

USAID Mission Environmental Compliance Best Practice Standard

The following are the standards against which a Mission Environmental Compliance Best Practices Review are to be evaluated:

A) Environmental documents are in place, including:

- 1) Environmental Compliance Mission Order
- 2) MEO Appointment Memo
- 3) Up-to-date ETOA or FAA 118/119, prepared with MEO involvement or review
- 4) IEEs at SO level, updated as necessary
- 5) IEEs at activity level, updated as necessary (if not included in SO-level IEE)

B) Staff and implementing partners have capacity to ensure environmental compliance:

- 1) Staff and implementing partners have been trained in Regulation 216/environmental compliance
- 2) MEO has knowledge of country level environmental assessment legislation and country environmental issues
- 3) MEO has skills and expertise to identify potential environmental components for Mission SOs and activities;
- 4) A "Deputy" or "Alternate" MEO has been appointed to assist when the MEO is unavailable
- 5) Opportunities for ongoing training in environmental compliance are provided to staff and implementing partners

C) Processes are in place to ensure environmental compliance:

- 1) MEO reports directly to Mission Director or senior management on matters pertaining to compliance with USAID Environmental Procedures
- 2) MEO has mission-wide tracking process for IEE status, which is readily available to all mission staff. (BEO request: use Environmental Compliance Status Report format, an example of which is being sent as an attachment.)
- 3) MEO and CTOs/Activity Managers have process for collaborating on activities with potential environmental impacts (from design to closure)
- 4) Process exists to identify activities that need amended IEEs (not already covered by the SO level IEE)
- 5) Process exists for ensuring IEE conditions are incorporated into Request for Proposals/Request for Applications (RFP/RFA), or process exists for ensuring activity-level IEE will be undertaken by the contractor (and included as a task in the RFA/RFP)
- 6) Process exists for incorporating IEE conditions into contracts; and including mitigation and monitoring costs into project budgets
- 7) Process exists for ensuring mission or implementing partner develops and implements an Environmental Management Plan/Mitigation and Monitoring Plan (EMP/MMP)
- 8) Process exists for reporting to USAID on implementation of mitigation measures and continued assessment of potential environmental impacts (in project semi-annual or quarterly reports);
- 9) Financial resources available to support mission environmental compliance processes, including training, analytical support, MEO travel to assist CTOs with field monitoring, etc. When the MEO reports to a sectoral team (Economic Growth, etc.), these resources would ideally be provided by the Program Office, since the MEO duties support the mission as a whole

D) The following mission contracting, project, and review/status documents include environmental compliance language:

- 1) Strategic Objective Agreement (SOAg) approvals
- 2) Activity Approval Documents (AAD)
- 3) Modified Acquisition and Assistance Request Documents (MAARDs)
- 4) RFPs/RFAs
- 5) Contracts and cooperative agreements with budget that reflects mitigation and monitoring costs;
- 6) Quarterly or semi-annual reports, submitted by project staff to the CTO
- 7) Most recent Annual Report submitted by Mission to USAID/W
- 8) Portfolio reviews, conducted semi-annually
- 9) Closure report, where lessons learned regarding ESDM and Reg. 216 should be documented; and
- 10) Federal Management Financial Information Act (FMFIA) review, wherein, on an annual basis, every mission conducts a review of all their systems (financial and otherwise, including ADS 204)