



USAID
FROM THE AMERICAN PEOPLE

Mr. David Waines
EQUIP Liberia
14th Street at Coleman Avenue
Sinkor, Monrovia
Liberia

Reference: Malaria Communities Program FY08 RFA: M/OAA/GH-08-147

Subject: Cooperative Agreement No. GHS-A-00-08-00003-00

Dear Mr. Waines:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (USAID) hereby awards to EQUIP Liberia hereinafter referred to as the "Recipient", the sum of \$1,500,000.00 to provide support for a program in Liberia as described in the Schedule of this award and in Attachment B, entitled "PMI/EQUIP Liberia Malaria Prevention and Control through Capacity Building in Vulnerable Communities in Nimba and Sinoe Counties."

This Cooperative Agreement is effective and obligation is made as of the date of the signature of the Agreement Officer and shall apply to expenditures made by the Recipient in furtherance of program objectives during the period beginning with the effective date September 30, 2008 and ending September 29, 2011. USAID will not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

This Cooperative Agreement is made to the Recipient EQUIP Liberia, on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment A (the Schedule), Attachment B (the Program Description), Attachment C (Branding Strategy and Marking Plan), Attachment D (the Standard Provisions) and Attachment E (Initial Environmental Examination), all of which have been agreed to by your organization.

Please sign the original and all enclosed copies of this letter to acknowledge your receipt of the Cooperative Agreement, and return the original and all but one copy to the Agreement Officer.

Sincerely,

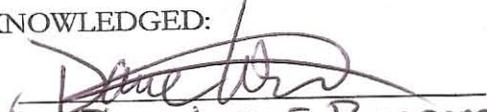
Jamie Alissa Beck
Agreement Officer
USAID

30 September 2008

Attachments:

- A. Schedule
- B. Program Description
- C. Branding Strategy & Marking Plan
- D. Standard Provisions
- E. Initial Environmental Examination

ACKNOWLEDGED:

BY: 

TITLE: Director of Programs EQUIP Liberia

DATE: September 29, 2008

A. GENERAL

1. Appropriation:
2. Amount Obligated this Action: \$525,000.00
3. Total Estimated USAID Amount: \$1,500,000.00
4. Total Obligated USAID Amount: \$525,000.00
5. Cost-Sharing Amount (Non-Federal): \$ 250,000.00
6. Activity Title: PMI/EQUIP Liberia Malaria Prevention and Control through Capacity Building
in Vulnerable Communities in Nimba and Sinoe Counties
7. USAID Technical Office: GH/HIDN/ID
8. Tax I.D. Number: N/A
9. DUNS No.: N/A
10. LOC Number: N/A

B. SPECIFIC

For AID/W Actions:

1. Commitment No: GH/HIDN-02600
2. Budget Fiscal Year: 2008
3. Fund: GH-C
4. Operating Unit: GH/HIDN
3. Strategic Objective: A11
4. Distribution: 936-3100
5. Management: A049
6. Benefiting Geo Area: 669
7. Object Class: 4100201
8. Commitment Amount: \$525,000.00

C. PAYMENT OFFICE

U.S. Agency for International Development
Office of Financial Management
M/CFO/CMP/DC, RRB 7.07-98B
1300 Pennsylvania Ave. NW
Washington, DC 20523

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ATTACHMENT A THE SCHEDULE

A.1 PURPOSE OF COOPERATIVE AGREEMENT

The purpose of this Cooperative Agreement is to provide support for the program described in Attachment 2 to this Cooperative Agreement entitled "PMI/EQUIP Liberia Malaria Prevention and Control through Capacity Building in Vulnerable Communities in Nimba and Sinoe Counties."

A.2 PERIOD OF COOPERATIVE AGREEMENT

The effective date of this Cooperative Agreement is September 30, 2008. The estimated completion date of this Cooperative Agreement is September 29, 2011.

A.3 AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT

1. The total estimated amount of this Cooperative Agreement for the period shown in A.2 above is \$1,500,000.00.
2. USAID hereby obligates the amount of \$525,000.00 for program expenditures during the period set forth in A.2 above and as shown in the Budget below. The Recipient will be given written notice by the Agreement Officer if additional funds will be added. USAID is not obligated to reimburse the Recipient for the expenditure of amounts in excess of the total obligated amount.
3. Payment shall be made to the Recipient in accordance with procedures set forth in 22 CFR 226 and the provisions entitled "Payment – Reimbursement (May 1986)."

A.4 COOPERATIVE AGREEMENT BUDGET

The following is the Agreement Budget, including local cost financing items, if authorized. Revisions to this budget shall be made in accordance with the Mandatory Standard Provision entitled "Revision of Award Budget (October 1998)."

TOTAL BUDGET

Cost Element	Cost in USD
Direct Costs:	\$1,500,000.00
Indirect Costs:	\$ -0-
Cost Share:	\$ 250,000.00
TOTAL:	\$1,750,000.00

A.5 REPORTING AND EVALUATION

1. Financial Reporting

The Recipient must submit one original and two copies. Financial Reports shall be in keeping with 22 CFR 226.

2. Program Reporting

The Recipient shall submit one original and two copies of an annual performance report to, the Cognizant Technical Officer (CTO). Annual performance report guidelines will be provided to the recipient post award.

In addition, the recipient shall submit quarterly project updates to the CTO thirty days following the end of the quarter. Guidelines for quarterly updates will be provided to the recipient post award.

3. Final Report

The Recipient must submit the original and one copy to M/FM, the Agreement Officer, and the CTO, and one copy, in electronic (preferred) or paper form of final documents 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>

Guidelines for the final reports will be provided by the CTO.

A.6 INDIRECT COST RATE

The Recipient has not proposed any indirect costs under this Cooperative Agreement.

A.7 TITLE TO PROPERTY

Property Title will be vested with the Cooperating Country.

A.8 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of services under this Cooperative Agreement is 935. The authorized geographic code for procurement of commodities under this Cooperative Agreement is 000.

A.9 COST SHARING

The Recipient agrees to contribute cost share in accordance with their approved budget. Please refer to Section A.4 for detailed budget information.

A.10 SUBSTANTIAL INVOLVEMENT

Substantial involvement during the implementation of this Agreement must be limited to approval of the elements listed below:

- a. approval of annual workplans and modifications that describe the specific activities to be carried out under the Agreement;
- b. approval of specified key personnel assigned to the positions listed below. The personnel currently listed have been approved. All changes thereto must be submitted for the approval by the Cognizant Technical Officer;

Title: Project Director

- c. approval of monitoring and evaluation plans, and USAID involvement in monitoring progress toward achieving expected results and outcomes;
- d. concurrence with the selection of sub-award recipients.

A.11 PROGRAM INCOME

Program income is not anticipated under this project. Should income be generated under this project, it will be added to the project in accordance with 22 CFR 226.24.

A.12 SPECIAL PROVISIONS

A.12.1 USAID DISABILITY POLICY (DEC 2004)

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:
http://www.usaid.gov/about_usaid/disability/.

(b) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

A.12.2 EXECUTIVE ORDER ON TERRORISM FINANCING (FEB 2002)

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement.

A.12.3 FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JAN 2002)

Funds in this [agreement, amendment] may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences" or as approved by the AO.

A.12.4 ACCOUNTING SYSTEM SURVEY

The Recipient shall undergo an accounting system survey after the award of the grant. The survey will be performed by USAID's Contract Audit Management Branch, Office of Acquisition and Assistance, Cost, Audit and Support Division. The survey is meant to determine if the Recipient's accounting system is in accordance with Generally Accepted Accounting Principles and if it is capable of accumulating costs for government contracting. The Recipient is required to implement recommendation(s) that may result from accounting system deficiencies noted during the survey of the accounting system. Payments for serviced rendered by the Recipient will be on a reimbursable basis during this period until the system is deemed adequate for government contracting.

A.12.5 WORKPLAN APPROVAL PROCESS

A workplan template will be provided to the Recipient within fifteen (15) days after award of this Cooperative Agreement. Final workplans will be due to the CTO approximately sixty (60) days after award of this Cooperative Agreement.

A.12.6 ENVIRONMENTAL CONCERNS

During the life of the Agreement, the Recipient will follow the approved environmental mitigation measures described in the Initial Environmental Examination, attached as Attachment E.

**ATTACHMENT B
PROGRAM DESCRIPTION**

A1. Executive Summary

Program Title: PMI /EQUIP LIBERIA Malaria prevention and control through capacity building in vulnerable communities in Nimba and Sinoe Counties

Program Location: Liberia, Nimba and Sinoe Counties (Malaria prevalence in both counties is 50-60%) focussing on the following Districts: -

Nimba – Sanniquellie Mah, Saclapea, Mah, Zoe Geh, Gbehlay Geh and Tapita

Sinoe –Butaw, Kpanyan, Juazon, Tarjuowon, Pyneston

Start and end dates: October 2008 – September 2011

Funding requested from PMI: \$1.5 million **Cash and in-kind contribution:** \$0.25 million

Total cost of program: \$1.75 million

Population and beneficiaries in proposed target areas:

Total population: Nimba 250,000, Sinoe – 35,000

Primary beneficiaries – 51,650 Children under 5 and 25,950 pregnant women (Nimba 45,000 / 22,800; Sinoe 6,650 / 3,150)

Other target groups: – PLWHAs: Nimba 4,000 Sinoe 2,500

Returned Internally Displaced Persons (IDPs) or refugees - Nimba 90,000; Sinoe 14,000

Poorest of the poor - Nimba 60,000; Sinoe 12,000.

Total Number of Targeted Beneficiaries in both Counties: 285,000 (total population)

Program Objectives:

- 1) Increase skills, knowledge and awareness of malaria prevention and control in the target populations
- 2) Increase proportion of pregnant women and children under five sleeping under an ITN
- 3) Increase the proportion of pregnant women receiving IPT during their pregnancy
- 4) Increase the proportion of children < 5 with suspected malaria receiving treatment with an ACT within 24 hours of onset of symptoms
- 5) Increase utilization of effective malaria treatment measures among community members we will measure it by % severe malaria seen in clinic ..see below page 14

Program Activities:

- Train 1500 Community Health Ambassadors (volunteers) to: deliver IEC at community / household level on malaria awareness, knowledge and skills with an emphasis on prevention; on malaria community case management (i.e. prompt referral for diagnosis and treatment at the nearest clinic and home based management of fever); distribution and correct and consistent use of LLINs; and attendance at antenatal care; through community mobilization / BCC (Behaviour change communication) in 310 communities.
- Support IPT activities in 17 clinics to ensure that at least 60% of ANC pregnant women receive at least two doses of IPT.
- Support CHT to deliver adequate quantities of IPT and ACT medication to all 17 clinics .
- Train /retrain staff in 17 MOH clinics on malaria diagnosis, recognition of danger signs and treatment protocols with ACTs in partnership with Mentor.

This program is fully within the parameters of the MCP and also the National Malaria Control Program. We estimate that the program activities will deliver 30% reductions in malaria in the target areas by 2011 in line with NMCP targets of 25% by 2010 and 50% by 2013.

A2. Organization Capacity and Past Performance

EQUIP LIBERIA ORGANISATIONAL BACKGROUND

EQUIP International is an American non-profit relief and development organization, which began providing integrated PHC services in partnership with Liberia's MoH and others in 1998. Previously (in 1993) the organisation pioneered the introduction of ITNs to Liberia in 1993. EQUIP LIBERIA places a strong emphasis on capacity building and has trained over 3,800 CHWs in over 450 communities worldwide.

EQUIP Liberia was formed out of EQUIP International and registered as a local Liberian NGO in 1999, specializing in training and equipping health workers and local community groups to transform their own communities through integrated, holistic community health projects.

EQUIP LIBERIA has been active in integrated community based malaria control programs since 1998 in Nimba and 2006 in Sinoe as part of wider primary health care rehabilitation and community based outreach and health promotion programs. Currently these cover 11 MOH Clinics in Nimba and 6 in Sinoe and more than 300 communities in the two counties. Our training and community development work extends across five Counties in Liberia. Donors include OFDA, BPRM, World Bank, EU, UNICEF and WHO. Our total operating budget for 2007 was \$1.7 million

EQUIP LIBERIA's key programs are:

1. Community-based integrated health education and PHC promotion using radio programs, bill boards and house to house training
2. EPI, outreach, support to Community Health Committees (CHCs) and clubs, agriculture and livelihoods training, training of Traditional Midwives (TMs) and CHAs in nutrition, STIs, HIV and AIDS
3. Education and mobilization of communities for hygiene awareness
4. Construction and use of appropriate water/ sanitation facilities and other infrastructure development
5. Child protection, prevention of human rights abuses, intermediate and long term care for malnourished, orphaned, abandoned and abused children including partnering with local adoptive or foster families
6. Training and equipping school health teachers to empower students as agents of change to transform community health, protection, and agriculture /nutritional practice through school clubs.
7. Protection against violence especially GBV through preventive education, care of victims, safe house, legal aid and case follow up to stop impunity

PAST EXPERIENCE IN COMMUNITY BASED PROGRAMMING

EQUIP LIBERIA has been working in Nimba County since 1997, providing integrated community based malaria control and other Primary Health Care and development services in partnership with the central MoH and the County Health Team. In 2003 EQUIP LIBERIA was the only NGO to remain in Nimba providing community based health services throughout the combat. EQUIP LIBERIA then re-supplied essential drugs to 23 PHC clinics in Nimba County in October-December 2003 with support from its partners. Providing basic health care and transformational health education with an emphasis on malaria reduction for the most vulnerable groups is EQUIP LIBERIA's priority.

Working closely with MENTOR and other INGOs, EQUIP LIBERIA has extensive, ongoing malaria reduction activities including widespread distribution of ITNs, ACT trainings and other vector control.

Our four year (ongoing) program with OFDA to rehabilitate community based Primary healthcare in Nimba, in partnership with MoH, has a strong, documented record of innovative success in reducing morbidity and mortality through re-establishing primary health care clinics, increasing immunization levels and promoting transformational community based health education.

For example, in remote target communities in the Nimba program, use of ITNs rose from less than 2% in 2004 to 38% of the population by March 2007. Over the same period, EQUIP LIBERIA's programming contributed to a drop in the crude mortality rate from 1.8 to .8 in target communities in Nimba. Similarly our community based work in Sinoe has had a marked impact on morbidity and mortality since it's inception in November 2006.

For BCC activities, EQUIP Liberia produces its own disease prevention training manuals, bill boards, posters, radio programs and other training materials that are appropriate to Liberian culture. These resources are being used successfully by many MoH and NGO health projects in Liberia (i.e. ACF, AEL, CCF, ELWA, Merlin, MDM, MSF, NWMTI, Samaritan's Purse, Solidarites, Tearfund, ULICARD, ZOA). Our health education radio broadcasts reaches a 195,000 listening audience twice weekly on seven FM radio stations supported by OFDA and other donors

Training local volunteers is another key aspect of EQUIP LIBERIA's approach. Every component of this project will encourage community participation to the greatest extent possible. The 1,500 voluntary Community Health Ambassadors (CHAs) will be trained and supported to continually promote new understanding and improved health-related behaviours in the community through community meetings, workshops, and regular house-to-house visits. Lead CHAs will receive bi annual TOT training in the strategy, supervision and full time promotion of malaria prevention and management activities. CHAs will be trained by senior trainers and equipped with training materials to facilitate community members' adoption of new understanding and practice empowering them to develop malaria control and prevention as part of wider good health, hygiene, sanitation and nutrition practices, working with the resources available. It is clear from the success of the CHA model (which was noted in an OFDA field visit in 2007), that it is possible even in very fragile communities, to build capacity and resilience and to produce real impact on health status.

We will not have a sub-partner, but we will work with a wide range of local partners, including the following: -

- MOH County Health Teams and staff of 17 MOH Primary Health Clinics
- Over 300 communities in the target areas in both Counties
- CBO's such as CHCs, schools, churches, clubs and other structures in targeted communities.
- Partner local NGO's and INGO's
- CHC members, CHAs, TTMs and other influential individuals at community level

EQUIP LIBERIA is committed to ensuring the closest coordination of activities and information sharing with the UN, INGO community, Liberian Government, and donor community in Liberia.

We work in coordination with regional and international organizations, government entities and communities to prevent duplication of effort and maximize overall project impact and capacity building.

PAST EXPERIENCE IN MALARIA CONTROL AND PREVENTION

EQUIP LIBERIA staff pioneered the introduction of ITN's and re treatment programs to Liberia in 1993 using ITNs produced by our women's group in Cote d'Ivoire. EQUIP Liberia also produced the first ITNs in Liberia through our Ganta women's groups in Nimba County starting in 1998. In 2002 this production was discontinued because of a policy of free net distribution.

EQUIP LIBERIA has been very active in integrated community-based Malaria control programs in Nimba since 1998 and in Sinoe since late 2006. The holistic approach of mainstreaming and prioritizing Malaria reduction as a key element to our integrated PHC, Health Education, Watsan Nutrition and Human rights protection and access to justice program makes a strong network for social marketing and produces significant results in communities.

Our CHAs have promoted subsidized purchase and distributed free ITNs first targeting pregnant women and under fives. They have facilitated the destruction of mosquito breeding areas and other vector control, mobilized communities for community cleanup campaigns, advocate/advised for the use of SP prophylaxis for pregnant women and other vulnerables, and promoted home based first aid treatment for malaria. The CHW/CHAs educate community members on the importance of prompt treatment, the advantages of the new ACT malaria treatment protocol and refer all cases to their nearest community health service. EQUIP LIBERIA's malaria reduction work is done in close partnership with Mentor. Mentor has trained EQUIP LIBERIA supported clinic staff in Nimba county on Clinic level management of Malaria using the new ACT malaria treatment protocol EQUIP LIBERIA has also assisted Mentor in the wide distribution of nets to vulnerable groups in both Nimba and Sinoe Counties.

WORKING RELATIONSHIP WITH GOVERNMENT AND NMCP

EQUIP LIBERIA staff collaboration with the Ministry of Health started in 1993 and EQUIP LIBERIA have been working with the team implementing the National Malaria Control Program since 1999. We have very close working relations with the MOH at County, District and Clinic level in Nimba and Sinoe through our programs supporting delivery of integrated PHC services. Malaria control is a key component of these programs, thus EQUIP LIBERIA works closely with NMCP distributing nets, doing IEC and BCC for the prevention and management of malaria cases at community level and training of MOH clinical staff in the management of malaria at the clinics level with ACT – these trainings are done in partnership with MENTOR. This proposal has been discussed with NMCP and they have been helpful in contributing to the program design .

EQUIP LIBERIA has a long commitment to close collaboration with the central MOH, the NMCP and the County Health Teams and to building local capacity through all our activities. EQUIP LIBERIA participates in all national health and malaria planning and coordination including the National Health Policy and Plan, the National Malaria Control 5 year Strategic Plan and the introduction of the Basic Package of Health Services and other national health plans. We participate fully in the monthly MOH Nimba County Health Team and Sinoe CHT, the MOH central

coordination meetings, the NMCD monthly meetings, the INGO health coordination meetings and the INGO Monitoring and Steering Group (MSG).

EQUIP LIBERIA's support (training, technical support, capacity building and provision of emergency allowances) to the MOH clinics in Nimba and Sinoe (through OFDA, USAID BPRM and ECHO) is part of a nation-wide program of international agency support for primary health care services throughout Liberia, and of the MoH Transition Plan. All the clinics we support are fully incorporated into the MoH permanent health care system.

In all our primary health care and prevention, nutrition and hygiene work, EQUIP LIBERIA will continue to use the Malaria Strategic 5 year plan plus the National Health Plan, Health Policy, Basic Package of Health Services and MOH prevention and treatment protocols.

Three past performance references are attached.

A 3. Project Context / Description of Existing Gaps

Because of our current operational presence in the target areas, we are aware that the following gaps exist across in all our new target communities: -

1. Lack of community mobilization / BCC approaches / training of community health workers in order to increase the overall number of LLINs in use by pregnant women and children under five (training needs to reach the household level in order to be effective)
2. Lack of availability of ITNs
3. Although IPT is part of the Basic Health and social welfare Package being implemented in all our target health facilities, there has been gaps in MCP services due to: MCP activities including ACT and IPT drug distribution being the sole responsibility of the MoH (not the implementing partner) and there has been gaps in drug availability and drug distribution. The low % uptake of IPT noted at the clinic level also indicates a gap of knowledge at the community level convincing women of the importance of early and consistent ANC visits to the clinics, the pregnant women not seeking ANC care at the clinic until 3rd trimester, therefore only 1 dose of IPT is given according to MoH policy. A more concerted effort is needed at the community level to encourage pregnant women to seek early and consistent antenatal care at the clinics through the training of Community Health workers and TTMs and through community BCC approaches aimed at increasing the proportion of pregnant women who receive at least two doses of IPT and other community-based activities to encourage malaria control to reduce the burden of malaria both in pregnancy and among community members;
4. Gaps in effective professional training in malaria diagnosis or recognition of danger signs, and treatment with ACTs at government health facilities (OIC/nurses often adhere to the same belief that ACT is bad because of side effects) and at the community / household level by providing IEC aimed to support appropriate health seeking behavior and increasing early and effective treatment of malaria and treatment adherence; (Equip Liberia present program does not focus on malaria prevention alone therefore increased attention to the development of appropriate training/education strategies are needed to target a major reduction in malaria morbidity and mortality.)

5. There is a need to provide training and support to community health workers in malaria community case management (i.e. homebased management of fever) activities and promoting correct and consistent use of ITNs by members of their community;

CURRENT HEALTH STATUS OF THE TARGET POPULATION

Target populations are as follows

Table 1. Summary of EQUIP LIBERIA Target populations

<i>Beneficiaries</i>	Total population	<i>Children <5</i>		<i>Children 5-17</i>		<i>Adult</i>	
		Male	Female	Male	Female	Male	Female
Sinoe	35,000	3118	3182	6063	6186	8143	8308
Nimba	250,000	22274	22728	43310	44186	5816	59338
						4	

Primary beneficiaries – Nimba 45002 children under 5 and 22,800 pregnant women

- Sinoe 6650 children under 5 and 3,150 pregnant women

Totals 51,302 Children under 5 and 25,950 Pregnant Women

EQUIP LIBERIA has recently carried out (December 2007) a household survey in Nimba and a Knowledge, Attitudes, Practices (KAP) survey in Sinoe and data compilation and analysis are underway but results not available yet.

HEALTH STATUS IN TARGET DISTRICTS

Nimba County is in the North East of Liberia and has long borders with both Ivory Coast and with Guinea's forest regions. Many communities are remote, underserved, and have no access to basic protection, health or other services. In many of these communities, people must walk over eight hours to reach the nearest health facility. These target communities were originally selected in 2005 on the basis of EQUIP LIBERIA surveys which identified them as having the worst health indicators in the region, being underserved, remote and having a high proportion of returnees and other war-affected newly returned vulnerable people. EQUIP LIBERIA's March, April, May 2007 family survey results in target communities in Nimba revealed that Malaria was the leading cause of death at 31%/ 24%, (< 5's/> 5's), well ahead of the second most common cause (Diarrhea/dysentery 25%/20%). Crude mortality rate is 1.2, Maternal Mortality is 586, <5 mortality rate is believed to be worse than the underreported 104/1000. Most deaths are preventable by low cost sustainable community based education and mobilization interventions.

We participated in two assessments of health provision in Sinoe County in November 2005 and September 2006 after several years without any external health agencies or NGO support to health services in the County. Equip Liberia began its first program in 3 months launching PHC and WATSAN activities in November 2006. After this initial period, the PHC initiative could not continue until ECHO funding arrived in May 2007. (closes April 2008). The population in Sinoe face considerable challenges in accessing health care. Road conditions especially in rainy season are a major constraint to both services and monitoring often large areas of the county are completely cut off, leaving many communities with little or no access to basic health care. PHC activities have

picked up in December with the onset of dry season and road work funded by USAID has begun.

Table 2 Baseline

Indicator	MOV	Baseline Jan 04 (reflects 2003 conflict/crisis)	Current baseline 07
NIMBA TARGET AREAS			
% decrease in cases of malaria requiring treatment outside the home	Clinic data	101/1000 per month	62/1000 per month
ACT usage rates	Clinic data: # of malaria pts/drug consumption reports	n/a	n/a
% of people using ITNs	Annual survey	11%	38%
% of children <5 sleeping under ITNs	Annual survey		n/a
% of pregnant women sleeping ITNs	Annual survey		n/a
% children < 5 with malaria receiving appropriate treatment	Clinic MCH reports	n/a	84%*
% children < 5 presenting with severe malaria receiving appropriate treatment	Clinic reports	n/a	n/a
% pregnant women receiving IPT	Clinic MCH reports	72%	85%*
% pregnant women receiving IPT 2			n/a
SINOE TARGET AREAS			
% decrease in cases of malaria requiring treatment outside the home	Clinic data	101/1000 per month	62/1000 per month
% children < 5 with malaria receiving ACT treatment in clinic?	Clinic data: drug consumption reports		n/a
% of people using ITNs	Annual survey	11%	n/a
% children < 5 with malaria receiving appropriate treatment in clinic?	Clinic MCH reports	n/a	n/a
% pregnant women receiving IPT	Clinic MCH reports		67%*

* Note: Statistics for 2007 are based on % of patients presenting at clinics not total # of pregnant women / # < 5 children in the general population. The aim of this programme is to increase numbers going to the clinics for ANC/ ACT treatment – which is much more difficult to achieve.

Sources: EQUIP LIBERIA surveys (Nimba) Dec 2007 (Sinoe) Nov 06

HEALTH SEEKING BEHAVIORS IN TARGET DISTRICTS

Because of EQUIP LIBERIA's long term involvement in Nimba, we now have many years experience of household behaviours, care seeking practices and the effectiveness of different strategies to influence these. Factors inhibiting health-seeking behaviours include:

- Mother's traditionally will wrap children in blankets when they have a fever.
- Severe or Cerebral malaria is often attributed to witchcraft and therefore, country witch doctors are sought rather than professional clinic services.
- The side effects of the ACT (artesunate + amodiaquine combined therapy) used in Liberia, causing extreme weakness, is a great concern among Liberians and is being blamed for the death of weak and fragile patients. Many Liberians therefore refuse to take ACT or do not complete treatment due to this side effect.
- At present ACT is only available at health facilities which for some communities could be more than a 9 hour walk with no available means of transport. Security along the routes to the nearest clinics have also been a concern. (The goal of EQUIP Liberia for these remote communities is to emphasize prevention through the increase use of ITNs, destruction of malaria breeding sites and prompt referral and treatment of malaria.)
- Increased sensitization as to the benefits of ITNs are necessary to dispel beliefs such as: sleeping under a net is like sleeping in a tomb, or it feels to claustrophobic, it is too heated under a nets, it prevents them from flying at night when they want to go and do their witchcraft activities, . (Other benefits of sleeping under nets should also be promoted such as safety from snakes, insects, scorpions etc.)
- Traditional beliefs regarding cause of malaria: eating too many oranges, bananas or plums, too much work under the hot sun, taking bath with cold water, witch craft
- Many people choose to use herbs or traditional medicine rather than seek treatment at a clinic.
- The majority of mothers or care givers will begin some form of treatment at home before considering taking them to a health facilities especially when the clinic is some distance from the Community. Treatments may be harmless, like country chalk (clay that cools the skin) or country herbs either in tea or enema form that may be toxic. (Training on prompt recognition of the first signs of malaria and the need for referral and adequate ACT treatment is essential. Mother's need to be trained in first aid and home-based care as well. Lobbying at the MOH for alternate access to ACT via eg. trained health workers or pharmacists may also address this gap.
- Often health "advisors" in the community do not practice health seeking behaviors. (EQUIP Liberia believes that Community Health promoters (CHAs) must first put in practice health seeking behaviors in their own homes, in this way community members can respect the practical advises from the CHAs and the CHAs can speak with passion and experience the benefits of health seeking behaviors. Direct contact with households is the best strategy for influencing behavior and our CHAs conduct regular home visits as well as spreading their knowledge to their family, friends and neighbours.)
- Health education talks are routine practice at the beginning of each day at all of EQUIP LIBERIA supported clinics. More innovative health talks, video shows, posters etc. need to be introduced to increase the effectiveness of IEC on malaria.
- The availability and use of ITNs in both Nimba and Sinoe is still low.
- Many pregnant women do not attend ANC because they: are not aware of the service, or they do not see the benefit of making the long trip, or the Traditional birth attendants discourage them because TBA services is their livelihood, or husbands discourage them, they have other responsibilities in the home that they prioritize etc. (There is a need for training of Traditional midwives and women's groups on the benefits of ANC visits to the clinics and the importance of

malaria control and the CHAs to encourage prompt and consistent ANC visits to the clinics along with the benefits of IPT during their household visits.

Sinoe County has many traditional beliefs that discourage health seeking behaviors. Witchcraft is blamed on many preventable diseases including malaria. Although behaviour change is slow we have seen an increase in hand washing and community cleanliness. A concerted effort is necessary to challenge community dwellers to take responsibility for their own health and that of their children. Corruption of officials and distribution officers led to a decrease in Global Fund net distribution and distribution did not cover all pregnant women and under 5 children per community but rather, 2 or 3 households benefiting per small community. Although our Dec 2007 KAP study is not completed, preliminary results suggest 11 % of households have at least one mosquito net in use. Individuals receiving the nets are rumoured to sell them rather than hang them up.

CURRENT STATUS OF HEALTH CARE SERVICE DELIVERY IN TARGET AREAS

EQUIP Liberia is responsible for ensuring provision of PHC health services in the target areas in Nimba and Sinoe and delivers the main components of the Basic Package of Health Services limited by available funds and qualified staff (which is the responsibility of the MoH). EQUIP Liberia's Community Health Ambassador program offers a 2 day training to all CHAs on malaria recognition, management and prevention as part of their integrated health and hygiene promotion program in the target communities . However, because of limited resources, EQUIP Liberia has been unable to supply ITNs to our present catchment populations or place persistent priority on malaria prevention activities besides community clean up and house hold preventative education by the CHAs along with promotion of other health seeking behaviors.

All malaria prevention activities need to be reinforced including refresher CHA's training and interventions on Malaria prevention. More innovative malaria specific training is needed at the community and clinic levels. More IEC/BCC materials targeting malaria prevention need to be produced and distributed. More Radio messages in English and the local dialects on Malaria prevention and cure on radio stations will help along with campaigns on vector control. More follow up on household use of ITNs, along with the introduction of re treatment programs is required.

Additional activities with this funding:

- 3 day TOT for lead CHAs on malaria prevention strategies.
- Development of radio programs in dialect addressing malaria reduction issues
- Development of radio and video dramas on malaria reduction for both radio dissemination and clinic and community educational video programs.
- Development of County appropriate posters and flyers on malaria prevention and management
- Refreshers for clinic level management of malaria
- Training for Mosquito net distribution and Re treatment campaigns including follow up documentation, photos and videos.
- CBO/women's group/TM/TTM training on malaria prevention

ACTIVITIES OF OTHER AGENCIES

Currently, there are no active MOH, NMCD programs going on in the target communities. At the clinic level, EQUIP LIBERIA in partnership with Mentor and the MOH, does ongoing training of

clinic staff in malaria diagnosis, RDT and conventional laboratory tests and the correct administration of ACT following MoH protocols. In some of the target communities in Sinoe, the Global Fund in partnership with the MoH, distributed nets to Pregnant women and Under 5's in November 2007. EQUIP Liberia working in partnership with MoH will distribute 10,000 nets (to be sourced through Merlin) in Sinoe during 2008. The measures outlined in this proposal will enable EQUIP LIBERIA to ensure that recipients are fully trained in use and understand the importance of the nets. EQUIP Liberia will also be able to combine ITN distribution with other IEC and community mobilization to improve knowledge, awareness and skills in prevention and on dealing with malaria cases when they arise.

A 4. Program Strategy and Technically-Appropriate Interventions

Program Goal: To reduce malaria associated mortality per capita among the target populations by at least 30% by 2011

Program Objectives BY 2011: (EQUIP targets for 2011 / NMCP targets for 2013 in brackets)

- 1) Increase skills, knowledge and awareness of malaria prevention and control of the population in the target communities (75%/ 80%)
- 2) Increase the proportion of pregnant women and children under five sleeping under an effective ITN (80%)
- 3) Increase the proportion of pregnant women receiving two or more doses of SP for IPTp during their pregnancy (65%/ 70%)
- 4) Increase the proportion of children < 5 with suspected malaria receiving treatment with an ACT within 24 hours of onset of symptoms
- 5) Increased utilization of effective malaria treatment and preventative measures among community members (30% reduction of severe malaria cases per consultations seen at target clinics)

This proposal is consistent with the NMCP in that it contributes to prompt and effective diagnosis and treatment at clinic and community levels, promotes greater use of ITNs, supports preventive treatment for pregnant women, and increases community awareness, knowledge and skills. It will support the new national drug policy on malaria treatment due in 2009 and provide important information on quality and durability / effectiveness over time of LLINs (see page 50 of the NMCP). EQUIP LIBERIA will coordinate and share good ideas and learning with other PMI actors through NMCP coordination mechanisms as well as our usual coordination with MOH and other health providers at district, county and national levels.

This proposal is firmly focussed on the key goal of the PMI MCP to build local capacity and ownership / responsibility for malaria prevention and control. The program will equip 1,500 CHAs (women and men respected in their communities) to spread knowledge, skills and awareness and to mobilise a wide range of local stakeholders (CHAs, members of CHCs, teachers, community elders, churches, other groups and other respected persons) to promote malaria control and prevention. The total reach of the program should cover 285,000 people in some of the most remote and underserved areas of the country.

The program objectives above relate directly to the following PMI targets: -

- More than 90% of households with a pregnant woman and/or children under five will own at least one ITN;

- 85% of children under five will have slept under an ITN the previous night;
 - 85% of pregnant women will have slept under an ITN the previous night;
 - 85% of women who have completed a pregnancy in the last two years will have received two or more doses of IPTp during that pregnancy;
- And indirectly to the following PMI targets: -
- 85% of government health facilities have ACTs available for treatment of uncomplicated malaria; and
 - 85% of children under five with suspected malaria will have received treatment with an ACT within 24 hours of onset of their symptoms.

INTERVENTIONS

Objective 1) Increase skills, knowledge and awareness of malaria prevention and control

Train 1,500 CHAs to prevent, diagnose, refer cases and explain the advantages of the new ACT malaria treatment protocol and to explain importance of full compliance to their community members.

- CHAs are trained and supported to conduct continuous and thorough awareness raising on malaria control and prevention with community members, through home visits, meetings with local groups, in churches and other meeting places, with community elders and local authorities etc.
- CHAs to mobilize committees and neighborhood groups to destroy mosquito breeding areas and other vector control, carry out community cleanup campaigns
- Train CHAs to promote (and administer home based first aid treatment for fever: cool bath, paracetamol (acetaminophen) , increase fluid intake, (ORS for dehydrated cases) and keep malaria patient under mosquito net to reduce vector exposure to malaria parasite etc.
- Train CHAs in BCC to disseminate essential information re: malaria prevention and management
- Volunteer CHAs commit to a minimum of 4 hours per week to house to house education (BCC on malaria issues)
- Provide referral forms for all cases referred by CHA to the clinic and explain the importance of full compliance with ACT treatment protocol.
- Train CHAs to conduct biannual pregnancy census to distribute safe motherhood and malaria control flyers and to encourage pregnant women to go for regular ANC visits and IPT, to ensure safe delivery.
- Develop flyers, posters, radio and video programs in English/dialect or picture to increase the effectiveness of IEC programs targeting the reduction of malaria in target areas.
- Train other CBO women's group, health clubs, children's clubs on malaria identification, prevention and management
- Give incentive to CHAs to encourage intensive house to house information dissemination and creative strategies to encourage behavior change

Equip Liberia regional supervisors will monitor and supervise CHAs to ensure adequate sensitization and referral of malaria cases

Objective 2) Promote wider use of ITNs

- Develop IEC materials on purpose and consistent and effective use of ITNs

- Develop radio and video dramas and programs to air for further education/sensitization of community members
- Organise, source, and deliver 100,000 LLINs (from PMI, Merlin and Global Funds) to vulnerables in communities with special emphasis on <5's and pregnant women
- Train and support 1,500 CHAs to distribute and promote proper use of LLINs, first targeting pregnant women and under fives.
- CHAs will distribute flyers community households

Objective 3) Promote use of IPT in pregnancy

- Train clinic staff on benefits and protocol for administering IPT as a prophylactic measure during pregnancy
- Support the MoH in delivery of sufficient MCP drugs to clinics
- CHAs to promote attendance at ANC for all expectant mothers in their target community through house to house visitation, biannual census of community to identify pregnant women and offer flyer and education re IPT benefit and benefits of ANC visits to the clinic
- Produce and deliver/air radio and video dramas and other IEC materials promoting IPT

Objectives 4) and 5) Ensuring effective treatment of malaria cases

Continue to support the CHT to adequately source ACT and ensure delivery to clinics

- Train/retrain 34 clinic staff on diagnosis and treatment;
- Train 1,500 CHAs to prevent, diagnose, refer cases and explain the advantages of the new ACT malaria treatment protocol and to explain importance of full compliance to their community members.
- Train CHAs to promote (and administer home based first aid treatment for fever: cool bath, paracetamol (acetaminophen) , increase fluid intake, (ORS for dehydrated cases) and keep malaria patient under mosquito net to reduce vector exposure to malaria parasite etc.
- Provide referral forms for all cases referred by CHA to the clinic and explain the importance of full compliance with ACT treatment protocol.
- Train CHAs to conduct biannual pregnancy census to distribute safe motherhood and malaria control flyers and to encourage pregnant women to go for regular ANC visits and IPT, to ensure safe delivery.
- Develop flyers, posters, radio and video programs in English/dialect or picture to increase the effectiveness of IEC programs targeting the reduction of malaria in target areas.
- Train other CBO women's group, health clubs, children's clubs on malaria identification, prevention and management
- Equip Liberia regional supervisors will monitor and supervise CHAs to ensure adequate sensitization and referral of malaria cases

Public campaigns in all target areas to communicate messages related to all objectives:

- Develop and improve existing IEC materials to ensure comprehensive and integrated approaches to influencing behaviors in favor of malaria reduction These may include radio programs and public billboards.

SOURCES OF COMMODITIES

ITNs will be sourced through PMI. ACT and IPT is supplied through the County Health Teams at the County level via NDS (National Drug Service)

HOW PROPOSAL FILLS GAPS IN CURRENT PROVISION

GAP Lack of community mobilization / BCC approaches / training of community health workers in order to increase the overall number of LLINs used by pregnant women and children under five (training needs to reach the household level in order to be effective)

RESPONSE: Support for distribution and promotion of correct and consistent use of ITNs in both routine and campaign settings with an emphasis on long-lasting insecticide-treated bednets (LLINs) through community mobilization / BCC approaches / training of community health workers in order to increase the overall number used by pregnant women and children under five;

GAP: Lack of availability of ITNs in these remote, underserved areas.

RESPONSE We will source the supplies via other agencies and ensure distribution to all primary beneficiaries in the target areas

GAP: lack of IPT activities in government health facilities aimed at increasing the proportion of pregnant women who receive at least two doses of IPT as well a lack of other facility- and community-based activities to encourage early and consistent use of integrated antenatal care services and reduce the burden of malaria in pregnancy;

RESPONSE: Working closely with MENTOR and the CHT, train clinic staff on IPT; promote ANC to all expectant mothers via CHA network; CHAs also conduct BCC activities with young women to explain the importance of ante-natal care and the role of community and clinic services.

GAP: Cases of malaria are not diagnosed; health workers are not able to treat with ACTs
RESPONSE: Effective professional training in malaria diagnosis or recognition of danger signs, and treatment with ACTs at government health facilities and at the community / household level: provide IEC aimed to support appropriate health seeking behavior and increase early and effective treatment of malaria and treatment adherence

GAP Lack of understanding in the community about home based management of fever, tendency to use herbs before seeking other treatment, or taking inappropriate measures.

RESPONSE Train and support CHAs in malaria community case management.

RATIONALE FOR SELECTION OF TARGET AREAS

These two counties are among the areas of the highest malaria prevalence (50-60%) in Liberia (see map on page 13 of the NMCP 2009-13). Both are remote and underserved areas with significant IDP / refugee populations. They suffer from poor communications and lack easy access to health services. The target districts in both Nimba and Sinoe County were selected by EQUIP Liberia for intervention as being those with the worst health indicators in the Country and they are within catchments of Equip Liberia supported clinics. Sinoe districts are sparsely populated and therefore have not benefited from long term Health funding (year) funding since before the war 1989 - until

May 2007. The roads are in deplorable state, there is only cell phone coverage in Greenville (the capital of the County) and the people suffer excessively from malaria and other preventable illness.

A map is attached.

TABLE 3 Beneficiaries

	Nimba target areas	Sinoe target areas	Total	Source of data
Total Population	250,000	35,000	285,000	CHA survey
BENEFICIARIES				
Children under 5	45,000	6650	51,650	Approx. Unicef standard population desegregation
Pregnant women	22800	3150	25950	
PLWHAs	4,000	2,500	6,500	
IDP / refugees	90,000	14,000	104,000	
Poorest of the poor	60,000	12,000	72,000	
Primary beneficiaries	67800	9800	77600	
Total target beneficiaries	250000	35000	285,000	
No of communities	250	60	310	

CHOICE OF APPROACH

CHAs have proven to be a very effective and sustainable model for community mobilization and behavior change influencing in the context of remote, underserved communities in Liberia. We consistently see, through our baseline and subsequent health surveys, a great difference in health statistics between EQUIP Liberia CHA communities and non EQUIP Liberia CHA communities.

The Key Principles of Success of EQUIP LIBERIA's Community Health Ambassador Program include the following:

1. CHAs are selected by the Community Health Committees. Two women and two men are selected per community. They are mature, respected, responsible, stable members of the community, usually with children, able to teach and are **early adopters of health seeking behaviors**. They are known to be concerned and caring about the welfare of others and willing to volunteer their time for community service.
2. CHA groups receive support training, enterprise startup grants, (from complementary funding) to enable them to set up livelihoods projects to encourage stability and group cohesion to motivate them and to sustain the PHC work they are involved in. Eighty percent of the proceeds go directly to the members of the CHA group, while 20% is used on community health and development priorities. The training, grants, and follow up support by EQUIP LIBERIA have ensured that over 85% of these ventures have been successful.

3. Fully integrated PHC – comprehensively linking the development of primary health care with the secondary referral care network
4. Community friendship based, house-to-house participatory methods, supporting the spirit of volunteerism –CHAs see the benefit and results of the training in their own families and neighborhoods; this is their major motivating factor. Other motivating factors include recognition, status, job satisfaction, and a sense of belonging to the CHA and CDC groups; both of which are strongly linked to the other CBOs (i.e. women’s groups, schools, health clubs, churches, mosques).
5. CHAs are also motivated and encouraged by access to PHC resources such as ITNs, t-shirts, certificates and awards; all morale boosters. CHAs are also linked to casual jobs with the MoH and MOE, and other NGOs during vaccination campaigns, etc.
6. CHAs play a vital role in behavior change by example, i.e. using best practice in their own homes, leading discussion groups, helping to ensure that key messages are being discussed and promoting improved practices to their community members and surrounding communities.
7. Sustainability. All members of the CHA volunteer group are stable and respected in their community. These residents are supported in their livelihoods so they will be able to continue to devote some hours each week, ensuring greater community ownership and participation in the best preventative health practices. The CHA program’s emphasis on transformation of lifestyles and behavior change communication ensures the continued impact and sustainability of project benefits.
8. Capacity Building. The CHA program prioritizes human resource development, capacity building through local CHAs, CDCs, CBOs, health professionals, school health teachers, local NGOs, INGOs, MOE, and MoH.

OTHER STAKEHOLDERS

USAID have been supportive to our PHC activities and regard us as an experienced provider of health services. We are being encouraged to continue working in Nimba and Sinoe and where we have some influence over MoH clinics as well as a good network of CHAs both in training and graduates. We have discussed the proposal with MOH / NMCP and received their inputs.

A Work Plan Matrix is attached for the first year.

A 5. Performance Monitoring and Evaluation

Currently, we collect the following information on a regular basis:

- **Monthly CHA community survey** completed by the CHAs in each community detailing demographics, morbidity, mortality, and other key indicators, including the number of children & pregnant women and others sleeping under ITNs and non-IT nets. Regional Supervisors oversee the CHA survey process.
- **Monthly School Health Teacher surveys** measure the knowledge and practice of the students. Key indicators covered are morbidity, mortality, ITN usage and other health and hygiene issues. Regional Supervisors oversee the School Health Teacher survey process.
- **Monthly reports** from the Regional Supervisors detailing **general statistics of the project**, including numbers trained, as well as successes and constraints to the project.

- **Semi-annual baseline/midterm surveys** are completed, sampling EQUIP LIBERIA's targeted regions as well as communities where EQUIP LIBERIA is not yet active. These interviews are completed by trained supervisors and senior staff and give the most accurate picture of all of the major indicators. A sample of communities is selected, and then 10 families in each selected community are interviewed and asked a broad range of detailed questions.
- **Monthly epidemiology reports including Malaria Control** are collected from all EQUIP LIBERIA clinics.

As data is received, it is synthesized and analyzed by senior staff. The results are then passed back to the supervisors in monthly meetings. In addition to the regular collection of data, the Medical Coordinator conducts weekly supervisory visits to all EQUIP LIBERIA clinics. Through this process, EQUIP LIBERIA is able to keep close supervision over clinic staff in their practice and in their use of resources.

We will ensure that future data collection on process in clinics and communities is adapted to the meet the activities of this program. We will monitor outcomes – mortality and morbidity related to malaria (of primary beneficiaries and total population), ITP / ACT usage, use of ITNs, attendance at ANC, other behavior changes as a result of BCC, other measures of community capacity.

A 6. Management Plan

The Equip Liberia Director of Programs will ensure smooth implementation of all aspects of the project and reporting. As Liberian team leader, he is supported by Medical, Training, Protection and Nimba and Sinoe County Coordinators, and a Finance Manager. Health care and health promotion activities and training of CHAs, CHCs, etc will be organized by two Regional Supervisors supported by 8 sub-Supervisors. A project organogram is attached.

The Project Director will be Roland Suomie who will be based in Monrovia with extensive and regular travel to project sites in both counties.

EQUIP LIBERIA is a key partner with MENTOR in the Community-based Malaria treatment, control, and education initiative. EQUIP LIBERIA medical personnel have been trained in ACT malaria treatment protocols and Para check/laboratory analysis. ACT medications and Para check have been in use in EQUIP LIBERIA supported clinics since 2004. CHAs are trained to educate communities in integrated malaria control (mode of transmission & preventative measures, signs, symptoms and treatments), they mobilize community members to use ITNs, IPT for pregnant women, destroy mosquito breeding areas and conduct other vector control in their communities. We will ensure through our partnership with MENTOR that our staff keep informed and are trained/retrained in any new technological and other developments affecting malaria prevention and control; and that staff skills are refreshed and monitored to ensure quality.

Job descriptions of the Project Director are attached.

A 7. Volunteers for Prosperity

EQUIP LIBERIA is definitely willing and would encourage the involvement of US Volunteers for Prosperity in the implementation of the program activities. EQUIP LIBERIA has an ongoing program for US volunteers to be involved in our integrated health and development projects so the involvement of skilled US volunteers in all components of project implementation is standard procedure in all of EQUIP LIBERIA's projects.

ATTACHMENT C

Branding Strategy & Marking Plan

USAID/Organization Marking Plan

Date Submitted: September 9, 2008

Applicant Information: EQUIP Liberia

Office: Monrovia, Liberia

Contact Person: David Waines

Contact Phone Number: +231 (0) 6 518846

Contact E-mail: davewaines@gmail.com, david.waines@equipliberia.org

For a New Award:

USAID Solicitation Number: RFA # USAID M/OAA/GH-08-147

USAID Solicitation Name (if applicable): FY2008 President's Malaria Initiative, Malaria Communities Program

I. PROGRAM DELIVERABLES TO BE MARKED

Organization plans to mark the following with the USAID Graphic Identity:



Accompanying this, but placed separately will be the EQUIP Logo:



B. Public Communications

Reports
Public Service announcements
Promotional Materials
Information Products

More information:

- 1. Roadside Health Signboards:** EQUIP Liberia plans to create and plant 50 program road side signboards in target communities. The messages on the signboards will be determined by EQUIP's senior trainers and CHAs. Signs will carry information about Malaria prevention and management. Signboards will rely heavily on pictures, as well as text, as many people in the targeted populations are illiterate.
- 2. All studies, reports, papers, publications, radio productions, public service announcements, and other outputs will comply with USAID marking requirements.** EQUIP will use USAID stickers (provided by USAID) on training manuals and will print the logo (standard USAID from the American people) downloaded from USAID website, for report documents training materials posters etc.
- 3. Radio Programming:** EQUIP staff and CHA's will collaborate to produce health education radio dramas, songs and programming that will be played on local radio stations around Liberia weekly. The programs will be recorded in both English and the local dialect. Each program will be duplicated and stored by EQUIP's head office in a central library and made available to other districts. Programs will identify USAID from the American people as their sponsor. All reports on the USAID funded Program will carry the PMI/USAID logo. EQUIP will ensure that Radio Programs and other materials will contain the below statement.

“This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of EQUIP Liberia and do not necessarily reflect the views of USAID or the United States Government.”

C. Events

Community Health Ambassador Training workshops
Health Worker/Clinic Staff Training workshops
Community Outreach Education Sessions

More information:

1. Train 1,500 CHAs to prevent, diagnose, refer cases and explain the advantages of the new ACT malaria treatment protocol and to explain importance of full compliance to their community members.
2. Train/retrain 34 clinic staff on diagnosis and treatment and the benefits and protocol for administering ITP as a prophylactic measure during pregnancy
3. Train other CBO women's group, health clubs, children's clubs on malaria identification, prevention and management

All Training, Mobilization & Supervision workshops and events will comply with USAID marking requirements. USAID majority sponsorship will be consistently acknowledged publicly through the use of signs, banners, tee-shirts public announcements.

D. Commodities

- Equipment (non Administrative)
- Program Materials (non Administrative)

More information:

1. All commodities financed by USAID will be branded. In the case of this project the motorcycles, bicycles and vehicles driven by staff will be branded with a USAID/EQUIP logo.
2. All Program materials, including training manuals, reports and official IEC materials will be branded with the USAID/EQUIP joint logo. A banner including the joint logo will be displayed at every training event.

II. PRESUMPTIVE EXCEPTION REQUESTS

Organization Requests Presumptive Exceptions listed below for the reasons indicated:

D. Commodities (Non Administrative)

- Supplies (Non Administrative)
- Program Materials (Non Administrative)

ATTACHMENT D
STANDARD PROVISIONS

**Mandatory Standard Provisions For
Non-U.S., Nongovernmental Recipients**

**I. MANDATORY STANDARD PROVISIONS FOR NON-U.S.
NONGOVERNMENTAL RECIPIENTS**

1. ALLOWABLE COSTS (OCTOBER 1998)

a. The recipient shall be reimbursed for costs incurred in carrying out the purposes of this award which are determined by the Agreement Officer to be reasonable, allocable, and allowable in accordance with the terms of this award and the applicable* cost principles in effect on the date of this award. The recipient may obtain a copy from the Agreement Officer. Brief definitions of what may be considered as reasonable, allocable, and allowable costs are provided below, however, it is the recipient's responsibility to ensure that costs incurred are in accordance with the applicable set of Cost Principles.

(1) Reasonable. Shall mean those costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business.

(2) Allocable Costs. Shall mean those costs which are incurred specifically for the award.

(3) Allowable Costs. Shall mean those costs which conform to any limitations in the award.

b. Prior to incurring a questionable or unique cost, the recipient shall obtain the Agreement Officer's written determination on whether the cost will be allowable.

c. It is USAID policy that no funds shall be paid as profit or fee to a recipient under this agreement or any subrecipient. This restriction does not apply to contractual relationships under this agreement.

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*NOTE: For educational institutions use OMB Circular A-21; for all other non-profit organizations use OMB Circular A-122; and for profit making firms use Federal Acquisition Regulation 31.2 and USAID Acquisition Regulation 731.2.

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[END OF PROVISION]

2. ACCOUNTING, AUDIT, AND RECORDS (OCTOBER 1998)

- a. The recipient shall maintain financial records, supporting documents, statistical records and all other records pertinent to the award in accordance with generally accepted accounting principles formally prescribed by the U.S., the cooperating country, or the International Accounting Standards Committee (an affiliate of the International Federation of Accountants) to sufficiently substantiate charges to this award. Accounting records that are supported by documentation will as a minimum be adequate to show all costs incurred under the award, receipt, and use of goods and services acquired under the award, the costs of the program supplied from other sources, and the overall progress of the program. Unless otherwise notified, the recipient records and subrecipient records which pertain to this award shall be retained for a period of three years from the date of submission of the final expenditure report and may be audited by USAID and/or its representatives.
- b. Foreign for-profit and non-profit organizations that expend \$300,000 or more per their fiscal year in "USAID awards", i.e. as recipients or subrecipients of USAID grants or cooperative agreements, or as cost reimbursable subcontractors of USAID grants or cooperative agreements, shall have an annual audit conducted in accordance with the "Guidelines for Financial Audits Contracted by Foreign Recipients" issued by the USAID Inspector General.
- c. Foreign for-profit and non-profit organizations expending less than \$300,000 per their fiscal year under USAID cost-reimbursable contracts, grants, cooperative agreements, or agreements with host governments shall be exempt from the above financial audit requirements, but are subject to the requirement to make records available upon request for review by USAID officials or their designees.
- d. USAID shall retain the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organizations expending USAID funds regardless of the audit requirement.
- e. Foreign organizations that provide USAID resources to other organizations to carry out the USAID program and activities shall be responsible for monitoring their subcontractors or subgrantees. Allowable costs for limited scope subrecipient audits charged to USAID funds shall be limited to one or more of the following types of compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; matching, level of effort; earmarking; and reporting.
- f. The audit report shall be submitted to USAID within 30 days after completion of the audit; the audit shall be completed, and the report submitted, not later than 9 months after the close of the recipient's fiscal year. The USAID Inspector General will review this report to determine whether it complies with the audit requirements of this award. No audit costs may be charged to this award if audits have not been made in accordance with the terms of this provision. In cases of continued inability or unwillingness to have an audit performed in accordance with the terms of this provision, USAID will consider appropriate sanctions which may include suspension of all or a percentage of disbursements until the audit is satisfactorily completed.
- g. This provision in its entirety shall be incorporated into all subawards with non-U.S. organizations which meet the \$300,000 threshold as described at paragraph (b) of this Provision. Subawards to non-U.S. organizations which are for more than \$10,000 but do

not meet the \$300,000 threshold shall at a minimum incorporate paragraph (d) of this Provision. Subawards of grants and cooperative agreements made to U.S. organizations shall state that the U.S. organization is subject to the audit requirements contained in OMB Circular A-133.

[END OF PROVISION]

3. PAYMENT ADVANCES AND REFUNDS (OCTOBER 1998)

- a. Recipients shall maintain advances of USAID funds in interest bearing accounts, unless:
 - (1) the recipient receives less than \$120,000 in U.S. Government awards per year;
 - (2) the best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on U.S. Government cash balances; or
 - (3) the depository would require an average or minimum balance so high that it would not be practical to maintain the advance in an interest bearing account.
- b. Interest earned on advances will be remitted to USAID. However, the recipient may retain up to \$250 of interest earnings per account per year, for administrative expenses.
- c. At the time the award expires or is terminated, the following types of funds shall immediately revert to USAID:
 - (1) USAID has obligated funds to the award, but has not disbursed them to the recipient; or
 - (2) USAID has advanced funds to the recipient, but the recipient has not expended them.

Notwithstanding (c) (1) and (2) above, funds which the recipient has obligated in legally binding transactions applicable to this award will not revert to USAID.

- d. USAID reserves the right to require refund by the recipient of any amount which the recipient did not spend in accordance with the terms and conditions of this award. In the event that a final audit has not been performed prior to the closeout of this award, USAID retains the right to a refund until all claims which may result from the final audit have been resolved between USAID and the recipient.

[END OF PROVISION]

4. REVISION OF AWARD BUDGET (OCTOBER 1998)

- a. The approved award budget is the financial expression of the recipient's program as approved during the award process.
- b. The recipient is required to report deviations from budget and program plans, and request prior approvals from the Agreement Officer for any of the following reasons:

- (1) To change the scope or the objectives of the project and/or revise the funding allocated among project objectives.
 - (2) To change a key person where specified in the award, or allow a 25% reduction in time devoted to the project.
 - (3) Additional funding is needed.
 - (4) Where indirect costs have been authorized, the recipient plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.
 - (5) The inclusion of costs that require prior approval in accordance with the applicable set of Cost Principles.
 - (6) The transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expense.
 - (7) The recipient intends to contract or subaward any of the work under this award, and such contracts or subawards were not included in the approved award budget.
- c. If specified in the Schedule of the award, the recipient may be further restricted from transferring funds among cost categories. Such a restriction would require the recipient to get the prior approval of the Agreement Officer before making budget shifts which expect to exceed 10% of the total budget.
 - d. USAID is under no obligation to reimburse the recipient for costs incurred in excess of the total amount obligated under the award. If the total obligated amount under the award has been increased, the Agreement Officer will notify the recipient in writing of the increase and specify the new total obligated award amount.

[END OF PROVISION]

5. *TERMINATION AND SUSPENSION (OCTOBER 1998)*

- a. The Agreement Officer may terminate this award at any time, in whole or in part, upon written notice to the recipient, whenever it is determined that the recipient has materially failed to comply with the terms and conditions of the award.
- b. This award may be terminated at any time, in whole or in part, by the Agreement Officer with the consent of the recipient. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion of the award to be terminated. The agreement to terminate shall be set forth in a letter from the Agreement Officer to the recipient.
- c. This award may be terminated at any time in whole or in part by the recipient upon sending written notification to the Agreement Officer with the following information: the reasons for the termination, the effective date, and, in the case of a partial termination, the portion to

be terminated. However, if USAID determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, USAID may terminate the award in its entirety in accordance with paragraphs (a) or (b) above.

- d. If at any time USAID determines that continuation of all or part of the funding for a program should be suspended or terminated because such assistance would not be in the national interest of the United States or would be in violation of an applicable law, then USAID may, following notice to the recipient, suspend or terminate this award in whole or part and prohibit the recipient from incurring additional obligations chargeable to this award other than those costs specified in the notice of suspension during the period of suspension. If the situation causing the suspension continues for 60 days or more, then USAID may terminate this award on written notice to the recipient and cancel that portion of this award which has not been disbursed or irrevocably committed to third parties.
- e. Termination and Suspension Procedures. Upon receipt of and in accordance with a termination notice as specified above, the recipient shall take immediate action to minimize all expenditures and obligations financed by this award and shall cancel such unliquidated obligations whenever possible. Except as provided below, the recipient shall not incur costs after the effective date of termination.

The recipient shall within 30 calendar days after the effective date of such termination repay to the U.S. Government all unexpended USAID funds which are not otherwise obligated by a legally binding transaction applicable to this award. Should the funds paid by USAID to the recipient prior to the effective date of the termination of this award be insufficient to cover the recipient's obligations in the legally binding transaction, the recipient may submit to the Government within 90 calendar days after the effective date of such termination a written claim covering such obligations. The Agreement Officer shall determine the amount(s) to be paid by USAID to the recipient under such claim in accordance with the applicable Cost Principles.

This provision must be included in all subagreements.

[END OF PROVISION]

6. *DISPUTES (OCTOBER 1998)*

- a. Any dispute under this award shall be decided by the USAID Agreement Officer. The Agreement Officer shall furnish the recipient a written copy of the decision.
- b. Decisions of the USAID Agreement Officer shall be final unless, within 30 days of receipt of the decision of the Agreement Officer, the recipient appeals the decision to USAID's Assistance Executive. Any appeal made under this provision shall be in writing and addressed to the Assistance Executive, U.S. Agency for International Development, Office of Procurement, 1300 Pennsylvania Ave, N.W., Washington, D.C. 20523. A copy of the appeal shall be concurrently furnished to the Agreement Officer.

- c. In order to facilitate review on the record by the Assistance Executive, the recipient shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.
- d. A decision under this provision by the Assistance Executive shall be final.

[END OF PROVISION]

7. *INELIGIBLE COUNTRIES (MAY 1986)*

Unless otherwise approved by the USAID Agreement Officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

[END OF PROVISION]

8. *DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (JANUARY 2004)*

- a. The recipient agrees to notify the Agreement Officer immediately upon learning that it or any of its principals:
 - (1) Are presently excluded or disqualified from covered transactions by any Federal department or agency;
 - (2) Have been convicted within the preceding three-years period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
 - (3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b); and
 - (4) Have had one or more public transactions (Federal, State, or local) terminated for cause or default within the preceding three years.
- b. The recipient agrees that, unless authorized by the Agreement Officer, it will not knowingly enter into any subagreements or contracts under this grant with a person or entity that is included on the Excluded Parties List System (<http://epls.arnet.gov>). The recipient further agrees to include the following provision in any subagreements or contracts entered into under this award:

DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION
(DECEMBER 2003)

The recipient/contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any Federal department or agency.

- c. The policies and procedures applicable to debarment, suspension, and ineligibility under USAID-financed transactions are set forth in 22 CFR Part 208.

[END OF PROVISION]

9. DRUG-FREE WORKPLACE (JANUARY 2004)

- a. The recipient agrees that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any Federal award. The statement must
 - (1) Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
 - (2) Specify the actions the recipient will take against employees for violating that prohibition; and
 - (3) Let each employee know that, as a condition of employment under any award, he or she
 - (i) Must abide by the terms of the statement, and
 - (ii) Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.
- b. The recipient agrees that it will establish an ongoing drug-free awareness program to inform employees about
 - (i) The dangers of drug abuse in the workplace;
 - (ii) Your policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (iv) The penalties that you may impose upon them for drug abuse violations occurring in the workplace.

- c. Without the Agreement Officer's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this award, or the completion date of this award, whichever occurs first.
- d. The recipient agrees to immediately notify the Agreement Officer if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the number of each award on which the employee worked. The notification must be sent to the Agreement Officer within ten calendar days after the recipient learns of the conviction.
- e. Within 30 calendar days of learning about an employee's conviction, the recipient must either
 - (1) Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
 - (2) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.
- f. The policies and procedures applicable to violations of these requirements are set forth in 22 CFR Part 210.

[END OF PROVISION]

10. NONLIABILITY (NOVEMBER 1985)

USAID does not assume liability for any third party claims for damages arising out of this award.

[END OF PROVISION]

11. AMENDMENT (OCTOBER 1998)

The award may be amended by formal modifications to the basic award document or by means of an exchange of letters or forms between the Agreement Officer and an appropriate official of the recipient.

[END OF PROVISION]

12. NOTICES (OCTOBER 1998)

Any notice given by USAID or the recipient shall be sufficient only if in writing and delivered in person or mailed as follows:

To the USAID Agreement Officer and Cognizant Technical Officer, at the addresses specified in the award. To recipient, at recipient's address shown in the award or to such other address designated within the award.

Notices shall be effective when delivered in accordance with this provision, or on effective date of the notice, whichever is later.

[END OF PROVISION]

13. METRIC SYSTEM OF MEASUREMENT (AUGUST 1992)

Wherever measurements are required or authorized, they shall be made, computed, and recorded in metric system units of measurement, unless otherwise authorized by the Agreement Officer in writing when it has found that such usage is impractical or is likely to cause U.S. firms to experience significant inefficiencies or the loss of markets. Where the metric system is not the predominant standard for a particular application, measurements may be expressed in both the metric and the traditional equivalent units, provided the metric units are listed first.

[END OF PROVISION]

***14. EQUAL PROTECTION OF THE LAWS FOR FAITH-BASED AND COMMUNITY ORGANIZATIONS (FEBRUARY 2004)**

- a. The recipient may not discriminate against any beneficiary or potential beneficiary under this award on the basis of religion or religious belief. Accordingly, in providing services supported in whole or in part by this agreement or in its outreach activities related to such services, the recipient may not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice;
- b. The Federal Government must implement Federal programs in accordance with the Establishment Clause and the Free Exercise Clause of the First Amendment to the Constitution. Therefore, if the recipient engages in inherently religious activities, such as worship, religious instruction, and proselytization, it must offer those services at a different time or location from any programs or services directly funded by this award, and participation by beneficiaries in any such inherently religious activities must be voluntary.
- c. If the recipient makes subawards under this agreement, faith-based organizations should be eligible to participate on the same basis as other organizations, and should not be discriminated against on the basis of their religious character or affiliation.

[END OF PROVISION]

15. IMPLEMENTATION OF E.O. 13224 -- EXECUTIVE ORDER ON TERRORIST FINANCING (MARCH 2002)

The Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all contracts/subawards issued under this agreement

[END OF PROVISION]

***16. MARKING UNDER USAID-FUNDED ASSISTANCE INSTRUMENTS
(DECEMBER 2005)**

(a) Definitions

Commodities mean any material, article, supply, goods or equipment, excluding recipient offices, vehicles, and non-deliverable items for recipient's internal use, in administration of the USAID funded grant, cooperative agreement, or other agreement or subagreement.

Principal Officer means the most senior officer in a USAID Operating Unit in the field, e.g., USAID Mission Director or USAID Representative. For global programs managed from Washington but executed across many countries, such as disaster relief and assistance to internally displaced persons, humanitarian emergencies or immediate post conflict and political crisis response, the cognizant Principal Officer may be an Office Director, for example, the Directors of USAID/W/Office of Foreign Disaster Assistance and Office of Transition Initiatives. For non-presence countries, the cognizant Principal Officer is the Senior USAID officer in a regional USAID Operating Unit responsible for the non-presence country, or in the absence of such a responsible operating unit, the Principal U.S. Diplomatic Officer in the non-presence country exercising delegated authority from USAID.

Programs mean an organized set of activities and allocation of resources directed toward a common purpose, objective, or goal undertaken or proposed by an organization to carry out the responsibilities assigned to it.

Projects include all the marginal costs of inputs (including the proposed investment) technically required to produce a discrete marketable output or a desired result (for example, services from a fully functional water/sewage treatment facility).

Public communications are documents and messages intended for distribution to audiences external to the recipient's organization. They include, but are not limited to, correspondence, publications, studies, reports, audio visual productions, and other informational products; applications, forms, press and promotional materials used in connection with USAID funded programs, projects or activities, including signage and plaques; Web sites/Internet activities; and events such as training courses, conferences, seminars, press conferences and so forth.

Subrecipient means any person or government (including cooperating country government) department, agency, establishment, or for profit or nonprofit organization that receives a USAID subaward, as defined in 22 C.F.R. 226.2.

Technical Assistance means the provision of funds, goods, services, or other foreign assistance, such as loan guarantees or food for work, to developing countries and other USAID recipients, and through such recipients to subrecipients, in direct support of a development objective – as opposed to the internal management of the foreign assistance program.

USAID Identity (Identity) means the official marking for the United States Agency for International Development (USAID), comprised of the USAID logo or seal and new brandmark, with the tagline that clearly communicates that our assistance is “from the American people.” The USAID Identity is available on the USAID website at www.usaid.gov/branding and USAID provides it without royalty, license, or other fee to recipients of USAID-funded grants, or cooperative agreements, or other assistance awards

(b) Marking of Program Deliverables

- (1) All recipients must mark appropriately all overseas programs, projects, activities, public communications, and commodities partially or fully funded by a USAID grant or cooperative agreement or other assistance award or subaward with the USAID Identity, of a size and prominence equivalent to or greater than the recipient’s, other donor’s, or any other third party’s identity or logo.
- (2) The Recipient will mark all program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) with the USAID Identity. The Recipient should erect temporary signs or plaques early in the construction or implementation phase. When construction or implementation is complete, the Recipient must install a permanent, durable sign, plaque or other marking.
- (3) The Recipient will mark technical assistance, studies, reports, papers, publications, audio-visual productions, public service announcements, Web sites/Internet activities and other promotional, informational, media, or communications products funded by USAID with the USAID Identity.
- (4) The Recipient will appropriately mark events financed by USAID, such as training courses, conferences, seminars, exhibitions, fairs, workshops, press conferences and other public activities, with the USAID Identity. Unless directly prohibited and as appropriate to the surroundings, recipients should display additional materials, such as signs and banners, with the USAID Identity. In circumstances in which the USAID Identity cannot be displayed visually, the recipient is encouraged otherwise to acknowledge USAID and the American people’s support.
- (5) The Recipient will mark all commodities financed by USAID, including commodities or equipment provided under humanitarian assistance or disaster relief programs, and all other equipment, supplies, and other materials funded by USAID, and their export packaging with the USAID Identity.

(6) The Agreement Officer may require the USAID Identity to be larger and more prominent if it is the majority donor, or to require that a cooperating country government's identity be larger and more prominent if circumstances warrant, and as appropriate depending on the audience, program goals, and materials produced.

(7) The Agreement Officer may require marking with the USAID Identity in the event that the recipient does not choose to mark with its own identity or logo.

(8) The Agreement Officer may require a pre-production review of USAID-funded public communications and program materials for compliance with the approved Marking Plan.

(9) Subrecipients. To ensure that the marking requirements "flow down" to subrecipients of subawards, recipients of USAID funded grants and cooperative agreements or other assistance awards will include the USAID-approved marking provision in any USAID funded subaward, as follows:

"As a condition of receipt of this subaward, marking with the USAID Identity of a size and prominence equivalent to or greater than the recipient's, subrecipient's, other donor's or third party's is required. In the event the recipient chooses not to require marking with its own identity or logo by the subrecipient, USAID may, at its discretion, require marking by the subrecipient with the USAID Identity."

(10) Any 'public communications', as defined in 22 C.F.R. 226.2, funded by USAID, in which the content has not been approved by USAID, must contain the following disclaimer:

"This study/ report/ audio/ visual/ other information/ media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of [insert recipient name] and do not necessarily reflect the views of USAID or the United States Government."

(11) The recipient will provide the Cognizant Technical Officer (CTO) or other USAID personnel designated in the grant or cooperative agreement with two copies of all program and communications materials produced under the award. In addition, the recipient will submit one electronic or one hard copy of all final documents to USAID's Development Experience Clearinghouse.

(c) Implementation of marking requirements.

(1) When the grant or cooperative agreement contains an approved Marking Plan, the recipient will implement the requirements of this provision following the approved Marking Plan.

(2) When the grant or cooperative agreement does not contain an approved Marking Plan, the recipient will propose and submit a plan for implementing the requirements of this provision within 30 days after the effective date of this provision. The plan will include:

(i) A description of the program deliverables specified in paragraph (b) of this provision that the recipient will produce as a part of the grant or cooperative agreement and which will visibly bear the USAID Identity.

(ii) the type of marking and what materials the applicant uses to mark the program deliverables with the USAID Identity,

(iii) when in the performance period the applicant will mark the program deliverables, and where the applicant will place the marking,

(3) The recipient may request program deliverables not be marked with the USAID Identity by identifying the program deliverables and providing a rationale for not marking these program deliverables. Program deliverables may be exempted from USAID marking requirements when:

(i) USAID marking requirements would compromise the intrinsic independence or neutrality of a program or materials where independence or neutrality is an inherent aspect of the program and materials;

(ii) USAID marking requirements would diminish the credibility of audits, reports, analyses, studies, or policy recommendations whose data or findings must be seen as independent;

(iii) USAID marking requirements would undercut host-country government “ownership” of constitutions, laws, regulations, policies, studies, assessments, reports, publications, surveys or audits, public service announcements, or other communications better positioned as “by” or “from” a cooperating country ministry or government official;

(iv) USAID marking requirements would impair the functionality of an item;

(v) USAID marking requirements would incur substantial costs or be impractical;

(vi) USAID marking requirements would offend local cultural or social norms, or be considered inappropriate;

(vii) USAID marking requirements would conflict with international law.

(4) The proposed plan for implementing the requirements of this provision, including any proposed exemptions, will be negotiated within the time specified by the Agreement Officer after receipt of the proposed plan. Failure to negotiate an approved plan with the time specified by the Agreement Officer may be considered as noncompliance with the requirements is provision.

(d) Waivers.

(1) The recipient may request a waiver of the Marking Plan or of the marking requirements of this provision, in whole or in part, for each program, project, activity, public communication or commodity, or, in exceptional circumstances, for a region or country, when USAID required marking would pose compelling political, safety, or security concerns, or when marking would have an adverse impact in the cooperating country. The recipient

will submit the request through the Cognizant Technical Officer. The Principal Officer is responsible for approvals or disapprovals of waiver requests.

(2) The request will describe the compelling political, safety, security concerns, or adverse impact that require a waiver, detail the circumstances and rationale for the waiver, detail the specific requirements to be waived, the specific portion of the Marking Plan to be waived, or specific marking to be waived, and include a description of how program materials will be marked (if at all) if the USAID Identity is removed. The request should also provide a rationale for any use of recipient's own identity/logo or that of a third party on materials that will be subject to the waiver.

(3) Approved waivers are not limited in duration but are subject to Principal Officer review at any time, due to changed circumstances.

(4) Approved waivers "flow down" to recipients of subawards unless specified otherwise. The waiver may also include the removal of USAID markings already affixed, if circumstances warrant.

(5) Determinations regarding waiver requests are subject to appeal to the Principal Officer's cognizant Assistant Administrator. The recipient may appeal by submitting a written request to reconsider the Principal Officer's waiver determination to the cognizant Assistant Administrator.

(e) Non-retroactivity. The requirements of this provision do not apply to any materials, events, or commodities produced prior to January 2, 2006. The requirements of this provision do not apply to program, project, or activity sites funded by USAID, including visible infrastructure projects (for example, roads, bridges, buildings) or other programs, projects, or activities that are physical in nature (for example, agriculture, forestry, water management) where the construction and implementation of these are complete prior to January 2, 2006 and the period of the grant does not extend past January 2, 2006.

[END OF PROVISION]

***17. VOLUNTARY POPULATION PLANNING ACTIVITIES – MANDATORY REQUIREMENTS (MAY 2006)**

Requirements for Voluntary Sterilization Programs

(1) None of the funds made available under this award shall be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any individual to practice sterilization.

Prohibition on Abortion-Related Activities:

(1) No funds made available under this award will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to

persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term “motivate”, as it relates to family planning assistance, shall not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.

- (2) No funds made available under this award will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

[END OF PROVISION]

[END OF MANDATORY PROVISIONS]

**II. REQUIRED AS APPLICABLE STANDARD PROVISIONS FOR NON-U.S.,
NONGOVERNMENTAL RECIPIENTS**

1. PAYMENT – REIMBURSEMENT (MAY 1986)

- a. The recipient shall submit to the USAID Controller noted in the Schedule of the award an original and 2 copies of SF 1034, "Public Voucher for Purchases and Services Other Than Personal" and SF 1034A, Continuation of SF 1034, on a monthly basis and in no event no later than on a quarterly basis. Each voucher shall be identified by the award number and shall state the total costs for which reimbursement is being requested.
- b. Copies of SF 1034 and 1034A may be obtained from the Controller.

[END OF PROVISION]

2. INTERNATIONAL AIR TRAVEL AND TRANSPORTATION (JUNE 1999)

a. PRIOR BUDGET APPROVAL

In accordance with OMB Cost Principles, direct charges for foreign travel costs are allowable only when each foreign trip has received prior budget approval. Such approval will be deemed to have been met when:

- (1) the trip is identified. Identification is accomplished by providing the following information: the number of trips, the number of individuals per trip, and the destination country(s).
- (2) the information noted at (a)(1) above is incorporated in: the proposal, the program description or schedule of the award, the annual implementation plan (initial or revisions), or amendments to the award; and
- (3) the costs related to the travel are incorporated in the approved budget of the award.

The Agreement Officer may approve travel which has not been incorporated in writing as required by paragraph (a)(2). In such case, a copy of the Agreement Officer's approval must be included in the agreement file.

b. NOTIFICATION

- (1) As long as prior budget approval has been met in accordance with paragraph (a) above, a separate Notification will not be necessary unless:
 - (i) the primary purpose of the trip is to work with USAID Mission personnel, or

- (ii) the recipient expects significant administrative or substantive programmatic support from the Mission.

Neither the USAID Mission nor the Embassy will require Country Clearance of employees or contractors of USAID Recipients.

- (2) Where notification is required in accordance with paragraph (1)(i) or (ii) above, the recipient will observe the following standards:

- (i) Send a written notice to the USAID Cognizant Technical Officer in the Mission. If the recipient's primary point of contact is a Technical Officer in USAID/W, the recipient may send the notice to that person. It will be the responsibility of the USAID/W Cognizant Technical Officer to forward the notice to the field.

- (ii) The notice should be sent as far in advance as possible, but at least 14 calendar days in advance of the proposed travel. This notice may be sent by fax or e-mail. The recipient should retain proof that notification was made.

- (iii) The notification shall contain the following information: the award number, the cognizant Technical Officer, the traveler's name (if known), date of arrival, and the purpose of the trip.

- (iv) The USAID Mission will respond only if travel has been denied. It will be the responsibility of the Cognizant Technical Officer in the Mission to contact the recipient within 5 working days of having received the notice if the travel is denied. If the recipient has not received a response within the time frame, the recipient will be considered to have met these standards for notification, and may travel.

- (v) If a subrecipient is required to issue a Notification, as per this section, the subrecipient may contact the USAID Cognizant Technical Officer directly, or the prime may contact USAID on the subrecipient's behalf.

c. SECURITY ISSUES

Recipients are encouraged to obtain the latest Department of State Travel Advisory Notices before traveling. These Notices are available to the general public and may be obtained directly from the State Department, or via Internet.

Where security is a concern in a specific region, recipients may choose to notify the US Embassy of their presence when they have entered the country. This may be especially important for long-term posting.

d. USE OF U.S.-OWNED LOCAL CURRENCY

Travel to certain countries shall, at USAID's option, be funded from U.S.-owned local currency. When USAID intends to exercise this option, USAID will either issue a U.S. Government S.F. 1169,

Transportation Request (GTR) which the grantee may exchange for tickets, or issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this grant.

e. THE FLY AMERICA ACT

The Fly America Act (49 U.S.C. 40118) requires that all air travel and shipments under this award must be made on U.S. flag air carriers to the extent service by such carriers is available. The Administrator of General Services Administration (GSA) is authorized to issue regulations for purposes of implementation. Those regulations may be found at 41 CFR part 301, and are hereby incorporated by reference into this award.

f. COST PRINCIPLES

The recipient will be reimbursed for travel and the reasonable cost of subsistence, post differentials, and other allowances paid to employees in international travel status in accordance with the recipient's applicable cost principles and established policies and practices which are uniformly applied to federally financed and other activities of the recipient.

If the recipient does not have written established policies regarding travel costs, the standard for determining the reasonableness of reimbursement for overseas allowance will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current subsistence, post differentials, and other allowances may be obtained from the Agreement Officer.

g. SUBAWARDS

This provision will be included in all subawards and contracts which require international air travel and transportation under this award.

[END OF PROVISION]

3. OCEAN SHIPMENT OF GOODS (JUNE 1999)

- a. At least 50% of the gross tonnage of all goods purchased under this award and transported to the cooperating countries shall be made on privately owned U.S. flag commercial ocean vessels, to the extent such vessels are available at fair and reasonable rates.
- b. At least 50% of the gross freight revenue generated by shipments of goods purchased under this award and transported to the cooperating countries on dry cargo liners shall be paid to or for the benefit of privately owned U.S. flag commercial ocean vessels to the extent such vessels are available at fair and reasonable rates for such vessels.
- c. When U.S. flag vessels are not available, or their use would result in a significant delay, the recipient may request a determination of non-availability from the USAID, Transportation and Commodities Division, Office of Procurement, 1300 Pennsylvania Avenue, N.W., Washington, D.C. 20523, giving the basis for the request which will relieve the recipient of the requirement to use U.S. flag vessels for the amount of tonnage included in the

determination. Shipments made on non-free world ocean vessels are not reimbursable under this award.

- d. The recipient shall send a copy of each ocean bill of lading, stating all of the carrier's charges including the basis for calculation such as weight or cubic measurement, covering a shipment under this agreement to:

U.S. Department of Transportation,
Maritime Administration, Division of National Cargo,
400 7th Street, S.W.,
Washington DC 20590,

and

U.S. Agency for International Development,
Office of Procurement, Transportation Division
1300 Pennsylvania Avenue, N.W.
Washington, DC 20523-7900

- e. Shipments by voluntary nonprofit relief agencies (i.e., PVOs) shall be governed by this standard provision and by USAID Regulation 2, "Overseas Shipments of Supplies by Voluntary Nonprofit Relief Agencies" (22 CFR 202).
- f. Shipments financed under this award must meet applicable eligibility requirements set out in 22 CFR 228.21.
- g. This provision will be included in all subagreements which will finance goods to be shipped on ocean vessels.

[END OF PROVISION]

4. *PROCUREMENT OF GOODS AND SERVICES (OCTOBER 1998)*

The recipient may use its own procurement policies and practices for the procurement of goods and services under this award, provided they conform to all of USAID's requirements listed below and the standard provision entitled "USAID Eligibility Rules For Goods and Services".

- a. General Requirements:

(1) The recipient shall maintain a written code or standards of conduct that shall govern the performance of its employees engaged in the awarding and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such conflict would arise when the employee, officer or agent, or any member of the employee's immediate family, the employee's partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors

or parties to subagreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

(2) All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements. Contracts shall be made to the offeror whose offer is responsive to the solicitation and is most advantageous to the recipient, price, quality, and other factors considered. Solicitations shall clearly establish all requirements that the bidder or offeror shall fulfill in order to be evaluated by the recipient. Any and all offers may be rejected when it is in the recipient's interest to do so.

(3) All recipients shall establish written procurement procedures. These procedures shall provide, at a minimum, that:

- (i) Recipients avoid purchasing unnecessary items,
- (ii) Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement, and
- (iii) Solicitations for goods and services provide for all of the following:
 - (A) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
 - (B) Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
 - (C) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - (D) The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation.
 - (E) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
 - (F) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

(iv) Positive efforts shall be made by the recipients to utilize U.S. small business, minority owned firms, and women's business enterprises, whenever possible. Recipients of USAID awards shall take all of the following steps to further this goal:

(A) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises. To permit USAID, in accordance with the small business provisions of the Foreign Assistance Act of 1961, as amended, to give United States small business firms an opportunity to participate in supplying commodities and services procured under the award, the recipient shall to the maximum extent possible provide the following information to the Office of Small and Disadvantaged Business Utilization (OSDBU/MRC), USAID, Washington, D.C. 20523, at least 45 days prior to placing any order or contract in excess of \$100,000:

- (a) Brief general description and quantity of goods or services;
- (b) Closing date for receiving quotations, proposals, or bids; and
- (c) Address where solicitations or specifications can be obtained.

(B) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

(C) Encourage contracting with consortiums of small businesses, minority-owned firms, and women's business enterprises when a contract is too large for one of these firms to handle individually.

(D) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms, and women's business enterprises.

(v) The type of procurement instruments used, (e.g. fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts), shall be determined by the recipient but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of construction cost" methods of contracting shall not be used.

(vi) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources. Contracts shall not be made with firms or individuals whose name appears on the "Lists of Parties Excluded from Federal

Procurement and Nonprocurement Programs." USAID will provide the grantee with copy of this list upon request.

(vii) Recipients shall, on request, make available for USAID, pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc., when any of the following conditions apply:

(A) A recipient's procurement procedures or operation fails to comply with the procurement standards in this part, and

(B) The procurement is expected to exceed \$10,000.

(viii) The recipient shall document some form of price or cost analysis in its procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, and market prices, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability, and allowability.

(ix) Procurement records and files for purchases in excess of the recipient's own small purchase threshold shall include the following at a minimum:

(A) Basis for contractor selection;

(B) Justification for lack of competition when competitive bids or offers are not obtained, and;

(C) Basis for award cost or price.

(x) A system for contract administration shall be maintained to ensure contractor conformance with terms, conditions, and specifications of the contract and to ensure adequate and timely follow up of all purchases. Recipients shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions, and specifications of the contract.

b. The recipient shall include, in addition to provisions to define a sound and complete contract, the following provisions in all contracts. The following provisions shall also be applied to subcontracts.

(1) Contracts in excess of \$10,000 shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.

(2) All contracts in excess of \$10,000 shall contain suitable provisions for termination by the recipient, including the manner by which termination will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract

may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(3) All negotiated contracts (except those for less than the recipient's small purchase threshold) awarded by the recipient shall include a provision to the effect that the recipient, USAID, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(4) In all contracts for construction or facility improvement awarded for more than \$100,000, the recipient shall observe generally accepted bonding requirements.

(5) Contracts, the principal purpose of which is to create, develop, or improve products, processes, or methods; or for exploration into fields that directly concern public health, safety, or welfare; or contracts in the fields of science or technology in which there has been little significant experience outside of work funded by the U.S. Government, shall contain a notice to the effect that matters regarding rights to inventions, intellectual property, and materials generated under the contract are subject to the regulations included in these grant provisions. The contractor shall be advised as to the source of additional information regarding these matters.

[END OF PROVISION]

5. *USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (SEPTEMBER 1998)*

a. Ineligible and Restricted Goods and Services: USAID's policies on ineligible and restricted goods and services are contained in ADS Chapter 312. (See ADS 312)

(1) Ineligible Goods and Services. Under no circumstances shall the recipient procure any of the following under this award:

- (i) Military equipment,
- (ii) Surveillance equipment,
- (iii) Commodities and services for support of police or other law enforcement activities,
- (iv) Abortion equipment and services,
- (v) Luxury goods and gambling equipment, or
- (vi) Weather modification equipment.

(2) Ineligible Suppliers. Funds provided under this award shall not be used to procure any goods or services furnished by any firm or individual whose name appears on the "Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs." USAID will provide the recipient with this list upon request.

(3) Restricted Goods. The recipient shall not procure any of the following goods and services without the prior approval of the Agreement Officer:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Used equipment,
- (vi) U.S. Government-owned excess property, or
- (vii) Fertilizer.

Prior approval will be deemed to have been met when:

- (i) The item is of U.S. source/origin;
- (ii) The item has been identified and incorporated in the program description or schedule of the award (initial or revisions), or amendments to the award; and

(iii) The costs related to the item are incorporated in the approved budget of the award. Where the item has not been incorporated into the award as described above, a separate written authorization from the Agreement Officer must be provided before the item is procured.

b. Source, Origin, and Nationality: The eligibility rules for goods and services based on source, origin, and nationality are divided into two categories. One applies when the total procurement element during the life of the award is over \$250,000 and the other applies when the total procurement element during the life of the award is not over \$250,000, or the award is funded under the Development Fund for Africa (DFA) regardless of the amount. The total procurement element includes procurement of all goods (e.g. equipment, materials, supplies) and services. Guidance on the eligibility of specific goods or services may be obtained from the Agreement Officer. USAID policies and definitions on source, origin and nationality are contained in 22 CFR 228, Rules on Source, Origin and Nationality for Commodities and Services Financed by the Agency for International Development, which is incorporated into this Award in its entirety. A copy will be provided upon request.

(1) For DFA funded awards or when the total procurement element during the life of the award is valued at \$250,000 or less, the following rules apply:

(i) The authorized source for procurement of all goods and services to be reimbursed under the award is USAID Geographic Code 935, "Special Free World," and such goods and services must meet the source, origin and nationality requirements set forth in 22 CFR 228 in accordance with the following order of preference:

- (A) The United States (USAID Geographic Code 000),
- (B) The Cooperating Country,
- (C) USAID Geographic Code 941, and
- (D) USAID Geographic Code 935.

(ii) Application of Order of Preference: When the recipient procures goods and services from other than U.S. sources, under the order of preference in paragraph (b)(1)(i) above, the recipient shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the recipient's documentation:

(A) The procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,

(B) The price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,

(C) Compelling local political considerations precluded consideration of U.S. sources,

(D) The goods or services were not available from U.S. sources, or

(E) Procurement of locally available goods and services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance program under the award.

(2) When the total procurement element exceeds \$250,000, (unless funded by DFA), the following applies: Except as may be specifically approved or directed in advance by the Agreement Officer, all goods and services financed with U.S. dollars, which will be reimbursed under this award must meet the source, (including origin) and nationality requirements set forth in 22 CFR 228 for the authorized geographic code specified in the schedule of this award. If none is specified, the authorized source is Code 000, the United States.

c. Printed or Audio-Visual Teaching Materials: If the effective use of printed or audio-visual teaching materials depends upon their being in the local language and if such materials are intended for technical assistance projects or activities financed by USAID in whole or in part and if other funds including U.S.-owned or U.S.-controlled local currencies are not readily available to finance the procurement of such materials, local language versions may be procured from the following sources in order of preference:

(1) The United States (USAID Geographic Code 000),

(2) The Cooperating Country,

(3) "Selected Free World" countries (USAID Geographic Code 941),

(4) "Special Free World" countries (USAID Geographic Code 899).

d. If USAID determines that the recipient has procured any of these specific restricted goods under this award without the prior written authorization of the Agreement Officer, and has

received payment for such purposes, the Agreement Officer may require the recipient to refund the entire amount of the purchase.

- e. This provision will be included in all subagreements which include procurement of goods or services which total over \$5,000.

[END OF PROVISION]

6. SUBAGREEMENTS (OCTOBER 1998)

- a. Subawards shall be made only with responsible recipients who possess the potential ability to perform successfully under the terms and conditions of a proposed agreement. Consideration shall be given to such matters as integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources. Awards shall not be made to firms or individuals whose name appears on the "Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs." USAID will provide the grantee with a copy of this list upon request.
- b. All subagreements shall at a minimum contain provisions to define a sound and complete agreement in addition to those that are specifically required by any other provisions in this award. Whenever a provision within this award is required to be inserted in a subagreement, the recipient shall insert a statement in the subagreement that in all instances where USAID is mentioned, the recipient's name will be substituted. If subagreements are being made to U.S. organizations, a suggested subaward format incorporating 22 CFR 226 and Standard Provisions will be provided.

[END OF PROVISION]

7. LOCAL PROCUREMENT (OCTOBER 1998)

- a. Financing local procurement involves the use of appropriated funds to finance the procurement of goods and services supplied by local businesses, dealers, or producers, with payment normally being in the currency of the cooperating country. Regardless of which source, origin, and nationality rules in paragraph (b) of the Provision entitled "USAID Eligibility Rules for Goods and Services" apply, these rules may be followed for local procurement. Rules on Ineligible and Restricted goods continue to apply.
- b. Locally financed procurements must be covered by source and nationality waivers as set forth in 22 CFR 228, Subpart F, except as provided for in the Standard Provision "USAID Eligibility Rules for Goods and Services," or when one of the following exceptions applies:
 - (1) Locally available commodities of U.S. origin, which are otherwise eligible for financing, if the value of the transaction is estimated not to exceed \$100,000 exclusive of transportation costs.
 - (2) Commodities of geographic code 935 origin if the value of the transaction does not exceed the local currency equivalent of \$5,000.

- (3) Professional services contracts estimated not to exceed \$250,000.
- (4) Construction services contracts estimated not to exceed \$5,000,000.
- (5) Commodities and services available only in the local economy (no specific per transaction value applies to this category). This category includes the following items:
 - (i) Utilities including fuel for heating and cooking, waste disposal and trash collection;
 - (ii) Communications - telephone, telex, fax, postal and courier services;
 - (iii) Rental costs for housing and office space;
 - (iv) Petroleum, oils and lubricants for operating vehicles and equipment;
 - (v) Newspapers, periodicals and books published in the cooperating country;
 - (vi) Other commodities and services and related expenses that, by their nature or as a practical matter, can only be acquired, performed, or incurred in the cooperating country, e.g., vehicle maintenance, hotel accommodations, etc.
- c. The coverage on ineligible and restricted goods and services in the standard provision entitled, "USAID Eligibility Rules for Goods and Services," also apply to local procurement.
- d. This provision will be included in all subagreements where local procurement of goods or services will be financed with USAID funds.

[END OF PROVISION]

8. PUBLICATIONS AND MEDIA RELEASES (MARCH 2006)

- a. The recipient shall provide the USAID Cognizant Technical Officer one copy of all published works developed under the award with lists of other written work produced under the award. In addition, the recipient shall submit final documents in electronic format unless no electronic version exists at the following address:

Online (preferred):
<http://www.dec.org/submit.cfm>

Mailing address:
Document Acquisitions
USAID Development Experience Clearinghouse (DEC)
8403 Colesville Road Suite 210
Silver Spring, MD 20910-6368
Contract Information
Telephone (301) 562-0641

Fax (301) 588-7787
E-mail: docsubmit@dec.cdie.org

Electronic documents must consist of only one electronic file that comprises the complete and final equivalent of a hard copy. They may be submitted online (preferred); on 3.5" diskettes, a Zip disk, CD-R, or by e-mail. Electronic documents should be in PDF (Portable Document Format). Submission in other formats is acceptable but discouraged.

Each document submitted should contain essential bibliographic elements, such as 1) descriptive title; 2) author(s) name; 3) award number; 4) sponsoring USAID office; 5) strategic objective; and 6) date of publication;:

- b. In the event award funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the award unless the schedule of the award has identified the profits or royalties as program income.
- c. Except as otherwise provided in the terms and conditions of the award, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this award, but USAID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

[END OF PROVISION]

9. *NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS (MAY 1986)*

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this award on the basis of race, color, national origin, age, handicap, or sex.

[END OF PROVISION]

10. *REGULATIONS GOVERNING EMPLOYEES (JUNE 1993)*

- a. The recipient's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support while under this recipient.
- b. The sale of personal property or automobiles by recipient employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire USAID personnel employed by the Mission including the rules contained in 22 CFR Part 136, except as this may conflict with host government regulations.
- c. Other than work to be performed under this award for which an employee is assigned by the recipient, no employee of the recipient shall engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is

assigned, nor shall the individual make loans or investments to or in any business, profession, or occupation in the foreign countries to which the individual is assigned.

- d. The recipient's employees, while in a foreign country, are expected to show respect for its convention, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.
- e. In the event the conduct of any recipient employee is not in accordance with the preceding paragraphs, the recipient's chief of party shall consult with the USAID Mission Director and the employee involved, and shall recommend to the recipient a course of action with regard to such employee.
- f. The parties recognize the rights of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this award of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.
- g. If it is determined, under either (e) or (f) above, that the services of such employee shall be terminated, the recipient shall use its best efforts to cause the return of such employee to the United States, or point of origin, as appropriate.

[END OF PROVISION]

11. PARTICIPANT TRAINING (OCTOBER 1998)

- a. Definitions: A participant is any non-U.S. individual being trained under this award outside of that individual's home country.
- b. Application of ADS Chapter 253: Participant training under this award shall comply with the policies established in ADS Chapter 253, Participant Training (including TrainNet requirements), except to the extent that specific exceptions to ADS 253 have been provided in this award with the concurrence of the Global Bureau's Center for Human Capacity Development. (See ADS 253) (ADS 253 may be obtained by submitting a request to the Agreement Officer.)
- c. Orientation: In addition to the mandatory requirements in ADS 253, recipients are strongly encouraged to provide, in collaboration with the Mission training officer, predeparture orientation and orientation in Washington at the Washington International Center. The latter orientation program also provides the opportunity to arrange for home hospitality in Washington and elsewhere in the U.S. through liaison with the National Council for International Visitors (NCIV). If the Washington orientation is determined not to be feasible, home hospitality can be arranged in most U.S. cities if a request for such is directed to the Agreement Officer, who will transmit the request to NCIV through R&O/IT.

[END OF PROVISION]

**12. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE)
(OCTOBER 1998)**

- a. Except as modified by the Schedule of this award, title to all equipment, materials, and supplies, the cost of which is reimbursable to the recipient by USAID or by the cooperating country, shall at all times be in the name of the cooperating country or such public or private agency as the cooperating Government may designate, unless title to specified types or classes of equipment is reserved to USAID under provisions set forth in the Schedule of this award, but all such property shall be under the custody and control of recipient until the owner of title directs otherwise or completion of work under this award or its termination, at which time custody and control shall be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers shall be taken in the name of the title owner.
- b. The recipient shall prepare and establish a program, for the receipt, use, maintenance, protection, custody, and care of equipment, materials, and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The recipient shall be guided by the requirements of 22 CFR Part 226.30 through 226.36.
- c. Within 90 days after completion of this award, or at such other date as may be fixed by the Agreement Officer, the recipient shall submit an inventory schedule covering all items of equipment, materials, and supplies under the recipient's custody, title to which is in the cooperating country or public or private agency designated by the cooperating country, which have not been consumed in the performance of this award. The recipient shall also indicate what disposition has been made of such property.

[END OF PROVISION]

13. PROGRAM INCOME (OCTOBER 1998)

- a. The Recipient shall apply the standards set forth in this Provision to account for program income earned under the award.
- b. Program Income earned during the project period shall be retained by the recipient and, in accordance with USAID regulations, other implementing guidance, or the terms and conditions of the award, shall be used in one or more of the following ways:
 - 1) Added to funds committed by USAID and the recipient to the project or program, and used to further eligible project or program objectives.
 - 2) Used to finance the non-U.S. Government share of the project or program.
 - 3) Deducted from the total project or program allowable cost in determining the net allowable costs on which the U.S. Government share of costs is based.

- c. When the agreement authorizes the disposition of program income as described in paragraph (b)(1) or (b)(2) of this section, program income in excess of any limits stipulated shall be used in accordance with paragraph (b)(3) of this section.
- d. If the terms and conditions of the award do not specify how program income is to be used, paragraph (b)(2) of this section shall apply automatically; program income in excess of the cost share amount may be applied in accordance with paragraph (b)(1). Recipients which are commercial organizations may not apply paragraph (b)(1) of this section.
- e. Unless the terms and conditions of the award provide otherwise, recipients shall have no obligation to the U.S. Government regarding program income earned after the end of the project period.
- f. Costs incident to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award and they comply with the applicable Cost Principles.
- g. Unless the terms and conditions of the award provide otherwise, recipients shall have no obligation to the U.S. Government with respect to program income earned from license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions produced under an award. However, Patent and Trademark Amendments (35 U.S.C. 18) apply to inventions made under an experimental, developmental, or research awards.

[END OF PROVISION]

14. *REPORTING OF FOREIGN TAXES (MARCH 2006)*

- a. The recipient must annually submit a report by April 16 of the next year.
- b. Contents of Report. The report must contain:
 - (i) Contractor/recipient name.
 - (ii) Contact name with phone, fax and email.
 - (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 Recipient during the period in (iv) regardless of when the foreign tax was assessed and any reimbursements on the taxes reported in (iv) received through March 31.

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

(viii) Cumulative reports may be provided if the recipient 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: [insert address and point of contact at the Embassy, Mission or FM/CMP as appropriate. see b. below] [optional with a copy to]

e. Subagreements. The recipient 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>

[END OF PROVISION]

15. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JANUARY 2002)

Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences or as approved by the Agreement Officer.

[END OF PROVISION]

16. USAID DISABILITY POLICY - ASSISTANCE (DECEMBER 2004)

a. The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:

http://pdf.dec.org/pdf_docs/PDABQ631.pdf

b. USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

[END OF PROVISION]

[END OF STANDARD PROVISIONS]

ATTACHMENT E
INITIAL ENVIRONMENTAL EXAMINATION

**INITIAL ENVIRONMENTAL EXAMINATION
SUMMARY AND SIGNATURE PAGE**

PROGRAM/ACTIVITY DATA:

Program/Activity Number: (TBD)

Country/Region: Africa (Global Health Bureau), in President's Malaria Initiative countries

Program Title: Malaria Communities Program (MCP)

Funding Begin: FY 2007 **Funding End:** September 30, 2011

IEE Amendment (Y/N): N

Current Date: March 19, 2007

ENVIRONMENTAL ACTION RECOMMENDED:

Categorical Exclusion: X Negative Determination: X

Positive Determination: _____ Deferral: _____

ADDITIONAL ELEMENTS: (Place X where applicable)

CONDITIONS X

SUMMARY OF FINDINGS:

The activities under this Initial Environmental Examination (IEE) will provide support at the community level for malaria prevention activities. These activities will be carried out in collaboration with implementing partners for the President's Malaria Initiative (PMI). The PMI activities themselves are covered under their own IEEs, Programmatic Environmental Assessments (PEA), country-level Supplemental Environmental Assessments (SEA), and Pesticide Evaluation Report and Safer Use Action Plans (PERSUAP) and are not covered in this IEE.

A Categorical Exclusion is recommended for the following activities except to the extent that the activities directly affect the environment (such as construction of facilities), pursuant to 22 CFR 216.2(c)(1) and:

- a) 22 CFR 216.2(c)(2)(i), for activities involving education, training, technical assistance or training programs;
- b) 22 CFR 216.2(c)(2)(v), for activities involving document and information transfers;
- c) 22 CFR 216.2(c)(2)(viii), for programs involving nutrition, health care, or family planning services except to the extent designed to include activities directly affecting the environment (such as construction of facilities, water supply systems, waste water treatment, etc.);
- (d) 22 CFR 216.2(c)(2)(xiv), for studies, projects or programs intended to develop the capability of recipient countries and organizations to engage in development planning.

- Provide information, education and communication (IEC), including household and community mobilization, to support IRS spraying activities
- Support promotion of intermittent preventive treatment of pregnant women in government health facilities helping to increase the proportion of pregnant women who receive at least two doses of intermittent preventive therapy (IPT)

- Provide IEC aimed to support appropriate health seeking behavior and increasing early and effective treatment of malaria and treatment adherence
- Support community health workers in malaria community case management (i.e. home-based management of fever) activities and promoting correct and consistent use of ITNs by members of their community
- Build malaria prevention and promotional activities on to existing community-based HIV/AIDS programs

A **negative determination (with conditions)** is recommended per 22CFR216.3(a)(2)(iii) for the remaining activities that may be carried out under the MCP.

- Support for distribution and promotion of correct and consistent use of insecticide treated nets (ITNs) in both routine and campaign settings in order to increase the overall number used by pregnant women and children under five
- Partner in the promotion and implementation of bednet retreatment campaigns

The conditions include that implementing partners adhere to the stipulations made in the USAID Africa Bureau's [Programmatic Environmental Assessment for Insecticide-Treated Materials in USAID Activities in Sub-Saharan Africa](#). If a need for net treatment or retreatment arises under this funding and is not already covered under the PMI activity, the USAID Health Team in the mission will draft and gain approval for a "Pesticide Evaluation Report and Safer Use Action Plan" (PERSUAP) for the ITN program.

For activities that involve collection, storage and disposal of biological samples, the program must make reasonable efforts to assure development and implementation of an adequate medical waste management program. Consult EGSSA (www.encapafrika.org) and utilize the Minimal Program Checklist (Annex A).

As required by ADS 204.3.4, the SO team managing this program must actively monitor ongoing activities for compliance with approved IEE recommendations, and modify or end activities that are not in compliance. If additional activities not described in this document are added to this program, then amended or new environmental documentation must be prepared. The SO team must also ensure that provisions of the IEE concerning mitigative measures and the conditions specified herein along with the requirement to monitor be incorporated in all contracts, cooperative agreements, grants and sub-grants.

INITIAL ENVIRONMENTAL EXAMINATION

PROGRAM/ACTIVITY DATA:

Program/Activity Number:

Country/Region: Africa (Global Health Bureau), in President's Malaria Initiative countries

Program Title: Malaria Communities Program (MCP)

Funding Begin: FY 2007 **Funding End:** September 30, 2011

IEE Amendment (Y/N): N

Current Date: March 19, 2007

1.0 BACKGROUND AND ACTIVITY/PROGRAM DESCRIPTION

1.1 Purpose and Scope of IEE

The purpose of this Initial Environmental Examination (IEE) is to comprehensively review the activities USAID anticipates implementing across the Africa region under the Malaria Communities Program (MCP) (a program to complement activities undertaken as part of the President's Malaria Initiative (PMI)), and provide threshold determinations of environmental impact and conditions for mitigation if appropriate. This IEE is intended to fulfill the environmental review requirements of the U.S. Agency for International Development's (USAID's) environmental regulations, found in 22CRF216.

The activities under this Initial Environmental Examination (IEE) will provide support at the community level for malaria prevention activities. These activities will be carried out in collaboration with implementing partners for the President's Malaria Initiative (PMI). The PMI activities themselves are covered under their own IEEs, Programmatic Environmental Assessments (PEA), country-level Supplemental Environmental Assessments (SEA), and Pesticide Evaluation Report and Safer Use Action Plans (PERSUAP) and are not addressed in this IEE.

1.2 Background

Malaria is one of the most common and serious tropical diseases. It causes at least a million deaths yearly, the majority of which occur in sub-Saharan Africa. More than half of the world's population is at risk of acquiring malaria, but young children and pregnant women have the highest risk of both malaria infection and malaria mortality. In addition to poverty and climate, other risk factors for malaria include poor quality health facilities and systems, drug and insecticide resistance for the pathogen and its vectors, and changing ecological conditions that support existence of the vectors at elevations that were previously malaria-free.

USAID's malaria program is part of the US government (USG) foreign assistance program and contributes to the USG goal of "Helping to build and sustain democratic, well-governed states that will respond to the needs of their people and conduct themselves responsibly in the international system." Malaria activities fall under Objective 3 - Investing in People, under the Health Program, and they are reported on under the Malaria element 1.3. The goal of the PMI is to prevent 50 percent of malarial deaths in 15 of the worst-hit countries in Africa. For more information on the President's Malaria Initiative, see <http://www.fightingmalaria.gov/index.html>.

1.3 Description of Activities

The MCP was announced by First Lady Laura Bush on December 14, 2006, at the White House Summit to offer opportunities specifically aimed at fostering new partners, including local community-based and indigenous groups in PMI focus countries. The MCP seeks to award individual small grants to new partners, both US-based and organizations indigenous to Africa PMI-focus countries, to implement malaria prevention and control activities. The grants to be awarded under the MCP will include one or more of the following elements:

- Support for distribution and promotion of correct and consistent use of insecticide treated nets (ITNs) in both routine and campaign settings in order to increase the overall number used by pregnant women and children under five;
- Partner in the promotion and implementation of bednet retreatment campaigns;
- Provide information, education and communication (IEC), including household and community mobilization, to support IRS spraying activities;
- Support promotion of intermittent preventive treatment of pregnant women in government health facilities helping to increase the proportion of pregnant women who receive at least two doses of IPT;
- Provide IEC aimed to support appropriate health seeking behavior and increasing early and effective treatment of malaria and treatment adherence;
- Support community health workers in malaria community case management (i.e. home-based management of fever) activities and promoting correct and consistent use of ITNs by members of their community; and
- Build malaria prevention and promotional activities on to existing community-based HIV/AIDS programs.

MCP recipient organizations will work with and in direct complement to existing USAID partners who are associated with and have undergone environmental assessments according to the Agency's regulations and who are following these findings and determinations.

MCP recipients are not expected to procure commodities including those associated with pesticides under this Program, and such procurement is not covered by this IEE. Instead, recipients will partner with the host country government, PMI and other malaria control partners who are currently supporting the procurement and distribution of malaria commodities. PMI-funded activities will be covered by their own environmental compliance documents. MCP recipients will focus on complementing these efforts by supporting the non-commodity aspects of a comprehensive malaria program (i.e. health education and promotion, community mobilization, and extending direct beneficiary reach of the PMI-supported interventions).

2.0 COUNTRY AND ENVIRONMENTAL INFORMATION

The activities funded under the MCP will occur only in the 15 President's Malaria Initiative focus countries, as these community-based activities will directly complement the more commodity-focused PMI activities of bednet procurement and indoor residual spraying. The PMI activities

themselves are covered under their own IEEs, Programmatic Environmental Assessments (PEA), country-level Supplemental Environmental Assessments (SEA), and Pesticide Evaluation Report and Safer Use Action Plans (PERSUAP) and are not covered in this IEE. The countries selected for PMI activities were those with the highest malaria mortality, and are shown below in Table 1.

Table 1. List of President’s Malaria Initiative (PMI) countries

Angola	Benin	Ethiopia
Ghana	Kenya	Liberia
Madagascar	Malawi	Mali
Mozambique	Rwanda	Senegal
Tanzania	Uganda	Zambia

3.0 EVALUATION OF ENVIRONMENTAL IMPACT POTENTIAL AND RECOMMENDED THRESHOLD DECISIONS AND PREVENTION/MITIGATION ACTIONS

The Environmental Determination for the MCP falls into two categories, and is presented below in Table 2. The activities related to training, health promotion and community mobilization justify Categorical Exclusions, pursuant to 22 CFR §216.2(c)(1) and (2), because the actions do not have an effect on the natural or physical environment.

The remaining activities may involve insecticide-treated materials (ITM) and/or medical waste that are not already covered by PMI environmental compliance documents, so these activities justify a negative determination, with the conditions as described below and summarized in Table 2.

The Africa Bureau has prepared a document entitled *Programmatic Environmental Assessment for Insecticide-treated Materials (PEA ITM) in USAID Activities in Sub-Saharan Africa*, which describes the risks associated with the use of ITMs, including bednets and curtains. Health and environmental risks from the use of ITMs include potential exposure of humans and the environment during production, distribution, storage, use, and disposal of pesticides, and a certain amount of exposure of persons using ITMs to pesticide vapors released from the materials. The CTO must work with the PMI country teams and the MCP implementing partners to ensure that the risks to humans and the environment are minimized, and that adequate safety precautions are observed, by following the guidance provided in the PEA ITM which can be found on the web at http://www.afr-sd.org/documents/iee/docs/32AFR2_ITM_PEA.doc

The public health community has taken the issue of risk from ITM pesticides seriously, and effective guidance documents are already available as resources for ITM program managers. WHO’s Roll Back Malaria web site hosts a collection of WHO and other documents on all the RBM program issues, including those related to effective and safe use of insecticides in ITM programs. (See <http://mosquito.who.int>, multiple prevention, insecticide-treated materials). An excellent resource for all aspects of ITM program management, including avoiding environmental or health problems with this technology, is a manual prepared for the Malaria Consortium, titled, “Insecticide Treated Net Projects: A Handbook for Managers.”

The CTO must also work with the PMI country health teams and their implementing partners to assure, to the extent possible, that the medical facilities and operations involved have adequate procedures and capacities in place to properly handle, label, treat, store, transport and properly dispose of blood, sharps and other medical waste associated with malaria diagnosis and treatment. The ability of the health teams to assure such procedures and capacity is understood to be limited by its level of control over the management of the facilities and operations that USAID PMI and MCP are supporting.

The USAID Bureau for Africa’s Environmental Guidelines for Small Scale Activities in Africa (EGSSAA) Chapter 8, “[Healthcare Waste: Generation, Handling, Treatment and Disposal](http://encapafrika.org/SmallScaleGuidelines.htm)” (found at this URL: <http://encapafrika.org/SmallScaleGuidelines.htm>) contains guidance which should inform the Team’s activities to promote proper handling and disposal of medical waste, particularly in the section titled, “Minimum elements of a complete waste management program.” The program is also encouraged to make use of the attached “Minimal Program Checklist and Action Plan” for handling healthcare waste, which was adapted from the above EGSSAA chapter and which should be further adapted for use in USAID/[country] programs. Another useful reference is “WHO’s Safe Management of Wastes from Healthcare Activities” found at http://www.who.int/water_sanitation_health/medicalwaste/wastemanag/en/

Table 2. Summary of Environmental Determinations and Conditions

Key Elements of Program/Activities	Threshold Determination & 22 CFR 216 Citation	Impact Issues & Mitigation Conditions and/or Proactive Interventions
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Key Elements of Program/Activities	Threshold Determination & 22 CFR 216 Citation	Impact Issues & Mitigation Conditions and/or Proactive Interventions
<p>1. Provide information, education and communication (IEC), including household and community mobilization, to support IRS spraying activities</p> <p>2. Support promotion of intermittent preventive treatment of pregnant women in government health facilities helping to increase the proportion of pregnant women who receive at least two doses of intermittent preventive therapy (IPT)</p> <p>3. Provide IEC aimed to support appropriate health seeking behavior and increasing early and effective treatment of malaria and treatment adherence</p> <p>4. Support community health workers in malaria community case management (i.e. home-based management of fever) activities and promoting correct and consistent use of ITNs by members of their community</p>	<p>Categorical Exclusion pursuant to 22 CFR 216.2(c)(1) and:</p> <p>a) 22 CFR 216.2(c)(2)(i), for activities involving education, training, technical assistance or training programs;</p> <p>b) 22 CFR 216.2(c)(2)(v), for activities involving document and information transfers;</p> <p>c) 22 CFR 216.2(c)(2)(viii), for programs involving nutrition, health care, or family planning services</p> <p>(d) 22 CFR 216.2(c)(2)(xiv), for studies, projects or programs intended to develop the capability of recipient countries and organizations to engage in development planning.</p>	<p>No biophysical are interventions involved</p> <p>The categorical exclusion applies except to the extent that activities might directly affect the environment (such as construction of facilities, water supply systems, waste water treatment extent designed to include activities, etc.)</p>

Key Elements of Program/Activities	Threshold Determination & 22 CFR 216 Citation	Impact Issues & Mitigation Conditions and/or Proactive Interventions
<p>1. Support for distribution and promotion of correct and consistent use of insecticide treated nets (ITNs) in both routine and campaign settings in order to increase the overall number used by pregnant women and children under five</p> <p>2. Partner in the promotion and implementation of bednet retreatment campaigns</p> <p>3. Build malaria prevention and promotional activities on to existing community-based HIV/AIDS programs</p>	<p>Negative Determination with Conditions 22 CFR 216.3 (a)(2)(iii)</p> <p>Deferred: Treatment or retreatment of nets</p>	<p>If provision of supplies will include insecticide treated bednets (ITNs), the USAID Health Team in the mission and their partner organizations will be required to use reliable brands of long-lasting treated nets and adhere to the stipulations made in the USAID Africa Bureau Programmatic Environmental Assessment for Insecticide-Treated Materials in USAID Activities in Sub-Saharan Africa .</p> <p>If a need for net treatment or retreatment arises under this funding and is not already covered under the PMI activity, the USAID Health Team in the mission will draft and gain approval for a “Pesticide Evaluation Report and Safer Use Action Plan” (PERSUAP) for the ITN program.</p> <p>For activities that involve collection, storage and disposal of biological samples, the program must make reasonable efforts to assure development and implementation of an adequate medical waste management program. Consult EGSSA (www.encapafrika.org) and utilize the Minimal Program Checklist (Annex A).</p>

4. MONITORING AND COMPLIANCE ASSURANCE

Monitoring and compliance measures

As required by ADS 204.3.4, the MCP CTO and implementing partners will actively monitor and evaluate whether environmental consequences unforeseen under activities covered by this Request for Categorical Exclusion arise during implementation, and modify or end activities as appropriate. If additional activities are added that are not described in this document, an amended environmental examination must be prepared.

All grants or other monetary transfers of USAID funds (e.g., subgrants) to support this program's activities must incorporate provisions that the activities to be undertaken will comply with the environmental determinations and recommendations of this IEE. This includes assurance that the activities conducted with USAID funds fit within those described in the approved IEE or IEE amendment and that any mitigating measures required for those activities be followed. USAID PMI missions are responsible for assuring that implementing partners have the human capacity necessary to incorporate environmental considerations into program planning and implementation and to take on their role in the Environmental Screening Process. Implementing partners should seek training as needed, such as through participation in the Africa Bureau's regional ENCAP training courses.

Implementing partners' annual reports and, as appropriate, progress reports shall contain a brief update on mitigation and monitoring measures being implemented, results of environmental monitoring, and any other major modifications/revisions in the development activities, and mitigation and monitoring procedures.

ⁱ Chavasse DC, Reed C, Attawell K. 1999b. *Insecticide Treated Net Projects: A Handbook for Managers*. London, England: Malaria Consortium, London School of Tropical Hygiene and Tropical Medicine.