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UNITED STATES OF AMERICA  
 AGENCY FOR INTERNATIONAL DEVELOPMENT

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2. Contract (Including FAN and A/DAR Dates): Contract No: OHS-1-00-01-00220-00 Order No: 1			
<b>NEGOTIATED PURSUANT TO THE FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED, AND EXECUTIVE ORDER 11223</b>			
3. CONTRACTOR (Name and Address): Research Triangle Institute 3040 Cornwallis Road PO Box 12196  Research Triangle Park NC 27709-2196  TEL: 9196861332 FONS: 9196861332		4. ISSUING OFFICE: US Agency for International Development Office of Acquisition and Assistance Ronald Reagan Building, 7.03-866 1300 Pennsylvania Avenue NW Washington DC 20523-7802	
5. TECHNICAL OFFICE: John Kortman USAID Global Health Bureau Ronald Reagan Building, 7.07-826 1300 Pennsylvania Avenue, NW Washington DC 20523		6. PAYING OFFICE. SUBMIT INVOICE TO: US Agency for International Development Office of Financial Management M/FW/OWP Ronald Reagan Building, 7.07-117 1300 Pennsylvania Avenue, NW Washington DC 20523	
7. EFFECTIVE DATE: See Block 11b		8. ESTIMATED COMPLETION DATE: 03-30-2005	
9. ACCELERATION AND APPROPRIATION DATA: Colling Price : <del>XXXXXXXXXX</del>  Amount Obl: 569,000; BPPY: 2004 ; Funded ; CR VILL: CR/WIDM; SO: 938-843; MCA: 837; Distribution: 116-0116; SEC: 4100; JMC No: 757; Dry ID: 12892			
10. The United States of America, represented by the Contracting Officer signing this Order, and the Contractor agree that: (a) this Order is issued pursuant to the Contract specified in Block 3 above and (b) the entire Contract between the parties herein consists of this Order and the Contract specified in Block 3 above.			
11a. NAME OF CONTRACTOR: Research Triangle Institute  BY: <u>Judy J. Webb</u>  NAME: Judy J. Webb TITLE: Senior Contract Negotiator DATE: June 1, 2004		11b. UNITED STATES OF AMERICA Agency for International Development  BY: <u>Lisa M. Bolder</u>  NAME: Lisa M. Bolder TITLE: Contracting Officer DATE: JUN 1 2004	

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## A.1 BACKGROUND

### Problem Statement

Integrated Vector Management (IVM) is receiving increasing attention as a basic methodology for the implementation of malaria and other vector-borne disease control activities at the global and country levels. However, currently there is a lack of consensus on a coherent methodology for selecting or combining their use, and a general lack of capacity for local level application of IVM. In addition, IVM has not yet developed a firm epidemiological basis to guide application of larval control tools, or combinations of any of the available tools (Insecticide-Treated Nets, Indoor Residual Spraying, Larval Control) at local levels. Recent operations research work has begun to provide groundwork on which to build such an epidemiologically based framework for local level applications. In addition, cost-effectiveness data on the benefits of combining interventions to fit local situations is needed to inform decision-making.

IVM can best justify its place in malaria control by becoming the process through which evidence-based targeting of specific interventions takes place. There is a need to work with WHO in its technical advisory capacity to increase consensus on the role of IVM in malaria control, to demonstrate the settings in which particular tools or combinations of tools are effective, and to develop local access to technical assistance in implementing IVM through capacity building at various levels.

Current work: There are currently three main tools available for malaria vector control: Insecticide-Treated Nets (ITNs), Indoor Residual Spraying (IRS) and Larval Control (LC). None of these tools is new, and LC is actually ancient. The evidence base for ITNs and IRS is extensive, and each can be considered efficacious if properly implemented in most ecological settings. Neither one alone is likely to interrupt transmission in most of the African countries with endemic malaria. Both ITNs and IRS are in current use in Africa, and each has particular advantages in particular settings. Larval Control (LC) interventions have been shown to be effective, and cost-effective, in the specific setting of long-term use in mining settlements in Zambia. A USAID-sponsored conference in Kampala, Uganda in 2002 identified a wider range of settings in which LC might be appropriate, and the Environmental Health Project (EHP) has begun work in collaboration with the University of Durham to establish an evidence base for the application of LC methods in particular settings. To date, evidence for combinations of interventions, either multiple vector-control interventions or vector control in conjunction with treatment, has been lacking. Epidemiological methods for such

**A.3 OBJECTIVE**

1. To provide management support to on-going USAID-supported Integrated Vector Management activities at global and country levels;
2. To provide USAID missions a mechanism through which expert short and long-term technical assistance can be accessed for IVM activities;
3. To support the continued technical development of IVM through collaborative work with relevant international institutions, continued operations research, and dissemination of relevant findings and experiences.

**A.4 STATEMENT OF WORK**

Through this task order, the contractor shall:

1. Provide management support for IVM field activities, including (but not limited to):
  - a. Identification and deployment of qualified, expert consultants and/or qualified sub-contractors to:
    - i. provide technical advice and support in planning and implementation of vector control activities;
    - ii. Design, implement and evaluate training in key skill areas;
    - iii. Design, implement and evaluate behavioral change communication interventions for control of vector-borne diseases;
    - iv. Design and implement monitoring and evaluation activities as needed;

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- v. Prepare required environmental documentation for USAID missions;
  - vi. Other technical assistance duties as specified by participating USAID missions or the CTO;
  - b. Management of sub-contracts and small grants, including Operations Research activities documenting the efficacy of vector control interventions in selected settings, sub-contracts to implement country-level activities and small grants to international institutions and NGOs for similar purposes. This will require development of new sub-contracts and small grant agreements, supervision of the performance of the sub-contractor(s) per the terms of reference, provision of funds to the sub-contractor(s), and reporting including financial accounting, per the specified schedule(s). The proposals should include a specific description of how grant proposals will be solicited, reviewed and awarded.
2. Assist USAID/GH/HIDN in developing and maintaining a leadership role in the global IVM community through:
- a. Sponsorship and facilitation of technical meetings and symposia, including one international conference on larvae control anticipated for April 2005;
  - b. Assistance to key partners (WHO, WHO regional offices, Roll Back Malaria headquarters and regional networks, African institutions, academic centers, etc) in developing and producing advocacy documents and materials, presentations and technical reports;
  - c. Networking and facilitated communication among key actors in the IVM community, in close collaboration with USAID's malaria team.
3. Implement (via sub-contractors and grantees) and provide technical support at country level (via specialist independent consultants) of IVM-related activities for 3-6 USAID missions consistent with the objectives of this Task Order. Current activities (and annual budgets) include support to the National Malaria Control Program for evidence-based selection of vector control interventions in Eritrea (approx \$500,000 per year), training in IVM interventions in Zambia (approx \$50,000), writing of a Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP) for USAID environmental clearance for IVM activities in Kyrgyzstan (\$25,000) and investigation of larval control in urban areas of Uganda (approx \$50,000). There is potential for further work in 1-2 other African USAID missions. Specific activities, schedules and benchmarks under mission scopes of work to this task order will be agreed upon with missions and clearly specified in those scopes of work.

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**A.5 DIFFERENTIALS AND ALLOWANCES (JULY 1996)**

(This clause does not apply to TCN or CCN employees. TCN and CCN employees are not eligible for differentials and allowances, unless specifically authorized by the cognizant Assistant Administrator or Mission Director. A copy of such authorization shall be retained and made available as part of the contractor's records which are required to be preserved and made available by the "Examination of Records by the Comptroller General" and "Audit" clauses of this contract).

(a) Post differential. Post differential is an additional compensation for service at places in foreign areas where conditions of environment differ substantially from conditions of environment in the continental United States and warrant additional compensation as a recruitment and retention incentive. In areas where post differential is paid to USAID direct-hire employees, post differential not to exceed the percentage of salary as is provided such USAID employees in accordance with the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 500 (except the limitation contained in Section 552, "Ceiling on Payment") Tables-Chapter 900, as from time to time amended, will be reimbursable hereunder for employees in respect to amounts earned during the time such employees actually spend overseas on work under this contract. When such post differential is provided to regular employees of the Contractor, it shall be payable beginning on the date of arrival at the post of assignment and continue, including periods away from post on official business, until the close of business on the day of departure from post of assignment en route to the United States. Sick or vacation leave taken at or away from the post of assignment will not interrupt the continuity of the assignment or require a discontinuance of such post differential payments, provided such leave is not taken within the United States or the territories of the United States. Post differential will not be payable while the employee is away from his/her post of assignment for purposes of home leave. Short-term employees shall be entitled to post differential beginning with the forty-third (43rd) day at post.

(b) Living quarters allowance. Living quarters allowance is an allowance granted to reimburse an employee for substantially all of his/her cost for either temporary or residence quarters whenever Government-owned or Government-rented quarters are not provided to him/her at his/her post without charge. Such costs are those incurred for temporary lodging (temporary quarters subsistence allowance) or one unit of residence quarters (living quarters allowance) and include rent, plus any costs not included therein for heat, light, fuel, gas, electricity and water. The temporary quarters subsistence allowance and the living quarters allowance are never both payable to an employee for the same period of time. The Contractor will be reimbursed for payments made to employees for a living quarters allowance for rent and utilities if such facilities are not supplied. Such allowance shall not exceed the amount paid USAID employees of equivalent rank in the Cooperating Country, in accordance with either

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the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 130, as from time to time amended, or other rates approved by the Mission Director. Subject to the written approval of the Mission Director, short-term employees may be paid per diem (in lieu of living quarters allowance) at rates prescribed by the Federal Travel Regulations, as from time to time amended, during the time such short-term employees spend at posts of duty in the Cooperating Country under this contract. In authorizing such per diem rates, the Mission Director shall consider the particular circumstances involved with respect to each such short-term employee including the extent to which meals and/or lodging may be made available without charge or at nominal cost by an agency of the United States Government or of the Cooperating Government, and similar factors.

(c) Temporary quarters subsistence allowance. Temporary quarters subsistence allowance is a quarters allowance granted to an employee for the reasonable cost of temporary quarters incurred by the employee and his family for a period not in excess of (i) 90 days after first arrival at a new post in a foreign area or a period ending with the occupation of residence (permanent) quarters, if earlier, and (ii) 30 days immediately preceding final departure from the post subsequent to the necessary vacating of residence quarters, unless an extension is authorized in writing by the Mission Director. The Contractor will be reimbursed for payments made to employees and authorized dependents for temporary quarters subsistence allowance, in lieu of living quarters allowance, not to exceed the amount set forth in the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 120, as from time to time amended.

(d) Post allowance. Post allowance is a cost-of-living allowance granted to an employee officially stationed at a post where the cost of living, exclusive of quarters cost, is substantially higher than in Washington, D.C. The Contractor will be reimbursed for payments made to employees for post allowance not to exceed those paid USAID employees in the Cooperating Country, in accordance with the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 220, as from time to time amended.

(e) Supplemental post allowance. Supplemental post allowance is a form of post allowance granted to an employee at his/her post when it is determined that assistance is necessary to defray extraordinary subsistence costs. The Contractor will be reimbursed for payments made to employees for supplemental post allowance not to exceed the amount set forth in the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 230, as from time to time amended.

(f) Educational allowance. Educational allowance is an allowance to assist an employee in meeting the extraordinary and necessary expenses, not otherwise compensated for, incurred by reason of his/her service in a foreign area in providing adequate elementary and secondary education for his/her children. The Contractor will be reimbursed for payments made to regular employees for educational

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allowances for their dependent children in amounts not to exceed those set forth in the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 270, as from time to time amended. (See Standardized Regulation 270)

(g) Educational travel. Educational travel is travel to and from a school in the United States for secondary education (in lieu of an educational allowance) and for college education. The Contractor will be reimbursed for payments made to regular employees for educational travel for their dependent children provided such payment does not exceed that which would be payable in accordance with the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 280, as from time to time amended.

(See Standardized Regulation 280) Educational travel shall not be authorized for regular employees whose assignment is less than two years.

(h) Separate maintenance allowance. Separate maintenance allowance is an allowance to assist an employee who is compelled, by reason of dangerous, notably unhealthful, or excessively adverse living conditions at his/her post of assignment in a foreign area, or for the convenience of the Government, to meet the additional expense of maintaining his/her dependents elsewhere than at such post. The Contractor will be reimbursed for payments made to regular employees for a separate maintenance allowance not to exceed that made to USAID employees in accordance with the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 260, as from time to time amended. (See Standardized Regulation 260)

(i) Payments during evacuation. The Standardized Regulations (Government Civilians, Foreign Areas) provide the authority for efficient, orderly, and equitable procedure for the payment of compensation, post differential and allowances in the event of an emergency evacuation of employees or their dependents, or both, from duty stations for military or other reasons or because of imminent danger to their lives. If evacuation has been authorized by the Mission Director the Contractor will be reimbursed for payments made to employees and authorized dependents evacuated from their post of assignment in accordance with the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 600, and the Federal Travel Regulations, as from time to time amended. (See Standardized Regulation 600)

(j) Danger pay allowance. (1) The contractor will be reimbursed for payments made to its employees for danger pay not to exceed that paid USAID employees in the cooperating country, in accordance with the Standardized Regulations (Government Civilians, Foreign Areas), Chapter 650, as from time to time amended. (See Standardized Regulation 650)



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(2) Danger pay is an allowance that provides additional compensation above basic compensation to an employee in a foreign area where civil insurrection, civil war, terrorism or wartime conditions threaten physical harm or imminent danger to the health or well-being of the employee. The danger pay allowance is in lieu of that part of the post differential which is attributable to political violence. Consequently, the post differential may be reduced while danger pay is in effect to avoid dual crediting for political violence.

#### A.6 DELIVERABLES: REPORTS AND BENCHMARKS

##### Reports:

Quarterly written reports and a final report will be prepared by the activity manager as specified in the main TASC2 contract, addressing the main Task Order Benchmarks including operations research activities and results, progress in collaboration with international institutions, and capacity-building activities. Quarterly reports (including financial updates) are intended to briefly summarize the current status of the activity. Specific format will be determined in consultation with the USAID technical advisor.

Regular meetings (minimum monthly) between the activity manager and the technical advisor assigned to this activity by BGM will also be required, the format for these meetings will be mutually agreed upon by the advisor and the activity manager.

##### Benchmarks:

1. Completion of field data collection for the research on larval control in selected sites in Africa by University of Durham and subcontractors;
2. Collaborative planning process with WHO Roll Back Malaria Department (Study Group on Malaria Vector Control and Personal Protection) and WHO/AFRO established for the field implementation and evaluation of at least one IVM program in Africa;
3. Presentation of results of larval control interventions at least two scientific meetings, one of which is sponsored/co-sponsored by USAID via this task order.
4. Publication (or in process of publication) of at least one scientific paper in a peer-reviewed journal addressing one or more of the issues listed above under results.
5. Specific plans in place for capacity-building activities specific to IVM.

Benchmarks for additional mission-funded activities, if any, will be specified at the time specific scopes of work for those activities are agreed upon, and it will be reviewed at end of each year by the Technical Advisor and the Activity Manager.

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**A.7 TECHNICAL DIRECTIONS**

Technical Directions during the performance of this task order shall be provided by the Technical Officer as stated in Block 5 of the cover page pursuant to Section F of the contract.

**A.8 TERM OF PERFORMANCE**

a. Work shall commence on the date noted in Block 7 of the cover page. The estimated completion date is reflected in Block 8 of the cover page.

b. Subject to the ceiling price of this task order and the prior written approval of the Technical Officer (see Block No. 5 on the Cover Page), the contractor may extend the estimated completion date, provided that the extension does not cause the elapsed time for completion of the work, including the furnishing of all deliverables, to extend beyond 60 calendar days from the original estimated completion date. Prior to the original estimated completion date, the contractor shall provide a copy of the Technical Officer's written approval for any extension of the term of this task order to the Contracting Officer; in addition, the contractor shall attach a copy of the Technical Officer's approval to the final voucher submitted for payment.

c. It is the contractor's responsibility to ensure that the Technical Officer-approved adjustments to the original estimated completion date do not result in costs incurred that exceed the ceiling price of this task order. Under no circumstances shall such adjustments authorize the contractor to be paid any sum in excess of the task order.

d. Adjustments that will cause the elapsed time for completion of the work to exceed the original estimated completion date by more than 60 calendar days must be approved in advance by the Contracting Officer.

**A.9 WORKDAYS ORDERED**

a. Functional Labor Category	Year	Number of Days	Daily Rate(\$)	Cost
[REDACTED]	Year 1	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Year 2	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Year 3	[REDACTED]	[REDACTED]	[REDACTED]

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	Total Days	Total Cost
[REDACTED]	[REDACTED]	[REDACTED]
Year 1	[REDACTED]	[REDACTED]
Year 2	[REDACTED]	[REDACTED]
Year 3	[REDACTED]	[REDACTED]
Total Days	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Year 1	[REDACTED]	[REDACTED]
Year 2	[REDACTED]	[REDACTED]
Year 3	[REDACTED]	[REDACTED]
Total Days	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Year 1	[REDACTED]	[REDACTED]
Year 2	[REDACTED]	[REDACTED]
Year 3	[REDACTED]	[REDACTED]
Total Days	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Year 1	[REDACTED]	[REDACTED]
Year 2	[REDACTED]	[REDACTED]
Year 3	[REDACTED]	[REDACTED]
Total Days	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Year 1	[REDACTED]	[REDACTED]
Year 2	[REDACTED]	[REDACTED]
Year 3	[REDACTED]	[REDACTED]
Total Days	[REDACTED]	[REDACTED]
<b>TOTAL WORKDAYS</b>		<b>TOTAL SALARIES</b>

b. The Activities Manager, [REDACTED], is designated as key personnel pursuant to Section F.5 of the contract.

c. Subject to the ceiling price established in this task order and the prior written approval of the Technical Officer, the contractor may adjust the number of workdays actually employed in the performance of the work by each position specified in this order. The contractor shall attach a copy of the Technical Officer's approval to the final voucher submitted for payment.

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d. It is the contractor's responsibility to ensure that the Technical Officer-approved adjustments to the workdays ordered for each functional labor specialist do not result in costs incurred which exceed the ceiling price of this delivery order. Under no circumstances shall such adjustments authorize the contractor to be paid any sum in excess of the ceiling price.

#### A.10 CEILING PRICE

For Workdays Ordered ██████████

For Other Direct Costs ██████████

Ceiling Fee ██████████

Ceiling Price ██████████

The contractor will not be paid any sum in excess of the ceiling price.

#### A.11 USE OF GOVERNMENT FACILITIES AND PERSONNEL

(a) The contractor and any employee or consultant of the contractor is prohibited from using U.S. Government facilities (such as office space or equipment), or U.S. Government clerical or technical personnel in the performance of the services specified in the task order, unless the use of Government facilities or personnel is authorized in advance, in writing, by the Contracting Officer.

(b) If at any time it is determined that the contractor, or any of its employees or consultants, have used U.S. Government facilities or personnel either in performance of the contract itself, or in advance, without authorization in, in writing, by the Contracting Officer, then the amount payable under the contract shall be reduced by an amount equal to the value of the U.S. Government facilities or personnel used by the contractor, as determined by the contracting officer.

(c) If the parties fail to agree on an adjustment made pursuant to this clause it shall be considered a "dispute" and shall be dealt with under the terms of the "Disputes" clauses of the contract.

#### A.12 WORKWEEK

The contractor is authorized up to a 6-day workweek in the field with no premium pay.

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**A.13 AUTHORIZED GEOGRAPHIC CODE**

The authorized geographic code for procurement of services under this order is 935.

**A.14 EXECUTIVE ORDER ON TERRORISM FINANCING**

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

**A.15 FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES**

Funds in this [contract, agreement, amendment] may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences [<http://www.info.usaid.gov/pubs/ads/300/refindx3.htm>] or as approved by the [CO/AO/CTO].