

**Guidelines Regarding  
Collaboration Between  
the Peace Corps and the  
Millennium Challenge Account  
Accountable Entities  
Under Millennium Challenge  
Corporation-Financed  
Compacts**

February 2012



MILLENNIUM  
CHALLENGE CORPORATION  

---

UNITED STATES OF AMERICA



# Contents

Introduction .....	5
General Guidance .....	7
Getting Started.....	7
Potential Forms of Collaboration Between the Peace Corps and MCAs.....	7
Types of Possible Peace Corps Assignments .....	8
Activities That Volunteers Are Not Allowed to Participate in.....	9
Types of Peace Corps Volunteers.....	9
Two-Year Volunteers.....	10
Third-Year Volunteers.....	10
Peace Corps Response Volunteers .....	10
Procedures to Help Ensure the Health, Safety and Security of Volunteers .....	10
Types of Organizations That May Be Selected as “Partner Organizations” .....	11
The Process and Timeline for the Assignment of a Volunteer to a Partner Organization .....	11
Determine if the Peace Corps project plan and the goals of the partner organization are synergistic. ....	11
The partner organization requests a Volunteer. ....	11
The Peace Corps selects a site for possible assignment of Volunteers.....	12
The Peace Corps and the partner organization memorialize their agreement regarding support for a Volunteer.....	13
Supervision of a Volunteer .....	14
Peace Corps Support for a Volunteer .....	14
Appendix 1: The Peace Corps .....	17
The Peace Corps’ Approach to Development.....	17
Recruitment.....	18
Training .....	19
Pre-Service Training .....	19
In-Service Training.....	19

Appendix 2: The Millennium Challenge Corporation.....21

    MCC Program Expected Outputs/Measures of Success.....21

    Compact Process and Timeline .....21

        Phase 1 (Start Up and Preliminary Analyses) – Approximately 7 months..... 22

        Phase 2 (Identifying priorities) - Approximately 3 months..... 22

        Phase 3 (Developing the Program) – Approximately 11 months ..... 22

        Phase 4 (Negotiation of Compact Terms) – Approximately 2 months ..... 23

        Phase 5 (Pre – Entry into Force) – Approximately 9 months ..... 23

        Phase 6 (Implementation) – Not to Exceed 5 years..... 23

        Phase 7 (Closeout) – Approximately 120 days..... 24

    Implementation Structure, Principles and Entities ..... 24

    Technical Divisions ..... 24

Appendix 3: Countries Where the Peace Corps and the Millennium Have Programs..... 27

Attachment 1: Sample Memorandum of Understanding Between the Peace Corps and a Partner Organization ..... 29

Attachment 2: Sample Peace Corps Response Volunteer Position Description..... 35

## Introduction

On September 9, 2010, the Peace Corps and the Millennium Challenge Corporation (MCC) signed a memorandum of agreement (“Memorandum of Agreement”) setting forth a framework for collaboration on complementary program areas, consistent with their respective statutory authority, regulations and programming priorities. In furtherance of the Memorandum of Agreement, these guidelines are intended to assist the field staff of the Peace Corps and MCC as well as the Millennium Challenge Account Accountable Entity (“MCA”) (the entity designated by the government of an MCC compact country to be responsible for implementation of the compact) to identify and implement opportunities for the assignment or use of Peace Corps volunteers and Peace Corps response volunteers (sometimes hereinafter collectively, “Volunteers”) in connection with MCC-financed compacts.

The Director of Peace Corps and the Chief Executive Officer of MCC encourage all Peace Corps country directors and MCC officers in countries where there are both a Peace Corps program and an MCC compact program to meet to discuss potential collaboration on the MCC compact program in the country.

These guidelines consist of the following:

- ★ General guidance regarding collaboration between the Peace Corps and a Millennium Challenge Account Accountable Entity under a Millennium Challenge Corporation-financed compact;
- ★ A brief description of the Peace Corps, its approach to development, and its recruitment and training of Volunteers (Appendix 1);
- ★ A brief description of the Millennium Challenge Corporation (Appendix 2);
- ★ Identification of countries where the Peace Corps and the Millennium Challenge Corporation have programs, including countries where collaboration already occurs (Appendix 3); and
- ★ Sample documents and tools (Attachments 1 and 2).



## General Guidance

### *Getting Started*

A decision to collaborate on a given MCC compact program is made in-country between the Peace Corps and the partner country, and the existence of the Memorandum of Agreement does not guarantee that a Peace Corps post may work with an MCA or other implementing entity in the partner country.

The MCA is designated by a compact country government to carry out the government's rights and responsibilities for overseeing compact projects and activities, including allocating resources, overseeing and implementing financial plans, approving expenditures and procurements, continuing the consultative process, and being accountable for the quality and results of the program. The MCA also serves as the point of contact for MCC, other donors, contractors, consultants and others during implementation of the MCC compact program. Consequently, the MCA will be a key entity in any collaboration with the Peace Corps regarding an MCC compact.

MCC's Resident Country Mission may serve as an initial point of contact to facilitate arranging meetings between the Peace Corps office in-country and the MCA and to help ensure that the use of Volunteers is consistent with the compact. In this regard, the Resident Country Mission will facilitate collaboration between the Peace Corps Country Director on the one hand and the MCA and compact project leads on the other to finalize Volunteer position descriptions.

Peace Corps Country Office and the MCC Resident Country Mission should meet to discuss their programs and priorities in the country. In addition, the Resident Country Mission should discuss with the MCA potential opportunities for collaboration with Peace Corps. The MCA, if it so desires, can ask other partner country entities to participate in this conversation where appropriate. Information regarding the Peace Corps requirements for partner organization support should be explained at this point.

### *Potential Forms of Collaboration Between the Peace Corps and MCAs*

Collaboration between the Peace Corps and MCAs may include:

- ★ Assignment of Volunteers with the MCA or an implementing partner;
- ★ Technical assistance such as participation in pre-service training or in-service training, or exchange of resource materials or knowledge; and
- ★ Community activities such as providing workshops or helping Volunteers and communities with small grants projects.

MCC should design, in collaboration with the Peace Corps, a diagnostic tool, which the MCA can use to help identify areas where the MCA needs additional capacity and which can help the MCA develop requests for Volunteers. This diagnostic tool should be relatively simple and administered by MCA units on at least an annual basis.

## *Types of Possible Peace Corps Assignments*

A Peace Corps project is a set of activities by one or more Volunteers in a partner country, undertaken to meet defined goals and objectives, collaboratively planned with the partner country to advance the country's progress toward achieving a public benefit. A Peace Corps project may focus on one sector, such as health, or on an issue that affects two or more sectors, such as food security. Peace Corps projects are designed so that Volunteers will focus their efforts on activities for which they have been trained and which are expected to have a maximum impact on the defined goals and activities. For each Peace Corps project, the Peace Corps develops a project plan, a plan for Peace Corps assistance in a particular sector or sectors as a contribution to the partner country's goals and efforts.

Volunteer assignments should support the goals and objectives of specific Peace Corps projects and are intended to engage Volunteers in building local capacity with a focus on developing people, not things. Volunteers should help empower people to create new opportunities and to take charge of their own futures. Volunteers may use a range of activities, from helping children and youth acquire new leadership and life skills to helping a municipality better utilize radio and the Internet to communicate with the public. They work with individuals and international organizations to prevent the spread of diseases, offer business advice to emerging entrepreneurs, and support communities in addressing environmental degradation. To be effective and to help ensure that their work is sustained after they leave, Volunteers gear their capacity-building efforts to several different but integrated levels: individual members of the community, service providers, trainers, multipliers, organizations, and communities.

The aim of the Peace Corps is that individuals and service providers *apply* what they learn, changing their behaviors to improve the quality of their own and other people's lives. In recognition of the advances made by the public health sector in developing the principles and tools of behavior change, Volunteers will incorporate these principles and tools into their work as appropriate.

While carrying out an assignment with their assigned organizations (the "partner organizations"), Volunteers are encouraged to do additional community service work with other institutions, communities, or groups of people in the area. These activities will supplement the Volunteer's primary work assignment and at the same time contribute to the goals of the community, the Peace Corps, and the partner country.

Volunteers with the necessary professional experience and technical qualifications might be assigned to provide support in one or more areas, including, but not limited to, infrastructure, environment and social assessment, agriculture, community development, public outreach, natural resource management, the design, implementation and evaluation of training programs, community and public outreach programs, HIV/AIDS prevention programs, management information systems, and other types of technical or capacity-building assistance. Specific areas of assignment may vary by country of assignment.

The following is an illustrative list of activities that Volunteers may undertake in conjunction with their counterparts and partner organizations after the MCC compact enters into force:

- ★ Design and deliver youth and gender empowerment activities that support the Peace Corps project plan in a country;
- ★ Support projects and activities in rural locations if linked to Peace Corps Volunteers' primary or secondary project;
- ★ Write and submit success stories from the field providing the rural perspective;



- ★ Participate in, conduct, and support behavior change communication programs;
- ★ Support community development projects with counterparts and partner organizations in areas of
  - \* education
  - \* agriculture
  - \* rural economy and economic development
  - \* environment and
  - \* water, sanitation and hygiene
- ★ Support projects that promote sustainability and capacity building; and
- ★ Support campaigns and other programs that reach “the last mile” providing greater reach of national programs to rural areas.

### ***Activities That Volunteers Are Not Allowed to Participate in***

Peace Corps Volunteers may not

- ★ be assigned or serve as an employee of a partner organization;
- ★ perform managerial, financial or administrative responsibilities normally assigned to staff of the partner organization;
- ★ represent the partner organization, act as its agent or make commitments on its behalf;
- ★ distribute cash or goods to final beneficiaries;
- ★ engage in the recruitment, selection, award or direct monitoring of benefits to local recipients;
- ★ engage in any activity outside the scope of the terms of reference or instructions applicable to the particular Volunteer;
- ★ be responsible for the performance, management, or outcomes of any project or activity carried out by a partner organization; or
- ★ be responsible for ensuring that the partner organization meets any requirements or stipulations specified in the grants or other funding agreements made with the partner organization.

### ***Types of Peace Corps Volunteers***

There are three types of Volunteers. All Volunteers are assigned to a specific Peace Corps project plan to advance the goals and objectives of that project.

## Two-Year Volunteers

Two-year Volunteers generally make a 27-month voluntary commitment that includes approximately 3 months of intensive in-country training, followed by a 2-year assignment in a community with a partner organization that supervises the Volunteer and with which the Volunteer works.

## Third-Year Volunteers

In some cases, the Peace Corps may allow a Volunteer to serve for an additional year. Such a “third-year Volunteer” may continue service with his or her initial community or partner organization, continue service in the same country with a different partner organization, or apply to transfer to a Peace Corps Response position either in the same or another country. Third-year Volunteers are particularly in high demand by international nongovernmental organizations, given their advanced language skills, cultural understanding, and relevant field-based knowledge and experience. Third-year Volunteers may work directly with their partner organizations to assist in coordinating with other organizations or to assist the partner organization with projects throughout the country, as long as the assignment supports a specific Peace Corps project plan.

## Peace Corps Response Volunteers

Peace Corps Response Volunteers serve in short-term, high-impact assignments ranging from three months to one year. Assignments may include enhancing existing agency programs, responding to natural disasters, initiating first-time programs in new Peace Corps countries, or serving in a country where the Peace Corps has had no presence for some time. Peace Corps Response Volunteers bring the skills and experience gained during their previous relevant experiences to new short-term projects in places where they are needed most. Peace Corps Response Volunteers are more likely to be able to respond to assignments that require specific skills than other Volunteers.

Although Peace Corps Response Volunteers differ from other Volunteers in length of service, their assignments incorporate the Peace Corps’ principles of skills and capacity building, and community-based programming and participation.

### *Procedures to Help Ensure the Health, Safety and Security of Volunteers*

The health, safety and security of Volunteers are top priorities for the Peace Corps. Therefore, the Peace Corps will not assign Volunteers to areas that the United States Embassy or the Peace Corps Country Director determines to be “off limits,” and Volunteers will be prohibited from traveling in those areas. The Peace Corps’ Volunteer support system, as prescribed by the Peace Corps, helps to minimize safety risks. Volunteers will be included in the Peace Corps’ Emergency Action Plan and will be contacted in the event that there is a personal or Peace Corps emergency. The Peace Corps will assume all health, medical and evacuation-related costs for Volunteers.

## *Types of Organizations That May Be Selected as “Partner Organizations”*

The Peace Corps seeks partner organizations that request the services of the Volunteer.

Partner organizations vary but may include local government entities such as schools, health clinics, agricultural extension offices, or city halls, local, national, or international nongovernmental organizations, or local communities.

The Peace Corps may assign a Volunteer directly with an MCA or in a complementary placement with another appropriate partner organization.

## *The Process and Timeline for the Assignment of a Volunteer to a Partner Organization*

The process and timeline for placing a Volunteer with a partner organization can vary by country and project. A partner country may receive Peace Corps trainees for different projects at different times of the year. It is recommended that a partner organization and the Peace Corps discuss as early as possible Peace Corps’ intention to place a Volunteer in a primary assignment with the organization. Depending on a variety of factors (such as whether a site is new or a Volunteer is currently serving there, the history of the site regarding placement of Volunteers there, and the expected arrival of a group of Peace Corps trainees), site development and selection can take up to ten months. If a partner organization can receive a large number of Volunteers in different areas of the country, planning can take up to two years in advance to allow enough time for Peace Corps to plan for such assignments. The timeline for placing Peace Corps Response Volunteers may be significantly shorter due to the shorter length of their assignments.

## **Determine if the Peace Corps project plan and the goals of the partner organization are synergistic.**

For each Peace Corps project, the Peace Corps develops a plan for Peace Corps assistance in a particular sector as a contribution to the partner country’s goals and efforts. Volunteer assignments must be in accordance with a Peace Corps project plan and support the goals and objectives of it. The first step in determining whether a Volunteer assignment is possible is to examine existing Peace Corps project plans to determine if the goals of the Peace Corps project and the goals of the partner organization are synergistic.

## **The partner organization requests a Volunteer.**

To assist an MCA or other partner organization to be able to request a Volunteer on a timely basis, the Peace Corps Country Director will give the MCC Resident Country Director and the MCA information regarding the cycle for requesting and assigning Volunteers in the country and regarding specific information and documentation requirements.

To request a two-year Volunteer, a partner organization should

- ★ discuss the options with the Peace Corps Country Director in the country to determine if the assignment is aligned with any of the Peace Corps' project plans in the country or its current or future goals, and if so, jointly identify possible sites;
- ★ prepare a position description for the Volunteer, in collaboration with the MCA (if the MCA is not the partner organization) and the Peace Corps; and
- ★ submit the request to the Peace Corps Country Director in the partner country.

★ To request a third-year Volunteer, a partner organization should

- ★ discuss the options with the Peace Corps Country Director in the country to determine if the assignment is aligned with the any of the Peace Corps' project plans in the country or its current or future goals, and if so, jointly identify possible sites;
- ★ prepare a position description for the Volunteer, in collaboration with the MCA (if the MCA is not the partner organization) and the Peace Corps;
- ★ identify a process for selecting third-year Volunteers; and
- ★ submit the request to the Peace Corps Country Director in the partner country.

To request a Peace Corps Response Volunteer, a partner organization must

- ★ complete a position description that outlines the technical skills necessary for the assignment (along the lines of the sample position descriptions found in Attachment 1 of these guidelines or on the Peace Corps Response website); and
- ★ submit the request to the Peace Corps Country Director in the partner country.

Upon receipt of the partner organization's request, the Peace Corps Country Director will submit it to the Peace Corps in Washington. The Peace Corps normally needs two to three months to fill a Peace Corps Response Volunteer assignment or up to five months if a group of five or more Peace Corps Response Volunteers is requested.

## **The Peace Corps selects a site for possible assignment of Volunteers.**

The Peace Corps will select or approve a site for the assignment of a Volunteer in accordance with established Peace Corps safety and security criteria that take into consideration

- ★ site history;
- ★ access to medical, banking, postal, and other essential services;
- ★ access to communication, transportation, and local markets;
- ★ availability of adequate housing and living arrangements; and

- ★ the potential for obtaining and maintaining the acceptance and consent of partner-country authorities and the population-at-large.

Site development varies by post and situation (depending on if it is a new site or not) and can take up to ten months.

## **The Peace Corps and the partner organization memorialize their agreement regarding support for a Volunteer.**

The partner organization where the Volunteer is actually assigned will be expected to provide support for the Volunteer as the Peace Corps and the partner organization may agree. Unless the MCA agrees otherwise in writing, the MCA will not be responsible for the commitments of another partner organization regarding the placement of a Volunteer with such organization. The Peace Corps will obtain the MCA's prior written approval regarding the complementary placement of a Volunteer in a partner organization other than the MCA if the placement will entail a commitment or expenditure of compact funds.

The mutual commitments of the Peace Corps and a partner organization regarding support for a Volunteer that a partner organization engages will be memorialized through a counterpart agreement, memorandum of understanding, or other similar instrument between the Peace Corps and the partner organization, a sample of which is set forth in Attachment 2 of these guidelines.

The partner organization must acknowledge that Peace Corps service is voluntary and that a Volunteer may resign at any time. If a Volunteer is unable or chooses not to complete the assignment, and resigns mid-service, standard Peace Corps policies will apply. Peace Corps will be under no obligation at any time to the partner organization to replace a Volunteer who resigns or whose appointment is terminated at the request of the partner organization or upon a determination by the Peace Corps.

The partner organization must provide:

- ★ Project-related guidance;
- ★ A counterpart colleague with whom the Volunteer will work most closely;
- ★ Office or other work space (if appropriate);
- ★ Housing, approved by the Peace Corps, at or near the work location or a monthly allowance paid to the Volunteer to help cover the costs of such housing;
- ★ Funding for a Volunteer's project-related travel costs (transportation, per diem, accommodations) in amounts as determined by the partner organization;
- ★ Project materials approved by the partner organization for the project and transport of such materials to work sites on a timely basis;
- ★ Other approved project-related costs;
- ★ An orientation to the activities, projects, and communities to be served, and an introduction to the

partner organization staff, policies, practices, procedures, and any other information deemed relevant by the organization so that Volunteers may effectively carry out their assignments; and

- ★ Work-related guidance, including performance expectations, mentoring, and advice, and performance assessments.

A partner organization's support for a Volunteer might include the following:

- ★ Housing;
- ★ Technical training during pre-service training;
- ★ Technical training during in-service training;
- ★ Inclusion in training offered to MCAs;
- ★ In-country travel expenses;
- ★ Secondary assignments; and
- ★ Presentations on compact project updates.

### *Supervision of a Volunteer*

The partner organization will supervise a Volunteer on project-related and job performance issues and on adherence to policies and regulations of the partner organization. The Peace Corps Country Director will supervise a Volunteer with respect to Peace Corps policies, regulations, and benefits. Any disciplinary or similar action to be taken regarding any Volunteer will be determined solely by Peace Corps. At an agreed frequency, the partner organization and the Peace Corps Country Director will review a written summary of activities submitted by the Volunteer.

Open communication between the Volunteer, the partner organization, and the Peace Corps post in-country is integral to the successful work of the Volunteer and the partner organization. Expectations for performance and activities should be communicated by all parties and frequent discussions regarding progress and challenges should take place regularly. The Peace Corps post will visit each Volunteer in his or her site and meet with the partner organization at an agreed-upon interval.

At the conclusion of a Volunteer's assignment, at Peace Corps' sole discretion, the Volunteer's assignment may be extended or a new Volunteer may be assigned to the partner organization's projects and activities, upon request by that organization.

### *Peace Corps Support for a Volunteer*

The Peace Corps provides:

- ★ A monthly living allowance, an initial settling-in allowance, leave allowance, and a readjustment allowance, as provided by the Peace Corps Act and applicable Peace Corps regulations;
- ★ All health-related and medical costs and services, including immunizations, primary and emergency

care, medical evacuations, and under the Federal Employee's Compensation Act, post-service benefits for injuries or illnesses incurred during Peace Corps service; and

- ★ All Peace Corps-related travel (*e.g.*, initial airfare to country, return airfare to home-of-record, travel required by Peace Corps) and security evacuation travel.





## Appendix 1

# The Peace Corps

The three goals of the Peace Corps are to help the people of interested countries to meet their need for trained men and women; to help promote a better understanding of U.S. people on the part of the peoples served; and to help promote a better understanding of other peoples on the part of U.S. people. The Peace Corps fulfills its mission by making it possible for U.S. citizens to serve as Volunteers in developing countries and participate in the development efforts of their host communities.

The Peace Corps currently has field program providing the services of Volunteers to 77 countries. The Peace Corps trains and assigns qualified Volunteers to projects designed to promote the development priorities of cooperating countries. The Peace Corps recognizes cross-cultural awareness and grassroots development programming as elements that contribute to mutual understanding and international cooperation. Peace Corps assigns Volunteers on a project basis. The Peace Corps and partner-country agencies collaboratively develop projects separately in each country to address pressing needs at the community level. Individual Volunteers help accomplish goals of country-level project plans. A Volunteer is a partner, facilitator, and capacity-builder, enabling people to further their own development efforts. A Peace Corps post determines the placement of Volunteers in collaboration with the relevant government agency of the partner country, taking into consideration the availability and interest of a local partner organization, safety and security issues, the availability of housing, and the potential of the particular assignment to contribute to the project plan and local development goals.

### *The Peace Corps' Approach to Development*

The Peace Corps' approach to development is characterized by:

- ★ People-to-people community development;
- ★ Commitment to building the capacity of communities, organizations, service providers, and individuals;
- ★ Commitment to sustainability; and
- ★ Promotion of behavior change and systems change.

The approach is project-based and seeks to build capacity at a grassroots level. In implementing this approach, the Peace Corps seeks to understand a partner-country government's development goals and project priorities. Depending on the needs of the project, the Peace Corps may also collaborate with international and local nongovernmental organizations ("NGOs"), United States and other government agencies, and others in the design and implementation of a project. In general, Volunteers are not assigned to U.S. government agencies in order to distinguish Peace Corps as a non-foreign-policy implementing organization. Volunteers may be assigned to implementing entities of U.S. government agencies.

Each Peace Corps project is designed to:

- ★ increase local capacity in a demonstrable way;

- ★ address the expressed needs and priorities of those who have limited access to resources and opportunities;
- ★ seek sustainable results that complement other development efforts;
- ★ engage local participants as partners in designing, implementing, monitoring and evaluating the project;
- ★ address Peace Corps initiatives and cross-cutting themes as appropriate, including analyzing gender relationships and promoting participation of women to increase their status and opportunities;
- ★ place Volunteers where they engage with those they serve and their skills match locally-identified needs;
- ★ avoid using Volunteers in place of qualified and available local workers;
- ★ use the types and numbers of Volunteers that are consistent with available applicants;
- ★ utilize local Peace Corps staff and resources to train and support Volunteers to complete their assignments successfully; and
- ★ engage agencies and communities as partners that can support the project and the Volunteers.

Also, each project is expected to evolve as conditions change or goals are accomplished.

The Peace Corps' primary contribution to the project is human capital — the community development worker, the Volunteer, on the ground. The partner-country government's contribution may include physical infrastructure, as well as programmatic, financial, and logistical support. NGOs and others may contribute technical skills, training, additional resources, assistance with site selection, housing support, and possibly program coordination.

The Peace Corps recognizes that building local capacity and achieving the goals of specific projects will not necessarily be accomplished by two years of volunteer service alone. Depending on the nature and needs of the project, site, and partner organization, the Peace Corps has the ability to support sustainability through a long-term presence in communities. The Peace Corps may place successive Volunteers in communities, allowing each Volunteer to build on the work of previous Volunteers, reinforcing the transfer of skills and promoting the long-term development of a community. These decisions are made on a case-by-case basis, taking into account various factors that affect site development and the assignment of Volunteers.

## *Recruitment*

The Peace Corps, through its Volunteer Recruitment and Selection Office, recruits and selects Volunteers with the appropriate skills. The Peace Corps selects Volunteers for a project after screening for language and technical skills, professional references, suitability for service, and legal and medical evaluations. The partner organization will fully entrust recruitment and selection of the Volunteers to the Peace Corps.

Approximately 85 percent of Volunteers are under the age of 30 and may have limited professional

experience but a great degree of enthusiasm, flexibility, and a strong work ethic. Approximately 15 percent of Volunteers have significantly more professional experience or specialized skills.

## *Training*

### **Pre-Service Training**

A Peace Corps trainee must participate in extensive in-country pre-service training before becoming a Volunteer.

Pre-service training is a period of approximately 8 to 12 weeks of training in language, cross-cultural, safety, personal health, and technical skills. Pre-service training is the first event in a competency-based training program that continues throughout a Volunteer's service. Pre-service training ensures that Volunteers are equipped with the knowledge, skills, and attitudes to effectively perform their jobs. Pre-service training is conducted predominantly in the partner country and directed by the Peace Corps with participation from representatives of partner-country organizations, former and current Volunteers, or training contractors. Posts measure learning accomplishments and determine if Peace Corps trainees have successfully achieved competencies, including language standards, for swearing-in as a Volunteer. Throughout service, Volunteers strive to achieve performance competencies.

### **In-Service Training**

After Volunteers are sworn in and begin service in their sites, the Peace Corps offers various opportunities for Volunteers (and often their partner organizations, colleagues, or community members) to receive technical training through specific in-service training activities. The frequency, types, subject areas, and length of in-service training vary by country.

Participation of partner organizations in both pre-service training and in-service training allows them to meet Volunteers, share their organization's mission and work in-country, and allow the Peace Corps to benefit from their technical expertise.



## Appendix 2

### The Millennium Challenge Corporation

The Millennium Challenge Corporation (“MCC”) provides large-scale grant funding for development projects in countries that have demonstrated, through independent and transparent indicators, a commitment to good governance and effective economic policies. Funding is provided through an agreement (a “Compact”) with the eligible country. Projects must aim to reduce poverty through economic growth and be implemented within a five-year period.

Due to MCC’s stress on country ownership, the partner country (rather than MCC) must identify barriers to its development; develop its own priorities for a compact and implement compact programs once they are approved.

#### *MCC Program Expected Outputs/Measures of Success*

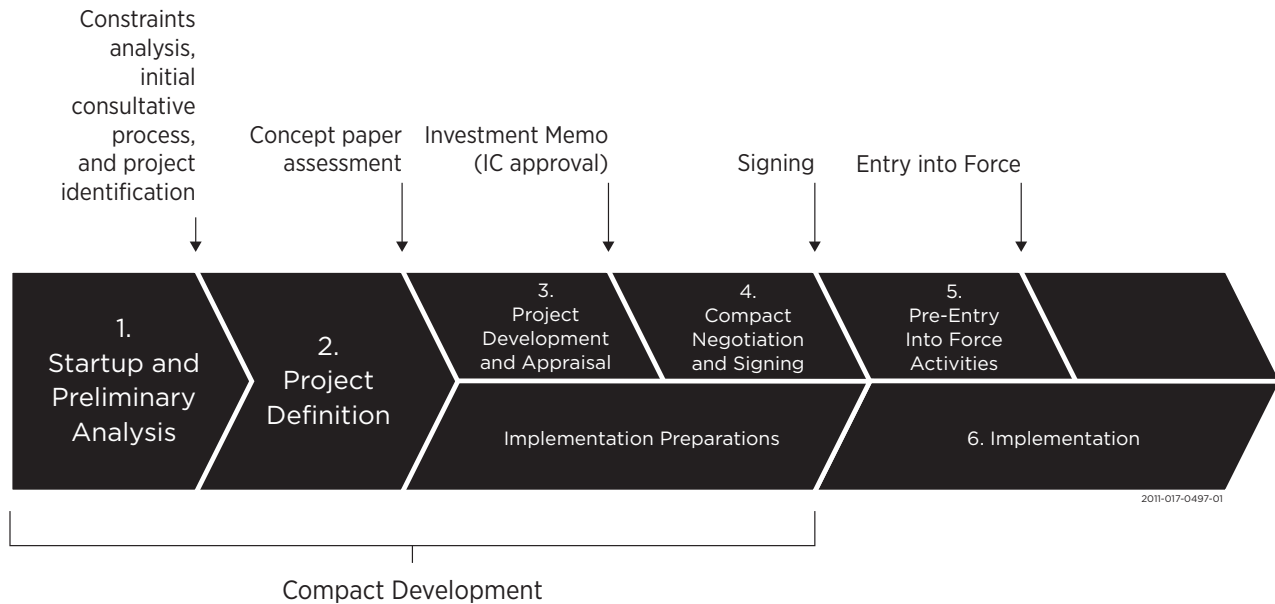
MCC aims to achieve results and to demonstrate through sound, well-structured analysis that MCC-funded projects make a real difference and achieve real impact on the people and communities which are targeted in compacts. MCC’s objective is to report program results clearly, correctly, quickly, and compellingly.

Outputs and measures of the success of a compact might include the following:

- ★ The amount of in-kind assistance leveraged
- ★ Number of additional beneficiaries reached
- ★ Improvement in project economic rate of return achieved
- ★ Additional capacity building realized
- ★ How project implementation was strengthened
- ★ Improvement in public awareness of compact projects

#### *Compact Process and Timeline*

The life cycle of an MCC Compact normally covers two distinct processes: Compact Development and Compact Implementation. The flow chart illustrates the stages of the Compact Development Process.



## Phase 1 (Start Up and Preliminary Analyses) – Approximately 7 months

- ★ Country names National Program Coordinator – key manager of the compact process
- ★ Country establishes Core Team – responsible for completing the compact
- ★ Country commences initial public consultations
- ★ Country completes analysis of binding constraint to growth
- ★ MCC provides feedback on analysis of binding constraints to growth
- ★ MCC provides guidance on results-focused project design principles and tools.

## Phase 2 (Identifying priorities) - Approximately 3 months

- ★ Country consults stakeholders, including Peace Corps, on potential projects
- ★ Country develops and provides a Project Concept Paper for each potential project – each paper proposes a set of related investments
- ★ MCC conducts a “peer review” of the proposed Project Concept Papers; MCC may undertake fact-finding mission to country
- ★ MCC provides formal response to Project Concept Papers – identifying suitable candidates and indicates further studies that may be needed
- ★ MCC provides funding if needed for project development of approved concepts.

## Phase 3 (Developing the Program) – Approximately 11 months

- ★ Country further develops projects that appear promising for potential investment
- ★ MCC disburses funding and assists with needed preparatory studies – (*e.g.*, feasibility studies, environmental impact assessments, framework resettlement plans, preliminary designs)
- ★ Country consults stakeholders on project design and sustainability
- ★ At an appropriate time, MCC prepares and submits Congressional Notification to commence negotiations
- ★ MCC conducts formal appraisal of developed projects, including second peer review.

## **Phase 4 (Negotiation of Compact Terms) – Approximately 2 months**

- ★ MCC and country conduct compact negotiations (technical content).
- ★ MCC prepares and submits Investment Memo to MCC Investment/Management Committee (IMC).
- ★ MCC and country negotiate compact documents (legal documentation).
- ★ MCC Board approves Compact.
- ★ MCC and country sign the Compact – at this point funds are obligated, program objectives are defined and total dollar amount is set.

## **Phase 5 (Pre – Entry into Force) – Approximately 9 months**

- ★ Compact ratification, if necessary
- ★ Completion of stand-up of Millennium Challenge Account (MCA) Accountable Entity, (*e.g.*, MCA-El Salvador, MCA-Mongolia and MCA-Lesotho), which is responsible (and ultimately accountable) to the government of the partner country and to MCC for successfully implementing Compact projects, often in collaboration with other government agencies
- ★ Completion of Implementing Entity agreements
- ★ Completion of annual budgets and implementation plans
- ★ Completion of Terms of Reference and work plans for implementation and procurement
- ★ Prequalification of consultants and contractors for early procurements.

## **Phase 6 (Implementation) – Not to Exceed 5 years**

- ★ Compact “Enters Into Force” (EIF) and five-year clock starts.
- ★ Compact provision in full force and effect in the partner country
- ★ Accountable Entity is responsible for overseeing implementation of projects
- ★ MCA Quarterly progress reports are made.

- ★ MCC authorizes disbursements, U.S. Treasury transmits funds.
- ★ Monitoring and evaluation of project impacts
- ★ MCA consultation may include transparency, outreach, stakeholder committees, and resettlement process, and other matters.

## **Phase 7 (Closeout) – Approximately 120 days**

- ★ MCA dispose of all MCC-funded program assets.
- ★ Designated MCA personnel may be retained to review contract final deliverables and approve final invoices for payment.
- ★ Fiscal Agent closes the MCA books and submits Final Quarterly Financial Report and other final reports.
- ★ Auditor submits its draft Final Financial Audit to the Office of the Inspector General for MCC review.

### ***Implementation Structure, Principles and Entities***

MCC continues to play a supporting role throughout compact implementation regularly providing assistance to MCAs. This assistance may be delivered directly by MCC staff or others on behalf of MCC. In addition to supporting countries in implementation, MCC also provides oversight to satisfy MCC's own accountability requirements. MCAs often work through existing government bodies known as "Implementing Entities." Implementing Entities work under the auspices of MCAs to ensure that compact activities are implemented successfully and in accordance with MCC policy guidelines.

Key implementation actors include the MCA, procurement agent, fiscal agent, implementing entities, contracted project managers, the Resident Country Mission (RCM) team; members of the Washington-based Implementation Support Team and the Deputy Vice President.

MCC provides assistance to MCAs through establishment of a Resident Country Mission that includes a Resident Country Director, Deputy Resident Country Director and relevant support staff. The RCM serves as MCC's primary point of contact and facilitates implementation, coordinates with the Implementation Support Team, and provides oversight and procurement approvals. The RCM works closely with other agencies in the United States government, including the Department of State and other development partners, to coordinate efforts in the field.

### ***Technical Divisions***

MCC's core operational divisions are comprised of technical experts who are not based in-country but are engaged in all phases of the compact process (*i.e.*, development and implementation) through frequent communication and periodic missions. MCC's technical experts actively assist their country counterparts in various projects and initiatives, as well as provide guidance regarding MCC's policies and procedures. These sectors include the following groups:



**Education, Health and Community Development** provides guidance on developing human and social capital, ensuring a healthy and well-educated citizenry, providing communities with the skills to effectively use development assets and cost-effective health services that reduce illness, increase life expectancy and enhance quality of life, and developing innovative approaches based on best practices.

**Fiscal Accountability** provides guidance on financial matters throughout compact implementation. The relationship between the MCA and the Fiscal Agent is spelled out in a Fiscal Agent Agreement, which sets out basic policies and procedures for financial management to be used in the first several months of operation. Later the MCA and the Fiscal Agent negotiate a more comprehensive Fiscal Accountability Plan to govern compact implementation. A local bank is selected and its relationship with the MCA unit is spelled out in a Bank Agreement.

**Infrastructure** conducts various assessments of country-proposed projects to determine whether the projects are sufficiently well developed, technically viable and sustainable, and can be implemented within the compact term (maximum of five years). For most large infrastructure projects, MCC would require from the country, or work collaboratively to enhance, a comprehensive feasibility study of acceptable quality to continue with project development. During project development and throughout implementation, the Infrastructure team will work to prepare and update project costs and timeline estimates, and strive to identify key constraints, technical issues, and other factors that may impact constructability, sustainability, and overall safety of the project.

MCC Infrastructure works with MCAs to identify an implementing entity, the authoritative agency within the country which typically manages the project. The MCC Infrastructure Team works with the local authorities and MCC's Environmental and Social Assessment Team to develop detailed designs, Resettlement Action Plans, and environmental and social impact assessments in preparation for project implementation. During implementation, the MCC Infrastructure team, which may include an Independent Engineer, provides project management oversight and technical oversight during construction of the civil works.

Agriculture and Rural Economy provides technical, commercial, financial, economic and institutional analysis and constructive collaboration with national teams during the compact proposal evaluation process, as well as technical oversight, support and coaching to MCA counterparts throughout the implementation of agriculture projects. Agriculture projects (crops, livestock and fish) take a value-chain approach, often touching on improved access to inputs, finance and reliable water, improved production and post-harvest handling practices, technical assistance to processing enterprises, and improved services (*e.g.*, transportation, information and communications technology), marketing, and policy and regulatory environment. A systems approach to agriculture development is reflective of best practices in the industry and consistent with MCC principles of market-based economic growth and a favorable policy environment.

**Property Rights and Land Policy (PRLP)** assures quality assessment, design and implementation of MCC's PRLP projects. These projects may include some or all of the following activities: legal and policy reform, capacity building and reform of land administration institutions, formalization and strengthening of land rights, land dispute resolution, improvement of mapping and surveying capacity, outreach and public sensitization, and strengthening of the land rights of women and other vulnerable groups. PRLP projects may stand alone or may be part of larger projects (such as infrastructure and agriculture projects) to address land-related issues, or to mitigate possible land-related impacts.

**Procurement** provides guidance on procurement matters throughout Compact development and implementation. MCC's Procurement Director performs due diligence assessments of entities proposed by the Compact country to execute procurement responsibilities, approves key staff, and assists in the development of procurement processes.

Under the MCC implementing framework, the MCA serves as the contracting party for all MCC-funded procurement contracts. These procurements are generally conducted by one or more Procurement Agents. To implement the MCC Compact programs, the MCA enters into contracts for the purchase of goods, works, and services. These suppliers, contractors, and consultants are selected in open, fair, and transparent procedures.

**Environmental and Social Assessment (ESA)** oversees the application of the MCC Environmental Guidelines and other applicable social and environmental requirements and provides guidance on social and environmental performance, including impact assessment and opportunities to enhance sustainability and project outcomes, community engagement, involuntary resettlement, health and safety, and ongoing environmental management. ESA works with MCA Environmental and Social Impact directors to ensure that their roles and responsibilities are well understood.

**Social and Gender Assessment (SGA)** ensures that assessment of social and gender differences and inequalities informs the development, implementation, monitoring and evaluation of projects MCC funds. SGA staff has the primary responsibility for ensuring that gender integration is accomplished throughout all Compact development and implementation phases. SGA's work is guided by MCC's Gender Policy and Gender Integration Guidelines, which establishes milestones and operational procedures for MCC and its country partners.

SGA staff work with their country counterparts to proactively identify the social and gender context and the constraints and opportunities these present to poverty reduction. These are identified in the Compact and incorporated into final designs and monitoring plans. MCC requires that its country counterparts include a senior level social scientist with gender expertise and MCC SGA staff provide technical oversight and support throughout the Compact phases.

**Private Sector Development** oversees Compact tasks ranging from microfinance and other financial sector activities to entrepreneurship and other efforts to speed the development of small and medium-size enterprises. Activities also include projects to strengthen institutions and policies in a country's legal and judicial sectors. Many of the financial sector projects relate to rural finance and the institutions that serve the rural poor. MCC staff work with one or more MCA counterparts as well as with consultants to implement these activities.

The relationships between MCC and MCAs and, in turn the relationship between MCAs and the practitioners it has hired to implement projects, are tailored to fit the needs of each project. The implementation of activities in rural areas presents the greatest challenge for MCC and MCA oversight because of the geographic spread of projects and the expense of frequent contact with the beneficiaries.

## Appendix 3

# Countries Where the Peace Corps and the Millennium Challenge Corporation Have Programs

A summary of Peace Corps programs can be found at <http://www.peacecorps.gov/index.cfm?shell=learn.wherepc>.

A summary of MCC programs can be found at <http://www.mcc.gov/pages/countries>.

Examples of existing reported collaboration involving MCC and the Peace Corps can be found at:

- ★ Blog: <http://www.mcc.gov/pages/povertyreductionblog/entry/reporting-from-armenia-a-peace-corps-volunteer-working-with-the-mca>
- ★ Newsletter: <http://www.mcc.gov/documents/press/2010-002-0025-01-milestones-fy2010-q1-web.pdf>



# Attachment 1

## Sample Memorandum of Understanding Between the Peace Corps and a Partner Organization

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE PEACE CORPS  
AND

\_\_\_\_\_  
(NAME OF PARTNER ORGANIZATION)

This Memorandum of Understanding (“MOU”) outlines the expected roles and responsibilities of the Peace Corps and [partner organization] with respect to their planned collaboration (as described below) to assign and support Peace Corps Volunteers and Peace Corps Response Volunteers (hereinafter collectively referred to as “Volunteers”, or individually “Volunteer”) with [partner organization] \_\_\_\_\_ in [country]. [Reference is also made hereby to that certain Agreement between the Government of \_\_\_\_\_ and the Government of the United States regarding the Peace Corps program signed on \_\_\_\_\_, \_\_\_\_\_.] *[Use the preceding bracketed provision if this is an MOU with a host government entity, as it refers to the country agreement that provides the legal framework under which the Peace Corps operates in country.]*

### I. PROJECT/ACTIVITIES DESCRIPTION; PARTNER ORGANIZATION

The Peace Corps and [partner organization] intend to collaborate on \_\_\_\_\_. A detailed description of the project/activities is contained in the attached Position Description(s). The project/activities will begin on or about [date].

Each signatory to this MOU is a separate and independent organization. As such, each organization will retain its own identity in providing services and each organization is responsible for establishing its own policies and financing its own activities, other than as described herein and/or in the attached Position Description(s). This MOU does not create any employment, partnership, agency, joint venture or other similar legal relationship between Peace Corps and [partner organization], and neither Peace Corps nor [partner organization] has the authority to bind or act on behalf of the other. [Nothing in this MOU constitutes authority for, involvement in, or approval of, any fundraising activities engaged in by the [partner organization]. The undertakings of the Peace Corps and the [partner organization] under this MOU will be subject to the availability of funds. Volunteers will at all times remain Peace Corps Volunteers, and employees of [partner organization] will at all times remain employees of [partner organization] during any period of collaboration between the the Peace Corps and the [partner organization]. The use of the official seal, emblem or name of Peace Corps by the [partner organization] will be allowed only with the prior written permission of Peace Corps pursuant to collaborative efforts specified herein and/or in the Position Description(s). **[NON-NEGOTIABLE PROVISION]**

## II. SELECTION AND ORIENTATION OF VOLUNTEERS

**A. Recruitment and Selection.** The Peace Corps will recruit and select Volunteers with the appropriate skills. Peace Corps' selection of Volunteers for the project/activities will be made after screening for language and technical skills, professional references, suitability for service, and legal and medical evaluations. The [partner organization] will fully entrust recruitment and selection of Volunteers to the Peace Corps.

**B. Training.** The Peace Corps will provide Volunteers the attached Position Description(s) (or other Position Description(s) that may be written throughout the duration of this MOU) in the course of their training in [country]. The Peace Corps staff in [country] will provide to Volunteers a review of their benefits and obligations as Volunteers; administrative, medical, and safety and security training; cross-cultural training, technical training, and expectations regarding their Volunteer performances. [Partner organization] will provide Volunteers with an orientation to the project/activities and the community to be served, an introduction to their organization and staff (including but not limited to the [partner organization's] policies and procedures), and performance expectations. [In the event of a conflict between the [partner organization's] policies and procedures and the Peace Corps' policies and procedures, the latter will control. Unless otherwise agreed to by the Peace Corps, Volunteers will not be required to sign any waiver, release, confidentiality or any other agreement in connection with their service. **[NON-NEGOTIABLE PROVISION]**

## III. ASSIGNMENT OF VOLUNTEERS

**A. Length of Assignments.** Volunteer assignments under this MOU is expected to be for a range of \_\_\_\_\_ - \_\_\_\_\_ months. A detailed description of the assignment is set forth in the attached Position Description.

**B. Extension of Assignments.** Extensions of service may be granted upon agreement of the Peace Corps and the [partner organization] and will be in accordance with Peace Corps policies and procedures.

**C. Early Termination of Assignments.** The Peace Corps may terminate the service of a Volunteer pursuant to Peace Corps policies, but will notify [partner organization]. The [partner organization] may request that the Peace Corps terminate a Volunteer's assignment for poor performance or other good cause. Supporting documentation must be supplied to the Peace Corps by [partner organization] to justify any request for termination of a Volunteer's assignment. [The Peace Corps retains sole authority for any final decision regarding termination of any Volunteer assignment. **NON-NEGOTIABLE PROVISION]**

**D.** [Partner organization] acknowledges that service in the Peace Corps is voluntary and that a Volunteer may resign at any time. If a Volunteer is unable or chooses not to complete the assignment established by this MOU and resigns mid-service, standard Peace Corps policies will apply. [The Peace Corps will be under no obligation at any time to [partner organization] to replace a Volunteer who resigns or is terminated. **NON-NEGOTIABLE PROVISION]**

#### IV. SUPERVISION OF VOLUNTEERS

**A. Supervision.** Supervision of Volunteers will be shared between the [title] of the [partner organization] and the [country] Peace Corps Country Director. [Partner organization] will assume primary responsibility with respect to supervision on project/activities-related and job-performance issues and adherence to policies and regulations of the [partner organization]. [The Peace Corps Country Director will assume primary responsibility for supervision of Volunteers with respect to Peace Corps policies, regulations, and benefits. Any disciplinary or similar action to be taken regarding any Volunteer will be determined solely by the Peace Corps. **NON-NEGOTIABLE PROVISION**] Both the [title of the partner organization] and the Peace Corps Country Director will review a summary of activities written and submitted by the Volunteers [specify frequency].

**B. Leave.** Volunteers accrue two days of vacation per month of service. Volunteers must request leave clearance from their [partner organization] supervisor and from the Peace Corps Country Director. Volunteers will earn annual leave pay in accordance with the Peace Corps' leave policy for Volunteers.

#### V. SUPPORT OF VOLUNTEERS

A. The Peace Corps will pay or otherwise provide to the Volunteers:

1. A monthly living allowance, an initial settling-in allowance, leave allowance, and a readjustment allowance, as provided by the Peace Corps Act and applicable Peace Corps regulations;
2. All health-related and medical costs and services, including immunizations, primary and emergency care, medical evacuations, and, pursuant to the Federal Employee's Compensation Act, post-service benefits for injuries or illnesses incurred during Peace Corps service; and
3. All Peace Corps-related travel (e.g., initial airfare to country, return airfare to home-of-record, travel required by the Peace Corps) and security evacuation travel.

B. (Partner organization) will pay for or otherwise provide the following:

1. [Appropriate housing at or near the work location/appropriate assistance regarding housing (see paragraph VI below);
2. Office/work space;
3. Volunteer project/activities-related travel costs (transportation, per diem, accommodations) in amounts as determined by [partner organization];

- 4. Project/activities materials approved by [partner organization] for the project/activities and transport of such materials to work sites on a timely basis; and
- 5. Other approved project/activities-related costs.]

VI. HOUSING

[Partner organization] will provide housing for Volunteers in [country] that meets the criteria for housing for Peace Corps Volunteers established by the Peace Corps program in [country] (a copy of which is hereby provided to [partner organization]). [[Partner organization’s] selection of housing for the Volunteers is subject to approval of the Peace Corps Country Director or designated staff member. **NON-NEGOTIABLE PROVISION**]

VII. SAFETY, SECURITY, AND HEALTH

[Volunteers will not be assigned to work in areas determined “off-limits” by the United States Embassy or the Peace Corps Country Director in [country] and will be prohibited from traveling in those areas. **NON-NEGOTIABLE PROVISION**] The Peace Corps in [country] has in place a volunteer support system to minimize safety risks as prescribed by Peace Corps policy. Volunteers will be included in the Peace Corps’ Emergency Action Plan and contacted in the event that there is a personal or Peace Corps emergency. [The [partner organization] will assist the Peace Corps, as necessary, by coordinating Volunteer medical and emergency evacuations, facilitating communication between the Volunteer and the Peace Corps, and contacting the Peace Corps in a medical or security situation in which the Volunteer is unable to contact the Peace Corps. The Peace Corps will assume all health, medical and evacuation-related costs.

VIII. TERM; RENEWAL AND EXTENSION; ADDITIONAL CHANGES

This MOU will remain in effect for \_\_\_\_ (\_\_\_\_) years from the date of signature, and may be renewed or extended in writing by the signatories. Either the Peace Corps or the [partner organization] may terminate this MOU by giving the other signatory thirty (30) days’ prior written notice. Any change, amendment, modification, or supplement to this MOU may only be made in writing signed by both the Peace Corps and the [partner organization]. [The English version of this MOU controls. **NON-NEGOTIABLE PROVISION**]

IX. POINTS OF CONTACT

[Partner Organization]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone:  
Email:  
Contact Person:

The Peace Corps  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone:  
Email:  
Contact Person:



The Peace Corps and the [partner organization] have executed this MOU on the dates set forth below.

For [Partner Organization],  
by its Authorized Representative:

For the Peace Corps,  
by its Authorized Representative:

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Name  
Peace Corps Country Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Position Description

- 1. Name of Project or Type of Activities and Description:
- 2. Description of Volunteer’s Assignment/Duties and Responsibilities:
- 3. Other Information:



## Attachment 2

# Sample Peace Corps Response Volunteer Position Description

### PEACE CORPS RESPONSE VOLUNTEER POSITION DESCRIPTION

Country: *Zomba*  
 Assignment Title: *Program Officer*  
 Partnering Organization: *Association for the Protection and Promotion of Internally Displaced Zombans (APPIDZ)*  
 No. of PCRVs Requested: *1*  
 Desired Start Date: *October 2009*  
 Length of Assignment: *6 Months*  
 Location: *Zombatown, Zomba*

*If this project is PEPFAR funded, please provide the Pillar (ex: HVCT) and the year from which the funds are being used.*

#### **Partner Background:**

**Name:** *Provide the full name of the organization and the acronym*  
**Type:** *Gov. Ministry, Local NGO, International NGO, UN Org, Religious Org.*  
**Title of PCRV Counterpart:**  
**Time in country:** *How long has the organization been operating in the country*  
**Funding:** *How is the organization funded?*  
**Organization website:** *www.appidz.org*  
**Organization's Goals & Objectives:** *Briefly state the organization's mission, goals, and major activities related to the project.*  
**Other stake holders involved in this project (if any):** *Include organization name, acronym, organization type and briefly describe their role in the project.*

#### **Project Background and Purpose:**

Provide a brief background/history of the problem associated with the Volunteer request. This should include the following:

Is this project in support of a current PC Project or exploring a new project area?

**Problem Statement:** *Please provide a sentence that describes the main issue that this assignment is trying to address.*

*Then provide 2-3 sentences that address the following: Why does the problem exist/what are the causes? Who/what is affected? What have been/are the consequences of the problem? (What will be the future consequences if the problem is not addressed?) What is the broad desired improvement in people's lives?*

**PCRVR Project Description:**

In thinking about the “problem” identified in the section above, in a short paragraph please describe the strategy that Partner Organization (or Country) is using to address the problem and the role that the PCRVR will play.

**Strategy Statement:**

What are the PCRVR’s project objectives? (should be measurable and time-bound)

*Example: By the end of this project, the PCRVR should have developed a training manual and assembled a team to conduct training to other staff on how to implement this manual.*

**Duties and Responsibilities:**

Provide a list of the major duties, responsibilities, and activities of the assignment in bullet format:

*Example: Develop a training manual for local community based organizations*

**Qualifications:**

The following Qualifications must directly correlate to the Duties and Responsibilities of the position. Please indicate any of the following qualifications that are mandatory.

- Academic requirements:
- Other specific qualifications:
- Level of specific language required (include if written language skills required):
- *Does the Volunteer need to come with a specific amount of experience in a particular field?*
- *Does the Volunteer need to have served as a Peace Corps Volunteer in the country or region?*

**Working Conditions:**

In 3-4 sentences, describe the general working environment for this assignment.

*For example, does the position require physical exertion or travel? Will the PCRVR have access to a computer/internet/telephone?*

**Supervision and Reporting Requirements:**

The Peace Corps Response Volunteer will report to the Peace Corps Country Director as a Peace Corps Volunteer and will be expected to abide by all Peace Corps rules and regulations.

Peace Corps Response requires a final report, evaluation, and Description of Service (DOS). The PCRVR must submit a copy of all materials created during the period of service with their final report to Peace Corps Response.

The PCRV will also be expected to report to a designated point of contact within the partnering organization on a periodic basis to be discussed during orientation with the partnering organization.

### **Housing and Living Conditions:**

PCRV housing can take many forms depending on the type of housing available in a particular location and the standard practice employed by the Peace Corps Post. Whether in a rented apartment with other PCRVs or Volunteers or living with a host family, PCRV housing is expected to meet the same standards as for Peace Corps Volunteers.

*Include any special circumstances to consider. E.g., will the PCRV have to share a room?*

### **Orientation:**

Orientation for Peace Corps Response Volunteers can vary both in length and content depending on the country and project in which the Response Volunteer is placed. The length of PCRV Orientation can be as little as a few days or as much as a couple of weeks. Typically the longer orientations are held in countries where Peace Corps Response Volunteers are part of a new country program or the re-establishment of a Peace Corps presence. Occasionally, PCRV Orientation is conducted simultaneously with Peace Corps Volunteer Pre-Service Training so some sessions may be conducted jointly with Peace Corps Volunteers. All PCRVs will be expected to take an oath at the end of orientation.

Standard sessions in which Response Volunteers take part are sessions with medical staff, a safety and security briefing, administrative policies and procedures and project specific information sessions. PCRVs should also be prepared to potentially undergo an accelerated language training, cultural orientation sessions, and participate in a short home stay, as well as additional technical training, if necessary.

### **Safety and Security:**

The PCRV will receive a comprehensive safety and security briefing during orientation with Peace Corps. It is critical that PCRVs use caution and common sense and follow the security guidelines developed by *Peace Corps/[country]*. Volunteers who violate safety and security protocols may be administratively separated. Further information on safety and security can be found in the Welcome Booklet upon acceptance.

---

*Name of Recruiter (this will be determined by Peace Corps Response in Washington)*

1111 20th Street, NW, 7th Floor

Washington, DC 20526

*Recruiter's name@peacecorps.gov*

1-800-424-8580, ext *xxxx* or 202-692-*xxxx*

Fax: 202-692-2251