the work plan.

1. Contract Management, Database and Reporting

The Contractor shall provide a single point of contact for provision of the following contract management services:

- *Schedule Management*: Management of tasks and activities under this contract will be a challenge, in large part due to the multiple USAID operating units to which the contract will need to be responsive. Multiple simultaneous activities will require implementation under the USAID activity management of multiple USAID activity managers. The contract respondent needs to demonstrate the capacity to successfully respond to this organizational context. There shall be a single point of

contact who manages the schedule of events, to include any training, evaluations, technical assistance etc.

- *Financial Management:* This includes ensuring that invoices are presented in a consolidated fashion, and that financial accountability is ensured. This point of contact shall also ensure the program is running on budget.
- *Personnel Management:* The single point of contact shall also manage the distribution of staffing for each individual task.
- *Tools for Management:* USAID expects that at least two special tools will be essential to an effective response to these management challenges: 1) an activity and budget management database tracking for CLINs that have been ordered, LOE (for T&M CLINs) and travel, transportation and other commitments and expenditures by task, source of funding, and potentially other criteria; and 2) a shared electronic workspace, such as MS SharePoint or other similar system, that will allow the many collaborating parts to share documents, schedules and other content in a single space.
- Development of an activity and budget management database to track level of effort and funding commitments and expenditures, planned, underway and expended, and with the ability to track and report on multiple sources of funding. The system/tool will be developed within a cloud-based business application platform eliminating potential issues raised by the USAID firewall and server environment, and ensuring reliability and back-up. (The cost for database maintenance should not be included here, but should be considered a part of the contract management costs contained within the costs for other deliverables.)

Because this contract will be implementing activities with funds from a variety of different operating units, the Contractor must expect to separately plan, track, and report on activities from these separate sources of funding, in coordination with the Activity Managers responsible for those sources of funding.

The services described above correlate to CLIN Group 01 established in Section A.3

2. Training

a. Planning and Facilitation of Workshops and Other Training Events

The overall objective of this task is to provide support and resources to plan, organize, and present environmental training on behalf of the regional and bilateral Missions and USAID/Washington, in addition to other relevant trainings as opportunities and needs arise. Training events might include, but are not limited to:

- “Core” training on life-of-project environmentally sound design and management (ESDM) of USAID-managed programs in general, for partners or USAID staff;
- ESDM training for specific programs, e.g. food aid, agriculture, health care, pest and pesticide management; road-building and rehabilitation

- Training of trainer (TOT) course(s) for ESDM training;
- Special workshops at the discretion of the BEOs.
- Online training on the above, facilitated and non-facilitated.

During the period of performance, USAID may also ask the Contractor for assistance in various training-related activities, including assisting in pre-planning of courses and managing the translation of updated and new course materials into French, Spanish, and Portuguese, as appropriate.

The Contractor should be prepared to plan and/or deliver approximately 60 workshops or other substantial training events annually in at least two countries simultaneously, depending upon the interest of implementing partners and funding from bilateral Missions. The Contractor will develop and deliver other courses depending on demand expressed by Missions. The Contractor will work with the BEOs, REAs, and MEOs, among others, in assessing and responding to demand.

b. Updating and Development of Training Materials

The overall objective of this task is to provide guidance and training materials that assist USAID Missions and partners in fulfilling their 22 CFR 216 compliance obligations. Tasks that USAID may ask the Contractor to undertake during the period of performance include, but are not limited to:

- Refining and updating course guides for stand-alone Environmental Sound Design and Management training events—including Participant Sourcebooks, Organizers' Guide, Facilitators' Guide, field site guidance, related support materials, and course presentations—and introducing new innovations to increase effectiveness of modules;
- Providing environmental management support to a range of participants and events including A/COTR and implementing partners (Private, NGO, UN, host country entities) training, Development Leadership Initiative (DLI) training, post-award conferences, and post-award briefings as needed and requested; and
- Developing environmental management and compliance materials for use in other USAID workshops in key priority topic areas such as food security, global health, global climate change, monitoring and evaluation.

The services described above correlate to CLIN Group 02 established in Section A.3. Assumptions for the fixed price CLINs for training in environmental compliance and environmentally sound design and management (ESDM) for USAID staff and partners: contractor provides lead facilitator, lead technical expert, administrative and logistical support. Additional technical experts, as needed, are added to training and billed as additional technical and analytical support using the Time & Material labor categories. Further, travel and per diem costs for trainers are to be billed separately, as will logistical and administrative support costs for a training event, including but not limited to local travel for participants, venue rental, and administrative assistance.

3. Technical Support to USAID Operating Units

The overall objective of this task is to assist USAID's Bureaus, as well as Missions, with the drafting, tracking, and processing of 22 CFR 216 documentation for Bureau Environmental Officer review—including Initial Environmental Examinations, Environmental Threshold Decisions, PERSUAPs, and

Environmental Assessments—and make such documentation publicly available and searchable through USAID’s existing website; update and harmonize environmental guidelines for typical, USAID-supported activities to create agency-wide guidelines that are easily accessible to USAID staff and implementing partners; and provide guidance on country-level or regional biodiversity and forest analyses required by Foreign Assistance Act sections 118 and 119;

a. Development and Updating of Environmental Guidance Materials

The overall objective of this task is to develop, update, and/or disseminate guidance materials for environmentally sound design, implementation, and management. The following is an illustrative but non-exhaustive list of guidance materials and related activities that USAID may ask the Contractor to develop, update, and/or disseminate:

- Updating current USAID environmental guideline documentation, including but not limited to chapters of the Africa Bureau’s Environmental Guidelines for Small Scale Activities in Africa (<http://www.encapafrica.org/egssaa.htm>).
- High-impact communication materials promoting proper attention to environmental compliance for mission directors’ conferences, program officers’ conferences, EXOs, COTRs, etc.;
- Technical assistance and consultations to elevate the priority of environmental considerations in USAID regional and bilateral programs;
- Brief fact sheets and other guidance documents related to specific environmental topics of relevance to USAID programs;
- Development of operational guidance for robust monitoring of environmental compliance during the course of project implementation, including how to establish environmental impact indicators and how to budget for monitoring;

b. Analytical Support to USAID and Implementing Partners

The objective of this task is to help USAID Operating Units assess the state of compliance with USAID’s environmental regulations and policies and to provide technical support, as needed, for biodiversity conservation and other natural resources management activities. Tasks that USAID may ask the Contractor to perform include, but are not limited to:

1. Targeted assistance to Missions to produce mandatory USAID Environmental Compliance analyses addressing the full range of the Agency’s development sectors. The complexity of such documentation will range widely, from justification for a single program’s categorical exclusion from environmental examination to an environmental assessment for a highly complex, global- or regional-scale program with significant potential for environmental impact.

The Contract Line Items table for Environmental Reviews in Section 1 provides for environmental reviews of 3 different complexity levels. Complexity in environmental review of USAID programs will be determined through an assessment of a variety of factors,

including but not limited to the following: funding level, geographic range (local vs. regional), technical intricacy (e.g., routine infrastructure rehabilitation vs. extensive integrated pest management program), organizational implementation (single vs. multiple or consortia implementation) political or social sensitivity, the development context (steady state vs. crisis), and the diversity and level of engagement of stakeholders in the program. The “Complexity” of a given analysis will be proposed by the Contractor for final approval by USAID COTR and Activity Managers.

Examples of Existing Documentation Indicative of Complexity Levels

Below are examples of existing environmental reviews for USAID programs, which are intended to help illustrate the environmental review complexity levels against which Offerors will prepare cost estimates for the relevant CLINs – 03A to 03C. Please consider the following in estimating the level of effort and therefore the cost required to produce an analysis of similar complexity:

- Consultation with program managers, community partners and other stakeholders about potential environmental impacts of an activity and the appropriate mitigations and programming options is an important part of the preparation of environmental reviews for USAID activities. The level of effort to conduct such consultation should therefore be built into the environmental review CLINs.
- If field work is required, travel costs should be budgeted separately under “Travel and Transportation Costs,” and the salary costs during travel to and from the field location should be budgeted separately under “Time and Materials.” Therefore, no travel costs, including salary costs during travel to and from the field site, should be factored into an Offeror’s fixed rate offer for the 3 environmental review CLINs.
- Separate CLINs are being established below for only the least complex of environmental reviews. Given the variability of effort level required for different environmental reviews, all environmental reviews of greater complexity than those typified by Levels 1, 2 and 3 will be billed on a Time and Materials basis.

Environmental review complexity level 1 -- e.g. Categorical Exclusion for a single activity. Minimal or no consultation needed.

- Example: “Request for Categorical Exclusion for USAID/Mali ‘Living Standards Measurement’.”
(<http://gemini.info.usaid.gov/egat/envcomp/repository/doc/37210.doc>)

Environmental review complexity level 2 -- e.g. IEE for single, simple activity, in which the activity(ies) present relatively minor risks. Consultation with stakeholders needed.

- Example: (e.g.): “Initial Environmental Examination for DCHA Governance IQC programs.”
(<http://gemini.info.usaid.gov/egat/envcomp/repository/pdf/37233.pdf>)

Environmental review complexity level 3 -- e.g. IEE for multiple activities or moderately complex activity; limited scope and geographic extent; several classes of action. Consultation with stakeholders needed.

- Example: (e.g. IEE for single, relatively simple activity): “Liberia Grants

Solicitation and Management Program (LGSM)"

<http://gemini.info.usaid.gov/egat/envcomp/repository/doc/37430.doc>

2. Assisting USAID operating units, particularly field missions, and USAID's implementing partners in the development and implementation of program- and project-level environmental management plans and mitigation and monitoring plans, environmental, socioeconomic and health related impact assessments, and other analyses related to 22 CFR 216 documentation.
3. Providing assistance during and after disaster assistance events including the use of rapid environmental assessment approaches.

Providing technical expertise on climate vulnerability analyses, Foreign Assistance Act sections 118 and 119 biodiversity and forestry analyses, or other analyses related to environmentally sound development planning and implementation.

c. Technical Support to USAID Environmental Officers and Advisors

Activities in this section will support the role of Bureau Environmental Officers and Regional Environmental Advisors of overseeing and assuring the quality control of environmental compliance of their client missions, particularly the time-sensitive task of reviewing and approving environmental documentation. Activities in this section will include but not be limited to:

- Initial screening and quality control of documentation;
- Facilitation of workflow for BEOs, REAs and MEOs including prioritization and coordination of environmental threshold decisions and mandatory clearances;
- Advice and technical assistance to drafters of environmental documentation for USAID and/or its implementing partners;
- Assessment of and reporting on compliance status of bureaus and missions;
- Support the development of global and regional environmental policies for the more effective oversight of 22 CFR 216 environmental compliance.

Strengthening Institutional Partnerships and Collaboration

The overall objective of this task is to pursue the following mandate of found at 22CFR216.1(2): "Assist developing countries to strengthen their capabilities to appreciate and effectively evaluate the potential environmental effects of proposed development strategies and projects, and to select, implement and manage effective environmental programs." This approach ultimately improves the regulatory context in which USAID operates, and permits USAID to meet its obligations under its Environmental Procedures more fully and cost-effectively. This also meets the USAID Forward policy objective, "Strengthen partner country capacity to improve aid effectiveness and sustainability by increasing use of reliable partner country systems and institutions to provide support to partner countries," as well as others under the USAID Forward heading, "Implementation and Procurement."

Examples of activities in this area may include, but are not limited to, the following:

- Collaborate with the Millennium Challenge Corporation (MCC), World Bank, UNEP, EPA, conservation, development and humanitarian NGOs and host country government units on environmental management as opportunities arise.
- Collaborate and coordinate with host country ministries – particularly those addressing health, environment and agriculture – regarding the environmentally sound design and management of activities in their sectors.
- Partner with other donors who are building capacity of host country EIA professionals.

The services described above correlate to CLIN Group 03 established in Section A.3. These CLINS are for the development of environmental reviews/assessments for USAID activities per USAID Environmental Procedures and USAID best practices (see www.encapafrika.org for the general standard). The level of effort for such a review is related to the level of complexity. Assumptions to be included in a quote for each CLIN in this category:

- Transport, venue and logistical support in connection with environmental reviews will be reimbursed at cost, and when travel is required, additional level of effort for travel time will be added to the task to supplement the fee associated with the relevant environmental review CLIN.
- Background information and documentation needed by the environmental analyst to prepare the environmental review will be made readily available, as will opportunities to interview relevant personnel as needed. Additional level of effort may be added to account for any shortcomings in this regard.

The “base staffing pattern” for all fixed-price environmental reviews should be assumed to include one environmental reviewer. Additional specialized expertise, as needed, should be added to that staffing pattern through an appropriate Time and Materials CLINs.

4. Knowledge Management, Learning and Communication

The objectives of this task are related and threefold: a) to increase the access to all GEMS resource materials through knowledge management; b) to improve environmental compliance monitoring through an enhanced learning and M&E systematic approach; and c) to develop and implement a strategic environmental communications plan for more effective compliance with the conditions of 22 CFR 216 environmental impact assessments.

a. Knowledge Management

The objective of this task is to increase the dissemination of, and broaden access to, all GEMS and related resource materials. The Contractor will assist USAID in enabling electronic distribution of and access to materials in various data storage formats (e.g., CD, DVD, thumb drive) and via USAID website updates. Tasks that USAID may ask the Contractor to undertake during the period of performance include, but are not limited to:

- Transfer best practices between USAID regional and functional Bureaus;
- Update, revise, and maintain GEMS/ENCAP/Environmental Databases and websites;
- Provide for community of practice support and follow-up to training and IEE provisions and EMP development;

- Reproduce and disseminate guidance and training materials in hardcopy or other forms, as appropriate.
- Provide technical assistance to USAID and implementing partner staff in the use of Microsoft Sharepoint-based sites; and
- Develop and/or adapt existing information technology (IT) systems for improving environmental compliance.

b. Learning Through Improved Environmental Compliance Monitoring, Evaluation and Oversight

The objective of this task is to improve the Monitoring and Evaluation (M&E) and oversight of environmental compliance for USAID programs and activities to ensure proper monitoring of projects' environmental compliance components. Monitoring and evaluation of environmental impacts over the life of USAID investment is a core aspect of ensuring compliance with 22 CFR 216. Both procedural and program field performance compliance must be monitored and ensured. The contract will provide support to ensure that management systems are in place to monitor and evaluate compliance and conduct audits of USAID programs for oversight of 22 CFR 216 compliance. A key outcome of this task is to remedy previous monitoring and evaluation deficiencies in the environmental compliance realm.

Tasks that USAID may ask the Contractor to undertake during the period of performance include, but are not limited to:

- Assist in the development of environmental impact management systems and monitoring and evaluation plans for environmental impact assessment, in support of existing USAID environmental operational guidance
- Help USAID staff and implementing partners (i.e., contractors, international and local NGOs, UN) adapt or develop environmental impact indicator and monitoring systems for specific programs
- Adapt current best M&E practices in collection, entry and analysis of monitoring data through simple and cost effective means using systematic statistical sampling to assess program-wide performance sampling or risk-based sub-sampling to prioritize performance monitoring
- Conduct environmental compliance best practice reviews, audits, evaluations of how effectively Missions, regions and implementing partners are implementing the necessary procedures to ensure adequate mitigation of environmental impacts (including best practice reviews based on the use of Malaria interventions such as the use of ACTs, RDTs, Indoor Residual Spraying (IRS) and Long Lasting Insecticide Treated Bednets (LLINs))
- Foster an environment of learning and innovation through an understanding of successes and challenges of environmental policy implementation in USAID programs.

c. Strategic Communications for Improved Environmental Management

The objective of this Task Area is to improve the communications of both risk and benefit of improved environmental impact assessment and management of USAID activities and programs. Strategic environmental communications plans "tell the story" of the environmentally sound design and management. Through implementation of plans, information will be more effectively communicated to

a range of decision-makers from headquarters decision-makers to project-level beneficiaries to support compliance with Environmental Threshold Decisions for USAID environmental impact assessments..

Tasks that USAID may ask the Contractor to undertake during the period of performance include, but are not limited to:

- Assist USAID in developing and implementing strategic environmental communications plans for environmental compliance.
- Conduct surveys of current programs and literature reviews of related fields for lessons learned in effective messages in support of environmental management to a range of audiences.
- Assist USAID in telling stories to a range of end-users from USAID headquarters, legislative and public affairs offices, other USG, implementing partners, and project beneficiaries and community members.
- Determine most effective approach for messaging through program briefs, internal newspaper articles, webpages/social media and simple pictograms.
- Assist USAID in fostering an enhanced environment of host-country public participation surrounding the environmental impact assessment decision-making process of alternatives analysis

The services described above under 4. Knowledge Management, Learning and Communication correlate to CLIN Group 04 established in Section A.3.

A.6.6 INSTITUTIONAL AND PERSONNEL REQUIREMENTS

a. Institutional Expertise

As a technical advisor to USAID operating units regarding their compliance with legally-required analytical and reporting requirements, the contractor must have demonstrated expertise in the following areas (to the extent any topics are USAID-specific, comparable experience in work within a different environmental regulatory framework can also suffice):

Environmental protection and compliance documentation development:

- 22 CFR 216 documentation, including Initial Environmental Examinations, Environmental Assessments, Environmental Management Plans, Environmental Reviews, Environmental Status Reports, and Pesticide Evaluation Report and Safe Use Action Plans (PERSUAPs).
- Monitoring and evaluation of environmental impacts and the effectiveness of mitigation measures over the life of a project, including related topics such as environmental indicators and environmental impact budgeting.
- Social Impact Analysis, including conflict drivers.
- FAA section 118 and 119 reporting and implementation

Environmentally sound design and management, including but not limited to specific technical areas:

- Agricultural production and marketing, including agro-forestry and farmer-managed natural environments.
- Pesticide usage and Integrated Pest Management (IPM), including organic approaches.
- Watershed management and reforestation.
- Energy production (charcoal, biogas, wind, energy efficiency, etc.).
- Water quality assurance planning and implementation, including knowledge of appropriate environmental standards and monitoring.
- Road construction, rehabilitation, and maintenance plans.
- Small-scale infrastructure construction and rehabilitation (schools, health centers, facilities infrastructure, etc.).
- Medical waste management, including hazardous waste and sharps.
- Infectious disease vector control, including Indoor Residual Spraying (IRS) and bednets.
- Commodity procurement and packaging (e.g., medical materials and food aid).
- Micro and small business enterprise development, including Global Development Alliances, loan guarantees, and microfinance.
- Risk analysis and disaster risk reduction for hydro-meteorological hazards (floods, droughts, storm surges, etc.).
- Rapid environmental assessments in a context of post-disaster, post-conflict context.

Regional Experience and Linguistic Capability

The Contractor must have demonstrated regional experience and linguistic capability in USAID presence countries. Of particular importance are the French, Portuguese, and Spanish languages, but the Contractor must be able to procure translation services in other languages, as necessary, to implement the objectives of the contract.

Adult Learning Methods for Training, Distance Learning Approaches

The Contractor must have expertise in designing and implementing effective, participatory adult learning approaches to bring about specific organizational and behavioral change in targeted institutions, which will primarily be USAID missions and implementing partners. The contractor's staff is expected to combine technical abilities as adult professional facilitator/trainers with practical operational experience in the relevant discipline to bring both professional training delivery and technical credibility to each training event. The contractor should have the depth of training experience to innovate and continuously improve the success of training in environmentally sound design and environmental compliance procedures. One training direction in which USAID wants to expand its capacity for this topic is in distance learning, and the contractor should have demonstrated expertise in this area.

Knowledge Management

The Contractor must be capable of coordinating the collection, filing, and management of large quantities of data through different USAID software mechanisms. The Contractor should have demonstrated experience with improving the efficiency and functionality of electronic data management systems and should be able to process and present information appropriately for varied audiences, from advanced users to local communities in developing countries that may have little exposure to modern technology.

b. Key Personnel Requirements

The following Key Personnel positions should be identified in the response:

Senior Environmental Specialist/Team Leader
 Environmental Management and Training Specialist
 Environmental Impact Assessment Specialist

Subject to funding, these Key Personnel may need to work full-time. The Position Descriptions below provide the minimum requirements for each Key Personnel position. Transfer, removal, or replacement of key personnel, or changes in their job descriptions, is subject to prior approval by the CO, and will require submission of resumes/job descriptions for the key personnel which describe the function, responsibilities, and requirements in relation to the position.

Senior Environmental Specialist/Team Leader

The Senior Environmental Specialist/Team Leader shall be the Contractor's team leader and the primary point of contact for USAID. This specialist will be primarily responsible for the completion of all deliverables and ensuring timely reporting to USAID.

Work Experience: Must have at least 10 years' or senior-level, practical work experience relevant to the contract subject matter, preferably including U.S. Government, international, and environmental or natural resources management work experience in the developing world. The senior team lead must have substantial (5 years) of project management experience and 3 years of program management experience.

Supervisory and Management Experience: Must have senior-level supervisory and/or management work experience, including: (1) direct supervision of professional and support staff, (2) quality evaluation of staff performance and deliverables, and (3) contract management.

Position Description: The Senior Environmental Specialist/Team Leader shall have the authority and responsibility to administer and manage the contract. The responsibilities may include: technical leadership for and supervision of consultant staff; quality control and ensuring timeliness of all deliverables; preparation or supervision of work plans and financial, logistical, and other documents; review of all financial and logistical information on a periodic basis; recommendation and evaluation of proposed staff; serving as a primary point of contact for the Contractor to the USAID Contracting Officer and COTR; serving as the principal liaison with USAID staff, institutions, and client partners to exchange information and develop professional relationships; and making verbal or written presentations, as requested by the COTR, to varied audiences.

This member of the team should have demonstrated broad management and team building experience, preferably in developing countries with USAID programs, especially those requiring large programmatic flexibility and political sensitivity. Prior experience working on such programs in the developing world is highly preferable. Broad technical experience with environmental impact assessment, the Agency's environmental regulations, monitoring, and enforcement, knowledge databases, websites, other cutting-edge information tools, providing training in these areas, and policy dialogue is preferred and should be strongly indicated. The Senior Environmental Specialist/Team Leader must have extensive experience with USAID's environmental review procedures (22 CFR 216), other current U.S. Government environmental impact assessment procedures as mandated under the National Environmental Policy Act of 1970, as amended, and USAID policy. The Senior Environmental Specialist/Team Leader must demonstrate knowledge of and experience with: the application of USAID's ADS 204 processes; field-based capacity-building in environmental management and ESD; application of USAID environmental procedures; and communication at a practical level to implementers of environmental programs, many of whom are USAID Foreign Service Nationals (FSNs), foreign Contractors, and partners, with varying levels of education and experience. The Senior Environmental Specialist/Team Leader must have excellent analytical, writing, communication, presentation, and training skills.

Environmental Management and Training Specialist

Work Experience: Must have at least five years of progressively more responsible practical work experience, preferably including U.S. Government, international, and environmental or natural resources management work experience in the developing world.

Supervisory Experience: Must have demonstrated ability to manage complex programs and a range of people with various levels of education, training, and experience.

Position Description: The Environmental Management and Training Specialist may be asked to carry out activities such as: (1) conducting training needs assessments; (2) identifying appropriate training and facilitating, organizing, and leading training courses, as appropriate; (3) advising on procedures for monitoring and evaluating the impact of training efforts; and (4) supporting development and preparation of training materials. The Environmental Management and Training Specialist must have extensive, demonstrated, practical experience with environmental impact assessment and environmental issues in the developing world, as well as excellent analytical, writing, communication, presentation, and training skills.

Environmental Impact Assessment (EIA) Specialist

Education: Masters or PhD degree in a related area.

Work Experience: Must have at least 10 years of progressively more responsible practical work experience, preferably including U.S. Government, international, and environmental or natural resource management in the developing world.

Supervisory Experience: None required.

Position Description: The Environmental Impact Assessment Specialist may be asked to carry out activities such as: (1) supporting environmental assessment preparation, review, and monitoring and evaluation; (2) ensuring compliance with USAID 22 CFR 216 and relevant sections of the Foreign Assistance Act with regard to USAID activities; (3) assessing environmental and social impacts of planned or ongoing development activities (such as Foreign Assistance Act sections 117, 118, and 119); and (4) advising on steps and actions to mitigate potential or existing negative impacts of development activities. The Environmental Impact Assessment Specialist must have demonstrated, extensive, practical experience with environmental impact

assessments and with environmental issues in the developing world, as well as excellent analytical, writing, communication, presentation, and training skills.

c. Other Personnel

In addition to Key Personnel, a variety of other technical specialists will be needed on a less than full-time basis. The specific specialties will be task dependent and specified in the work plan. For budgeting purposes, estimates of the number of days are included in section A.3, but this is not a guarantee. Indicative specialties the contractor should demonstrate the ability to access includes, but is not limited to: database management, environmental monitoring and evaluation, environmental auditing, environmental aspects of public health pesticide use, environmental monitoring and evaluation. In addition, demonstrable access to training and other technical staff who are local to many of the countries in which USAID works will be important.

For the relevant CLINs established in section A.3, which mention junior level, mid-level and senior level staff, following are the definitions to be used in making those determinations.

- Junior-level staff. Requires Bachelor's degree in a relevant field and at least 2-3 years relevant work experience.
- Mid-level staff. Requires Master's degree or PhD in a relevant field, at least 3-5 years relevant work experience, including overseas work experience, and demonstrated ability to produce high-quality products independently.
- Senior-level staff. Requires Master's degree or PhD in a relevant field, at least 6-10 years relevant work experience, including substantial overseas experience, demonstrated ability to produce high-quality and complex products independently, as well as demonstrated leadership capacity.

A.7 REPORTS & DELIVERABLES

CONTRACT DELIVERABLES

Unless otherwise allowed by the COTR, the Contractor shall submit all reports and other written products produced under this contract as an electronic file and shall provide these reports in the native program format. For example, reports and other products generated in MS Word may be submitted in Adobe PDF format, if desired, but they must also be submitted in MS Word format.

The recipient will submit reports to the USAID COTR as described below. The exact format for preparation of all reports will be determined in collaboration with the COTR at the beginning of the task order. However, the format may be updated or revised over the life of the task order. The time frames indicated below are calendar days.

- a) Initial and annual work plan (s): Within 15 days of award, and annually thereafter, the Contractor will submit for COTR approval a work plan describing the activities anticipated during the period from Date of Award to one year after date of award. The plan shall detail the proposed activities, calendar and allocations of human and financial resources and overall strategy for that year. This work plan will be updated during the year as required. No activities shall be conducted without prior approval by the COTR as part of a work plan (as may be amended).
- b) Quarterly expenditure reports. Ten days prior to the end of the first calendar quarter after

award, and ten days prior to the end of each quarter thereafter, the Contractor shall submit to the COTR a quarterly expenditure report showing current and cumulative information relating to actual and projected project expenditures. The report shall indicate the task order ceiling, the amount obligated to date, the total disbursed, the last payment amount, and the actual and projected accrued expenditures through the end of the quarter. The report shall also estimate expenditures from the end of the quarter to the end of the contract period. The report shall state the costs and person hours of staff devoted to produce a) each report to Congress, b) the development and maintenance of web sites, and c) the production of success stories including the number of success stories produced.

- c) Semi-Annual progress reports. The Contractor shall prepare and submit semi-annual progress reports due six months after the award, and every six months thereafter. These shall describe the work accomplished and its relation to the work plan. They shall also identify gaps in performance, the reason for these gaps, and steps taken to address any problems. Included in the reports will be information on the use of all databases and systems.
- d) Final report. 90 days after the completion date of this task order (end of base year and option year, if exercised), the contractor shall submit a final report which includes: an executive summary of the contractor's accomplishments in achieving results and conclusions about areas in need of future assistance; an overall description of the Contractor's activities and attainment of results, as appropriate, during the life of the task order; significance of these activities; important lessons learned; comments and recommendations; and a fiscal report that describes how the Contractor's funds were used.

CLIN DELIVERABLES

PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services and support to be furnished here-under shall be made by the COTR.

SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy and conformance to requirements by the COTR or his/her designee. Inspection may include validation of information or inspection of the deliverables. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality and adequacy of all deliverables.

BASIS OF ACCEPTANCE

The basis for acceptance will be in compliance with best commercial practices. Support products and travel will be accepted upon receipt of proper documentation as specified in this solicitation.

1. Reports, documents and narrative type deliverables will be accepted when all discrepancies, errors or other deficiencies identified in writing by the Government have been corrected.
2. If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

3. All of the Government's comments to deliverables must either be incorporated in the succeeding version of the deliverable or the Contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.
4. If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, improper format, inaccurate information or statistics, or otherwise does not conform to the requirements, the document may be immediately rejected without further review and returned to the Contractor for correction and resubmission. If the Contractor requires additional Government guidance to produce an acceptable draft, the Contractor shall arrange a meeting with the COTR.
5. All training materials and events shall follow the same acceptance criteria. Training events will be followed by student evaluations reported to the COTR and Activity manager within one week of the training event.

The contractor will develop the specific deliverables for each CLIN/T&M Effort ordered by USAID through this contract. The contractor will maintain the deliverables in their workplan that must be approved by the COTR.

A.8 PAYMENT MILESTONES

The following payment milestones are established for each of the following Fixed-priced CLINS listed below:

CLIN Number	DESCRIPTION	PAYMENT MILESTONES
01A	Contract Management and Reporting Costs	Submission of Quarterly Progress Reports
	Database Development Costs	Percentage complete milestones tied to database SOW
02A	Training in environmental compliance and environmentally sound design and management (ESDM), for USAID staff and partners: 1 day	Percentage complete: 50% and 100%
02B	Training in environmental compliance and ESDM, for USAID staff and partners: 2 day	Percentage complete: 50% and 100%
02C	Training in environmental compliance and ESDM, for USAID staff and partners: 3 day	Percentage complete: 50% and 100%
02D	Training in environmental compliance and ESDM, for USAID staff and partners: 4- to 5-day	Percentage complete: 50% and 100%
02E	Pre-planning of training event that includes field work, for 1- to 2-day training	Completion
02F	Pre-planning of training event that includes field work, for 3- to 5-day training	Completion
03A	Level 1 Environmental Review	Completion
03B	Level 2 Environmental Review	Completion

03C	Level 3 Environmental Review	Completion
03D	Scoping Statement for Environmental Assessment, with minimal public consultation	Percentage complete: 50% and 100%
03E	Scoping Statement for Environmental Assessment, with significant public consultation	Percentage complete: 50% and 100%
03F	Tropical Forestry and Bio-diversity (FAA 118 and 119) analysis	Percentage complete: 33%, 66% and 100%
04A	Document translation (by page, from English; into Spanish, French or Portuguese)	Completion
04B	Oral interpretation, consecutive (by the day, from Spanish, French or Portuguese; into English)	Completion
04C	Environmental Procedures "Best Practice Review" of USAID operating unit environmental compliance status, policies, procedures and capacities	Completion of in-mission portion of BPR & delivery of final BPR Report and Action Plan

For reimbursables (travel, transportation, per diem, etc.) and time and material portion of the award, the contractor may invoice as costs are incurred but no more than once every (30) thirty days. In order receive payment, all deliverables must be accepted and approved by the COTR.

A.9 INVOICES

One (1) original of each invoice shall be submitted on an SF-1034 Public Voucher for Purchases and Services Other Than Personal to:

Office of Financial Management,
M/CFO/CMP/DC
1300 Pennsylvania Avenue, NW
Washington DC 20523

Electronic submission of invoices is required; paper copies will not be accepted. The SF-1034 must be signed, and it must be submitted along with the invoice and any other documentation in Adobe. E-mail to ei@usaid.gov

A.10 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to make or approve any changes in the requirements of this task order and notwithstanding any provisions contained elsewhere in this task order, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment shall be made in the contract terms and conditions, including price.

A.11 TECHNICAL DIRECTION

USAID/Africa Bureau's Office of Sustainable Development shall provide technical oversight to the Contractor through the designated COTR. The contracting officer shall issue a letter appointing the

COTR for the task order and provide a copy of the designation letter to the contractor.

A.12 PERIOD OF PERFORMANCE

The estimated period of performance of this contract is from date of award through one year, with one one-year option period.

A.13 KEY PERSONNEL

The following labor category is designated as Key Personnel for this contract:

Any change in Key Personnel requires advanced written approval of the COTR and CO.

A.14 PLACE OF PERFORMANCE

This work will be performed in the Washington D.C. area and USAID Missions as described in the SOW and as directed by USAID.

A.15 TECHNICAL DIRECTIONS

Technical Directions during the performance of this task order shall be provided by the Contracting Officer's Technical Representative (COTR) as indicated in the COTR designation letter.

The COTR or his/her alternate is authorized to accept or reject deliverables under this contract. The COTR shall make the final inspection and accept or reject for the Government.

A.16 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this task order is 000.

A.17 ACCOUNTING AND APPROPRIATION DATA

Item #	Accounting Template	BBFY	EBFY	Fund	OP	Program Area	Dist. Code	Program Elem	Team/Div.	BGA	SOC	Obligated	Req. #
1	AFR Program Funds	2010	2011	DV	AFR/SD	A21	698-M	A086	AF/SD	698	4100301	\$729,564.00	REQ-AFR-11-000044
2	AFR Program Funds	2011	2012	DV	AFR/SD	A21	698-M	A086	AF/SD	698	4100301	\$500,000.00	REQ-AFR-11-000044
3	GH-HN Program Funds	2011	2012	GH-C	GH/HIDN	A11	936-3100	A049	(None listed)	997	4100301	\$145,000.00	REQ-GH-11-000060
4	ANE Program Funds	2010	2011	DV	ASIA/SPO	A21	498-W	A085	(None listed)	498	4100301	\$485,000.00	REQ-ASIA-11-000033

5	ANE Program Funds	2010	2011	DV	ASIA/SPO	A21	498-W	A086	(None listed)	498	4100301	\$15,000.00	REQ-ASIA-11-000033
6	EGAT-ESP Program Funds	2010	2011	DV	EGAT/ESP	A21	936-4250	A086	EGAT/ESP	997	4100301	\$200,000.00	REQ-EGAT-11-000204
7	LAC Program Funds	2010	2011	DV	LAC/RSD	A21	598-W	A085	LAC/RSD	000	2511400	\$220,000.00	REQ-LAC-11-000046
8	LAC Program Funds	2011	2012	DV	LAC/RSD	A27	598-W	A141	LAC/RSD	000	2511400	\$80,000.00	REQ-LAC-11-000046
9	2011 DCHA Program Funds	2011	(None listed)	CT-X	DCHA/FFP	A22	DCHA-FFP-TA	A089	(None listed)	000	2510816	\$680,000.00	REQ-FFP-11-000145
10	2011 DCHA Program Funds	2011	(None listed)	CT-X	DCHA/FFP	A22	DCHA-FFP-TA	A089	(None listed)	000	2510800	\$175,000.00	REQ-FFP-11-000149
											TOTAL OBLIGATED	\$3,229,564.00	

A.18 SECURITY CLEARANCES

All personnel working under this Contract must have applicable security clearances, as necessary.

A.19 PRIVACY ACT

Data handled under this contract contain Privacy Act data and must be handled in accordance with the Privacy Act of 1974, as amended.

A.20 LANGUAGE REQUIREMENTS

All deliverables shall be produced in English. Ability to hire local language expertise is required when necessary for the completion of field support tasks.

A.21 BRANDING

The Contractor shall comply with the requirements of the USAID "Graphic Standards Manual" in accordance with ADS 320, available at www.usaid.gov/branding, or any successor branding policy.

A.22 GOVERNMENT FURNISHED FACILITIES OR PROPERTY

The Contractor and any employee or consultant of the Contractor is prohibited from using U.S. Government facilities (such as office space or equipment) or U.S. Government clerical or technical personnel in the performance of the services specified in the Task Order unless the use of Government facilities or personnel is specifically authorized in the Task Order or is authorized in advance, in writing, by the COTR.

A.23 CONFIDENTIALITY AND OWNERSHIP OF INTELLECTUAL PROPERTY

All reports generated and data collected during this project shall be considered the property of USAID and shall not be reproduced, disseminated or discussed in open forum, other than for the purposes of completing the tasks described in this document, without the express written approval of a duly-authorized representative of USAID. All findings, conclusions and recommendations shall be considered confidential and proprietary.

A.24 CONTRACTOR'S STAFF SUPPORT, AND ADMINISTRATIVE AND LOGISTICS ARRANGEMENTS

The Contractor shall be responsible for all administrative support and logistics required to fulfill the requirements of this task order. These shall include all travel arrangements, appointment scheduling, secretarial services, report preparations services, printing, and duplicating.

A.25 PERIODIC PROGRESS REPORTS (July 1998) (CIB 98-21)

(a) The contractor shall prepare and submit progress reports as specified in the Schedule of this contract. These reports are separate from the interim and final performance evaluation reports prepared by USAID in accordance with (48 CFR) FAR 42.15 and internal Agency procedures, but they may be used by USAID personnel or their authorized representatives when evaluating the contractor's performance.

(b) During any delay in furnishing a progress report required under this contract, the contracting officer may withhold from payment an amount not to exceed US\$25,000 (or local currency equivalent) or 5 percent of the amount of this contract, whichever is less, until such time as the contracting officer determines that the delay no longer has a detrimental effect on the Government's ability to monitor the contractor's progress.

A.26 AIDAR 752.7005 SUBMISSION REQUIREMENTS FOR DEVELOPMENT EXPERIENCE DOCUMENTS (JAN 2004) (AAPD 04-06)

(a) Contract Reports and Information/Intellectual Products.

(1) The Contractor shall submit to USAID's Development Experience Clearinghouse (DEC) copies of reports and information products which describe, communicate or organize program/project development assistance activities, methods, technologies, management, research, results and experience as outlined in the Agency's ADS Chapter 540. Information may be obtained from the Cognizant Technical Officer (COTR). These reports include: assessments, evaluations, studies, development experience documents, technical reports and annual reports. The Contractor shall also submit to copies of information products including training materials, publications, databases, computer software programs, videos and other intellectual deliverable materials required under the Contract Schedule. Time-sensitive materials such as newsletters, brochures, bulletins or periodic reports covering periods of less than a year are not to be submitted.

(2) Upon contract completion, the Contractor shall submit to DEC an index of all reports and information/intellectual products referenced in paragraph (a)(1) of this clause.

(b) Submission requirements.

(1) Distribution.

(i) At the same time submission is made to the COTR, the Contractor shall submit, one copy each, of contract reports and information/intellectual products (referenced in paragraph (a)(1) of this clause) in either electronic (preferred) or paper form to one of the following:

(A) Via E-mail: docsubmit@dec.cdie.org;

(B) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA;

(C) Via Fax: (301) 588-7787; or

(D) Online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>

(ii) The Contractor shall submit the reports index referenced in paragraph (a)(2) of this clause and any reports referenced in paragraph (a)(1) of this clause that have not been previously submitted to DEC, within 30 days after completion of the contract to one of the address cited in paragraph (b)(1)(i) of this clause.

(2) Format.

(i) Descriptive information is required for all Contractor products submitted. The title page of all reports and information products shall include the contract number(s), Contractor name(s), name of the USAID cognizant technical office, the publication or issuance date of the document, document title, author name(s), and strategic objective or activity title and associated number. In addition, all materials submitted in accordance with this clause shall have attached on a separate coversheet the name, organization, address, telephone number, fax number, and Internet address of the submitting party.

(ii) The report in paper form shall be prepared using non-glossy paper (preferably recycled and white or off-white using black ink. Elaborate art work, multicolor printing and expensive bindings are not to be used. Whenever possible, pages shall be printed on both sides.

(iii) The electronic document submitted shall consist of only one electronic file which comprises the complete and final equivalent of the paper copy.

(iv) Acceptable software formats for electronic documents include WordPerfect, Microsoft Word, and Portable Document Format (PDF). Submission in PDF is encouraged.

(v) The electronic document submission shall include the following descriptive information:

(A) Name and version of the application software used to create the file, e.g., MSWord6.0 or Acrobat Version 5.0.

(B) The format for any graphic and/or image file submitted, e.g., TIFF-compatible.

(C) Any other necessary information, e.g. special backup or data compression routines, software used for storing/retrieving submitted data or program installation instructions.

A.27 GSA CONTRACT CLAUSES

All contract clauses as applicable in the Cadmus' GSA Multiple Award Schedule Contract Number GS-10F-0105J will apply to this Task Order.

A.28 ADDITIONAL FAR & AIDAR CLAUSES

In addition to the clauses in C.1, the following clauses are applicable to this procurement. Full text of FAR Clauses can be found at www.acquisition.gov and AIDAR Clauses can be found at <http://www.usaid.gov/policy/ads/300/aidar.pdf>

FAR CLAUSES:

Number	Title	Date
52.216-31	Time-and-Materials/Labor-Hour Proposal Requirements Commercial Item Acquisition.	Feb 2007
52.225-19	Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission Outside the United States	Mar 2008
52.232-18	Availability of Funds	Apr 1984
52.245-1	Government Property	Aug 2010

AIDAR CLAUSES:

Number	Title	Date
752.202-1	Definitions	Jan 1990
752.211-70	Language and Measurement	June 1992
752.225-70	Source, Origin and Nationality Requirements	Feb 1997
752.227-14	Rights in Data – General	Oct 2007
752.228-3	Worker's Compensation Insurance (Defense Base Act)	
752.228-7	Insurance – Liability to Third Persons	
752.228-9	Cargo Insurance	
752.228-70	Medical Evacuation (MEDEVAC) Services	July 2007
752.242-70	Periodic Progress Reports	Oct 2007
752.7003	Documentation for Payment	Nov 1998
752.7004	Emergency Locator Information	July 1997
752.7005	Submission Requirements for Development Experience Documents	Oct 1997
752.7006	Notices	Apr 1984
752.2018	Health and Accident Coverage for USAID Participant Trainees	Jan 1999
752.7019	Participant Training	Jan 1999
752.7023	Required Visa Form for USAID Participants	Apr 1984
752.7025	Approvals	Apr 1984
752.7032	International Travel Approval and Notification Requirements	Jan 1990
752.7034	Acknowledgment and Disclaimer	Dec 1991

A.29 REPORTING ON TAXATION OF U.S. FOREIGN ASSISTANCE

(a) Reporting of Foreign Taxes. The contractor must annually submit a final report by April 16 of the next year.

(b) Contents of Report. The reports must contain:

(i) Contractor name.

(ii) Contact name with phone, fax and e-mail.

(iii) Agreement number(s).

(iv) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] on commodity purchase transactions valued at \$500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.

(v) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance is to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if an assistance program for Lesotho involves the purchase of commodities in South Africa using foreign assistance funds, any taxes imposed by South Africa would not be reported in the report for Lesotho (or South Africa).

(vi) Any reimbursements received by the Contractor during the period in (iv) regardless of when the foreign tax was assessed plus, for the interim report, any reimbursements on the taxes reported in (iv) received by the contractor through October 31 and for the final report, any reimbursements on the taxes reported in (iv) received through March 31.

(vii) The final report is an updated cumulative report of the interim report.

(viii) Reports are required even if the contractor did not pay any taxes during the report period.

(ix) Cumulative reports may be provided if the contractor is implementing more than one program in a foreign country.

(c) Definitions. For purposes of this clause:

(i) "Agreement" includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.

(ii) "Commodity" means any material, article, supply, goods, or equipment.

(iii) "Foreign government" includes any foreign governmental entity.

(iv) "Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

(d) Where. Submit the reports to: *M/FM/CMP ei@usaid.gov*

(e) Subagreements. The contractor must include this reporting requirement in all applicable subcontracts, subgrants and other subagreements.

(f) For further information see <http://www.state.gov/m/rm/c10443.htm>.

A.30 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 5 Days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2 years.

-END OF SECTION A-