

AFR Environmental Compliance Best Practice Standard

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| 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 | 3) Modified Acquisition and Assistance Request Documents (MAARDs) |
| 2) Activity Approval Documents (AAD) | 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 | |