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# WEST AFRICA – EBOLA OUTBREAK

## Guidance for Implementing Partners

November 21, 2014

### INFORMATION FROM USAID'S OFFICE OF ACQUISITION AND ASSISTANCE

USAID is strongly committed to the safety and security of all of its partners overseas working on the Ebola Outbreak. USAID is willing to work with each of its partners on an individual basis to provide additional information. The following guidance is provided as a general reference for USAID partners working in Ebola affected areas. For additional information partners should contact their Contracting Officer Representative (COR)/Agreement Officer Representative (AOR) and their Contracting Officer (CO)/Agreement Officer (AO).

#### **Continuance of Operations:**

- USAID recognizes that it may not be possible under current circumstances to continue with normal project implementation. To the extent that any USAID implementing partner (whether under a contract, cooperative agreement, or grant) needing to modify or suspend implementation of a previously agreed-to project action plan, must first notify its COR/AOR who will in turn coordinate with the CO/AO for approval.
- USAID understands that some USAID contractors and recipients may find themselves incurring additional implementation costs not originally envisioned to take safety measures and protect staff. USAID will consider any additional proposed costs on a case-by-case basis, provided that such costs are “allowable, allocable, and reasonable.” Partners should contact their AOR/COR as well as the AO/CO immediately prior to incurring additional costs. Please note that these costs are subject to audit and availability of funds.

#### **Evacuations: Eligible Family Members and Dependents**

- Liberia and Sierra Leone are presently in an ordered evacuation status for all eligible and non-employed family members and dependents of U.S. Embassy personnel under Chief of Mission authority, as well as USAID Contractors.
  - This includes eligible dependents of American citizens, employees of contractors, and third-country national (TCN) staff members hired by contractors abroad.
  - See **AIDAR 752.7028** for details on evacuation allowances.
- U.S. organizations under USAID cooperative agreements and grants should follow internal organization policies concerning departure of dependents of U.S. and TCN staff (special attention should be focused on **22 CFR Part 226** as incorporated in your agreement).
- The reasonable cost of evacuating dependents of American citizen and TCN staff working under contracts, cooperative agreements, and grants will be considered an “allowable cost.”



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- As soon as is practicable, USAID asks that all affected contractors working in Liberia and Sierra Leone please draft and submit to their Contracting Officers an outline of how they are implementing the evacuation of dependents of American citizens and TCNs.

### **Defense Base Act Insurance:**

- Defense Base Act (DBA) insurance is available to contractors and recipients under grants and cooperative agreements. There is no exclusion for Ebola virus disease. Coverage is provided to U.S., third-country national, and host country employees.
- Allied World Assurance Company is the only insurance underwriter authorized to write DBA insurance under USAID contracts and agreements. To obtain DBA insurance, contractors and recipients should contact Allied agent, Aon Risk Insurance Services West, Inc. at:

199 Fremont St., Suite 1400, San Francisco, CA 94105

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### **Contingency Planning: Evacuation of all Intl Staff**

- In addition, as a precautionary measure, USAID asks all contractors in Guinea, Liberia, and Sierra Leone to prepare and submit to USAID a contingency plan for the potential evacuation of all American staff and international personnel, should the need arise.
- The plans should detail the steps the contractor would take to:
  - (1) secure project assets, such as offices, equipment, and vehicles;
  - (2) sustain, to the extent possible, the momentum of ongoing activities and delivery of program results; and
  - (3) provide for rapid re-mobilization and return to normal operations if and when circumstances allow.
- Please submit the plan to the following country points of contact:
  - Guinea, submit to Alan Garceau at [agarceau@usaid.gov](mailto:agarceau@usaid.gov) and Beatrice Conde at [bconde@usaid.gov](mailto:bconde@usaid.gov)
  - Liberia, submit to Keisha Effiom at [keffiom@usaid.gov](mailto:keffiom@usaid.gov) and Gerald Smith at [gesmith@usaid.gov](mailto:gesmith@usaid.gov)
  - Sierra Leone, submit to Beatrice Conde at [bconde@usaid.gov](mailto:bconde@usaid.gov)

### **Redirecting Resources to Respond to the Ebola Outbreak:**

- Implementing partners should not undertake any new work or change approved work plans without consulting their AOR/COR and AO/CO and receiving written authorization to do so.
- If there is a need to redirect implementing partners to respond to the Ebola Outbreak, the cognizant USAID Mission will contact those implementing partners.



**Additional Information:**

For additional acquisition and assistance information, please email USAID’s Bureau for Management Office of Acquisition and Assistance (M/OAA) points of contact, Sunil Xavier, Deputy Director for Foreign Operations (Primary) at [sxavier@usaid.gov](mailto:sxavier@usaid.gov), and Aman Djahanbani, Senior Procurement Executive (Alternate) at [adjahanbani@usaid.gov](mailto:adjahanbani@usaid.gov).

**Frequently Asked Questions**

**Q: We have a deliverable-based contract with USAID and cannot meet our deliverables because of the outbreak. Will the Agency provide guidance?**

A: *If you feel that you cannot continue program implementation in certain areas of Liberia, Guinea, and Sierra Leone for health and safety reasons, whether you are a contractor or recipient, please immediately notify your COR/AOR as well as the AO/CO.*

**Q: The U.S. Missions in Liberia and Sierra Leone have evacuated dependent non-employed family members. Is it an “allowable cost” for us to evacuate our dependents?**

A: *USAID is directing all USAID contractors operating within Liberia and Sierra Leone to evacuate all eligible dependents of American citizens and international staff, which have been hired abroad.*

*U.S. organizations under USAID cooperative agreements and grants should follow their internal policies with regard to departure of dependents of U.S. and international staff (with specific attention to the applicable language in 22 CFR Part 226 and the standard provisions in your award). The cost of evacuating dependents of American and international staff working under contracts, cooperative agreements, and grants will be considered an “allowable cost.”*

**Q: What costs are currently allowable?**

A: *At this time, the only allowable costs are:*

- 1) Normal contracting costs*
- 2) EFM evacuation costs*
- 3) Reasonable costs in relation to safety measures taken against Ebola – such as training for employees and special safety equipment.*

*However, please note that these items should be first reviewed by the COR/AOR and CO/IO*

**Q: Where should they evacuate to (e.g., Home, R&R designated location)?**

A: *The designated safe haven is Washington, D.C. or anywhere in the United States. The AO/CO must approve any other locations.*

**Q: What event(s) will determine when contractor staff will be evacuated? Is it the same as U.S. Government staff?**

A: *At this time, an ordered departure has not been declared for U.S. and international staff working under contracts, cooperative agreements and grants. As soon as is practicable, contractors in Liberia and Sierra Leone should draft and submit to USAID a plan which outlines how the evacuation of dependents will be carried out. In addition, contractors in Guinea, Liberia, Nigeria, and Sierra Leone, should submit a contingency plan per the*



*above guidance in the event that an ordered departure is imposed in that country on all American staff and international personnel.*

**Q: How should we handle local sub-awardees and ensure ongoing monitoring of USAID funded activities? Should they continue to work?**

*A: If the subawardee is under a contract, the evacuation applies to all dependents of U.S. or international staff of the subcontractor. Subawardees under cooperative agreements and grants should follow their internal policies with regard to departure of dependents of U.S. and international staff, with specific attention to 22 CFR Part 226 and the standard provisions as applicable to in your agreement.*

**Q. What care is available if a USAID partner gets Ebola?**

*A. The U.S. is building a high quality 25-bed hospital in Monrovia that will prioritize Ebola care for Liberian and international health care workers and international UN and NGO staff supporting those efforts. The facility is expected to be open in mid-November.*

*In addition, the State Department has developed an evacuation mechanism for personnel who may become infected with Ebola virus while in West Africa. State can make this mechanism available for personnel from International Organizations, PVOs, and NGOs registered and approved by USAID, and foreign governments as well as American citizens on a reimbursable basis and with agreement from a country willing to treat the patient. In order to use the MEDEVAC, partners must have a pre-signed reimbursement agreement with the U.S. Embassy.*

**Q. How should a partner handle operating costs of idled staff time if work has been halted, temporarily suspended, or slowed down because of the Ebola crisis?**

*A. Partners should contact their COR/AOR and CO/AO to discuss. USAID is willing to work with partners to readjust work plans, on a case by case basis.*