



08/19/2011

VIA ELECTRONIC MAIL

Subject: RFA No: 1071-20-505  
Subcontract under the AEG-I-18-04-00010-00

To Whom It May Concern:

Enclosed please find the Request for Applications (RFA) to implement the Farmer-to-Farmer Niche Projects 1071-20-505.

Decisions regarding the attached RFA will be made based on the selection criteria included in Section VII. Funds will be issued as a Small Grant award under the Raise Plus Set Aside IQC contract Task Order #20 Farmer-to-Farmer Special Program Support Project with the Weidemann Consortium and will be limited to a total cost of \$100,000 over a period of no more than one year.

Depending on the availability of funds from USAID, grant recipients will be eligible to apply for subsequent grants following successful completion of their projects. All funding is contingent upon the availability of funds. Weidemann expects to award up to five (5) grants under this RFA, but reserves the right to fund any or none of the applications submitted. Weidemann Associates, Inc. reserves the right to make additional award(s) under this RFA at a later date if funding becomes available and applications warrant.

Grant funds awarded under this RFA are for costs of fielding and supporting volunteers only.

Please feel free to share this announcement with other parties. Any questions concerning this RFA should be addressed in writing via email to the Competition Manager at:

[GrantsFarmer@weidemannassoc.com](mailto:GrantsFarmer@weidemannassoc.com).

Send questions by **August 31, 2011 at 3:00pm EST**. We will send all responses to questions by **September 7, 2011** in addition to posting them on [www.weidemann.org](http://www.weidemann.org). Please submit a notice of interest to compete in writing via e-mail by **September 16, 2011 at 3:00pm EST** to the Competition Managers. We expect to receive your application related to this Scope of Work no later than **September 21, 2011 at 3:00pm EST**.

**Absolutely no telephone calls will be accepted regarding this RFA.**

The Technical and Cost applications should be submitted by e-mail as separate attachments, addressed to:

Competition Manager

Weidemann Associates, Inc.

Email Address: [GrantsFarmer@weidemannassoc.com](mailto:GrantsFarmer@weidemannassoc.com)

Thank you for your consideration of this USAID initiative.

Sincerely,

Andrew Baker & Shayan Pal  
Competition Managers

Enclosure: Request for Applications RFA # 1071-20-505



# REQUEST FOR APPLICATIONS

Solicitation No. 1071-20-505

## *Farmer-to-Farmer Special Program Support Project Niche Projects*

**A USAID program established by  
USAID Bureau for Food Security  
Farmer-to-Farmer Program**

**Grant program Administered by:**

Weidemann Associates, Inc.  
4141 N. Henderson Road,  
Plaza Suite 5  
Arlington, VA 22203

Email: [GrantsFarmer@weidemannassoc.com](mailto:GrantsFarmer@weidemannassoc.com)

# RFA No. 1071-20-505

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# I. Funding Opportunity Description

## 1. Definitions, Roles and Acronyms

**Eligible Applicant, or Applicant** –U.S. based organization, educational facility, training institution, university researcher(s), research institutions, non-governmental organizations, independent for-profit firm, or contracting firm not currently holding a contract or grant award under the USAID Farmer to Farmer program.

**Agreement Officer** – The Agreement Officer is the individual designated by Weidemann Associates, Inc. to negotiate the grants to be awarded under this RFA. That individual will also be the responsible party for administering the grants to their conclusion.

**Automated Directive System (ADS)** – The ADS details USAID policies, procedures, and regulations, which apply to all USAID funded assistance agreements and contracts. These documents are referenced in this manual and apply where specified. They may be found on USAID’s website: [www.usaid.gov](http://www.usaid.gov). USAID often issues policy changes or interim guidance pending ADS updating by means of Acquisition & Assistance Policy Directives (AAPDs). Where these documents pertain to assistance and subcontracting, via grants, they apply as well.

**Contractor, or Weidemann Associates, Inc.** – The U. S. based consulting firm, which holds a USAID indefinite quantity contract under the **Raise Plus Farmer to Farmer Special Projects and Support Program** (FTF SPSP) Task Order, to provide technical services to the USAID Bureau for Food Security.  
**Grantee** – An organization awarded a FTF SPSP grant by Weidemann Associates, Inc..

**Office of Management and Budget (OMB)** – The U.S. Congress through OMB Budget, controls all policies and procedures for grant-making by any of the U. S. Government agencies, including USAID. OMB Circulars are referenced in this manual and they apply wherever specified. Specifically found on USAID’s web site, <http://www.usaid.gov/policy/ads/omb.html>. Legislation for USAID grants is online: [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/22cfr226\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/22cfr226_03.html).

**Request for Applications (RFA)** – The document for advertising competitive assistance programs; it is also the mechanism for satisfying the requirements for public notice of these programs. An RFA is issued when USAID intends to support a specific type of activity or methodology in support of strategic objectives. The RFA contains eligibility and qualification requirements, general description of the program and range of activities, evaluation criteria, and other relevant information.

**Technical Evaluation Committee (TEC)** – The TEC reviews and evaluates the applications using the Selection Criteria described in the RFA. Applications are chosen for further negotiations on technical and cost considerations, and on how well the described activities can be expected to achieve the results desired by USAID Office of Agriculture, as further described in this RFA.

## 2. Application Information

Date of Issuance: August 19, 2011

Due Date for Applications: September 21, 2011 by 3:00pm EST

Deadline for Questions: August 31, 2011 by 3:00pm EST

**Note: Questions and applications must be sent via e-mail to [GrantsFarmer@weidemannassoc.com](mailto:GrantsFarmer@weidemannassoc.com).**

**No phone calls will be accepted regarding this RFA.**

Weidemann & Associates, Inc., as funded by the United States Agency for International Development (USAID), under the Office of Agriculture, the Farmer to Farmer program (FTF), is seeking applications

from parties interested in SPSP Niche Awards. Applications will be accepted from U.S. based organizations not currently implementing a FTF Program. The eligible countries are outlined in Annex C. Through this program the FTF program team will generate knowledge in the priority areas defined in sections II & III of this announcement, and disseminate this knowledge throughout the development community.

Weidemann Associates, Inc. expects to award up to 5 small grants to qualified and responsible applicants that have the skills, institutional mandate, and experience necessary to implement the program within the terms set forth in this RFA. Applications for smaller activities and amounts are also welcome. **Only one application per organization will be accepted.**

It is USAID's policy not to award profit under grants. However, all reasonable, allocable, and allowable direct expenses, which are related to Grant agreement activities and are in accordance with applicable U.S. Government cost standards (provided during negotiations with successful candidates), may be paid under the agreement. Small grants will be made using the USAID ADS 303.3.24 procedures. For-profit entities are not entitled to receiving any profit for their participation in this activity (22.CFR226.81). Weidemann Associates, Inc. reserves the right to make any number of awards or none at all. Issuance of this RFA does not constitute an award commitment on the part of Weidemann Associates, Inc. or USAID, nor does it commit either entity to pay for costs incurred in the submission of an application. Furthermore, Weidemann Associates, Inc. reserves the right to reject any and all applications, or to award a grant without further discussion or negotiations if it is considered to be in the best interests of Weidemann Associates, Inc. and USAID.

Applications must be submitted via email to [GrantsFarmer@weidemannassoc.com](mailto:GrantsFarmer@weidemannassoc.com).

*Technical and cost applications must be submitted as separate documents; these can be submitted in the same email or separate emails.*

### **Deadline**

Applications must be received by Weidemann Associates by 3:00 pm EST on Wednesday, **September 21, 2011**. Applications shall be addressed via e-mail to:

Competition Manager

Email: [GrantsFarmer@weidemannassoc.com](mailto:GrantsFarmer@weidemannassoc.com)

*Note: Application documents sent by Fax will NOT be accepted. All technical questions must be submitted in writing via e-mail by the specified due date and will NOT be accepted by telephone or fax at any time. No phone calls please.*

Weidemann Associates will accept questions from applicants until 3:00 pm EST on **August 31, 2011**.

Questions will only be accepted in writing at the following email address:

[GrantsFarmer@weidemannassoc.com](mailto:GrantsFarmer@weidemannassoc.com).

All emailed questions must contain the subject line "RFA # 1071-20-505." Answers will be sent to all recipients of the RFA and posted on [www.weidemann.org](http://www.weidemann.org) on or before **September 7, 2011**.

Applicants are strongly encouraged to notify Weidemann Associates, via email, of their intention to bid by **September 16, 2011**.

**No phone calls please.**

### **3. Introduction**

The Farmer-to-Farmer Program was first authorized by the U.S. Congress in 1985 to provide for the transfer of knowledge and expertise from U.S. agricultural producers and businesses on a voluntary basis

to middle-income countries and emerging democracies. The U.S. Congress authorized the current FY 2009-2013 phase of the FTF Program in the 2008 Farm Bill, designating it the “John Ogonowski and Doug Bereuter FTF Program” in honor of one of the pilots killed September 11, 2001 and of former Congressman Bereuter, who initially sponsored the program.

Program evaluations have consistently found that the FTF programs provide high quality technical assistance services from volunteers. The FTF Program has evolved, placing increased emphasis on economic impact and obtaining measurable results by concentrating volunteer assignments in specific geographical areas, commodity programs, and service sectors. New programs go beyond simply placing individual volunteers, and focus rather on development of specific market chains for which over-all impact can be evaluated. Programs build institutions and transfer technology and management expertise to link farmers with markets that exploit comparative advantages in production, processing, and marketing. Volunteers typically work with medium and small agro-enterprises, cooperatives, individual producers, technical agencies, universities, and financial institutions.

#### **4. Background**

The Farmer to Farmer Program provides for the transfer of knowledge and expertise from volunteers coming from U.S. producers, businesses and other institutions to organizations in developing countries and emerging democracies.

As part of the current phase of the FTF Program, Weidemann Associates Inc. (WAI) was awarded a Task Order under the Raise Plus Limited Scope Set Aside IQC to implement a FTF Special Program Support Project (SPSP) to contribute to meeting overall FTF Program objectives. This SPSP involves awarding grants to qualified U.S.-based organizations to implement special FTF Niche Projects using voluntary U.S. technical assistance for agricultural development programs in developing countries and emerging democracies. This Request for Applications (RFA) is to solicit applications from organizations interested in participating in the implementation of the FTF Niche Projects.

The FTF Program development objectives are shaped by a complex hierarchy of initiatives framing strategies, goals, and objectives for U.S. foreign assistance programs.

**a) US Foreign Assistance Framework (FAF).** The FAF establishes an overarching goal “to help build and sustain democratic, well-governed states that respond to the needs of their people, reduce widespread poverty and conduct themselves responsibly in the international system.” Five FAF Program Areas contribute to this goal: Peace and Stability; Governing justly and democratically; Investing in People; Economic Growth; and Humanitarian Assistance. FTF programs fall under the Economic Growth Objective in Program Area 4.5, “*Agriculture*”, under Program Element 4.5.2 “*Agricultural Sector Productivity*.” This Program Element has seven Sub-Elements:

- 4.5.2.1 Research and Technology Dissemination;
- 4.5.2.2 Land and Water Management;
- 4.5.2.3 Rural and Agricultural Finance;
- 4.5.2.4 Agribusiness and Producer Organizations
- 4.5.2.5 Markets and Trade Capacity;
- 4.5.2.6 Emerging Agricultural Threats; and
- 4.5.2.7 Agricultural Livelihood Services and Safety Nets.

**b) USAID Agricultural Strategy.** In 2004, USAID identified agricultural development as a strategic priority for the Agency and prepared an Agricultural Strategy “Linking Farmers to Markets.” (See: [http://www.usaid.gov/our\\_work/agriculture/ag\\_strategy\\_9\\_04\\_508.pdf](http://www.usaid.gov/our_work/agriculture/ag_strategy_9_04_508.pdf)). This strategy clarifies two major issues. First, it explicitly expands the definition of agriculture to include, not just staple foods, such as grains, but also fish, animals, forestry products, and horticulture. Second, it recognizes the entire value

chain for agricultural products, from agricultural research, through production, processing, marketing, to consumption. This is particularly important in moving away from production for production sake to responding to market signals of quality, quantity, timeliness, and price.

c) **The U.S. Farm Bill.** The U.S. Farm Bill authorizes the FTF Program to assist developing countries, middle-income countries, and emerging markets in increasing farm production and farmer incomes. The Farm Bill mandates that FTF:

- Assist in the achievement of increased food production and distribution, and improved effectiveness of the farming and marketing operations of agricultural producers.
- Assist in the improvement of agricultural and agribusiness operations, including improving animal care and health, field crop cultivation, fruit and vegetable growing, livestock operations, food processing and packaging, farm credit, marketing, inputs, and agricultural extension; and
- Strengthen cooperatives and other agricultural groups.

## 5. *Program Approach*

In general, the FTF program uses U.S. volunteers to invest time overseas sharing their knowledge and learning from others to increase productivity, improve trade and competitiveness; and develop market opportunities. Programs are very diverse but in general they should increase farmer income and enterprise profitability; increase institutional capacities; improve financial services; or improve natural and environmental resource management.

The FTF program approach emphasizes projects that offer the greatest potential for expanded economic impact on small and medium scale producers. It is an effective, low cost program that blends two goals: providing good people-to-people level exchanges and enhancing sustainable economic and social development. The success of FTF program depends on two key steps: first, identifying and structuring good volunteer overseas assignments, and second, identifying the right volunteers to respond to the needs of the hosts/customers/clients.

FTF programs are managed by *implementing organizations* (i.e., U.S. organizations that are the recipients of a Niche project grant). In the developing country, an implementing organization may or may not work through a “*partner*”, i.e. an institution, project or program through which the implementing organization works to plan and implement activities with *host organizations*. The *host organizations* are the local beneficiary institutions or individuals receiving assistance from one or more FTF volunteers. *Program beneficiaries* are rural people, who may be (or be affiliated with) hosts, receive goods and services from them, or market agricultural products to them.

The value of the FTF Niche projects will be up to \$100,000 for the life of the grant award. Projects may be for one year, but shorter periods of performance are acceptable. Depending on the availability of funds from USAID, grant recipients will be eligible to apply for subsequent grants following successful completion of their projects. WAI expects to award up to five grants depending on the availability of funds and the proposals received. WAI reserves the right not to make any awards under this RFA or to make an additional award(s) under this RFA at a later date up to one year after the closing date for applications, if funding becomes available and applications warrant.

## 6. *Program Statement of Work*

The objectives of the FTF Niche projects are *to test innovative approaches to use U.S. based volunteers overseas in the food and agriculture sector, to draw from non-traditional sources of U.S. volunteers and to allow new U.S. based organizations to participate in the 2009-2013 FTF programs*. There should be knowledge generated from these niche projects to benefit the overall FTF programs. **The Niche grant program seeks to involve new implementing organizations not currently implementing core FTF cooperative agreements or SPSP Program Development Projects.**

The Niche projects should test innovative approaches of sourcing U.S. based volunteers to work on value chains that have demonstrated market demand and economic impact for most value chain participants or that develop agricultural support services or institutions that support small and medium sized farmers.

For the Niche grants application evaluation, innovation is “*the application of knowledge of all types to achieve desired social and economic outcomes. Innovation includes the process by which an organization masters and implements design and production of goods and services that are new to them irrespective of whether they are new to their competitors, their country or the world*” (Mytelka 2000).

**Examples of Program Innovations:**

**New implementer:** an organization that has not previously implemented a FTF program

**New type of host organizations:** restaurant founded and operated by a producer cooperative, employing low-income women from member communities

**New development objective:** development of combination training centers & laboratories to provide veterinary services to small farmers

**New use of volunteers:** posting experienced entrepreneurs to spend several months in country

**New sources of volunteers:** recruiting from a specific community or technical specialty

Proposed projects must include the following information in the following outline. Program description link to development impact:

1. Objective(s) (*What will be the outcomes at the end of the grant period?*)
  - a. Briefly describe how the objective(s) fits the criteria for innovation
2. Description of problem (*what is being targeted for assistance? why is this sector being targeted?*)
  - a. General description of the problem (possibly use market chain analysis)
  - b. Analysis of market demand for the proposed sector
  - c. Key problems/constraints to be addressed and why
  - d. Opportunities for impact on increasing incomes for value chain actors small and medium scale farmers.
3. Proposed Activities (*what will the FTF program do and how will volunteers be used to address the problem?*)
  - a. Key partners (if any) and their roles
  - b. Target hosts: number and type of expected hosts; host names; criteria for identifying them
  - c. Numbers and types of volunteer assignments planned
4. Sources of U.S volunteers (*where will the volunteers come from?*)
  - a. How do the volunteers represent a sector in which U.S. volunteers have a competitive advantage?
  - b. How will the volunteers be recruited, placed, and supported?
5. Target beneficiaries (*who will directly or indirectly benefit from the FTF volunteer interventions?*)
  - a. Please refer to Annex D for FTF Niche project grant indicators and propose targets to be achieved with this grant
  - b. How will beneficiaries impacted and expected benefits
6. Knowledge generation and sharing
  - a. How will the knowledge generated by this grant be captured and disseminated?
  - b. What technologies will be used? (videos, digital media, website, etc.)
  - c. How will the solution to the identified problem be shared with other potential direct and indirect beneficiaries beyond the life of the grant period?

## 7. ***Selection Criteria***

To meet the minimum required eligibility criteria for this competition, applications must:

1. Address at least one of the FAF Agricultural Program Area Sub-Element objectives listed in Section I (part 4).

2. Meet at least one of the USAID FTF SPSP objectives: to test innovative approaches to use U.S. based volunteers overseas in the food and agriculture sector, to draw from non-traditional sources of U.S. volunteers and to allow new U.S. based organizations to participate in the 2008-2012 FTF program.
3. Be based on use of U.S. volunteers for work overseas.
4. Be from a U.S. organization not currently implementing a FTF program, or who will not be at the time of proposed grant start date.
5. Proposed countries of focus must be included in the list of eligible countries in Annex C of this RFA. In keeping with this grant program's stated goal of bringing new and innovative ideas to the FTF Program, applicants are discouraged from proposing programs that are similar to ongoing country and sector programs (also listed in Annex C). Depending on the nature of the individual proposal some volunteer assignments might be allowed in these countries.
6. Applicants must have demonstrated experience with project implementation and demonstrated capacity to recruit and field volunteers internationally.

Proposals that do not meet the minimum criteria will not be evaluated. Please see Section III, Eligibility Criteria, for more information.

### Scoring Criteria

Applications will be evaluated based on the following criteria. The table below shows the points associated with each scoring item. Applicants should organize applications according to the following criteria. *All applications must meet the minimum eligibility criteria outlined in Section VII in order to be considered for funding.*

Appraisal Category	Maximum Points (100 total)
Program's link to Development Impact	40 points
Innovativeness in Use of U.S. Volunteers	20 points
Implementation and Management Capacity	20 points
Past Performance	10 points
Grant Budget	10 points
<b>Total Possible Points</b>	<b>100 points</b>

**Program's Link to Development Impact** (40 points): The degree to which the program description comprehensively addresses issues outlined in Section I and demonstrates convincing ability to achieve significant economic and social development for small and medium scale farmers.

**Innovativeness in Use of U.S. Volunteers** (20 points): The degree to which the Application demonstrates how the U.S organization is new to the FTF program, places volunteers in innovative programs, and recruits from non-traditional sources of volunteers.

**Implementation and Management Capacity** (20 points): The degree to which the Application demonstrates the organization's experience and capacity to: recruit and field skilled volunteers internationally; provide qualified Key personnel; monitor impact and progress; and propose and adhere to a realistic implementation timeline.

**Past Performance** (10 points): Include five recent past performance references that demonstrate:

- efficient and effective achievement in technical development work,
- ability to comply with terms and conditions of the award (technical, cost controls and administrative),
- capacity for problem solving,

- experience working with volunteers (if applicable), and
- quality of business ethics, such as quality of business relationships, integrity, and fair dealings, for implemented international programs.

Past performance references older than 10 years will not be evaluated. Past performance references should include current contact information for technical and contract officers and specify if the applicant worked as a prime or subcontractor on the implementation of the international volunteer program.

**Grant Budget** (10 points): Demonstrated evidence of reasonable and allowable costs attached to milestones, milestones that represent organization's selected indicators, and the proposed leveraged resources. **Grant budget and technical application must be submitted as separate documents. Please do not include cost information in your technical application.**

## 8. *Application Format*

### II. **Award Information**

#### 1. *Award*

Weidemann expects to make up to five (5) awards as a result of this request for applications. Awards will be made as small grants. Award amount will not exceed \$100,000.00 per award.

#### 2. *Anticipated start date*

Weidemann anticipates making grant awards as a result of this RFA on or about November 2011. The closing date for award of grants under this request for applications shall be May 15, 2012.

#### 3. *Period of Performance*

Grants will be awarded to fund programs implemented over no more than one (1) calendar year. Grant funded activities must be completed within this time period.

### **III. Eligibility Information**

The USAID Farmer to Farmer program encourages applications from new partners to increase the diversity, innovation and effectiveness of program implementation.

#### ***1. Eligible entities***

U.S. based entities eligible to receive a grant awards under this RFA include: non-profits, for profit firms, cooperatives, colleges and universities.

- A. U.S. based entities may work with non-U.S. based partners to implement FTF niche grants. All proposed partnerships must be clearly identified in the grant application.

#### ***2. Minimum Eligibility criteria***

Minimum required eligibility criteria for applications in this competition include:

1. Addressing at least one of the FAF Agricultural program area Sub-Element objectives listed in Section I (5).
2. Being based on use of U.S. volunteers for work overseas.
3. Meeting at least one of the USAID FTF SPSP objectives: to test innovative approaches to use U.S. based volunteers overseas in the food and agriculture sector, to draw from non-traditional sources of U.S. volunteers and to allow new U.S. based organizations to participate in the 2008-2012 FTF program. There should be knowledge generated from these niche projects that will benefit the overall FTF program.
4. Organizations must have demonstrated experience with project implementation and demonstrated capacity to recruit and field volunteers internationally;
5. Being from a U.S. organization; and
6. Proposed countries of focus must be included in the list of eligible countries in Annex C of this RFA.

*Please Note:* In keeping with this grant program's stated goal of bringing new and innovative ideas to the FTF Program, applicants are discouraged from proposing programs that are similar to ongoing country and sector programs (also listed in Annex C). Depending on the nature of the individual proposal some volunteer assignments might be allowed in these countries.

Proposals that do not fit the minimum criteria will not be evaluated.

### **IV. Application and Submission Information**

All applications must be submitted as follows:

- In English.
- Typed in Microsoft Word compatible program, single spaced with an 11 point font (Arial or Times New Roman preferred) and one inch margins.
- Organized according to the evaluation criteria specified in Section III of this RFA and the program description outline in Section I.
- Applications shall be submitted via email along with four (4) separate attachments:
  - cost Application (Grant Budget);
  - curriculum vitae or resumes for key personnel;
  - five (5) past performance references; and

- the required representations and certifications as outlined in Annex I of this RFA.
- Applications are limited to ten (10) pages or fewer, excluding a one (1) page cover letter, table of contents, and the four (4) requested attachments.
- Application must be submitted via email as a **signed electronic copy of the Technical Application in Microsoft Word or Adobe PDF format**, and all attachments in Microsoft compatible electronic formats.

Please submit all application materials via email to:

Competition Manager

Email: [GrantsFarmer@weidemannassoc.com](mailto:GrantsFarmer@weidemannassoc.com)

Further information regarding the application structure is provided below:

The **Cover Page** must include contact information, application title, a one (1) paragraph description of the proposed project, project location, total funding requested, and the proposed timeframe.

### **Attachments**

Applications shall be submitted with four (4) separate attachments.

- 1) **Budget** – *The cost application, or budget, shall be submitted as a separate file from the technical application.* It shall be in US dollars showing cost line items, amount requested from USAID, and amount contributed by the applicant(s). The ceiling cost is \$100,000.

The budget should be firm fixed price with progress payments based on milestone achievement, milestone payments are a requirement. Recommended budget line items include: labor, volunteer allowances, travel and transportation, goods and materials.

*Grant Budgets must include a timeline for Milestone Payments. Each Milestone Payment must correlate to completion of proposed targets for the four (4) core Farmer-to-Farmer indicators:*

- # Volunteers fielded
- # Host institutions strengthened
- # Persons trained
- # Farm families directly benefited

*Sample Milestone:* “Between June 1, 2010 and December 31, 2010, Organization XYZ will field 3 volunteers to Samoa to conduct 6 different assignments. These volunteers will work with a total of 4 host institutions and will directly train 60 individuals. These volunteer assignments will directly benefit 40 farm families. In January, 2011, Organization X will request a payment of \$25,000.”

Please note: FTF SPSP grantees will be required by 49 U.S.C. 40118, commonly referred to as the “Fly America Act,” to purchase U.S. flag air carrier service for all air travel funded by the U.S. Government, except as provided in [§§301-10.136](#) and [301-10.137](#). Detailed information about the Fly America requirement can be found [here](#).

**Exclusions** – Because of the short duration of the grant, USAID will not fund capital expenditures such as durable goods and other large equipment purchases which have a shelf life over one year and/or an acquisition cost exceeding \$5,000.

- 2) **Key personnel** - Please provide curriculum vitae for no more than 3 to 4 key personnel, as named in the technical application. This should include the director/manager/coordinator positions in the U.S. and target countries, or others as needed. Please limit CVs to a maximum of two (2) pages each. CVs should include a summary paragraph, employment history, and education applicable to the role and skills needed for the position for which the person is being proposed.

- 3) **Past performance** - Provide **five (5)** recent past performance references. Applicants must provide a list of **5** contracts, grants, or cooperative agreements involving similar or related programs during the three years before the application. Reference information must include the location, award numbers if available; a brief description of work performed; and points of contact with current email addresses and telephone numbers.
- 4) **Representations and certifications** - Applicants must complete the required representations and certifications, as specified in Annex I of this RFA.

## **V. Application Review Information**

A major pre-award consideration is whether Weidemann Associates, Inc. determines that an applicant sent complete applications and the applications are compliant with the RFA requirements.

Weidemann will review compliant applications and recommend for an award “responsible” organizations. A responsibility determination means the applicant possesses, or has the ability to obtain, the management competence necessary to plan and carry out the activities proposed in its application submitted in response to this RFA. Weidemann Associates, Inc. will assess each successful application to ensure that it practices mutually agreed upon methods of accountability for funds and other assets acquired as a result of the grant funding. Consideration shall be given to such matters as integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.

### **A. AUTHORITY**

The authority for Weidemann Associates, Inc. to make these grant awards is found in ADS 302.3.4.8, Grants Under Contracts (GUCs), and re-delegated to Weidemann Associates, Inc. in Task Order Contract No. AEG-I-18-04-00010-00, for the U.S. Agency for International Development’s (USAID) Raise Plus Set Aside IQC Farmer-to-Farmer Program.

### **B. SELECTION PROCESS**

Grant applications will be submitted, in English, in the form outlined in Section IV of this RFA.

A Technical Evaluation Committee will be constituted at the lead of Weidemann Associates, compiled of USAID and Contractor’s personnel. Each compliant technical application will be evaluated in accordance with the technical evaluation criteria set forth above, with a report of selections being made by the designated Technical Evaluation Committee (TEC).

The cost application will be evaluated, at the conclusion of the technical application review, for cost realism and reasonableness, in accordance with the U.S. Government’s applicable cost principles. Negotiations may be conducted with all applicants whose application, after discussion by the TEC, has a reasonable chance of being selected for award.

Awards will be made to responsible applicants whose applications meet the stated goals of this program and offer the best value -- technical, cost and other factors considered.

### **C. POLICIES AND PROCEDURES**

Awards will be administered in accordance with USAID ADS 303 policies and procedures. Awards to U.S. organizations will be administered in accordance with 22 CFR Part 226, the applicable OMB Circulars, other applicable USAID Policies and Procedures, and (as required) USAID Standard Provisions. To find these regulations and policies see the web-sites below. If applicants are not able to access these documents via the web, they can request copies from Weidemann Associates, Inc.

22 CFR 226 – [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/22cfr226\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/22cfr226_03.html)

OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

<http://www.whitehouse.gov/OMB/circulars/a110/a110.html>

OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (06/24/1997) – <http://www.whitehouse.gov/omb/circulars>

#### Certifications and Other Assurances:

Before making the award of a grant to a U.S. or non-U.S. non-governmental organization, all award recipients are required to sign and submit to Weidemann Associates, Inc. a “Certification Regarding Terrorist Financing” in accordance with USAID Acquisition and Assistance Policy Directive 4-14. Further information regarding this certification can be found at the following web site:

[http://www.usaid.gov/business/business\\_opportunities/cib/pdf/aapd04\\_14.pdf](http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd04_14.pdf)

Additional representations and certifications applicable to this RFA are located online at: <http://www.usaid.gov/policy/ads/300/303sad.pdf> entitled: Certifications, Assurances, and other Statements – RFA. A copy of that document signed as appropriate must be included with the application for a grant. It includes the Certification Regarding Terrorist Financing. Note that some of the certifications have a dollar threshold before being applicable, such as the Narcotics Offenses and Drug Trafficking; others apply only if certain types of funding apply.

#### **D. GRANT MECHANISM**

Grants will be awarded according to the criteria and procedures outlined in this RFA. Weidemann Associates, Inc. will utilize the Small Grants/Fixed Obligation Grant Format, i.e., a grant procedure set forth in USAID ADS 303.3.24 and paid on a firm fixed price, **milestone-reimbursement basis**.

Milestones, with indicators for accomplishment, are negotiated based on cost applications, and established during the grant application and agreement negotiations stage. Grantees should propose payments against milestones in their applications. *Weidemann Associates, Inc. will not advance funds.*

The authority that allows Grants under Contracts requires that the any grant awarded permits USAID to:

- (a) Terminate the grant activities unilaterally in extraordinary circumstances, and
- (b) Require USAID significant involvement in establishing selection criteria and approval of the actual selection of grant recipients, as required by ADS 302.3.4.8.
- (c) Ensure that the requirements that apply to USAID-executed grants will also apply to grants that a USAID contractor executes.
- (d) Assume no liability for any third party claims for damages arising out of grants awarded by a USAID contractor.
- (e) Require the Contractor place language in the grant that the grantee maintain complete records of all costs charged to the grant for a period of three years after the expiration of the grant and make such records available to USAID or its representatives for review at any time.

## **VI. Award and Administration Information**

### ***1. Post-award process***

Prior to award, Weidemann will request additional clarification and certifications in line with USAID rules and regulations. Successful applicants will be awarded a Fixed Obligation Grant

and will be expected to submit a detailed implementation workplan within no more than 30 days from date of grant signing.

## 2. ***Reporting requirements***

The following reporting will be required of all successful applicants:

*Implementation work plan*- This report will be due within 30 days after signing the FOG. The work plan must describe the name of the host organization, volunteer assignments, and number of days the volunteer will invest in country, timeline, and expected outcomes.

*Volunteers Scope of Work*- The scope of work for each assignment must be sent to Weidemann for review and concurrence before any volunteers travel overseas. Please see the attached Annex E for the format in which the grantee must submit information regarding the SOW prior to the assignment.

*Monthly Reports* – These reports must be submitted on the first business day of each month reporting on the previous month. Monthly reports should include a brief update on Niche Project activities and current volunteer assignments, as well as any problems encountered and solutions to these problems.

Additionally, **only the September and March Monthly Reports** (submitted on or before October 5 and April 5) must also include the completed FTF Indicators Reporting Tables, found in Annex D of this RFA.

*Milestone Reports* – These reports must be submitted when requesting payment from Weidemann Associates, Inc. These reports will contain information regarding the progress in implementation (related to work plan), as well as indicator data: number of volunteers fielded, number of host institutions strengthened, number of persons trained and number of families directly benefited. This is in addition to impact indicators and number of outreach activities.

Report table of contents:

1. Work plan status
2. Activities by country
3. Public outreach
4. Activities to achieve the next milestone

Annexes:

1. Indicator tables (1a, 1b and 2 as specified in Section A)
2. Volunteer scope of work (for the period)
3. Volunteer report after the field assignment (for the period)

*Final Milestone Report* – This report will be due 30 days after the closing date of project. The report will contain all important findings and/or results from the project and final budget reconciliation figures.

Final Milestone Report Table of Contents:

1. Work plan status
2. Activities by country
3. Public outreach
4. Case study: How FTF volunteers addressed the challenge?
  - a. Challenge: The challenge is the beginning of the story that states the problem or issue to be resolved. (Up to 150 words).
  - b. Initiative: The initiative should be strategic in nature and explain what FTF volunteers did to address the challenge. (Up to 150 words).

- c. Results: This last paragraph represents the end result or benefit — what changed, what was learned, what was received. Try to use USAID in this paragraph and use quantitative measures when possible. (Up to 150 words)
- d. Knowledge generation and sharing
  - -How was the knowledge generated by this grant captured and disseminated?
  - -What technologies were used? (videos, digital media, web site, etc)
  - -How will the solution to the identified problem be shared with other potential direct and indirect beneficiaries beyond the life of the grant period?

Annexes:

1. Final Indicator tables (1a, 1b and 2 as specified in Section A)
2. Volunteer scope of work (for the period)
3. Volunteer report after the field assignment (for the period)

## Annexes

### **Annex A: Functions and Activities Typically Required in a Farmer-to-Farmer Volunteer Program**

**a) Sector Analysis and Planning:** The Applicant shall ensure adequate analysis and planning to guide implementation of the FTF program.

**b) Selecting partners:** The Applicant shall identify any key partners with which it intends to work to accomplish objectives of the proposed FTF Program. Applicants are not required, or necessarily encouraged, to work with or through partners. Still, partners with in-country capabilities may assist the Applicant in the development and implementation of the country FTF program and project strategies and plans. Such partners can be public or private agencies and can include trade associations, NGOs, commercial firms, projects, government departments and programs (e.g., Peace Corps) or educational institutions. Partners are commonly involved in providing goods and/or services to agricultural producers or agribusinesses. The clients of such partners are often the public and private sector organizations that are potential hosts for volunteers. Roles of partners vary, but commonly include serving as: a) local representative for the FTF program implementer; b) retailer of volunteer services; c) link to clients (hosts); or d) technical backstop.

In some cases, volunteers may work with partners to strengthen the partner's own capacity to provide goods and services to their clients (in which case the partner is also the "host" organization). Generally, good partners will help to see that the specific knowledge or skills that volunteers bring to a host organization are spread more widely to benefit the sector.

**c) Selecting hosts:** The Applicant shall establish systems necessary to identify appropriate hosts with which it will work to implement the proposed FTF Program. The hosts are organizations or individuals that request volunteer services and work directly with the volunteers. Host organizations commonly include private businesses, community groups, trade or business associations, local government offices, cooperatives, or public or private service providers (inputs, credit, information, marketing, processing, storage, etc.). Hosts may be the ultimate beneficiaries (typically small farmers) that the proposed FTF Program is designed to assist, but may also be intermediaries (service providers, agribusinesses, etc) whose improved operations benefit the target populations.

The ability of host organizations to absorb, utilize, and disseminate information provided by volunteers is a critical consideration in determining the impact of a volunteer's assignment. Host organizations should be involved early on in developing the FTF program strategies and plans. They should also, where possible, contribute to the costs of fielding volunteers and facilitate an assessment of the impact of the volunteer's efforts. The impacts of a volunteer program are primarily a function of what host organizations do as a result of the information and training provided by volunteers.

**d) Development of assignments:** The Applicant shall establish systems to develop scopes of work (SOW) that describe services required by host organizations and identify the skills and experience volunteers will need for the assignment. SOWs may also include background on the sub-sector and host project, relating the specific volunteer assignment to the Country FTF Project strategy and plan. The SOW identifies the results anticipated from the assignment. The SOW may also identify complementary inputs expected to be forthcoming from the host and other partners.

SOWs translate program and project plans into specific tasks for volunteers. Ideally, there should be a high degree of participation by host organizations in the preparation of SOWs. The SOWs document the understandings reached among the parties involved, namely the host organization, any partners, and the proposed FTF program implementer. The clearer the SOW can be in terms of specifying who, what, where, when, why, and how, the easier it will be to recruit for the volunteer assignment, guide the volunteer once on the job, and finally assess the success of the volunteer assignment. The process of approving a SOW also clarifies the roles of the proposed implementing agency, the volunteer(s), any partners, and the hosts in making the assignment a success. Ideally, individual volunteers work with farmers and target beneficiaries to develop personal relationships and mutual understanding. Often effective assignments require volunteers to work with agribusinesses, financial institutions, or government institutions that benefit the target group. In such assignments it is desirable for volunteers to have some exposure and interaction with farmers and other beneficiaries at the field level.

**e) Volunteer recruitment:** The Applicant shall establish systems for identifying and recruiting volunteers to provide services as per defined SOWs. The success of any given assignment is largely a function of the quality of the volunteer. Building institutional capacity or influencing overall sub-sector development typically requires the aggregate efforts of a series of effective volunteers working in tandem with local partners and other development programs. The Applicant may require an extensive database of potential volunteers and/or develop linkages with farm, professional, cooperative, agribusinesses, university, and trade groups to assist in identifying and recruiting volunteers. FTF Program experience has indicated that many Americans are interested in serving as volunteers and – with a well-developed recruitment system – recruitment is generally not a problem, except for very specialized technical assignments.

The Applicant’s FTF Program shall support services of U.S. volunteers (U.S. citizens and permanent residents); non-U.S. volunteers shall not be used, unless prior approval is obtained from the USAID CTO for any unique situation requiring such use of non-U.S. volunteers.

**f) Volunteer orientation:** The Applicant shall establish systems for appropriate volunteer orientation, including information about travel, health and security issues, other logistics and support, the country, and the organizations and individuals with whom the volunteer will work, as well as the specific tasks of the assignment. The orientation process begins as part of volunteer recruitment and extends through the initial days of their arrival in the host country. The more informed volunteers are about what they are getting themselves into, the better equipped they will be to make their assignment successful both for the host as well as for themselves.

**g) Volunteer logistics and support:** The Applicant shall establish systems to ensure that volunteers are provided with adequate logistical and technical support to provide efficient and effective services to hosts. The logistics and support services greatly impact the effectiveness of volunteers. Logistical support includes transport, housing, translators, secretarial assistance, compensation arrangements, and other services. Technical support includes information, links to local technology programs, teaching aids, and equipment. Volunteers that are appropriately supported will have more time to focus on their assignments and will develop a better understanding of the host’s operating environment and constraints. Technical support can help volunteers adapt their technical knowledge and skills to local conditions and develop appropriate linkages to local technical support institutions. Such support is particularly important given the relatively short duration of many volunteer assignments. The Applicant shall provide adequate medical and evacuation insurance, vaccination and health briefings, in-country security and other support to ensure safety and wellbeing of volunteers.

FTF SPSP grantees will be required by 49 U.S.C. 40118, commonly referred to as the “Fly America Act,” to use U.S. flag air carrier service for all air travel funded by the U.S. Government, except as

provided in §§301-10.136 and 301-10.137. Detailed information about this Fly America requirement can be found here: <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17113&channelId=-24568&specialContentType=FTR&file=FTR/Chapter301p010.html>

**h) Complementary support to hosts:** The Applicant shall consider needs and make appropriate arrangements, as far as is possible, to ensure that complementary services (e.g., financial services, equipment and infrastructure, input supply, marketing, and processing arrangements, etc.) are available to enable hosts to make use of volunteers' recommendations. Complementary support services represent the range of resources available to enable host organizations to operate effectively, including such things as financial services (especially credit), equipment and infrastructure, input supply, database services (e.g. marketing and pricing information), marketing, and processing arrangements. These services are generally not within the scope of an individual volunteer assignment, but volunteers' recommendations often implicitly or explicitly require a host to draw on such resources to implement recommendation. Thus, while a volunteer may complete his/her assignment satisfactorily without such services, their availability varies according to the environment in which the host operates and they are often critical determinants of the level of impact from a volunteer assignment. FTF programs with limited budgets are not likely to be able to provide complementary support to hosts, but may be able to facilitate access to such services from other programs.

**i) Project staffing:** The Applicant shall assign adequate staff and staff support resources for efficient and effective implementation of the volunteer program, including the planning, implementation, and monitoring and evaluation of the FTF program.

**j) Volunteer outreach activities:** The Applicant shall establish systems to encourage and maximize the amount and impact of outreach activities carried out by returned volunteers. Outreach encompasses the full set of activities designed to inform both the general public and particular interested parties of the character and accomplishments of the FTF program. Outreach has three principle benefits: 1) educating the public on global development issues and market opportunities; 2) building public support for international development efforts; and 3) recruiting new volunteers.

## Annex B: Other Critical Implementation Requirements

The Applicant shall plan and implement the proposed FTF Program with attention to planned and unplanned results and impacts, including especially as may relate to USAID policy issues of importance to the FTF programs. Implementation issues requiring special attention by the Applicant include those discussed below.

**a) Gender:** The Applicant shall provide systematic consideration of gender issues and impacts in the FTF program and shall seek to promote gender equity.

**b) Environment:** The Applicant shall ensure systematic consideration of the implications of the proposed FTF Program activities on environmental and natural resources and should seek to mitigate any adverse impacts. USAID environmental guidelines for applicants implementing FTF programs will be provided. The Applicant shall exercise special care in any activities involving pesticides or genetically modified organisms (GMOs).

### Economic activities impact on environmental and natural resource resources:

In the case of agriculture, development may be completely dependent on natural resources and potentially deplete them or degrade environmental resources. A healthy environment and the sustainable use of natural resources are essential to long-term economic growth. All U.S. government financed programs, including the FTF program, are obligated to comply with U.S. environmental regulations stipulating that the environment is to be safeguarded from adverse consequences in the implementation of all program activities. USAID's environmental guidelines require programs that it funds to:

- Ensure that the environmental consequences of USAID-financed activities are identified and considered by USAID and the host country prior to a final decision to proceed and that appropriate environmental safeguards are adopted;
- Assist developing countries to strengthen their capabilities to appreciate and effectively evaluate the potential environmental effects of proposed development strategies and projects, and to select, implement, and manage effective environmental programs;
- Identify impacts resulting from USAID's actions upon the environment, including those aspects of the biosphere which are the common and cultural heritage of all mankind; and
- Define environmental limiting factors that constrain development and identify and carry out activities that assist in restoring the renewable resource base on which sustained development depends.

The Initial Environmental Evaluation (IEE) completed by USAID for the FTF Program made a Recommended Threshold Determination of a Negative Determination with Conditions. The majority of FTF Program activities qualify for Categorical Exclusion under 22CFR216.2(c):

- per 22 CFR 216.2(c)(2)(i) for activities limited to education, technical assistance or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.)
- per 22 CFR 216.2(c)(2)(iii) for activities limited to the performance of analyses, studies, academic or research workshops and meetings.
- per 22 CFR 216.2(c)(2)(v) for activities limited to document and information transfers.

- per 22 CFR 216.2(c)(2)(xiv) for activities limited to studies, projects or programs intended to develop the capability of proposed countries to engage in development planning, except to the extent designed to result in activities directly affecting the environment

However, even though the FTF program will be essentially training and advisory activities with no direct effect on the environment, the subject of the training or advice may involve use of pesticides. While there will be no procurement or physical use of pesticides, the training in how to decide when to use them and how to use them safely can be seen as constituting a “use.” This requires that some environmental safeguards be put in place on any involvement with pesticide use. The same holds true for any involvement with genetically modified organisms (GMOs), which are politically sensitive in some countries and which present some environmental dangers.

The Applicant shall ensure that no pesticides are provided, used, or sold under the program. Any pesticide-related training shall be in an IPM context and emphasize training on safe use of pesticides. Training and recommendations for use shall be in an IPM context where pesticide use is the last resort. The focus of the training shall be on IPM and the environmentally responsible and safe use of pesticides when they are needed. The Applicant shall ensure this caveat is included as a standard element in briefing materials provided to all volunteers prior to their traveling.

No genetically modified organisms shall be provided, used or sold. Only the benefits and disadvantages of GMOs shall be discussed during any training. If research, provision, use or recommendation for use of a GMO is subsequently planned, it shall first be submitted to USAID for clearance by the USAID bio-safety committee and subsequently the information flowing from the USAID bio-safety committee shall be used as the basis for an amendment to this IEE to make a final determination whether such GMO may be researched, provided, used, or recommended for use. This IEE amendment must be approved in writing by the EGAT Bureau Environmental Officer prior to a final decision or expenditure of funds to research, provide, use or recommend the use of a GMO.

Given the sensitivity of both the use of pesticides and the use of GMOs, the Applicant shall ensure that the following specific conditions are applied in its proposed FTF Program:

- The syllabus for each training event shall be reviewed and approved by the Mission environmental officer and/or the USAID CTO.
- A representative from USAID (preferably the Mission) should attend the training sessions to the extent possible.
- If any specific pesticides are to be used, procured or recommended for use, the USAID Pesticide Procedures (§216.3(b)) must be followed. An amended IEE shall be prepared prior to the training and must include a separate section evaluating the risks and benefits of the proposed use. The 12 factors outlined in Section 216.3(b) shall be analyzed in that evaluation. This evaluation is known as a Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP).
- If the training includes recommendation for use of Genetically Modified Organisms (GMOs), a Biosafety Analysis shall be required and an amendment to this IEE shall be prepared. The extent of such an analysis will depend on the type of activity proposed and the current status of acceptance of the GMO.
- If the activity will have a significant adverse affect on the environment, based on the analysis in an amended IEE, a full Environmental Assessment shall be required.

- The Applicant shall familiarize all staff with the summary “*FTF Program Environmental and Natural Resources Management Guidelines for Implementing Partners*” (Annex E) and with FTF guidelines for volunteers.

The Applicant shall ensure that volunteers consider the potential environmental consequences of their work and promote active environmental stewardship. All local laws regarding pesticide or GMO regulation shall be respected. Any variation to these principles must be preceded by USAID approval of an amended IEE. If, during implementation, activities are considered other than those described above as the basis for the categorical exclusions, the Applicant shall inform the USAID CTO and request approval for an amended IEE before proceeding with such activities.

The training of applicators, vendors, decision makers, and farmers will improve IPM decision making and reduce pesticide misuse, thus benefiting the agricultural areas. The eventual effect on the environment is expected to be highly beneficial as trained host institutions and individuals are likely to make better decisions regarding pest management technologies and, when pesticides are used, they will be used in a safe and environmentally responsible manner.

**c) Restricted sub-sectors and activities:** The Applicant shall not support FTF Program activities that are restricted by USG policies and restrictions. USAID policies and regulations restrict support for certain activities involving: tobacco production and processing; African oil palm production or processing; degradation or conversion of tropical forests; agricultural products in surplus on world markets; assistance to activities or projects of Communist countries; assistance to military, police or prisons; luxury goods; alcoholic beverage production or marketing; export of U.S. jobs, relocation of U.S. businesses or restrictions on internationally recognized workers’ rights; or production of agricultural products that compete with U.S. products in international markets. Activities involving support for any host projects that might involve support to such sub-sectors, products, or activities shall be discussed with USAID before initiating or making any commitments to work with hosts on such activities. The Applicant shall obtain prior approval from the USAID through the Contractor in Annual Work Plans or activity-specific approval prior to undertaking work on any activities involving these products and sub-sectors.

USAID will not support the growth of tobacco as a cash crop, nor will it support agribusiness activities contributing to tobacco production, promotion, and use. In countries in which tobacco is a major cash crop and an important source of income for low-income farmers, USAID may work with local agricultural interests to identify crops that are economic alternatives to tobacco and may support the introduction or expansion of these alternative crops.

## Annex C: Eligible FTF Countries and Existing FTF Country Programs

FTF Focus Region	Eligible Countries
<b><i>Caribbean &amp; African Regions:</i></b>	
Caribbean Basin:	Antigua & Barbuda, Aruba, Bahamas, Barbados, Belize, British Virgin Islands, Costa Rica, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Montserrat, Netherlands Antilles, Nicaragua, Panama, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad & Tobago
East Africa:	Congo, Ethiopia, Kenya, Rwanda, Tanzania, Uganda, Comoros, Djibouti, Seychelles, Sudan
Southern Africa:	Angola, Malawi, Mozambique, South Africa, Zambia, Zimbabwe, Botswana, Lesotho, Madagascar, Mauritius, Namibia, Swaziland
West Africa:	Ghana, Guinea, Mali, Nigeria, Senegal, Benin, Burkina Faso, Cameroon, Burundi, Cape Verde, Central African Republic, Chad, Republic of the Congo, Democratic Republic of Congo, Cote d'Ivoire, Equatorial Guinea, Gabon, Gambia, Guinea-Bissau, Liberia, Mauritania, Niger, Sao Tome and Principe, Sierra Leone, Togo
<b><i>Non- Caribbean/African Regions:</i></b>	
Asia:	Bangladesh, East Timor, India, Indonesia, Mongolia, Nepal, Philippines, Sri Lanka, Vietnam, Afghanistan
Middle East & North Africa:	Jordan, Morocco, Yemen, Egypt, Lebanon, West Bank/Gaza
Europe, Caucasus and Central Asia	Russia, Belarus, Armenia, Georgia, Moldova, Ukraine, Albania, Azerbaijan, Serbia, Kyrgyz Republic, Pakistan, Tajikistan, Kazakhstan, Turkmenistan
Latin America:	Bolivia, Ecuador, Mexico, Peru, Brazil

Information on current Farmer to Farmer Country Programs can be found below or online at [http://www.usaid.gov/our\\_work/agriculture/farmer\\_to\\_farmer\\_active\\_programs.htm](http://www.usaid.gov/our_work/agriculture/farmer_to_farmer_active_programs.htm).

<b>Ongoing Farmer to Farmer Country Programs</b>			
Region	Implementing Organization	Country	Country Project Focus
<b>Middle East and North Africa Region</b>	<b>ACDI/VOCA</b> <a href="#">Visit Website</a>	Egypt	Dairy
			Horticulture
		Lebanon	Small Ruminant
			Horticulture
<b>Western Africa</b>	<b>ACDI/VOCA</b> <a href="#">Visit Website</a>	Ghana	Horticulture
			Staple Foods
		Mali	Staple Foods
			Small Ruminant
		Nigeria	Staple Foods
			Apiculture
	Aquaculture		

Eastern Africa	CNFA <a href="#">Visit Website</a>	Kenya	Oil Seed
			Grain Crops
		Tanzania	Legumes
			Horticulture
			Grain Crops
		Uganda	Oil Seed
Grains Crops			
Europe, Caucasus, and Central Asia	CNFA <a href="#">Visit Website</a>	Georgia	Dairy
			Fruit and Vegetable
			Hazelnuts
		Moldova	Dairy
			Fruit and Vegetable
		Uzbekistan	Tbd
Tajikistan	Dairy Livestock		
Southern Africa	CNFA <a href="#">Visit Website</a>	Angola	Horticulture
			Legumes
		Malawi	Groundnuts
			Horticulture
			Soya Beans
		Mozambique	Oilseeds
Horticulture			
Caribbean Basin	Partners of the Americas <a href="#">Visit Website</a>	Dominican Republic	Tree Crops
			Horticulture
		Guyana	Non-Traditional Horticulture
			Aquaculture
		Haiti	Horticulture
			Small Livestock
Apiculture			
Nicaragua	Dairy		
Caribbean Basin	Winrock International <a href="http://www.winrock.org/volunteer">www.winrock.org/volunteer</a>	El Salvador	Horticulture
			Dairy
<b>Associate Awards</b>	<b>USAID Country Mission Funded</b>		
<b>Angola</b>	CNFA <a href="#">Visit Website</a>	Angola	Enterprise Development
<b>Lebanon</b>	ACDI/VOCA <a href="#">Visit Website</a>	Lebanon	Laboratory Development
<b>Ghana</b>	ACDI/VOCA <a href="#">Visit Website</a>	Ghana	Food Security
<b>Georgia</b>	CNFA <a href="#">Visit Website</a>	Georgia	Mechanization
<b>Jamaica</b>	ACDI/VOCA <a href="#">Visit Website</a>	Jamaica	Cocoa and Agricultural Development
<b>Belarus</b>	CNFA <a href="#">Visit Website</a>	Belarus	Agricultural Development
<b>Special Program Support Project</b>	<b>Weidemann Associates</b>		
<b>Kenya: Partnership for Safe Poultry in Kenya</b>	Winrock International	Kenya	Avian Influenza (Partnership for Safe Poultry in Kenya)
<b>South Africa: Institutional Strengthening</b>	Florida A&M University	South Africa	Table Grapes, Fish and Agricultural Education & Extension

<b><i>Senegal: Enhanced Food Security for Senegal Via an Improved Millet Value Chain</i></b>	<b>National Cooperative Business Association</b>	Senegal	Enterprise Development and Soil Fertility Management
<b><i>Global: Coffee Livelihood Development</i></b>	<b>Cooperative Coffees, Inc.</b>	Latin America, Africa, Asia	Coffee
<b><i>Eastern Caribbean: Food Security</i></b>	<b>FAVACA</b>	Dominic, Grenada, St. Kitts and Nevis	Food Security
<b><i>Uganda: Bridging the Gap: Increasing the Competitiveness of Ugandan Women Farmers in the Marketplace</i></b>	<b>Iowa State University</b>	Uganda	Enterprise Development
<b><i>West Africa: Laboratory Technical Training to Enhance Food Security and Reduce Livestock Disease Transmission</i></b>	<b>Veterinarians Without Borders</b>	West Africa	Livestock
<b><i>Peru: Enabling Producer Organizations and SME Service Providers to Untap the Potential of San Martin's Value Chains".</i></b>	<b>TechnoServe</b>	Peru	Enterprise Development
<b><i>Mongolia: Increase the competitiveness of small and medium size milk and meat processing enterprises in Mongolia</i></b>	<b>Mercy Corps</b>	Mongolia	Enterprise Development
<b><i>Peru: Strengthening Women Entrepreneurship in Peru by Consolidating Agro-Related SME Competitiveness Through improved Business Management Skills</i></b>	<b>Thunderbird School of Global Management</b>	Peru	Enterprise Development
<b><i>Costa Rica: Increasing Access to Local, Regional and International Markets by Organizing Organic Producers within a Farmer's Association</i></b>	<b>Purdue University</b>	Costa Rica	Market Access
<b><i>Global: Aquaculture Niche Project</i></b>	<b>University of Arizona</b>	Global	Aquaculture

## Annex D: Farmer to Farmer Small Grant Reporting Tables

**Table 1a: Volunteer Assignment Data**

Assignment (Trip) No.	Name	Sex	State of Residence	Occupation Category	Race/Ethnicity	Prior FTF Assignments (Y/N)	Country	Niche Project	Assignment Start Date	Assignment End Date	Number of Volunteer Days Completed	Estimated Value of Volunteer Services Leveraged (U.S.\$)	Estimated Value of Host Contribution (U.S.\$)	Type of Volunteer Assistance	Commodity Chain Activities	Host(s)
1	John Doe	M	IL	F	W	Y	Mali		1/31/09	2/8/09	8	5,000	1,500	T	F	Nile Cooperative
2	Jane Doe	F	CA	R	W/H	N	Chad		2/2/09	2/9/09	8	6,000	900	F	S	Podunk Bank and Flow S&C Society
3	Oliver Tweed	M	GA													
	Total															

**Table 1b: Volunteer Assignment Activity Data**

Assignment (Trip) No.	Persons Directly Assisted			Persons Trained			Number of Volunteer Recommendations			
	Male	Female	Total	Male	Female	Total	Economic	Organizational	Financial	Environmental
A1										
A2										
Total										

**Table 2: Host Data**

Host	Country	Country FTF Project	Institution Type	Date of Baseline Assessment	Potential Beneficiaries				
					Members/Owners	Employees	Clients & Suppliers	Family members	Total
Nile Cooperative	Egypt	Dairy	C	01/01/09	200	16	960	0	1,176
Podunk Bank	Egypt	Horticulture	R	01/18/09	1	56	50,000	0	50,057
Total									

# Annex E: Weidemann Associates, Inc. Farmer-to-Farmer Volunteer SOW Approval Document

**Summary Table: Volunteer Assignment SOW**

Host/Partner: X

<b>Beneficiary Organization:</b> X	<b>Location of Project:</b> X
<b>Primary Contact Person:</b> X	<b>Date Project Started:</b> X
<b>Telephone/Fax:</b>	<b>Type of Assignment:</b> X
<b>Email:</b>	<b>Dates of Assignment:</b> X
<b>Brief background on beneficiary organization:</b> <i>This may include: history, industry, challenges faced, crop/product/services, members or employees, etc.</i>	<b>Objectives of the Assignment:</b> <i>Please provide detailed objectives of volunteer trip.</i>
<b>Tasks to be carried out:</b> X <i>Please describe tasks proposed to achieve objectives of volunteer trip.</i>	
<b>Expected number of persons to be trained (m/f):</b> X	<b>Required expertise of Volunteer:</b> X

## **Annex F: Branding & Marking**

It is a Federal statutory and regulatory requirement that all overseas programs, projects, activities, public communications, and commodities that USAID partially or fully funds under an assistance award or sub-award must be appropriately marked with the USAID identity. See Section 641, Foreign Assistance Act of 1961, as amended, 22CFR 226.91.

Under **22 CFR 226.91**, USAID requires the submission of a Branding Strategy and a Marking Plan by the “*apparently successful applicant*.” The apparently successful applicant’s proposed Marking Plan may include a request for approval of one or more exceptions to the marking requirements in **22 CFR 226.91**. The AO evaluates the apparently successful applicant’s Branding Strategy and Marking Plan (including any requests for exceptions) for approval, consistent with the provisions “Branding Strategy,” “Marking Plan,” and “Marking of USAID-funded Assistance Awards” contained in **AAPD 05-11**, **22 CFR 226.91**, and **ADS 320**.

Please note that in contrast to “exceptions” to marking requirements, waivers to these requirements based on circumstances in the host country must be approved by the cognizant Mission Director or other USAID principal officer [see **22 CFR 226.91(j)**]. Please contact OAA/Policy, General Counsel/Acquisition & Assistance, or USAID’s Senior Advisor on Brand Management if you have any questions about the applicability of either **AAPD 05-11** or **22 CFR 226.91**.

**Apparently successful grant applicants will be asked to submit a branding and marking plan prior to award.**

The branding strategy should describe: how the USAID logo and visual identity will be positioned in communication and advertising; how the project is named; how it is promoted and communicated; and identifies all donors and explains how they will be acknowledged. The Marking Plan should detail the public communications, commodities, and program materials intended to visibly bear the USAID Identity. For additional assistance on writing Branding Strategies and Marking Plans, please review ADS 303.3.6.3.f, available online at <http://www.usaid.gov/policy/ads/300/>.

# Annex G: Environmental Guidelines for Farmer-to-Farmer Volunteers

“We have not inherited this earth from our parents; we are borrowing it from our children.”

~Anonymous

## Why do we need Environmental Guidelines?

A healthy environment and sustainable use of natural resources are essential to long-term economic growth. As with all USAID financed programs, the Farmer-to-Farmer Program is required to comply with USAID environmental regulations found in **Title 22 of the Code of Federal Regulations, Part 216**<sup>1</sup>, specifying that the environment is to be safeguarded from adverse consequences in the implementation of all program activities. If not planned and implemented wisely, even the best intentioned assistance programs can have very real adverse impacts on real people’s lives including not only their personal health but also the sustainability of the natural resources on which their present and future livelihood depends. Within this framework, it is USAID’s policy to:

- Ensure that the environmental consequences of USAID financed activities are identified and considered by USAID and the host country prior to a final decision to proceed, and that appropriate environmental safeguards are planned, adopted, implemented, and monitored;
- Assist developing countries to strengthen their capabilities to appreciate and effectively evaluate the potential environmental effects of proposed development strategies and projects, and to select, implement and manage effective environmental programs that mitigate potential adverse effects;
- Identify and mitigate impacts resulting from USAID actions upon the environment, including those aspects of the biosphere which are common and cultural heritage of all mankind; and
- Define environmental limiting factors that constrain development and identify and carry out activities that assist in restoring the renewable resource base on which sustained development depends.

Regardless of the type of their assignment, volunteers are expected to study the environmental impact assessment documents that were developed for their programs by USAID, their home organization, and the host government. The purpose is to enable volunteers to be able to consider the potential environmental consequences of their work and to promote active environmental stewardship. Volunteers have a tremendous opportunity to disseminate a uniform and consistent message to promote environmentally sound practices throughout the agricultural communities in which they work.

**Disclaimer:** The purpose of these guidelines is not to provide the volunteer with technical standards and procedures for food production, processing, storage, etc. The guidelines are to serve as a benchmark for the volunteer in reflecting on how his/her recommendations, advice, and efforts can serve to instill environmental stewardship and promote environmentally sound solutions.

## Volunteer Responsibility & Good Practices:

### Promoting Ecologically Sound Solutions

While the environmental impact assessment and other project design documents provide an important framework, volunteers are encouraged to think of ways in which, through their individual assignments, they can promote sustainable solutions to agricultural production, processing, and distribution issues while maintaining an ecological equilibrium in those communities.

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<sup>1</sup> Also known as **22 CFR 216**, Agency Environmental Procedures, Environmental Policy, [http://www.usaid.gov/our\\_work/environment/compliance/index.html](http://www.usaid.gov/our_work/environment/compliance/index.html)

To identify solutions to certain environmental problems, a series of questions need to be asked and answered.

- *What is the source of the environmental problem?*
- *What is the magnitude and impact of the problem?*
- *What measures will help avoid or reduce the problem?*
- *How to implement these measures?*

Volunteers are encouraged to consider environmental impacts and issues that indirectly relate to the agricultural sub-sector, as well as long-term and cumulative impacts on the local, regional, and global environments. As they consider their ideas for new kinds of interventions, volunteers must discuss them with their home organization's managers, their USAID manager, and host country counterparts to ensure that they have considered all potential impacts and that there will be a good chance for achieving the hoped for results.

***Will my recommendations and efforts promote....***

- soil and water conservation?
- protection of water, soil, air, and food from contamination? pollution prevention?
- ecologically sound management and disposal of wastes?
- integrated pest management (particularly alternatives to chemical inputs—the last resort)?
- the importance of occupational health and safety both on the farm and in the industry?
  - better bathroom facilities with soap for employees?
- awareness of environmental health risks?
- reform of government policies and regulations to better manage and protect natural resources?
- reform of government policies and regulations to better protect farmers and other agricultural industry workers from environmental hazards?
- procedures for measuring, assessing, monitoring and mitigating the environmental impact of unsound practices currently in use?
- the emergence of an indigenous agricultural research capacity committed to developing processes and environment-friendly technologies?
- enabling agricultural exports by ensuring no inappropriate pesticides were used in production

**Adverse Environmental Conditions and Protecting Your Health & Safety:**

When we send volunteers on their assignments, we want to ensure that all volunteers are aware of severe environmental pollution problems and health risks that exist in certain areas. These hazards can be localized or regional. They can arise both from existing contamination and from the lack of adequate information, education, and regulatory controls.

Volunteers must exercise caution when actively participating in any of the agricultural production, processing, or distribution practices. Volunteers should be conscious of the general lack of enforceable environmental protection regulations and the prevalence of antiquated and defective equipment and machinery. Due to the lack of financial resources for maintenance and upkeep of equipment, training, and the provision of proper storage facilities, volunteers should use discretion when visiting farms and observing practices that involve machinery and facilities such as these.

With regard to pesticides, USAID's Environmental Compliance Procedures<sup>2</sup> state that "all proposed projects involving assistance for the procurement or use, or both, of pesticides shall be subject to the procedures prescribed..." These procedures are jointly completed by USAID, the host government and partner organizations. Depending on the details of an activity, you may encounter such reviews with titles of Initial Environmental Examination, Environmental Assessment, or Pesticide Evaluation Review – Safe

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<sup>2</sup> 216.3(b)(1) of 22 CFR 216

Use Action Plan (PERSUAP). These reviews are prepared prior to implementation of an activity in order to identify and understand potential environmental repercussions of proposed activities and to ensure mitigative actions are incorporated into the activities. The term 'pesticide' refers to any chemical or biological substance that is used to kill or repel pests. It is the generic term that includes insecticides (insect killers), herbicides (weed killers), rodenticides (rodent killers), fungicides (fungus killers), etc. Volunteers must understand and appreciate that all pesticides are poisons and many also can cause cancer, birth defects and other long term illnesses or even death. Some pesticides are more dangerous than others and the environmental impact assessment that is conducted on an activity selects the safest ones possible while creating requirements for expert training in their application and handling. The analysis evaluates the economic, social and environmental risks and benefits of the planned pesticide use, prescribes a limited list of pesticides that may be permitted to be purchased and/or used (even if they are purchased with non-activity funds) in an activity while establishing safety protocols and ensuring local health clinics have trained staff and antidotes to identify and treat pesticide poisonings. Volunteers may encounter situations where pesticides are being used that have not been approved for procurement or use in the activity. In such cases the volunteer should immediately report the situation to their program manager and to the local USAID manager to jointly develop a solution to the problem.

In all cases, volunteers need to:

- Take care of their own health first and if necessary, do not participate in that activity;
- Note possible negative effects on the environment;
- If a volunteer comes across inappropriate or misapplication of an approved pesticide and the volunteer is trained in pesticide use and safety, open the discussion up to alternative practices based on the findings of the approved environmental impact assessment that is in place for the activity; then report on the situation to their program manager and the USAID manager;
- If a volunteer is asked to recommend a pesticide and the volunteer is fully trained in pesticide application and safety and has studied the approved environmental impact assessment documents for the activity, the volunteer should recommend the appropriate approved pesticide from the assessment along with the approved training of the people who will use the pesticide. If the volunteer is not fully trained in pesticide application and safety, the volunteer should refer the request to their program manager and USAID manager with a request that a pesticide expert to visit their site to provide the appropriate recommendation and training.

Volunteers should consider bringing with them: First aid kit, copies of passport, personal health card (shots, allergies, etc.), emergency phone numbers, contact names, allowable medications, cell phone, and technical support material.

### **Key Recommendations:**

It is highly recommended that volunteers compile a general environmental evaluation for their individual assignments to gauge any potential negative (or positive) impacts. Discussion should concentrate on environmental degradation, health and safety risks to the environment and humans, and recommendations for monitoring the project after assignments have been completed. This brief assessment should be included in the volunteers' final report. The following are helpful tools in this assessment process; USAID Environmental Compliance Procedures; and review of baseline information, if provided. If not provided, conduct a basic baseline survey to support your interventions.

Information sources on environmental health and safety:

- Hughes, J. Donald, *The Face of the Earth: Environment and World History*, 2000.
- Marrs, Timothy C., Ballantyne, Bryan, *Pesticide Toxicology and International Regulation*, 2004.
- Pavlinek, Peter, *Environmental Transitions: Transformation and Ecological Defense in Central and Eastern Europe*, 2000.
- Younes, Maged, et al, *International Food Safety Handbook: Science, International Regulation, and Control*, 1999.
- State Dept., International Travel Information: [http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html).

- CDC, Travelers' Health (by destination): <http://www.cdc.gov/travel/>.
- Regulating Pesticides, International Issues: <http://www.epa.gov/oppfead1/international/#I3>
- The International Programme on Chemical Safety (IPCS): <http://www.who.int/ipcs/en/>.

# **Annex H: John Ogonowski Farmer-to-Farmer Program Guidelines for Implementing Partners: Environmental and Natural Resource Management Issues**

Environmental and natural resource considerations feature in the policies of most developing countries and in the objectives of funding agencies. Economic activities impact on these resources and—as in the case of agriculture—may be completely dependent on and potentially deplete them.

## **Why are environmental and natural resource considerations important?**

A healthy environment and the sustainable use of natural resources are essential to long-term economic growth. All U.S. government financed programs, including the Farmer-to-Farmer (FTF) program, are obligated to comply with U.S. environmental regulations stipulating that the environment is to be safeguarded from adverse consequences in the implementation of all program activities. Volunteers are expected to consider the potential environmental consequences of their work and to promote active environmental stewardship. FTF implementing partners shall take responsibility for transferring to the volunteers all relevant information from the environmental impact assessment documents that were developed for their programs by USAID, with their participation and the participation of the host institutions. Volunteers are encouraged to work with their USAID manager to ascertain that all requirements and safeguard measures recommended in the environmental impact assessment documents for each project/activity are followed. USAID's environmental guidelines require programs that it funds to:

- Ensure that the environmental consequences of USAID-financed activities are identified and considered by USAID and the host country prior to a final decision to proceed and that appropriate environmental safeguards are planned, adopted, implemented and monitored;
- Assist developing countries to strengthen their capabilities to appreciate and effectively evaluate the potential environmental effects of proposed development strategies and projects, and to select, implement, and manage effective environmental programs that mitigate potential adverse effects;
- Identify and mitigate impacts resulting from USAID's actions upon the environment, including those aspects of the biosphere which are the common and cultural heritage of all mankind; and
- Define environmental limiting factors that constrain development and identify and carry out activities that assist in restoring the renewable resource base on which sustained development depends.

## **Major environmental issues in volunteer programs**

***Relative priority for environmental activities:*** To what extent should implementing agencies be required to incorporate environmental and natural resource considerations into economic growth oriented volunteer projects and assignments? Increasing attention to environmental issues might lessen economic impacts on hosts and subsectors. However, environmental and natural resource conservation is often critical to long-term sustainability of most industries. Thus, many projects and assignments naturally address these issues, although generally as a secondary objective. Natural resource management and environmental protection considerations can be appropriate as explicit criteria for selection of subsectors, partners, and hosts, and will definitely yield positive results. Furthermore, sustainable conservation practices generally must meet criteria of producing positive economic benefits if they are to be adopted by hosts.

**Monitoring environmental and NRM impacts:** Implementing agencies must be able to identify how volunteer assignments benefit the environment and sustainable natural resource management and must be able to quantify project impacts on the environment. This necessitates more attention to environmental impacts in the design of subsector and host projects. However, these impacts are quite variable, particularly with regards to water and air pollution, soil and water conservation, biodiversity, and food safety. Many of these impacts are a challenge to measure and to aggregate for reporting (as can be done in dollar terms for economic growth impacts). These challenges plus the long-term nature of many environmental and NRM impacts require thoughtful planning and reporting that can benefit from professional advice.

### **Current practices for environmental considerations in volunteer programs**

Up until now, environmental protection and natural resource considerations have not been a major focus in the FTF Program, though many FTF implementing agencies have been effective and creative in serving environment and natural resource management goals, while targeting economic development as their main program objectives. Economic growth strategies and consumer markets are now requiring safer and better quality products, thus raising the importance of environmental considerations.

#### ***USAID Environmental Compliance***

**Procedures:** Implementing agencies must adhere to USAID’s Environmental Compliance Procedures, Title 22, Code of Federal Regulations, Part 216 (22 CFR 216<sup>3</sup>). Specific procedures for every new and/or amended program or project are set forth in this guidance. If there are no reasonably foreseeable environmental impacts, the planned work may appropriately be classified as a **Categorical Exclusion**. Most programs and projects, however, require an Initial Environmental Examination (IEE). The IEE must provide enough information that a determination can be made of the reasonably foreseeable environmental impacts associated with the proposed program or project and what, if any, conditions or modifications are needed to eliminate or mitigate the potential impacts.

#### **GLOSSARY OF TERMS:**

**Categorical Exclusion.** A formal Agency decision on specific classes of actions, which do not have potential for environmental impacts and for which an Initial Environmental Examination and Environmental Assessment are not required. A written justification for the Categorical Exclusion is required.

**Initial Environmental Examination.** An Initial Environmental Examination (IEE) is the first review of the reasonably foreseeable effects of a proposed action on the environment. Its function is to provide a brief statement of the factual basis for a Threshold Decision as to whether an Environmental Assessment or an Environmental Impact Statement will be required.

**Threshold Decision (or Determination).** A formal Agency decision reached in the IEE that determines whether or not a proposed Agency action is a major action significantly affecting the environment.

**Negative Threshold Decision.** Is made by the USAID Bureau Environmental Officer for an IEE in cases where potential environmental issues can be fully addressed at the IEE stage. Negative Determinations often have mandatory “Conditions” associated with them to ensure identified environmental issues are fully addressed.

**Positive Threshold Decision.** Is made by the USAID Bureau Environmental Officer in cases where a proposed action may potentially have a significant effect on the environment and an Environmental Assessment is required to address such issues before proceeding.

**Environmental Assessment.** A detailed study of the reasonably foreseeable significant effects, both beneficial and adverse, of a proposed action on the environment of a foreign country or countries. Prior to beginning an Environmental Assessment (EA), a Scoping Exercise must first be completed to focus the EA on the key issues. Scoping Exercises and the subsequent EAs include public participation to learn of and address potentially affected people’s concerns, generate public ownership and promote democracy and civil society.

<sup>3</sup> [http://www.usaid.gov/our\\_work/environment/compliance/reg216.pdf](http://www.usaid.gov/our_work/environment/compliance/reg216.pdf)

An Initial Environmental Examination produces an environmental **Threshold Decision** (also referred to as the **Determination**). A Threshold Decision is approved by a USAID Environmental Officer. If it is determined that proposed work may have a significant effect on the environment, but the Agency and FTF partner organization have designed mitigating measures for the action to avoid significant effect on the environment, a **Negative Threshold Decision** will be issued. If a **Positive Threshold Decision** results from the IEE findings, then an **Environmental Assessment** must be prepared.

There is a separate subset of procedures that apply to pesticides that are either procured or used under a USAID supported activity. Under 216.2(e), “the Categorical Exclusions are not applicable to assistance for the procurement or use of pesticides.” Section 216.3(b)(1) states that “all proposed projects involving assistance for the procurement, use, or both, of pesticides, shall be subject to the procedures prescribed” above, beginning with an Initial Environmental Examination. There is no Categorical Exclusion provision for this class of activities. Pesticide Evaluation Reports and Safe Use Action Plans (PERSUAPs) are prepared for USAID funded projects to address the requirements stipulated in 216.3(b)(1), and volunteers must follow the guidelines given in the PERSUAP when using pesticides.

Additionally, any consideration to conduct research, provide, use, or recommend for use genetically modified organisms (GMO) in any activity must first be submitted to USAID for clearance by the USAID bio-safety committee. The information flowing from the USAID bio-safety committee shall be used as the basis for separate IEE to make a final determination whether such GMO may be researched, provided, used, or recommended for use.

Each year the FTF implementing partner’s Annual Workplan must include a statement that identifies planned work that they classify as fitting the Categorical Exclusion under USAID Regulation 216 Section 216.2(c)(2)(i) relating to “education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.)” The workplan must also identify other planned work that would require the preparation of a separate IEE and more substantial review as described above.

For more information, please refer to the Environmental Compliance Procedures, 22 CFR 216, [http://www.usaid.gov/our\\_work/environment/compliance/index.html](http://www.usaid.gov/our_work/environment/compliance/index.html).

### **The Role of the Implementers in Environmental Determinations**

***What Do Implementing Partners Need to Know?*** Implementing agencies should be familiar with Title 22 of the Federal Code of Regulations Section 216 (22 CFR 216), Environmental Compliance Procedures. As discussed above, implementing partners must identify in their Annual Workplan the planned work that they classify as fitting the Categorical Exclusion as well as any planned work that requires more substantial review and the preparation of a separate IEE. Implementing partners are not directly responsible for preparing a separate IEE and undertaking the environmental review necessary to prepare it but are responsible for alerting USAID about any volunteer assignment for which such review would be necessary. Where an IEE must be prepared, implementing partners are encouraged to participate in the development of the environmental review because the partner will be directly responsible for ensuring that the projects and activities comply with the final Threshold Decision and any Conditions that may be identified.

***What Should Implementing Partners Do?*** Implementing partners should include with their volunteer briefing materials a copy of the Volunteer Environmental Guidelines brochure (discussed below). Implementing partners should also be able to respond to any concerns that volunteers have regarding environmental compliance. Implementing agencies are encouraged to use their best judgment when issues arise and to consult with USAID if further assistance is needed.

**Volunteer Environmental Guidelines:** A non-technical environmental guidelines brochure has been developed for the FTF program. The environmental guidelines are set out in a six-column folded brochure that focuses on protecting the health and safety of volunteers and on encouraging volunteers to think about how their recommendations, advice, and efforts might affect the environment. All implementers need to provide volunteers with a copy of the FTF environmental guidelines and provide more detailed advice and support on necessary environmental precautions if a particular region or activity warrants it.

**Volunteer assignments:** Some implementers specifically incorporate natural resource management and environmental themes into volunteer assignments, while others do not. Many assignments do have noteworthy secondary environmental benefits (see box below). Projects focused on recycling and composting, water management, environmental and health-sensitive disposal of pesticides, integrated pest management, organic agriculture, and forest management may be undertaken for economic growth objectives, but in practice contribute to environmentally responsible and sustainable practices. The FTF subsector projects promoting horticultural exports into the demanding markets of Western Europe and North America require that volunteers assist hosts in complying with trade standards and environmental regulations of the country or region receiving these exports that are “environmentally friendly”.

#### EXAMPLES OF “ENVIRONMENTALLY FRIENDLY” VOLUNTEER ASSIGNMENTS

**Honduras sugar cane production:** FtF volunteers in Honduras worked with small sugar cane producers in the Taulabe area of Siguatepeque who make *rapadura*, a hard brown sugar that is sold in the local market. *Rapadura* producers traditionally boil the juice from sugar cane in primitive pans using wood, sugar cane waste, and old tires as fuel. The burning of tires causes environmental pollution and health hazards to those who tend the fires. Contaminants from this process also get into the *rapadura* and are passed on to the consumer. The project has helped producers improve processing and reduce contaminants using techniques similar to those used by Vermont Maple sugar makers. Simple flue pan technology that was introduced to reduce fuel consumption, reduce boiling time, and improve quality also eliminates the need to use tires as fuel and improves the quality of the brown sugar in an environmentally sustainable way.

**Haiti FtF projects:** Organizations working in the Cap Haitian region have adopted technologies that help conserve soil and water. These include the use of compost to increase soil fertility and water retention and contour planting to avoid erosion and increase water retention in the dry season. This has been a focus of the FtF program in this region due to Haiti’s severe environmental problems.

**Organic agriculture:** Organic agriculture is a huge industry in the U.S. and Europe, growing at 22 -25% a year and worth about \$15 billion in the U.S. alone. This presents a significant financial opportunity for African farmers to export or sell to the fledgling but growing organic market within Africa. Farming organically reduces input costs for African farmers and impacts positively on soil erosion, soil health, desertification, plant health, farmer health and welfare, and consumer nutrition.

Partners of Americas (POA) reports that sustainability at all levels – economic, social, cultural, and environmental – is considered in all of its projects, and that environmental sustainability is particularly relevant in its FTF Program. POA found “substantial impact regarding host adoption of environmentally oriented practices, particularly in the adoption of practices to improve natural resource management.” Throughout the life of its program, POA volunteers have worked to increase knowledge about – and help farmers and ranchers adopt – practices that are economically viable and environmentally sound.

Land O’Lakes’ (LOL) experience with FTF programs has shown that it is important that there be an economic incentive for producers to adopt environmentally friendly practices, as the short-term demands of daily life make it difficult for them to devote resources to long-term objectives, such as environmental protection and natural resource management. At the same time, experience has shown that when these long-term goals are connected to economic benefits in the short- or medium-term, producers readily adopt new practices.

**Role of field staff:** Field staffs are key to a volunteer program's positive impacts on the environment and should always be on the lookout for negative impacts, avoiding work with hosts that have a poor environmental record or little interest in changing their practices. We recommend that a senior staff member with environmental expertise review subsector and host project plans and volunteer scopes of work to advise on how environmental considerations can be appropriately incorporated.

**Checklists for volunteers:** The following checklist of questions can help volunteers incorporate environmental considerations into their work.

Will the volunteers' recommendations and efforts promote:

1. soil and water conservation?
2. protection of water, soil, air, and food from contamination?
3. ecologically sound management and disposal of wastes?
4. integrated pest management?
5. only USAID approved pesticides being purchased and/or used in a safe and appropriate manner?
6. the importance of occupational health and safety both on the farm and in industry? For example, better bathroom facilities with soap for employees?
7. alternatives to chemical inputs when feasible?
8. awareness of environmental health risks?
9. income generating activities that can be used to finance the costs of pro-environment technologies and practices?
10. reform of government policies and regulations to better manage and protect natural resources?
11. reform of government policies and regulations that better protect farmers and other agricultural industry workers from environmental hazards?
12. procedures for measuring, assessing, monitoring, and mitigating the environmental impact of unsound practices currently in use?
13. the emergence of an indigenous agricultural research capacity committed to developing environmentally sustainable practices, processes, and environment friendly technologies?
14. the concept of pollution prevention?
15. increased agricultural exports by ensuring no inappropriate pesticides were used in production?

**Protecting a volunteer's health:** Implementing agencies need to be especially concerned with protecting volunteers' own health while they are working abroad. Severe environmental pollution problems and health risks may be local or regional in magnitude. These conditions exist or can arise due to a lack of training, poor regulations, poor enforcement, and a lack of financial resources. Volunteers should be alert for antiquated and defective equipment and machinery and improperly stored or mislabeled containers of pesticides and chemicals. In some locations, particularly in the former Soviet Union, radioactive materials and heavy metals have contaminated soil, air, and water. General guidelines for all volunteers during their assignments are to:

- Be familiar with major pollution issues in the region/locale you are visiting;
- Avoid demonstrating the operation of machinery and equipment that you are unfamiliar with or for purposes for which its use is not intended;
- Avoid exposing yourself to chemicals and pesticides that are unlabeled or not in proper containers. Ensure all pesticides are neatly organized and stored in a dry, locked, controlled room away from any living space. Do not let pesticide containers be reused for any purpose.; and
- Make health and safety issues a part of the information and advice you leave behind. For example, do not let farmers mix pesticides by stirring with their bare hands. Be sure anyone exposed to pesticides wash themselves and their clothes immediately, and can get to trained medical help if necessary. By

raising these issues, you can help to educate your hosts on the importance of a safe working environment and dangers that should not be passed on to others.

### **Key recommendations**

Those designing assignments for volunteers can enhance positive impacts on the environment by:

- Reviewing available documentation related to environmental conditions and the extent to which natural resource depletion limits economic growth. Many countries have environmental plans or national plans that provide basic information on the subject.
- Targeting work on subsectors with an environmental and natural resource management focus, where possible. Soil erosion, biodiversity conservation, air and water pollution, forest management, water use, and other environmental technologies are all areas in which the U.S. possesses significant experience and many potential volunteers.
- Ranking the short list of candidate subsector projects, as part of the subsector selection process, on the basis of the severity of environmental issues involved and the potential for volunteers to contribute significantly to mitigating actual and potential adverse environmental consequences of subsector expansion.
- Identify potential partners and hosts that understand the connections between sustainable productivity and sustainable use of natural resources. Host organizations that may be polluters should at a minimum have a willingness to explore alternative approaches.
- Include questions relating specifically to environmental and natural resource management issues as a routine part of the preparation of project plans with partners and host organizations, even where these do not feature in the proposed set of volunteer assignments.
- Tap the large pool of potential U.S. volunteers in the environmental and natural resource management areas.
- Incorporate environmental and natural resource management considerations into volunteer orientation and reporting, even when these are not the primary focus of the assignment.
- It is highly recommended that volunteers compile a general environmental evaluation for their individual assignments to gauge any potential negative (or positive) environmental impacts. Discussion should concentrate on environmental degradation, health and safety risks to the environment and humans, and recommendations for monitoring the project after assignments have been completed. This brief assessment should be included in the volunteers' final report.
- Make all volunteers aware of conditions in the host countries and communities that might affect their personal health.

### **Information sources on environmental health and safety**

USAID's general launching point for information relating to environmental assessments and guidelines are at:

- [http://www.usaid.gov/our\\_work/environment/compliance/index.html](http://www.usaid.gov/our_work/environment/compliance/index.html)
- USAID's list of key contacts (Environmental Officers) in Bureaus and Missions at [http://www.usaid.gov/our\\_work/environment/compliance/officers.html#aec](http://www.usaid.gov/our_work/environment/compliance/officers.html#aec)
- USAID's Environmental Training Course Materials, including Title 22 of the Code of Federal Regulations, Part 216 that governs the U.S. government's environmental impact abroad. The site also contains various forms and templates relating to Initial Environmental Examinations. <http://www.encapafrika.org/EPTM.htm>
- Feshbach, Murray and Friendly, Alfred, Jr. *Ecocide in the USSR: Health and Nature Under Siege*. 1992. Basic Books, New York, N.Y.
- Hughes, J. Donald, *The Face of the Earth: Environment and World History*, 2000.

- Marrs, Timothy C., Ballantyne, Bryan, Pesticide Toxicology and International Regulation, 2004.
- Pavlinek, Peter, Environmental Transitions: Transformation and Ecological Defense in Central and Eastern Europe, 2000.
- Younes, Maged, et al, International Food Safety Handbook: Science, International Regulation, and Control, 1999.
- State Dept., International Travel Information: [http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html).
- CDC, Travelers' Health (by destination): <http://www.cdc.gov/travel/>.
- Regulating Pesticides, International Issues: <http://www.epa.gov/oppfead1/international/#I3>
- The International Programme on Chemical Safety (IPCS): <http://www.who.int/ipcs/en/>.
- Hempel, Lamont C, Environmental Governance: The Global Challenge, 1996, Island Press, Washington, DC USA.
- Redclift, Michael (EDT), The International Handbook of Environmental Sociology, 1997, Edward Elgar Publishing, United Kingdom.
- Harris, Jonathan M, Wise, Timothy, Gallagher, Kevin, and Goodwin, Neva R, A Survey of Sustainable Development: Social and Economic Dimensions, 2001, Island Press, Washington, DC USA.
- Waxman, Michael F., Agrochemical and Pesticide Safety Handbook, 1998, CRC Press LLC, Boca Raton, Florida.

## **Annex I: Certifications**

All applicants must submit the required representations and certifications along with their applications in order to be considered for funding. The compilation of these forms is called “[Certifications, Assurances, and Other Statements of the Recipient](http://www.usaid.gov/policy/ads/300/refindx3.html)” and the current version is available at <http://www.usaid.gov/policy/ads/300/refindx3.html> under the letter ‘C’.