

**United States Agency for International Development (USAID)
Office of U.S. Foreign Disaster Assistance (OFDA)
Funding Guidance for Darfur, Sudan
February 2008**

This document provides guidance to award applicants for humanitarian activities in Darfur, Sudan, for Fiscal Year (FY) 2008. USAID/OFDA may revise this document at anytime through June 2008. Please review the guidelines before proposal submission to ensure that any changes to this document are reflected in your proposal.

USAID/OFDA will consider activities and initiatives in Darfur *not* included in these guidelines provided that: (1) the activities are based on justified needs; (2) the interventions are appropriate for the region; and (3) beneficiary populations are within USAID/OFDA's mandate, which is to save lives, alleviate human suffering, and reduce the social and economic impact of humanitarian emergencies.

All agencies intending to submit a proposal for funding must follow USAID/OFDA's Updated Guidelines for Proposals and Reporting issued on December 15, 2006, and found at http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance.

USAID/OFDA will consider funding programs in all three Darfur states in IDP camps, areas of potential return, or areas affected by conflict, as long as the proposed activities will not create or exacerbate tensions among communities. USAID/OFDA will prioritize assistance for newly displaced and other populations with urgent humanitarian needs while continuing to address the basic humanitarian needs of civilian populations. USAID/OFDA will continue to support sustainable programming and skills transfer to host populations. When and where possible, USAID/OFDA encourages partners to move away from direct implementation and towards programs that promote self-reliance.

All programs should be flexible enough to allow for adjustment should there be a change in the situation on the ground. Programs should also show coordination in program areas that minimizes duplication of efforts and promotes information-sharing among implementers, donors, and other key stakeholders to ensure a unified and coherent response. All programs must show thoughtful, long-term sustainability plans and exit strategies as well as short-term plans for program continuation during periods of limited access.

USAID/OFDA will accept and consider proposals on a rolling basis. However, **applicants should submit proposals to USAID/OFDA no later than June 15, 2008, for consideration in FY 2008, which ends on September 30, 2008. Proposals for follow-on funding or cost extensions should be received no later than 45 days before the planned end date of the current award or the June 15 deadline—whichever comes first.** Proposals should be submitted by agency headquarters to Anita Malley (amalley@usaid.gov) and Jane Strachan (jstrachan@usaid.gov). Approval of proposals is subject to availability of funds.

SECTOR INFORMATION

Nutrition

USAID/OFDA nutrition programs will focus both on treatment and prevention of malnutrition for vulnerable populations in Darfur, particularly children under 5 and pregnant and lactating mothers. The following are examples of activities that OFDA is interested in seeing as part of a complete nutrition program:

- **Nutrition Education (NE):** NE should include promotion of exclusive breastfeeding, appropriate weaning and complimentary feeding, proper preparation and utilization of supplementary foods such as corn-soya blend (CSB), and maternal nutrition. NE is an integral part of the any successful nutrition proposal to OFDA. NE should focus not only on women, but also on men, traditional leaders, religious leaders, and other stakeholders. NE activities must be community-based as well as available through health and nutrition centers;
- **Breastfeeding Promotion:** Beyond highlighting this in NE programs, NGOs should actively seek to improve breastfeeding practices among the populations with whom they work;
- **Complimentary Feeding:** Given the concerns of the acceptability of CSB, programs may look at traditional weaning foods and complimentary foods using locally available and inexpensive foods that are easy to prepare, and messages communicated through an education component or a program similar to the HEARTH model;
- **Follow-up Protocols:** Center-based programs should address the high defaulter rate, particularly in a camp setting, through development and implementation of defaulter protocols;
- **Surveillance:** All partners are expected to contribute to existing nutrition surveillance systems on a regular basis;
- **Coordination:** All partners are expected to participate in both nutrition meetings and cross-sectoral meetings such as health and/or water, sanitation, and hygiene (WASH), as applicable to the nutrition programs outlined in the proposal;
- **Capacity Building:** Programs may include components that increase local capacity and resources of NGOs while working on long-term capacity and programming in the nutrition sector. One example is providing women with midwifery training that would be useful during and after the intervention period.
- **Seasonal Increases:** Programs should address planning for the hunger gap to ensure that necessary quantities of nutritional products and health commodities are available. Successful plans will also include consideration of the lag time for importation and transport in this plan;
- **Community-Based:** Programs, as possible, should shift away from the current center-based nutrition programs to truly community-based transitional activities;
- **Moderate Malnutrition:** Treatment programs should address moderate malnutrition, incorporating techniques to prevent vulnerable populations from sliding to severe malnutrition; and

- Integrated Programming: Where possible, integrated programming with health and WASH activities is encouraged.

Health

USAID/OFDA aims to maintain the progress that has been made in health over the past several years. In an environment with limited access for humanitarian interventions, USAID/OFDA will prioritize support for activities that focus on the prevention and management of the major causes of morbidity and mortality in children under 5, including measles, malaria, diarrhea, acute respiratory tract infections, and malnutrition, as well as emergency obstetric care. The following are examples of activities that USAID/OFDA would encourage:

- Programs with a strong emphasis on preventive care through community-based health education, including community health and hygiene-promotion activities (linked with WASH programs);
- Support for existing basic primary health care services, using national protocols, that address the management of the major causes of morbidity and mortality in camps, host communities, and areas for return—security permitting—with an emphasis on programming that supports *sustainable* Ministry of Health structures and strengthens community-based capacity in a coordinated effort with other partners. Please note that pharmaceuticals are restricted items and, if these items are to be purchased using USAID funds, all USAID/OFDA requirements MUST be met (see pg. 63-68 of the USAID/OFDA guidelines);
- Programs that relate to, feed into, or otherwise support early warning and surveillance systems for health, as well as strengthen the routine Expanded Program on Immunizations (EPI) and National Immunization Days (NID), with an emphasis on measles immunization (with Vitamin A), through the Ministry of Health structures currently in place; and
- Programs that show standardization of protocols, monitoring impact, and sharing limited resources. Applicants are highly encouraged to coordinate efforts to streamline activities.

For all health activities, USAID/OFDA looks favorably upon community-based health education programming that measures behavior change through knowledge, attitude, and practice surveys or other data collection techniques.

Water, Sanitation, and Hygiene (WASH)

USAID/OFDA will strive to maintain achievements in the water, sanitation, and hygiene sector. **In FY 2008, all programs must include all three components of the WASH sector: water, sanitation, and hygiene activities. The NGO may implement all three components itself, or the NGO must demonstrate coordination and collaboration with other agencies doing complimentary activities in the proposed areas of operation.** Applicants should also include in the proposal evidence of communication

and coordination with UNICEF and other active U.N. agencies as appropriate to the activity.

The following are examples of activities that USAID/OFDA would encourage as part of a comprehensive WASH program:

- Maintenance and expansion (as necessary and feasible) of WASH promotion initiatives in existing camps that provide critical levels of services. Resource mining and unsustainable use of water resources (extraction exceeding aquifer recharge rate) should be avoided. The proposal must reflect understanding and mitigation of any significant environmental impacts that might be generated by drilling and other water provision/use activities, as well as describe monitoring of levels to ensure water levels are not depleted.
- Establishment of WASH promotion initiatives that serve new or increasing IDP populations; and
- Support rehabilitation and reconstruction of water and sanitation facilities in rural communities where peace-building efforts are occurring, the environment is secure, and realistic long-term technical support is available. The level of service provided in these areas should be similar to that which existed prior to the onset of conflict in 2003.

USAID/OFDA is requiring partners in the WASH sector in Darfur to include the following:

- Monitoring of all wells being operated by the NGO to include at a minimum:
 - daily water production,
 - weekly static water level,
 - daily chlorine concentration, and
 - monthly sampling for fecal-coliform contamination.

This data should be reported to GOS and the UNICEF regional water office, at WASH sector meetings, and in summary form in quarterly reports to USAID/OFDA;
- Monitoring of water quality, including both source water and household water supplies, for fecal-coliform contamination. Household water supplies should be evaluated based on random sampling and household water storage practices should be evaluated at the same time the microbiological sample is taken. (*Note: USAID/OFDA supports presence/absence H₂S-type sampling tests that can be distributed to community health workers and allows communities to do their own sampling.*);
- KAP-type surveys of all hygiene promotion interventions to evaluate the behavior change in the target population. The surveys should also measure individual water use, water transport and storage practices, hand-washing and latrine cleanliness/usage;
- Monitoring of proper operation and maintenance of all human waste disposal interventions. All community latrines in IDP camps must be managed by the

- NGO that constructed the facility. Community latrines will not be funded for established communities (example: in markets);
- Coordination with UNICEF/WES through participation by knowledgeable and professional staff in WASH coordination meetings;
 - Construction of all water and sanitation facilities using the standard guidance being developed by UNICEF/WES and outlined in technical guidance manuals;
 - Incorporation of solid waste management into all WASH programs or appropriate coordination with other NGOs working in the WASH sector in the proposed implementation areas; and
 - Increased sustainability of interventions by transferring implementation of program activities to camp residents and leadership as applicable.

Shelter and Settlements

USAID/OFDA continues to place a high priority on meeting critical shelter needs for displaced populations in Darfur. USAID/OFDA's primary priority is to address new displacement, followed by rehabilitation of existing IDP shelters as necessary.

USAID/OFDA is interested in increasing support in this sector and improving coordination among NGOs addressing the shelter needs of IDPs. Therefore, USAID/OFDA's strategy for programming in this sector includes activities that:

- Address the immediate and urgent needs of IDPs in a fair and consistent manner;
- Recognize the need to provide different forms of assistance to the newly displaced and those who have been settled in locations for over one year;
- Rely, to the extent possible, on readily available and locally familiar building materials that are accessed through local and regional markets, and utilize local labor, to create new or enhanced shelter solutions, *cognizant of Sphere Project guidelines*;
- Reflect mitigation of any significant environmental impacts that might be generated by shelter activities, such as the expansion of millet production to increase supply of millet straw; and
- Strengthen coordination, participation, and dissemination among shelter sector actors, particularly with/through camp management and any other coordination mechanisms that currently exist.

Please note that USAID/OFDA does not recognize distribution of plastic sheeting alone as an acceptable remedy to current shelter needs. Further, if plastic sheeting is proposed, it should be covered by readily available and locally familiar materials (e.g. millet straw, sand, etc.) to maintain durability and usefulness over time, reduce the frequency of costly periodic replenishments, and reduce heat transfer to interior living spaces.

Economy and Market Systems

USAID/OFDA aims to provide immediate income-generation opportunities to IDPs and prepare residents for post-emergency scenarios with skills that are applicable and transferable to home communities or locations of settlement and traditional lifestyles.

Activities that USAID/OFDA is interested in funding include:

- Programs that address the needs of camp residents through long-term capacity building and skills development, as well as short-term CFW and income-generation activities;
- Environmentally focused activities, including but not limited to tree planting (fruit trees and acacias), and improved techniques to reduce water evaporation, particularly if IDPs are accessing their own lands at home;
- Activities that support livelihood patterns of pastoralists while reducing the potential for conflict between herders and farmers; and
- Activities that target youth populations.

Note: Not all income-generating activities have a protection focus. These activities should be separate as appropriate or the link should be sufficiently detailed.

Agriculture and Food Security

Agriculture and food security interventions in the Darfur context are challenged by decreased access to land, sensitivities to land ownership, varying available resources in camps, and possible increased risk of physical violence. Recent agriculture and food security assessments show that insecurity is still the largest constraint to achieving food security through production. USAID/OFDA-funded programs should aim to increase the food security of IDPs within this difficult environment while enhancing agricultural capacity which will transfer at the time of IDP returns. USAID/OFDA is interested in the following types of programs and activities:

- Provision of local seed, seed multiplication activities and seed marketing strategies, and provision of vegetable seeds/gardens in camps where water resources are available and not over-utilized by people and animals. The limiting factor to seed supply should be evaluated: Are there not sufficient seeds (availability), or can people not get the seeds for a variety of reasons (access)? The method of distribution chosen should then directly address the constraining factor of access or availability. Further provision of sorghum and millet will require significant justification, due to land access constraints and to decreased demand for these seeds. Provision of improved varieties should only be proposed in cases where the farmers have been exposed to the improved seeds and shown preference or acceptance of the qualities of the varieties;
- Environmentally focused activities, including but not limited to tree planting (fruit trees and acacias), and improved techniques to reduce water evaporation, particularly if IDPs are accessing their own lands at home;
- Provision of goats, on a very limited basis, in areas where there is little competition for water and grazing resources and where sufficient fodder is available. Program design should clearly articulate the target group and plans for sustainability beyond the initial inputs including access to fodder and veterinary support;
- Veterinary medicines and vaccination supplies that address sustainability through a partial cost-recovery basis, when appropriate, for supplies and services, and training of animal health workers as appropriate.

Note: USAID/OFDA is no longer able to fund the purchase and distribution of poultry given the spread of avian influenza to Sudan.

Protection

USAID/OFDA encourages partners to incorporate protection considerations into the design and implementation of all programs through the application of Protection Mainstreaming as a Cross-Cutting Theme, in order to assist IDPs and other vulnerable populations to reduce or manage the risk of violence, abuse, harassment, and exploitation. Under the Protection sector, USAID/OFDA will consider stand-alone protection objectives and innovative ways to protect vulnerable populations. In particular, USAID/OFDA is interested in supporting:

- Programs that prevent and/or reduce the impact of sexual and gender-based violence (SGBV) against women and girls in Darfur. Activities may include medical and psychosocial services for SGBV survivors;
- Programs that address coordination and protection activities in underserved IDP camps and settlements. Camp coordination activities should strengthen participatory management skills and structures within IDP communities for effective protection within camps, as well as prepare displaced populations for returns. Programs should include capacity-building measures to strengthen communities' abilities to provide protection for their most vulnerable members; and
- Training programs that focus on women, youth, and children. Women need appropriate income-generation opportunities to reduce their exposure to risks. Youth are an underserved population in need of income-generation and livelihoods opportunities. Children should receive appropriate opportunities to play and learn within safe spaces and community centers.

NON-SECTOR SPECIFIC GUIDANCE

Fuel-Efficient Stoves

USAID is currently undertaking a fuel-efficient stove study in Darfur. More guidance will be available upon completion of the study. If your agency is interested in using USAID/OFDA funding for FES, please contact either Anita Malley or Jane Strachan for additional guidance materials.

Vehicles

Most current USAID/OFDA partners are not using vehicles previously purchased with USAID/OFDA-funding due to insecurity. Many agencies are renting/leasing vehicles, or using public transportation. If a grant applicant proposes purchase of additional vehicles, significant justification must be provided. Other transportation costs, including rental, lease or public transportation, should be sufficiently detailed in the budget notes.

P-Codes

Due to similarities in location names, USAID/OFDA grant applicants should identify p-codes for all locations in which the agency will be working with USAID/OFDA funding.

This can be provided in an annex and should include the state, sector, location and p-code.

Lessons Learned from FY 2007 Proposals

Given the large number of Darfur awards that must be read and processed in a short period of time, the following are helpful suggestions based on many proposals reviewed last year.

1. When USAID/OFDA requests a budget reduction to a certain amount, reduce to that figure or lower. Please do not submit a revised budget higher than the requested figure. (For example, if USAID/OFDA requests that a budget reduction from \$2.7 million to \$2.4 million, please do not submit a revised budget higher than \$2.4 million.)
2. The date of the revision must be included in the revised proposal (header/footer).
3. If budget revisions are required, a revised proposal summary and signed SF-424 are also required.
4. Only submit Certifications and Representations with the original proposal submission. Revised submissions only need to include documents that change from the original submission.
5. Branding Strategies and Marking Plans (BS/MP) are now required for all proposals, including new awards and modification requests. The BS/MP is a separate document, not a paragraph within the larger proposal. If you need guidance on formulating your BS/MP, please contact USAID/OFDA.
6. The proposal must be submitted 45 days before the start date to allow enough time for technical review and processing (if successful).
7. Pre-Award Letters (PALs) can be requested in writing from applicants. USAID/OFDA does not automatically issue PALs.
8. All questions in a USAID/OFDA issues letter must be answered. If clarification is required on a particular question, contact USAID/OFDA before the revised proposal due date.
9. The budget must be formatted to fit on either regular or landscape pages (letter or legal) with all columns visible. Budgets should also be formatted to have column headers repeat at the top of each page. Please make sure all numbers are readable.