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PROCEEDINGS OF THE FIFTEENTH ANNUAL CONFERENCE

PRIVATE VOLUNTARY AGENCIES AND THE OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE

Belmont Conference Center
Elkridge, Maryland
May 23–25, 1990

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

FIFTEENTH ANNUAL OFDA/PVO CONFERENCE
May 23 - 25, 1990

Belmont Conference Center, 6555 Belmont Woods Road
Elkridge, Maryland, 21227

DISASTER PREPAREDNESS, MITIGATION AND DEVELOPMENT

AGENDA

Wednesday, May 23

5:00 - 6:00 pm Registration

6:00 - 7:00 pm Reception and Welcome

7:00 - 8:00 pm Dinner

8:00 - 8:30 pm Robert Marbut, Office of National Service

Thursday, May 24

7:45 - 8:45 am Breakfast

9:00 - 9:15 am Welcome to Participants and Opening Remarks
Andrew Natsios, Director, OFDA

9:15 - 10:45 am *Famine Mitigation Tactics*
Moderator: Jeff Colyer, OFDA
Panelists: Jonathan Evans, Catholic Relief Services
Dave McCauley, World Vision Relief & Development
Steve Wallace, CARE

10:45 - 11:00 am Coffee Break

11:00 - 12:00 *Famine Mitigation: Early Intervention*
Moderator: Jeff Colyer, OFDA
Panelists: Willett Weeks, Save the Children Federation
Ted Okada, Food for the Hungry

12:00 - 12:15 pm *Wrap-up of Morning Session*
Jeff Colyer, OFDA & Mary Anderson, Collaborative for Development Action

Thursday, continued

12:30 - 1:30 pm Lunch

1:30 - 1:45 pm Mrs. Marilyn Quayle, Speaker

1:45 - 2:45 pm *Environment, Mitigation & Development*
Walter Arensberg, World Resources Institute

2:45 - 3:45 pm *Drought/Famine Victims: Nutrition*
Moderator: Ellery Gray, USPHS/OFDA
Panelists: Michael Toole, Centers for Disease Control
Bruce Becker, Rhode Island Hospital & Brown University
Peter Keating, AmeriCares

3:45 - 4:00 pm Coffee Break

4:00 - 5:00 pm *Roundtable on Health/Nutrition*
Moderator: Ellery Gray

5:00 - 5:30 pm *Recent NGO/UN Initiatives*
Philippe Boulle, UNDRO/New York

7:00 - 8:00 pm Dinner

Friday, May 25

7:45 - 8:45 am Breakfast

9:00 - 10:00 am *Emergency Housing and Mitigation*
Moderator: Fred Cole
Panelists: Fred Krimgold, Virginia Polytechnic Institute & State University
Larry Birch, AID Office of Housing (unable to attend)

10:00 - 10:30 am *Revised OFDA Grant Procedures*
Carole Siegel, OFDA

10:30 - 11:30 am *Recap: Opportunities for Achieving the Disaster/Development Potential*
Mary Anderson, The Collaborative for Development Action

11:30 - 12:00 *What OFDA Has Learned*
Andrew Natsios, OFDA

12:00 Noon Lunch, Followed by Departure

Introduction

The 15th Biennial OFDA-PVO conference focused on the relationship between disaster relief and development. Coordinated by Mary Little and Carole Woodward, the conference brought together representatives of three groups in the forefront of disaster relief: the U.S. government, U.S. voluntary groups, and international organizations. This was also the first OFDA-PVO conference for Andrew Natsios in his role as the new Director of OFDA.

As all the participants agreed, disaster relief either advances or retards development. It is never neutral. One dilemma relief officials face is the question of timing: When should relief start and when should it end? In some cases it is unclear whether relief should be offered at all, or what form it should take. Participants at the conference shared their experiences in dealing with tough relief questions like these. The conference also touched on a perennial topic, the difficulty of working in areas of civil conflict. Suggestions were offered on ways to avoid either endangering relief workers or providing relief supplies for belligerent forces. Speakers also discussed the need to consider environmental concerns and Health and Nutrition issues when planning relief and/or development projects.

OFDA Director Andrew Natsios stressed the importance of disaster preparedness and mitigation as critical aspects of relief work. He pointed out that relief projects are meaningless if they do not enhance people's ability to survive. He noted that OFDA will devote a large part of its resources to drought and famine mitigation because of the enormous loss of life and physical damage these disasters cause. Finally, Andrew Natsios noted that as the global political climate changes, and opportunities for U.S.-Soviet cooperation arise, OFDA will be exploring possibilities for joint projects and technical exchanges in the future.

Robert Marburt, Office of National Service

Robert Marbut, from the White House's **Office of National Service**, opened the conference by describing President Bush's Thousand Points of Light as a 3-Part Strategy equally applicable to international community service: 1) Claim society's problems as your own 2) Identify, enlarge and replicate successful programs 3) Discover, encourage and develop leaders. Mr. Marbut stated that long-time observation revealed that successful community service groups hold these 6 attributes in common that should be emulated: a) One person served as the catalyst of the group b) The group leader was able to recruit a convert who became the leader's alter ego c) The group was able to spread beyond its original constituency d) The group was motivated to achieve a solution where others had failed e) None of the groups had second-class citizens: paid members and volunteers treated each other as equals and functioned as a unified group f) The group's members had respect for and faith in its clients.

Opening Remarks
Andrew Natsios, Director, OFDA

The next morning, **Andrew Natsios, the Director of OFDA**, stated that OFDA should focus more on increasing people's chances for survival. Mr. Natsios stressed the need for OFDA to integrate its activities with those of the rest of A.I.D., so that relief and rehabilitation efforts become an essential part of A.I.D. development projects. He also proposed that more study of how to prevent certain disasters, i.e., there should be more efforts to prevent droughts from causing famines. Lastly, Mr. Natsios emphasized the need to have more rigorous and defendable preparedness and mitigation projects to justify OFDA's request for an increase in this budget next year.

Famine Mitigation Tactics
Moderator: Jeff Colyer, OFDA
Panelists: Jonathan Evans, Catholic Relief Services
Dave McCauley, World Vision Relief & Development
Steve Wallace, CARE

Jeff Colyer, OFDA, served as the moderator for the panel on Famine Mitigation. He stated that OFDA needs to examine more closely the economic coping strategies of people suffering from natural and man-made disasters, once these people begin to sell their productive assets, a vicious cycle is started that results in famine. The U.S. government and the PVOs need to intervene before the cycle begins. Mr. Colyer announced that the panel discussion would take place in two sessions The first session focused on ways of coping with drought from the development perspective: What techniques can we use to mitigate famines ?

The following points were discussed in the first session:

a.) Indigenous means of coping with disasters should be used where possible. **Jonathan Evans** discussed the Indian practice of using ancient tanks to collect water during the monsoon season. By rebuilding and maintaining these tanks, villages can ensure adequate supplies of water during droughts.

b.) Projects should be designed using local resources so that they can continue after PVOs are gone. Rehabilitation must start immediately, simultaneous with relief projects. There should be regular health and nutritional surveys of the people being helped. These surveys should be as simple as possible, using only base-line data, i.e., upper-arm circumference measurements, so as not to take time away from disaster relief efforts.

c.) **Dave McCauley** pointed out several lessons that he had learned from airlift operations in Mozambique: Planners should look for areas that have reasonable security, easy access to fuel and food supplies, and where the managerial skills to handle relief distribution exist. In Mozambique, bringing food in small amounts lowered the risk of attack. Relief workers should try to purchase food as close to the distribution site as possible, to reduce the cost of the airlift.

d.) **Steve Wallace** pointed out that large-scale emergency programming presents tremendous opportunities for training and developing a corps of national staff in a wide variety of areas. They can

become knowledgeable about agency systems and able to take key positions in future relief and development projects.

e.) Efforts should be made to predict and prevent disasters throughout the development process. It is not enough to have a skeleton relief structure to activate in times of emergency.

Famine Mitigation: Early Intervention
Moderator: Jeff Colyer, OFDA
Panelists: Willett Weeks, Save the Children Federation
Ted Okada, Food for the Hungry

The second session examined possible interventions after drought begins. The following points were raised in the second session :

a.) Take-home food distribution centers should be established. Community cooperation can be elicited to build roads, tracks and warehouses. The local community can also be trained in health care, irrigation, crop diversification and road building. If these steps are followed, relief mechanisms will already be in place, if a famine occurs.

b.) PVOs must learn when to stop relief and development projects, to avoid excessive dependence of aid recipients. **Willett Weeks** pointed out that food should only be supplied to villages when there is an emergency. Large amounts of food aid serve as disincentives for the local people to grow their own food. PVOs should also be aware that aid recipients can be resourceful and sometimes have hidden supplies of food sufficient to enable them to survive food shortages. Additional or excessive donations of food can decrease the capacity of local people to take responsibility for the provisions of food for their families.

c.) It is important to prevent large-scale migration, family abandonment and significant sales of productive assets, as they exacerbate the hardships of disaster victims.

d.) As PVOs continue to work in the highly charged atmosphere of states with civil conflicts,they should be aware of the difficulties such circumstances impose. **Ted Okada** stressed the need for national survey teams to be free from political manipulation.

e.) During droughts and other disasters, there is a large body of idle workers. These people could be used for infrastructural development. They should be mobilized, so as to prevent their excessive dependence on PVOs.

f.) It is important to understand the gender division labor in a country, when planning relief or development projects. PVOs should know that women, not men are the traditional farmers in Africa.

Mrs. Marilyn Quayle, International Disaster Advisory Committee

Andrew Natsios announced that the **International Disaster Advisory Committee** (IDAC) had been approved, and stated that he anticipates greater involvement in disaster assistance by the corporate community and that PVOs may be able to expand their corporate donation base via the IDAC. Mr. Natsios introduced **Marilyn Quayle**, who is the chairperson of IDAC.

Mrs. Quayle said that IDAC grew out of discussions she had with AID officials before the new Administration took office. The goal was to create a mechanism to highlight the work the United States does, through AID and other USG agencies and the private sector, to help other countries recover from catastrophic events. Mrs. Quayle explained that IDAC will provide a means to enlist the expertise of corporations, which have previously been left out of disaster planning. If a corporation thinks ahead about what it needs to do before, during, and after a disaster, then it will recover more quickly, and it will expedite recovery of the local economy as well. Corporations should train employees, including local workers, to prepare for and respond to disasters, and should try to also raise awareness in the community about the potential for mitigation activities.

Mrs. Quayle elicited suggestions from the PVOs about the agenda and focus of IDAC. She also asked for recommendations of specific corporations with which IDAC could work. In response to a question about the increasing number of technological disasters caused by human mistakes or negligence, Mrs. Quayle

said she was hoping that corporate leaders would take the lead in cleaning their own houses, as well as planning for natural disasters.

Mrs. Quayle explained that IDAC plans to have at least one CEO from a major communications network on its board to ensure that the networks are involved in educating the public about appropriate responses to disasters either here or abroad. IDAC will also keep a register of resources corporations have that are available for disaster mitigation and relief. IDAC will target corporations that have special resources to offer, e.g. pharmaceuticals, transportation expertise, electrical materials, etc. Andrew Natsios told the audience that OFDA would try to draw the corporations in as part of its new preparedness and mitigation strategy.

Environment, Mitigation & Development
Moderator: Gudrun Huden
Speaker: Walter Arensberg, World Resources Institute

Gudrun Huden, OFDA, opined that the increase in refugees and displaced persons in the world is due more to environmental disasters than to civil strife, and that pursuing development at the expense of environmental degradation is self-defeating in the long-term. It is crucial to pursue environmentally sustainable development. She then introduced the speaker on Environment, Mitigation and Development, **Walter Arensberg,** from the **World Resources Institute.**

WRI assists developing nations to plan and manage their development resources, and to anticipate and prevent development trends hazardous to their environment. **Walter Arensberg** stressed the importance of maintaining and distributing country environmental studies, to raise environmental consciousness. These are the lessons WRI has learned in the process:

1.) Consult government ministries when preparing studies. They are the ones who make development policies that have a direct effect on the environment.
2.) Emphasize the participation of the private sector and NGOs, as they can provide the vehicles and instruments for informing and training the public.
3.) Design systems to regularly gather environmental information and monitor environmental trends, and incorporate them into planning exercises. Compile this data in a concise and non-technical format that government leaders and bureaucrats can understand.
4.) Establish linkages between economic and fiscal policies and development policies, and explore the environmental consequences of those policies.
5.) Learn from and work with local communities on environmental planning. Persuade communities to think about the long-term consequences of their activities. Study cases of successful village-level resource management and disseminate this information to other villages and regions.

Roundtable on Health and Nutrition
Moderator: Ellery Gray
Panelists: Michael Toole, Centers for Disease Control
Bruce Becker, Rhode Island Hospital, Brown University
Peter Keating, AmeriCares

Ellery Gray, OFDA, talked about the necessity of training local people to maintain health and medical relief programs, and to disseminate information on the successes and failures of such programs. He also stressed the need to facilitate the delivery of health and food relief to disaster victims.

Points brought up in this panel discussion were the following:

a.) Train local people to collect and update data from basic nutritional surveys before, during and after emergencies. Public nurses are the best for this task, as they can quickly assess the needs of a given population, without being distracted by individual cases. PVOs should be aware of intermediate indicators of emergencies in disaster-prone countries i.e. - crop failure, a rise in the price of staple food, increased lending

rates and population migration. Thus, PVOs will be able to judge the impact of their work, and hopefully anticipate and prevent the occurrence of some disasters.

b.) The main cause of death in cases of famine is not malnutrition, but simple curable diseases i.e. - measles, diarrhea, pneumonia and malaria. **Michael Toole** believes that although it might seem easier to provide relief by establishing large camps, such crowded situations can exacerbate the situation, by hastening the spread of contagious diseases. PVOs should either establish smaller camps or try to provide relief without the use of camps.

c.) Implement inoculations - especially, measles vaccines, and provide diarrhoeal treatment in camps. Provide the client community with adequate potable water, micronutrients (vitamins and minerals) and sufficient kilocalories - 2,000 per day for the average disaster victim, and additional kilocalories for pregnant women and lactating mothers.

d.) PVOs can gain from collaborating with universities to facilitate the delivery of relief services.

Bruce Becker claimed that such a partnership would be both time- and cost-efficient:

1.) PVOs would be able to contact experts in many disciplines and utilize libraries and computers in the same place.

2.) Faculty and students are committed to learning about and assisting community and social causes, and they are willing to provide their services for free or for a very low price.

3.) Universities are adept at public relations and fund raising.

4.)Universities can provide consultation, grant preparation, and clinical implementation services.They can also monitor and evaluate outcomes. Lastly, universities can publish and disseminate information through the university presses.

e.) Find out what types of medicines and other relief supplies are appropriate for certain disaster victims, by educating people to assess their needs and determining what they really want from PVOs. **Peter Keating** mentioned the value of programs such as " Doctors for All People " whereby U.S. doctors and nurses volunteer to perform surgery and emergency medical care overseas. Additionally, **AmeriCares** has found that by expanding warehousing locations around the U.S., AmeriCares has made it easier and more expedient for companies and corporations to donate to them.

Recent NGO/UN Initiatives

Speaker: Philippe Boulle, UNDRO/New York

Phillipe Boulle discussed Recent NGO / U.N. Initiatives. He stressed the need for increased NGO / U.N. cooperation in dealing with disasters. Mr. Boulle commented that it has become increasingly difficult to persuade donor governments to assist in disaster relief, as they do not want to be involved in or to send money to areas of endemic civil strife. He believes that NGOs and the U.N. should fill in the assistance gap in disaster-prone countries, as one cannot refuse to provide relief to those who desperately need it. Two areas of closer cooperation are:

1.) NGOs and the U.N. should regularly exchange information on their activities, so that they can avoid duplication of efforts and learn from each other's successes and failures.

2.) The U.N. is trying to train and set up, by 1993, disaster management teams which will handle both relief and mitigation at the local level. NGO assistance is being solicited for this relief and disaster mitigation effort.

For future cooperation, Mr. Boulle recommends improving existing relief methods so that they include early warning systems for logistical planning (technical and preventive) for disaster mitigation. It is crucial that local community participation is elicited for disaster mitigation to succeed; the notion that disasters are uncontrollable " acts of God " must be dispelled.

Emergency Housing and Mitigation

Moderator: Fred Cole, OFDA

Panelist: Fred Krimgold, Virginia Polytechnic Institute & State University

Fred Cole, OFDA, served as the moderator for the panel on Emergency Housing and Mitigation. He began by stating that shelter is the visible manifestation of people's physical quality of life. Experience with tents and plastic sheeting, has shown that indigenous shelter is the best kind of emergency housing. Mr. Cole stressed the need for OFDA to share information on successful indigenous disaster housing techniques with PVOs. He announced that OFDA has signed an MOU (memorandum of understanding) with A.I.D.'s Housing Office, and that OFDA will provide shelter advice to three A.I.D. regional offices: Bangkok, Thailand; Quito, Ecuador, and Kingston, Jamaica.

The following points were raised:

a.) The development community should remind OFDA and other relief organizations that the material and technology used for emergency disaster shelter should also serve long-term housing needs.

b.) The housing industry in developing countries should be used as it is inexpensive, low-tech, and uses only domestic inputs. Working through indigenous industries can also increase the learning and growth capacity needed for long-term development.

c.) PVOs should strive to maintain the organic community of disaster victims by providing relief close to home. It is more important for people to be on site with their local community than to be dispersed and more comfortable.

Revised OFDA Grant Procedures
Speaker: Carole Siegel, OFDA

Carole Siegel, OFDA, discussed Revised OFDA Grant Procedures. She stated that these guidelines have been designed to expedite the paper work for implementing grants to U.S. PVOs for disaster preparedness activities (several of the forms required with grant applications are attached at the back):

1.) PVOs should inform OFDA of the conditions at the disaster site and state the objectives that are to be accomplished by their projects.

2.) PVOs must provide OFDA with detailed and updated Contractor Employee Biographical Data Sheets specifying the name, function and estimated salary of each expatriate or local PVO employee who will be paid either in part or in full with A.I.D. grant funds. PVOs should also submit forms concerning non-discrimination, drug-free workplace, and lobbying.

3.) PVOs should supply OFDA with copies of orders/invoices from suppliers and receipts for additional expenses incurred. They should also indicate what percentage of those expenses will be covered by PVO contributions.

4.) If there are any amendments to grant requests, PVOs should submit the updated paperwork to OFDA as soon as possible after the field staff has submitted it to the A.I.D. mission.

5.) Thirty days before the grant expiration date, OFDA will remind PVOs to submit all paper work requests for grant extensions on time.

6.) A new OFDA rule: If a PVO neglects to request an extension (cost or no cost) prior to the expiration date of a grant, no extension will be approved, and no new grant will be issued.

Recap: Opportunities for Achieving the Disaster/Development Potential
Speaker: Mary Anderson, The Collaborative for Development Action

Mary Anderson, the Collaborative for Development Action, summarized the discussion at the conference (see attachment). She noted that all the participants agreed on two central facts:

1. Disasters are predictable
2. Disasters are preventable.

Ms. Anderson emphasized that relief planners must recognize that relief either promotes or undermines development. Similarly development either helps or hinders relief. Even development projects that have positive results from a development perspective may increase disaster vulnerability. She also reminded the audience that PVOS have to be sensitive to the political context in which they operate, and aware of the impact politics may have on the development aspects of relief work.

She summarized some of the points raised in the panel discussions, and noted that public health nurses are an asset in relief operations both because they look for the larger public health picture, and because they promote self-reliance by training local people. Commenting on Fred Krimgold's presentation, she noted that when new industries arise out of disasters, such as the construction industry that developed in Armenia, they often continue beyond the end of the rehabilitation phase, leading to long term development. Ms. Anderson listed a number of factors which can influence the disaster/development interface:

Factors which are potential development suppressors:
- Expert staff who think they have all the answers
- Use of too many resources at the wrong time
- An over-sensitivity to donor needs

Factors which are potential development assets:
- Labor resources: pools of workers idled by the disaster
- Concentrations of people in small areas
- Changing patterns of social relationships with the possibility of new leaders and organizations arising
- excitement and cohesiveness developed within the community by the shared experience of the disaster and the relief work
- Government and donor alertness to the possibility for development opportunities coming out of the disaster
- The clean slate phenomenon: the need to replace or rebuild new structures, crops, systems.

Ms. Anderson also recommended that OFDA ask each PVO requesting a grant the following questions:

1. Are the specific materials proposed for transfer really needed at this time?
2. Will the proposed relief act as a catalyst for development in the community--either economically or socially?
3. Will not doing the relief motivate the community to creatively respond to the disaster?
4. What are the local capacities that this project will support or build?

What OFDA Has Learned
Andrew Natsios, OFDA

Andrew Natsios, the Director of OFDA, closed the conference. He said that due to OFDA budget constraints, a portion of relief funds will have to be used for disaster mitigation. Mr. Natsios stressed that more PVOs should be involved in disaster mitigation, as relief projects are unsuccessful if they do not enhance people's ability to survive.

Many scholars, like Fred Krimgold, have researched disaster mitigation strategies. OFDA wants to link this research with those doing the relief. Mr. Natsios proposed that pilot projects be undertaken to test the effectiveness of disaster mitigation projects in the field. He noted that OFDA will focus on drought and famine mitigation because of the great loss of life and the great expense these disasters cause.

Finally, Mr. Natsios remarked that, with the geopolitical picture changing, the Soviets may no longer be our adversaries in many of the countries in which OFDA is active. In this new climate, OFDA has discussed cooperation on humanitarian relief in Africa with Soviet officials and technical experts, and may undertake some joint projects in the near future, as well as technical exchange in mitigation and preparedness.

REPORT FOR THE U.S. OFFICE OF FOREIGN DISASTER ASSISTANCE

ON ITS BIENNIAL PVO CONFERENCE

By: Mary B. Anderson

Date: June 4, 1990

OFDA's fifteenth biennial conference for PVOs, held from May 23 to 25, 1990 in Elkridge, Maryland, excited both good attendance and excellent participation. Of the several such events which I have attended, this was the most helpful in terms of setting out a common agenda and encouraging a more positive approach to disaster relief assistance.

The conference was quite usefully organized around the three areas in which disaster assistance is usually provided--food, health care and shelter. In each, the lessons which have been learned about how to provide relief assistance in ways which, also, mitigate or prevent future disasters were brought out. The discussions led to a clarification of the elements in relief programs which militate against having a positive disaster mitigation/prevention effect and of the areas in which opportunities exist for PVOs to programme for the most effective long-term impact while meeting immediate needs. From these, certain recommendations can be derived for OFDA's work with PVOs in disaster assistance.

I. The elements of relief programming which militate against having a positive long term impact are:

a. A staffing structure which emphasizes expertise in efficient logistics and delivery of material over expertise in working with local people to support their meeting their own needs.

b. Provision of "too much" of any commodity, especially food, so that local incentives are undermined.

c. Emphasis on the accountability of PVOs to donors over and against their accountability to the people in countries with whom they work.

II. The areas in which, when one provides relief assistance, there may be opportunities for promoting longer term positive impacts for disaster mitigation and prevention are:

a. Use of idle labor. In many disaster situations (and most notably in slow onset situations such as drought and famine) people who experience a disaster are not able to carry on with their normal occupations. They, thus, have "free" time which can be put to good use in one of two ways. They may either be encouraged to take on infrastructural building/development efforts which will increase the community's productive base over the long run, or they may engage in training/education programs which increase their skills and knowledge for future productivity.

b. People in groups. In disasters where people leave their homes and are grouped, for any period of time, in evacuation or service centers, the providers of relief assistance may take advantage of this opportunity for developing community cohesion; promoting group decision-making and planning for future actions when they return home; provision of health care such as innoculation campaigns; training on a formal or informal basis; etc.

c. Changing patterns of relationships. In periods of crisis, usual community structures often break down or relax allowing opportunities for new leadership to emerge or for people to assume new responsibilities. In some cases, such changes result in a release of new talent and energy which serves long term disaster mitigation/prevention.

d. Community spirit. Because local communities carry out the first, most important rescue missions for themselves, they often develop an unusual sense of community spirit, helpfulness and mutual support. This can also be true under conditions of slow onset disasters. Such community spirit can be harnessed for longer term planning and execution of projects of common interest.

e. "Clean slate" phenomenon. When many things are wiped out by a disaster, there is an opportunity for introducing disaster resistance technologies into disaster prone communities. Examples include rebuilding with earthquake resistant materials and techniques or planting new varieties of crops, etc.

f. Donor interest. Disasters often generate new and more flexible donor/government interest and resources which may be used for programming which has substantive and systemic positive impacts on disaster proneness and on development.

III. <u>Recommendations:</u> The identification of these militating elements and these opportunities leads to the following recommendations for OFDA when deciding on funding of PVO relief assistance programs:

1. OFDA should require that PVO staff in the field be capable in both logistics and reporting and in identifying oppor-

tunities for promoting disaster mitigation/prevention. Expertise in both areas should be required among staff in every relief assistance program.

2. OFDA should request that PVOs systematically identify the opportunities for longer term impacts (as listed above, or others) from the very beginning of their relief assistance. A strategy for identifying these opportunities at the beginning and for continuing to be responsive to them over the life of the project should be a part of any initial proposal for funding.

3. OFDA should request that PVOs analyze the longer term impacts of the provision of relief goods which they propose and that they develop systems for monitoring these impacts throughout the life of the project. Plans for scaling down or ending the provision of goods should become a part of any good proposal.

4. OFDA should request that PVOs demonstrate their awareness of the impacts of their assistance on the social/organizational and psychological/motivational capacities of the groups with whom they work in addition to the physical impacts.

The above recommendations reflect OFDA's important emphasis on ensuring that each relief effort contributes to disaster mitigation and preparedness and, ultimately, to disaster prevention.

Index to Forms Required for PVO Grant Applications to OFDA

Contractor Employee Biographical Data Sheet

Certification Regarding Lobbying

Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs

Certification Regarding Drug-Free Workplace Requirements

Special Provision for Medicines and Drugs

Form Approved
OMB No. 24-R

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

(SEE PRIVACY ACT STATEMENT ON REVERSE)

INSTRUCTIONS:
Submit in triplicate to contracting officer. See reverse for Contr Certification.

1. Name *(Last, First, Middle)* ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.
2. Contractor's Name
3. Address *(include ZIP Code)*
4. Contract No.
5. Position Under Contract
6. Proposed Salary
7. Country of Assignment
8. Duration of Assignu
9. Telephone Number *(include area code)*
10. Marital Status ☐ Married ☐ Single ☐ Other *(specify)* _____
11. Names and Ages of Dependents to Accompany Individual *(if applica*
12. Date of Birth
13. Place of Birth
14. Citizenship *(if non-U.S. citizen, give visa status)*

15. EDUCATION *(include all secondary, business college or university training)*

NAME AND LOCATION OF INSTITUTION	MAJOR SUBJECTS	Credits Completed		Type of Degree	Da De
		Semester Hours	Quarter Hours		

16. EMPLOYMENT HISTORY

1. Give last three (3) years. Continue on reverse to list all employment related to duties of proposed assignment.
2. Salary definition - basic periodic payment for services rendered.
   Exclude bonuses, profit-sharing arrangemnets, commissions, consultant fees, extra or overtime work payments, overseas differential, or quarters, cos of living or dependent education allowances.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS	Dates of Employment *(Mo., Yr.)*		Salary
		From	To	Dollars

17. SPECIFIC CONSULTANT SERVICES *(give last three (3) years)*

SERVICE PERFORMED	EMPLOYER'S NAME AND ADDRESS	Dates of Employment *(Mo., Day, Yr.)*		DAILY RA
		From	To	

18. LANGUAGE PROFICIENCY

LANGUAGE	Speaking			Reading			Writing			Understanding		
	Fair	Good	Excl.	Fair	Good	Excl.	Fair	Good	Excl.	Fair	Good	Excl.

19. Special Qualifications *(honors, professional sc special licenses, publications, research, specia and relevant education not previously mentio reverse side of form, if necessary)*

20. CERTIFICATION:

To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee

Date

AID 1420-17 (5-80)

(Use this space for continuation of Blocks 16 and 19)

CONTRACTOR'S CERTIFICATION *(To be completed by responsible representative of Contractor)*

A. I hereby certify that *('X' appropriate box)*:

- ☐ The initial salary proposed herein meets the salary standards prescribed in the contract.
- ☐ The salary increase proposed herein conforms to the customary policy and practice for this organization for periodic salary increases.

B. Justification or Remarks

Signature	Title	Date

PRIVACY ACT STATEMENT

The following statement is required by the Privacy Act of 1974 (Public Law 93-579; 88 Statute 1896).

The information requested on this form is needed by AID to evaluate your suitability for the position for which you have been nominated as a contract employee. It is necessary that you provide the information for AID to consider your nomination. The Foreign Assistance Act of 1961, as amended, constitutes authority for its collection.

Employers and educational institutions you list may be contacted for verification of the information provided. Disclosure may otherwise be made in whole or in part to any (a) foreign government concerned if required by that government in connection with their review of your nomination and (b) pursuant to any other applicable routine use listed under AID's Civil Service Employee Office Personnel Record System, AID-2 in AID's Notice of Systems of Records for implementing the Privacy Act as published in the Federal Register, or (c) when disclosure without the employee's consent is authorized by the Privacy Act and provided for in AID Regulation 15. *(A copy of the Regulation and Notice of System of Records is available from AID Distribution on request.)*

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Solicitation No._____
Application/Proposal No._____
Date of Application/Proposal_____
Name of Applicant/Grantee_____
Typed Name and Title_____

Signature_____ Date_____

ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS

GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

_____ hereinafter called the "Applicant")
(Name of Applicant)

hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from AID, and that with respect to the grant for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d) which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance,

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance,

(3) The Age Discrimination Act of 1975, as amended, (Pub. L. 95-478) which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds.

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) AID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

If the Applicant is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the Applicant establishes to the satisfaction of the AID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of or participants in such program.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and person or the persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

_____
(Applicant)

BY (Signature)_____ TITLE_____

TYPED NAME_____ DATE_____

(10-81)

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Instruction for Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance was placed when the agency determined to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

Certification Regarding Drug-Free Workplace Requirements

Alternate I

A. The grantee certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occuring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a),(b),(c),(d),(e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

_____

_____

_____

Alternate II

The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.

Signature_____ Date_____

SPECIAL PROVISION FOR MEDICINES AND DRUGS

1. For pharmaceutical products purchased from the United States (Code 000) the Grantee shall require a certificate signed by the supplier that:

   "The undersigned supplier, or agent acting in behalf of and authorized to bind the supplier, agrees with and certifies to A.I.D. that product(s) are in compliance with special requirements regarding expiration dates* for A.I.D. financing of drug substances and/or products and guarantees that on date of shipment each item for which payment is now claimed was in compliance with all applicable U.S. laws, such as Federal Food, Drug, and Cosmetic Act, As Amended, and regulations governing the interstate shipment of the product(s) and will, with respect to violation of any such requirement or guarantee make, upon demand, full and complete refund to A.I.D. of any sum received by the supplier as A.I.D. financing for any product which is the subject of such a violation."

2. For pharmaceutical products purchased from Special Free World (Code 935) countries, other than the United States, the Grantee shall require a certificate signed by the supplier that:

   "The undersigned supplier, or agent acting in behalf of and authorized to bind the supplier, agrees with and certifies to A.I.D. that product(s) are in compliance with special requirements regarding expiration dates* for A.I.D. financing of drug substances and/or products and guarantees that on date of shipment each item for which payment is now claimed was in compliance with World Health Organization's Good Manufacturing Practices Standards and will, with respect to violation of any such requirement or guarantee make, upon demand, full and complete refund to A.I.D. of any sum received by the supplier as A.I.D. financing for any product which is the subject of such a violation."

   * Not more than 1/6 of full dating periods from 1 to 18 months; nor 1/3 of full dating periods of more than 18 months shall have expired on the date of shipment.

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