



NOTES -- Partners' Day: *Working with USAID*

Session Title: Mission Perspectives

Date: December 1, 2015

Time & Location: 2:25 p.m. – 3:25 p.m. Ronald Reagan Building Atrium Ballroom A

Presenters

- Erik Singer, Senior Advisor (USAID/M/OAA)
- Zan Northrip, DAI

Purpose of the Session

The purpose of this session is to familiarize new partners with the various offices and points of contact in USAID overseas Missions. Additionally, participants may learn tips for effectively engaging with USAID Missions.

Discussion Topics

- Mission Structure
 - USAID representatives
 - Mission Director (Head of Contracting Agency)
 - Deputy Mission Director – oversees day to day operations of Mission
- Two general types of offices involved in the mission structure - Technical and Operations
 - Technical offices (economics, health, environment, and Democracy and Governance)
 - Technical expertise VIP events Contracting and agreement officer
 - Technical Officer Primary contact
 - Operations Offices (program, acquisition & assistance, executive, and financial management)
 - Executive office (mission Admin management, PSC Contracts, evacuations and departures)
 - Financial Mgmt Office (payments, invoicing, etc)
 - Program Office (POC, Key personnel, monitor and evaluate projects, missions etc)
 - Office of Acquisition & Assistance
 - Key Points of contact
 - Contracting/Agreement Officer Representative 1-3 contracts/grants awards and implementation
 - Contracting/Agreement Officer 25-50 contracts/grants to include performance management
 - Foreign Service Contracting Officers to increase to approximate 150-160 by 2017 to help improve internal and external customer service
- Collaboration is a must.
 - Open communication with all agencies/partners to develop opportunities
 - Involve all stakeholders avoid to surprises and create options before any major decisions.
- Partners should keep all parties involved on whereabouts and programs in country/out of country regardless of awarding office location (e.g. DC awarding operating unit but being implemented in Philippines)
- Be aware of initiatives USAID or Presidential they radiate out of mission programs and they are the driving forces and should be followed rigorously
- Know the Context/objectives
- Be aware of the mission in specific countries that USAID has development programs



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- Engage with substance lead with results; engage technically (supporting USAID's development objectives) not as a sales person
- Have the mindset to make a difference
- Do not overlook the operations offices; consider all offices before implementation ask (who, what, when, where, how, and why)
- Understand constraints within the field stay on target with the budget /consider the time/competition/priorities and available vehicles

Questions:

Q1. Is true you can ask for meetings with OAA?

A1. Yes, meetings with OAA are encouraged. USAID staff may not be able to discuss ongoing/planned procurements, but there is no ban on speaking with USAID staff during award competitions.

Q2. Referring organizations to USAID site to educate them on how to work with USAID

A2. Modules are available for all its public knowledge in several languages as well. Search: 'TRAINING ON HOW TO WORK WITH USAID'