Partners’ Day
December 1, 2015

Mission
Perspectives

Zan Northrip, DAI
Erik Singer, USAID
Context for Discussion

I submitted my proposal to this address, OAA@Mission.usaid.gov, but who is that really?

I got an award! .... Now what?
Topics for Discussion

Understanding the Mission Structure

Key Points of Contact

Facilitating Collaboration

First Impressions of the Mission
Illustrative Mission Structure

**Mission Director**
- USAID Representative
- Liaises with Host Country Government, Ambassadors, and other USG Agencies
- Head of Contracting Activity

**Deputy Mission Director**
- USAID Representative
- Manages Operations of Mission Personnel and Offices

Diagram:
- MD
- DMD
- DMD
- Economics
- Health
- Financial Management
- Acquisition & Assistance
- Executive
Illustrative Mission Structure

Technical Offices
- Economics
- Health
- Environment
- Democracy & Governance

Operations Offices
- Program
- Executive
- Acquisition & Assistance
- Financial Management
Technical Offices

- Program Design & Strategy
- Technical Expertise & Leadership
- Liaise with corresponding technical Host Country Counterparts
- VIP Events

Contracting (Agreement) Officer’s Representatives
- Derivative authority to administer Contracts and Grants
- Primary PoC for Contract/Grant
Operations Offices

Executive Office
• Mission Administrative Management
• PSC Contracts
• Evacuations/Departures

Financial Mgmt Office
• Payments
• Pre-award Surveys
• Foreign Tax Reports

Program Office
• Country Development Cooperation Strategy
• Program Design
• VAT Exemption Requests
• Monitoring & Evaluation
Operations Offices - Acquisition & Assistance

- Acquisition & Assistance Office
- Program Planning and Design
- Competition Management
- Award
- Administration
- Closeout

Contracting/Agreement Officer
- Authority to sign and obligate Contracts and Grants on behalf of US Government

A&A Specialist
- A&A experts in country/region
Key Points of Contact

Contracting/Agreement Officer’s Representative

• Primary Point of Contact for your award
• Performance Management
• Technical Depth
• Authority to Accept Deliverables

Contracting/Agreement Officer

• Key Point of Contact for your award
• Performance Management
• Competition Management
• Authority to award, administer, modify, and closeout Contracts & Grants
Key Points of Contact

Contracting/Agreement Officer’s Representative

1-3 Contracts/Grants

Contracting/Agreement Officer

25-50 Contracts/Grants
Quality of Service Challenge

- Extended award processes (competition management)
- Delays in administration approvals and modifications

FY 2015 at a Glance

In FY2015:
- $16.11 Billion
- 22,209 Actions

81% of Agency’s program funds went through A&A process.

- Worldwide Assistance $10.9 billion (67.7%)
- Worldwide Acquisition $5 billion (31%)
- Interagency Agreements $271 million (1.6%)
- Worldwide Assistance 5,439 Actions (24.5%)
- Interagency Agreements 264 Actions (1.2%)
- Worldwide Acquisition 16,506 Actions (74.3%)
What We Are Doing...
By 2017, every region will have more Foreign Service Contracting Officers to achieve development impact.

**Middle East**
- 2015 FSO BS-93 Positions: 16
- 2017 FSO BS-93 Positions: 21
- 2015 Missions*: 8

**Latin American & the Caribbean**
- 2015 FSO BS-93 Positions: 19
- 2017 FSO BS-93 Positions: 24
- 2015 Missions: 19

**Europe & Eurasia**
- 2015 FSO BS-93 Positions: 7
- 2017 FSO BS-93 Positions: 9
- 2015 Missions*: 13

**Asia**
- 2015 FSO BS-93 Positions: 46
- 2017 FSO BS-93 Positions: 59
- 2015 Missions*: 23

**Sub-Saharan Africa**
- 2015 FSO BS-93 Positions: 51
- 2017 FSO BS-93 Positions: 65
- 2015 Missions*: 32

Projections based upon revised workforce planning model.
Students of Sagkahan Elementary School enjoy their newly built, fully-furnished classrooms. The U.S.-funded structure will benefit over 1,900 students who have been attending classes in temporary learning spaces since Typhoon Haiyan damaged their school.
Welcome to our training series on “How to Work with USAID.”

This online training series is designed to answer some of the most frequently raised questions and concerns from organizations interested in partnering with USAID. Here you will find open and transparent guidance straight from USAID staff.

Whether you’re a non-governmental organization or small business just starting out, a large university looking to expand your outreach, or somewhere in between, we value your interest in USAID and want to make it easier to work with us.

The objectives of this training series are to (1) provide practical how-to training so that all interested partners may compete for awards and enhance their comprehension of USAID policies and (2) improve access to information and transparency for new and existing partners so they may better manage awards. Each e-module is designed to provide you with practical tips and concrete examples on topics ranging from researching potential funding opportunities to effectively putting together a proposal or application, budget, or monitoring and evaluation plan. While completing these trainings does not guarantee an award of USAID funds, the information will allow you to focus your efforts towards pursuing opportunities that are most relevant to your organization.

The majority of USAID’s funds are awarded competitively through grants, cooperative agreements, or contracts. While USAID does accept unsolicited proposals and applications, due to limited resources for even the best of such proposals and applications, we encourage you to understand USAID’s budget and focused strategies before submitting your idea through this process, as explained in the first e-module.

This online training program allows you to learn at your own pace. We encourage you to start with the first e-module and work your
What Our Partners Can Do…
Collaboration is a Must

Development Challenge

Project Success: Best interest of partner and project to work collaboratively
Communication is a Must

Always
• Involve Stakeholders
• Avoid Surprises
• Open dialogue prior to big decisions

If you’re experiencing challenges
• Reach Out
• Don’t Wait
When in Country . . .

Communicate

Awarding Operating Unit
• Washington DC
• Regional Platform
• Bilateral Mission

Inform Cognizant Mission:
• Program and Goals
• Key Stakeholders and PoCs
• Meetings with Host Country and other Stakeholders
Great Meetings with USAID Missions… in Five Easy Steps

USAID Partners’ Day 2015
New Partners Track
Round 3 Breakout Session: Mission Perspectives

Zan Northrip, SVP of DAI
KEEP CALM AND DO YOUR HOMEWORK
1. Know the Initiatives

- Presidential
- Agency
- A driving force, but not a dogmatic one...
  local adaptation matters
2. Know the Context

- Read the Mission’s CDCS

Goal:
Ghana's Transition Towards Established Middle Income Status Accelerated

Development Objective 1: Strengthened Responsive Democratic Governance
Development Objective 2: Sustainable and Broadly Shared Economic Growth
Development Objective 3: Equitable Improvements in Health Status
Development Objective 4: Improved Reading Performance in Primary School
3. Engage with Substance

- USAID staff are in development to make a difference
- Lead with results and examples
- Engage technically, not as a sales person
4. Don’t Overlook OAA

- Tech offices get all the love… but rarely have all the answers
- What kind of instrument?
- When might this happen?
- Stand-alone, or a component of something bigger?
5. Understand Constraints

- Lead time
- Budget
- Fair competition
- Available vehicles
- Other priorities
Shaping a more livable world.
Questions to Address

Now that you know more about USAID’s structure and expectations for your first impressions. What questions do you have?

1.
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3.
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